

## Shop Steward Training

### 1 Day Course

#### Module 1: Recognition of a trade union and collective bargaining

- **Organizational Rights for registered trade unions**

- Sufficient representation
- Majority representation
- Disputes about organisational rights
- Trade Union access to the Workplace
- Deduction of trade union subscriptions or levies
- Trade Union Representatives
- Leave for Trade Union activities
- Disclosure of Information to Trade Union

- **The role of the shop steward**

- Functions and duties of shop stewards
- Disciplinary action against a shop steward

- **Collective Agreements**

- Legal effect of collective agreement
- Disputes about collective agreements
- Agency Shop Agreements
- Closed shop agreements

- **Collective Bargaining**

- What is a matter of mutual interest?
- Must the employer negotiate?
- Deadlock in negotiations – the options
- Refusals to bargain (negotiate) disputes

- **Industrial Action**

- What constitutes protected industrial action (protected strike)
- Dismissals based on participation in protected industrial action – Unprotected industrial action and dismissals
- Picket rules
- The employer's right to lock out

#### Module 2: Schedule 8: the Code of Good Practice on dismissal – misconduct

- **The disciplinary process in workplaces**

- Fair procedure and reason for dismissal
- Automatic unfair dismissals
- Unfair labour practices
- The employer's disciplinary code and how it is applied
- Progressive discipline (the process of warning employees) – Fair procedure (suspending and charging an employee)
- External representation at a disciplinary enquiry

- **The disciplinary enquiry**

- The chairperson
- The format of disciplinary enquiries

#### Module 3: Schedule 8: the Code of Good Practice on dismissal – incapacity

- How the employer should address poor work performance – the counselling process
- May the shop steward assist the poor work performer?
- Incapacity dismissals (poor work performance, including medical incapacity)

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#### Module 4: Overview of the Basic Conditions of Employment Act

##### • Regulation of Working Time

- Hours of Work and Overtime
- Lunch and tea breaks
- Sunday Work; Night Work
- Public Holidays

##### • Leave

- Annual Leave
- Sick Leave
- Proof of Incapacity
- Maternity Leave
- Parental Leave
- Family Responsibility leave
- Absenteeism

##### • Termination of Employment

- Notice of termination
- Payment instead of Notice
- Payments on Termination
- Certificate of Service

#### Purpose of the course:

To enable shop stewards to understand and effectively apply the principles of labour legislation in the workplace.

#### Upon completion of the course delegates will be able to:

- Demonstrate an understanding of the rights and limitations pertaining to the recognition of trade unions in the workplace, collective bargaining and industrial action.
- The purpose and application of the Basic Conditions of Employment.
- Effectively assist employees in the workplace in disciplinary and incapacity matters.
- Effectively and constructively engage employers on workplace related matters.

#### The course will be useful for:

- Trade union representatives ("Shop Stewards")
- Employee representatives

For further information contact:

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