

**NATIONAL BARGAINING COUNCIL FOR THE ELECTRICAL INDUSTRY OF
SOUTH AFRICA**

MAIN COLLECTIVE AGREEMENT

TABLE OF CONTENTS

PART I

<u>CLAUSE</u>	<u>PAGE</u>
1. SCOPE OF APPLICATION	5
2. PERIOD OF OPERATION	5
3. EXCLUSIONS	5
4. INDUSTRIAL ACTION	5
5. DEFINITIONS	5
6. LEVELS OF BARGAINING	19
7. DAYS AND HOURS OF WORK	19
8. REFRESHMENTS BREAK	20
9. OVERTIME AND PAYMENT FOR WORK ON SUNDAYS AND PUBLIC HOLIDAYS	21
10. NIGHT WORK	22
11. KEEPING OF RECORDS	23
12. SHORT TIME	23
13. INCLEMENT WEATHER	24
14. CIVIL DISORDER	25
15. PAYMENT OF REMUNERATION AND DEDUCTIONS	25
16. ANNUAL LEAVE AND ANNUAL SHUTDOWN	27
17. ADDITIONAL PAID LEAVE	30
18. FAMILY RESPONSIBILITY LEAVE	30

<u>CLAUSE</u>	<u>PAGE</u>
19. MATERNITY LEAVE	31
20. TRADE UNION REPRESENTATIVES' LEAVE	32
21. SICK LEAVE	32
22. PROOF OF INCAPACITY	34
23. INJURY-ON-DUTY ALLOWANCE	34
24. EXTENSION OF INSURANCE COVER FOR INJURY ON DUTY	34
25. PAYMENT FOR PUBLIC HOLIDAYS	34
26. GENERAL CONTROL	35
27. TERMINATION OF EMPLOYMENT AND SEVERANCE PAY	35
28. TRANSFER OF CONTRACT OF EMPLOYMENT	36
29. INTEREST	37
30. TRADE UNION SUBSCRIPTIONS AND EMPLOYERS' ORGANISATION LEVY	38
31. BENEFIT FUNDS	39
32. CLOSING OF ESTABLISHMENT ON AN ORDINARY WORKING DAY	39
33. REGISTRATION OF EMPLOYERS AND EMPLOYEES	39
34. LIMITED DURATION CONTRACTS	42
35. TRAINING OF EMPLOYEES	42
36. OUTWORK	43
37. PIECEWORK AND INCENTIVE PAYMENTS	44
38. EMPLOYMENT OF PERSONS UNDER 15 YEARS OF AGE	44
39. HIV POLICY	44

<u>CLAUSE</u>	<u>PAGE</u>
40. PROHIBITION OF CONTRACT WORK ON A LABOUR-ONLY BASIS	44
41. TEMPORARY EMPLOYMENT SERVICES	45
42. PROHIBITION OF CESSION AND/OR SET OFF	46
43. FIRST-AID	46
44. CERTIFICATE OF SERVICE	46
45. STORAGE, INSURANCE AND PROVISION OF TOOLS	46
46. ADMINISTRATION OF AGREEMENT	47
47. DESIGNATED AGENTS	48
48. TRADE UNION ACCESS	48
49. EXEMPTIONS	48
50. NEGOTIATING PROCEDURES	51
51. GENERAL RULES GOVERNING CONCILIATIONS & ARBITRATIONS UNDER THE AUSPICES OF COUNCIL	51
52. RESOLUTION OF DISPUTES	52
53. ENFORCEMENT OF THE MAIN COLLECTIVE AGREEMENT	58
54. GENERAL	58
ADDENDUM 1 - LIMITED DURATION CONTRACT GUIDELINE	59

SCHEDULE

NATIONAL BARGAINING COUNCIL FOR THE ELECTRICAL INDUSTRY OF SOUTH AFRICA

MAIN COLLECTIVE AGREEMENT

in accordance with the provisions of the Labour Relations Act, made and entered into by and between the

Electrical Contractors' Association (South Africa)

(hereinafter referred to as the "employers" or the "employers organisation"), of the one part, and the

South African Electrical Workers' Association,

(hereinafter referred to as the "employees" or the "trade union"), of the other part, being the parties to the National Bargaining Council for the Electrical Industry of South Africa.

PART 1

1. SCOPE OF APPLICATION

- (1) The terms of this Agreement shall be observed –
 - (a) by all employers and employees in the Electrical Industry who are members of the employers' organisation and trade union, respectively, who are engaged or employed in the Industry.
 - (b) throughout the whole of the Republic of South Africa, excluding the Magisterial District of Kimberley, within a radius of 20 kilometers from the General Post Office, Kimberley.
- (2) Notwithstanding the provisions of subclause 1.1., the terms of this Agreement shall apply to apprentices and learners only in so far as they are not inconsistent with the provisions of the Manpower Training Act, 1981 or the Skills Development Act, 1998, or any conditions prescribed or any notices served in terms thereof.
- (3) For the purposes of this Agreement, the "rate of remuneration" of learners prescribed under the Skills Development Act, 1998, shall be taken to be the weekly wage of such employees, and the "hourly rate" shall be the weekly wage calculated as above, divided by the number of ordinary hours worked in the establishment concerned.

2. PERIOD OF OPERATION

This Agreement shall come into operation on such date fixed by the Minister of Labour in terms of section 32 of the Labour Relations Act, 1995, and shall remain in force up to and including 31 January 2014.

3. EXCLUSIONS

The provisions of this Agreement shall not apply to non-parties in respect of clauses 1(1) (a), 2, 20, 25(1) (d), 30, 41(8) and 50 of Part 1 of this Agreement.

4. INDUSTRIAL ACTION

No person bound by the provisions of this Agreement shall engage in or participate in a strike or a lockout or any conduct in furtherance of a strike or a lockout in respect of any matter regulated by this Agreement for its duration.

5. DEFINITIONS

Any expressions used in this Agreement which are defined in the Labour Relations Act, 1995, shall have the same meaning as in that Act, and any reference in this Agreement to an Act shall include any amendments to such Act; further, and unless the context otherwise indicates -

“abscond” means the absence from work of an employee for a period in excess of five consecutive working days without the employer being informed or notified of the reasons therefore, or the desertion by an employee of his employment for reasons unknown to the employer;

“Act” means the Labour Relations Act 66 of 1995;

“apprentice” means an employee serving under a written contract of apprenticeship registered with **the relevant SETA**;

“Area A” means the Magisterial Districts of Alberton, Benoni, Boksburg, Brakpan, Bronkhorstspuit, Carletonville, Cullinan, Delmas, Germiston, Heidelberg, Johannesburg, Kempton Park, Krugersdorp, Kwamhlanga, Mkokola Nigel, Oberholzer, Pretoria, Randburg, Randfontein, Roodepoort, Sasolburg, Soshanguve, Soweto, Springs, Vanderbijlpark, Vereeniging, Westonaria, Witbank and Wonderboom;

“Area B” means the Magisterial Districts of Amersfoort, Balfour, Bethal, Bochum, Brits, Ermelo, Garankuwa, Highveld Ridge, Klerksdorp, Kriel, Malamulela, Mankwe, Mhala, Middelburg (Mpumalanga), Mmabatho, Mokerong, Moretele, Nelspruit, Nsikazi, Phokwani, Pietersburg, Piet Retief, Pongola, Potchefstroom, Rustenburg, Seshego, Standerton, Thabamopo, Themba, Thohoyandou, Volksrust, Wakkerstroom, and White River;

“Area C” means the Magisterial Districts of Barberton, Belfast, Bloemfontein, Bloemhof, Bolobedu, Botshabelo, Carolina, Christiana, Coligny, Delareyville, Dzanani, Eerstehoek, Ellisras, Giyani, Groblersdal, Hlangani, Koster, Letaba, Lichtenburg, Lulekani, Lydenburg, Madikwe, Mapulaneng, Marico, Mbibana, Mdutjana, Messina, Moutse, Mutali, Namakgale, Naphuno, Nebo, Nkomazi, Pilgrim's Rest 1 and 2, Phalaborwa, Potgietersrus (only the district north of the Melk River), Schweizer-Reneke, Ritavi, Sekgosese, Sekhukhuneland, Soutpansberg, Swartruggens, Thabazimbi, Ventersdorp, Vuwani, Waterberg, Waterval - Boven and Wolmaransstad, and the Municipal Area of Warmbaths;

“Area D” means the Magisterial Districts of Bethlehem, Harrismith, Hennenman, Kroonstad, Odendaalsrus, Parys, Ventersburg, Virginia, Welkom and Witsieshoek;

“Area E” means the Magisterial Districts of Barkly West, Bethulie, Boshof, Bothaville, Brandfort, Britstown, Bultfontein, Carnarvon, Clocolan, Colesberg, De Aar, Dewetsdorp, Edenburg, Excelsior, Fauresmith, Ficksburg, Fouriesburg, Frankfort, Fraserburg, Gordonias, Hanover, Hartswater, Hay, Heilbron, Herbert, Hoopstad, Huhudi, Jacobsdal, Jagersfontein, Kenhardt, Kimberley (outside a 20 km radius from the General Post Office), Koffiefontein, Koppies, Kudumane, Kuruman, Ladybrand, Lindley, Marquard, Noupoot, Petrusburg, Philippolis, Philipstown, Prieska, Postmasburg, Reddersburg, Reitz, Richmond (Northern Cape), Rouxville, Senekal, Smithfield, Thabanchu, Theunissen, Trompsburg, Victoria West, Viljoenskroon, Vrede, Vredefort, Vryburg, Warrenton, Wepener, Wesselsbron, Williston, Winburg and Zastron;

“Area F” means the Magisterial Districts of Port Elizabeth and Uitenhage;

“Area G” means the Magisterial Districts of Albany, Alexandria, Bathurst, Beaufort West, Calitzdorp, George, Humansdorp, Joubertina, Knysna, Ladismith, Mossel Bay, Oudtshoorn, Riversdale and Uniondale;

“Area H” means the Magisterial Districts of Aberdeen, Adelaide, Albert, Aliwal North, Barkley East, Bedford, Bizana, Butterworth, Cala Cathcart, Centani, Cofimvaba, Cradock, Elliot, Elliotdale, Engcobo, Flagstaff, Fort Beaufort, Graaff-Reinet, Hankey, Herschel, Hewu, Hofmeyer, Idutywa, Indwe, Jansenville, Keiskammahoek, Kentani, King William's Town, Kirkwood, Komga, Kwabhaca, Lady Grey, Lady Frere, Libode, Lusikisiki, Maclear, Maluti, Mdantsane, Middelburg (Eastern Cape), Middledrift, Molteno, Mount Ayliff, Mount Fletcher, Mount Frere, Mpofu, Mqandul, Mthatha, Murraysburg, Ngqeleni, Nqamakwe, Ntabethhemba, Pearston, Peddie, Port St Johns, Prince Albert, Qumbu, Queenstown, Siphagani, Somerset East, Sterkspruit, Sterkstroom, Steynsburg, Steytlerville, Stutterheim, Tabankulu, Tarkastad, Tsolo, Tsomo, Venterstad, Victoria East, Willowmore, Willowvale, Wodehouse, Xhora and Zwelitsha.

“Area I” means the Magisterial Districts of Bellville, Cape, Goodwood, Kuils River, Mitchell's Plain, Simonstown, and Wynberg

“Area J” means the Magisterial Districts of Camperdown, Chatsworth, Durban, Inanda, Kranskop, Lions River, Lower Tugela, Ndwedwe, New Hanover, Mapumulu, Pietermaritzburg, Pinetown, Richmond, Umbumbulu, Umlazi, and Umvoti, inclusive of any former self governing territories located therein.

“Area K” means the Magisterial Districts of Alfred, Babanango, Bergville, Danhauser, Dundee, Eshowe, Estcourt, Glencoe, Hlabisa, Impendle, Ingwavuma, Ixopo, Kliprivier, Lower Umfolozi, Mahlabitini, Mooi River, Mount Currie, Msinga, Mtonjaneni, Mtunzini, Newcastle, Ngotshe, Nkandla, Nongoma, Nqutu, Paulpietersburg, Polela, Port Shepstone, Simdlangentsha, Ubombo, Umzinto, Underburg, Utrecht, Vryheid and Weenen, inclusive of any former self governing territories located therein; and Umzimkulu in the Eastern Cape.

“Area L” means the Magisterial District of East London;

“Area M” means the Magisterial Districts of Gordon's Bay, Malmesbury, Paarl, Somerset West, Stellenbosch, Strand and Wellington;

“Area N” means the Magisterial Districts of Calvinia, Clanwilliam, Hopefield, Morreesburg, Namaqualand, Piketberg, Sutherland, Vanrhynsdorp, Vredenburg and Vredendal,

“Area O” means the Magisterial Districts of Bredasdorp, Caledon, Ceres, Heidelberg, Hermanus, Laingsburg, Montague, Robertson, Swellendam, Tulbagh and Worcester.

Note: In the event of any magisterial district being omitted from the above, the Council will determine under which Area such district should be placed.

“artisan” means an employee who has completed his training in terms of the Manpower Training Act, 1981, or is in possession of a certificate issued by a relevant SETA or by the former Electrical Contracting Industries Training Board recognising that he has received training sufficient to entitle such an employee to work as an artisan in the Industry;

“Building Industry” without in any way limiting the ordinary meaning of the expression, means the industry in which employers and their employees are associated for the purpose of erecting, completing, renovating, repairing, maintaining or altering buildings and structures and/or making articles for use in erecting, completing or altering buildings and structures, whether the work is performed, the material is prepared, or the necessary articles are made on the sites of the buildings or structures or elsewhere, and includes all work executed or carried out by persons who are engaged in the trades, activities or subdivisions in the Building Industry excluding the Electrical Industry.

“certificate” means a certificate of registration issued in terms of regulation 11(3) of the Electrical Installation Regulations, 2009;

“civil disorder” means the concerted action of a number of people, not employed by the employer, to disrupt, for any purpose whatsoever, the normal activities of the employer at his place of business or any working site, or to prevent employees either from reaching such place of business or working site or from commencing or continuing to work;

“Council” means the National Bargaining Council for the Electrical Industry of South Africa;

“domestic appliance mechanic (DAM)” or **“refrigeration mechanic”** means an employee engaged in one or more of the following classes of work :

diagnosing faults in, or directing or executing repairs or adjustments to, or servicing, assembling, erecting and/or installing ranges, refrigerators, washing machines, ironers, air-conditioning units and all other major electrical appliances, carrying out final tests or supervising of such operations, but does not include an employee engaged in connecting to existing outlets, refrigerators, ranges, or other domestic electrical appliances;

“domestic appliance repairer (DAR)” (Areas J and K only) means an employee engaged in -

- (a) the following operations when performed in the workshops of an establishment in connection with the repair of heating and/or drying and/or personal care appliances of a load not exceeding five amperes, except in the case of domestic heating appliances where the load does not exceed 15 amperes -
 - (i) repairing and/or replacing heating elements on appliances,

- (ii) repairing and/or replacing ceramic or other insulating spacers, including fixing,
- (iii) repairing and/or re-assembling heating element containers,
- (iv) removing and/or replacing motors not exceeding 750 watts at the direction of an artisan, excluding final testing,
- (b) any or all of the operations carried out in connection with the installation of burglar or other similar alarm systems –
 - (i) connecting cables of electromechanical devices;
 - (ii) adjusting vibration contracts to pre-set limits;
 - (iii) soft soldering by hand;
 - (iv) foiling windows.

“driver” means an employee engaged in driving a mechanical vehicle on a public road who is in possession of a valid driver's licence issued under any Road Traffic Ordinance;

“electrical assistant” means an employee who is engaged in any or all of the following tasks:

- (a) Digging holes and trenches, planting poles and laying cables in trenches,
- (b) chasing and cutting walls and concrete floors for conduit,
- (c) loading or unloading materials,
- (d) stripping redundant installations and equipment incidental thereto from which the supply cables have been removed,
- (e) cleaning office and workshop areas,
- (f) preparing refreshments,
- (g) installing and fixing of flush and surface mounted wireways and ancillary equipment thereto,
- (h) installing cables including the fitting of glands, making off and securing such cables, but excluding the connection thereof,
- (i) assisting with erecting and connecting luminaires;
- (j) assisting with operating a trenching machine once trained,
- (k) assisting a master installation electrician, an installation electrician, an electrical tester for single-phase, an electrician, an artisan, a domestic appliance mechanic, a domestic appliance repairer and an Elconop 1, Elconop 2 or Elconop 3, but not performing any work individually except as set out in (a) to (j) above:

“electrical construction operator level 1” (hereinafter referred to as ‘Elconop 1’) means an employee who has received on-the-job training by the employer and who undertakes any of the following tasks and who may use the tools necessary to perform such tasks -

- (a) installing and fixing of flush and surface mounted wire ways and ancillary equipment incidental thereto

- (b) installing of cables including the fitting of glands, making off and securing of such cables but excluding the connection thereof
- (c) installing and connecting of socket outlets
- (d) erecting and connecting of luminaries
- (e) operating a trenching machine
- (f) performing the work of an electrical assistant and general assistant
- (i) assisting a master installation electrician, an installation electrician, an electrical tester for single-phase, an electrician or artisan and an Elconop 2 or Elconop 3, but not performing any work individually, except as set out in (a) to (f) above;

“electrical construction operator, level 2” (hereinafter referred to as ‘Elconop 2’) means an employee who is in possession of proof of proficiency as Elconop 1 issued by his employer, who has undergone on-the-job training and has successfully passed the examination for Elconop 2 in line with the basic requirement for NQF Level 2 Core at an institutionalised training centre accredited by a relevant Sector Education Training Authority (SETA) recognised by the Council, and who may be engaged in any or all of the following tasks, and may use the tools necessary to perform such tasks: Provided such tasks are carried out only on new installations or on major renovations to structures or buildings from which the power has been disconnected from the main supply, and are carried out under the supervision of a master installation electrician, an installation electrician, an electrician, an electrical tester for single-phase, an electrician/artisan or an Elconop 3 –

- (a) placing and drawing in of conductors into wire ways,
- (b) installing and connecting of lighting, cooker, water heater and low voltage systems including systemised and/or innovative wiring systems, but excluding the connection of distribution boards,
- (c) installing of under floor heating systems,
- (d) jointing of cables using epoxy or other approved means, as well as the connection of such cables on installations where the supply has been switched off,
- (e) simple arc gas welding,
- (f) performing the work of an electrical assistant, general assistant or Elconop 1;
- (g) assisting a master installation electrician, installation electrician, electrical tester for single phase, an electrician/artisan and an Elconop 3.

“electrical construction operator level 3” (hereinafter referred to as ‘Elconop 3’) means an employee who has been employed in the Industry as an Elconop 2 for a continuous period of at least 12 months and has received training in line with the basic requirements of NQF Level 3 Core or modules 0 to 3 at an institutionalised training centre accredited by a relevant Sector Education Training Authority (SETA) recognised by the Council and has successfully passed the appropriate examination to entitle such employee to be employed as an Elconop 3 in the Industry, or who is in possession of a registration card issued by the Council recognising him as an Elconop 3.

“electrical contractor” means a person who undertakes to perform electrical installation work on behalf of any other person, but excludes an employee of such first mentioned person;

“Electrical Engineering Industry” means the industry concerned with -

- (a) the manufacture and/or assembly from component parts of electrical equipment, namely generators, motors, converters, switch and control gear (including relays, contactors, electrical instruments and equipment associated therewith), electrical lighting, heating, cooking, refrigeration and cooling equipment, transformers, furnace equipment, signalling equipment, radio or electronic equipment, including monitors and other equipment utilising the principles used in the operation of radio and electronic equipment, the latter equipment includes, but is not limited to, television and incandescent lamps, and electric cables and domestic electrical appliances, and further includes the manufacture of component parts of the aforementioned equipment,
- (b) the installation, maintenance, repair and servicing of the equipment referred to in paragraph (a) above, but does not include the activities of the Electrical Industry,

“Electrical Industry” or “Industry” means the industry in which employers and their employees are associated for any or all of the following -

- (a) the design, preparation, erection, installation, repair and maintenance of all electrical equipment forming an integral and permanent part of buildings and/or structures, including any wiring, cable jointing and laying and electrical overhead line construction, and all other operations incidental thereto, whether the work is performed or the material is prepared on the site of the buildings or structures or elsewhere,
- (b) the design, preparation, erection, installation, repair and maintenance of all electrical equipment incidental to the purpose for which a building and/or structure is used, including any wiring, cable jointing and laying and electrical overhead line construction, and all other operations incidental thereto, whether the work is performed or the material prepared on the site of the buildings or structures or elsewhere,
- (c) the design, preparation, erection, installation, repair and maintenance of all electrical equipment incidental to the construction, alteration, repair and

- maintenance of buildings and/or structures, including any wiring, cable jointing and laying and electrical overhead line construction, and all other operations incidental thereto, whether the work is performed or the material prepared on the site of the buildings or structures or elsewhere,
- (d) the design, preparation, erection, installation, repair and maintenance of all electrical equipment not covered by (a), (b) or (c) above, including any wiring, cable jointing and laying and electrical overhead line construction, and all other operations incidental thereto, whether the work is performed or the material prepared on the site of the buildings or structures or elsewhere,
 - (e) the installation and/or maintenance and/or repair and/or servicing of overhead lines and underground cables associated with domestic and/or industrial and/or commercial installations and/or street lighting: Provided that such installation is beyond the supply authorities point of supply.

For the purposes of this definition -

- (i) electrical equipment includes:
 - (aa) electrical cables and overhead lines, and
 - (ab) generators, motors, converters, switch and control gear (including relays, contactors, electrical instruments and equipment associated therewith), electrical lighting, heating, cooking, refrigeration and cooling equipment, primary and secondary cells and batteries, transformers, furnace equipment, radio sets and allied electrical apparatus, signalling equipment and other equipment utilising the principles used in the operation of radio or electronic equipment,
- (ii) design, preparation, erection, installation, repair and maintenance does not include -
 - (aa) the manufacture, installation, repair and/or maintenance of lifts and escalators,
 - (ab) the manufacture and/or assembly by the manufacturer of the aforementioned electrical equipment and/or components thereof,
 - (ac) the wiring of or installation in motor vehicles of lighting, heating or other equipment or fixtures, whether permanent or otherwise,
 - (ad) the manufacture, repair and servicing of motor vehicle batteries, the manufacture of lead-acid batteries and the repair, maintenance and installation of such batteries when performed by the manufacturers thereof, and

- (ae) the sale, and/or repair and/or servicing of manual and/or electrical typewriters and/or electro-mechanical office machines and equipment:

Provided that -

The Electrical Industry, as defined above, shall not include the Iron, Steel, Engineering and Metallurgical Industry, the Local Authority Undertaking and the Building Industry as defined in the Council's certificate of registration.

“electrical installation” means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an installation irrespective of whether or not it is part of the electrical circuit, but excluding -

- (a) any machinery of the supplier related to the supply of electricity on the premises,
- (b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits,
- (c) an electrical installation on a vehicle, vessel, train or aircraft; and
- (d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer.

“electrical tester for single-phase” means a person who has been registered as an electrical tester for single-phase in terms of either the Electrical Installation Regulations 1992 or 2009 made under the Occupational Health and Safety Act, 1993, and who has been approved by the chief inspector for the verification and certification of the construction, testing and inspection of electrical installations supplied by a single-phase electricity supply at the point of control; excluding specialised electrical installations,

“electrical wiring” means the design, installation, alteration, repair or testing of any cable, conductor, fitting, apparatus or conduit used or intended to be used for purposes integral or incidental to the supply and/or consumption of electricity;

“electrician” means an employee who has completed an apprenticeship in terms of the Manpower Training Act, 1981 in a trade relevant to the Industry, or who has received training recognised by a relevant SETA as being sufficient to entitle him to work as an electrician in the Industry;

“employee” means any person employed on any of the classes of work defined in this Agreement and includes a person employed under a contract of apprenticeship recognised by the Council;

“employer” means any person who employs or provides work for any person and remunerates or expressly or tacitly undertakes to remunerate him or who permits any person in any manner to assist him in the carrying on or conducting of his business, and includes temporary employment services as defined in the Act;

“establishment” means the place where the employer normally carries on his business and where his wage records are kept;

“foreman” means an electrician or artisan who has been appointed by his employer to supervise work defined in this Agreement : Provided that such employee may also be required to undertake electrical installation work himself if so required by his employer;

“Freedom of Association” means the right of an employee to join or not to join a trade union of his choice, and the right of an employer to join or not to join an employers’ organisation of his choice”.

“general assistant” means an employee who

(a) is engaged in any or all of the following tasks;

- (i) Digging holes and trenches, planting poles and laying and pulling cables in trenches,
- (ii) chasing and cutting walls and concrete floors for conduit, providing no power tools are used
- (iii) loading or unloading materials,
- (iv) stripping redundant installations and equipment incidental thereto from which the supply cables have been removed,

(b) is employed on the following terms and conditions –

- (i) no such employee shall be employed for a total period exceeding 4 months in any calendar year, with the same employer.
- (ii) the prescribed minimum wage rate of an employee shall not be less than 75% of the prescribed minimum wage rate of an Electrical Assistant,
- (iii) all general assistants shall be included in the Council’s monthly return forms and an employer shall be required to pay all applicable contributions and subscriptions in terms of the Council’s collective agreements excluding pension/provident fund, sick pay fund and risk benefits .

“independent appeals body” means any person or persons appointed by the Council in terms of Section 32 of the Labour Relations Act 66 of 1995, as amended, from an accredited institution, to hear and decide any appeal brought against the Council’s refusal of a non party’s or a party’s application for exemption from the provisions of the collective agreement and the withdrawal of such an exemption by the Council.

“installation electrician” means a person who has been registered as an installation electrician in terms of the Electrical Installation Regulations, 1992 or 2009, made under the Occupational Health and Safety Act, 1993, and who has been approved by the

chief inspector for the verification and certification of the construction, testing and inspection of any electrical installation, excluding specialised electrical installations;

“installation work” means –

- (a) the installation, extension, modification or repair of an electrical installation;
- (b) the connection of machinery at the supply terminals of such machinery; or
- (c) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance

“Iron, Steel, Engineering and Metallurgical Industry” means (subject to the provisions of any Demarcation Determinations made in terms of section 76 of the Labour Relations Act, 1956, and section 62 of the Labour Relations Act, 1995), the industry concerned with the production of iron and/or steel and/or the processing and/or recovery and/or refining of metals (other than precious metals) and/or alloys from dross and/or scrap and/or residues; the maintenance, fabrication, erection or assembly, construction, alteration, replacement or repair of any machine, vehicle (other than a motor vehicle) or article consisting mainly of metal (other than precious metals) or parts or components thereof and structural metal work, including steel reinforcement work; the manufacture of metal goods principally from such iron and/or steel and/or other metals (other than precious metals) and/or alloys and/or the finishing of metal goods; the building and/or alteration and/or repair of boats and/or ships, including the scraping, chipping and/or scaling and/or painting of the hulls of boats and/or ships; and general woodwork undertaken in connection with ship repairs, and includes the Electrical Engineering Industry;

“learner” means the person who is party to a learnership agreement with an employer or group of employers, and a accredited training provider or a group of accredited training providers;

“Local Authority Undertaking” means the undertaking in which employers and their employees are associated for the introduction, continuation, or completion of any action, scheme or activity undertaken by a local authority: Provided that for the purposes hereof the Electrical Industry as defined above shall not include work performed by a local authority exclusively for local authority purposes, but shall include all work performed on the property of a local authority by a registered electrical contractor or his employees or any other person who is not an employee of a local authority: Provided further that the Local Authority Undertaking shall not include the activities of the Electrical Industry;

“lock-up” means any vehicle shed, room, workshop, factory, or similar place, constructed of four walls and a roof, composed of concrete, brickwork, wood, iron or any combination thereof, which can be securely locked, the whole to be so constructed as to provide a place of safe-keeping at any time of employees' tools and clothes and all other tools issued to them by the employer;

“master installation electrician” means a person who has been registered as a master installation electrician in terms of the Electrical Installation Regulations, 1992 or 2009, made under the Occupational Health and Safety Act, 1993, and who has been approved by the chief inspector for the verification and certification of the construction, testing and inspection of any electrical installation;

“piece work” means any system under which the minimum wage to which an employee is entitled is calculated solely on the quantity or output of work done, irrespective of the time spent on such work;

“premises” means any land and any building or structure, or part thereof, above or below the surface of any land and includes any vehicle, aircraft or vessel;

“public holiday” means any day that is a public holiday as determined in the Public Holidays Act 36 of 1994.

“region A” means the Provinces of Gauteng, Limpopo, Mpumalanga, and North West Province.

“region A1” means the Free State/Northern Cape Region incorporating the Provinces of the Free State and the Northern Cape; but excludes the Magisterial Districts of Calvinia, Namaqualand and Sutherland in the Northern Cape.

“region B” means the Eastern / Southern Cape Region incorporating the Province of the Eastern Cape and the Magisterial Districts of Beaufort West, Calitzdorp, George, Knysna, Ladismith, Mossel Bay, Murraysburg, Oudshoorn, Prince Albert, and Uniondale in the Western Cape Province but excludes the Magisterial District of Umzimkulu in the Eastern Cape.,.

“region C” means the Province of Kwazulu Natal and the Magisterial District of Umzimkulu in the Eastern Cape.

“region D” means the Province of the Western Cape and the Magisterial Districts of Calvinia, Namaqualand and Sutherland in the Northern Cape but excludes the Magisterial Districts of Beaufort West, Calitzdorp, George, Knysna, Ladismith, Mossel Bay, Murraysburg, Oudshoorn, Prince Albert, Riversdale and Uniondale in the Western Cape .

“registered person” means a person registered in terms of regulation 11 of the Electrical Installation Regulations, 2009, as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be;

“remuneration” means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person's working for any other person, and "remunerate" has a corresponding meaning and for the purposes of calculating an employee's annual leave pay, notice pay or severance pay, an employee's remuneration-

- (a) the cash value of any payment in kind that forms part of the employee's remuneration unless the employee receives that payment in kind and includes—
 - (i) a housing or accommodation allowance, or subsidy or housing or accommodation received as a benefit in kind;
 - (ii) car allowance or provision of a car, except to the extent that the car is provided to enable the employee to work ;
 - (iii) any cash payments made to an employee, except those listed as exclusions below;
 - (iv) any other payment in kind received by an employee, except those listed as exclusions below
 - (v) employer's contributions to medical aid, pension, provident fund or similar schemes;
 - (vi) employer's contributions to funeral or death benefit schemes.
- (b) excludes-
 - (i) Any cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowance or the provision of a transport allowance to enable the employee to travel to and from work);
 - (ii) A relocation allowance
 - (iii) Gratuities (for example, tips received from customers) and gifts from the employer;
 - (iv) Share incentive schemes;
 - (v) Discretionary payments not related to an employee's hours of work or performance (for example, a discretionary profit-sharing scheme);
 - (vi) An entertainment allowance;
 - (vii) An education or schooling allowance.

"retrenchment" means a termination of employment due to the employer's operational requirements,

"SAQA" means the South African Qualifications Authority established by section 3 of the SAQA Act.

"SETA" means the Sector Education and Training Authority established in terms of section (a)(i) of the Skills Development Act, 1998;

“shift” means a working day;

“Short time” means a lesser number of ordinary hours an employee may be required to work on any working day or working days owing to a shortage of work and/or materials and/or any unforeseen contingencies and circumstances beyond the control of the employer.

“specialised electrical installations” means electrical installations in -

- (a) hazardous locations as contemplated in **SANS,10108**
- (b) anaesthetising and medical locations as contemplated in **SANS 10142 - 1**
- (c) explosive atmospheres as contemplated in **SANS 10086 - 1**,or
- (d) the petroleum industry as contemplated in **SANS 10089 - 2**;

“specified formal training” means a structured learning component and practical work experience of a specified nature and duration, and culminates in a qualification registered with SAQA;

“Storeman” means an employee who is engaged in any or all of the following tasks;

- i) Stacking and storage of materials, tools and equipment;
- ii) Issuing and recording of materials;
- iii) Receiving and recording regular stock counts;
- iv) Recording of materials on site;
- v) Control of materials in the store;
- vii) Checking and ascertaining the correctness of materials received; and,
- viii) Issuing of such materials”

“suitable accommodation” means a hotel, boarding house, caravan or other suitable accommodation and in the event of a dispute in regard to what is suitable accommodation the Council shall give a ruling;

“temporary employment service” means any person who, for reward, procures for or provides to a client other persons who render services to, or perform work for, the client and who are remunerated by the temporary employment service;

“wage” means the hourly rate prescribed in clause 4 of Part II of this Agreement: Provided that where an employer regularly pays an employee an amount higher than that prescribed in the said clause, it shall mean such higher amount;

“wireways” means cable trays or any enclosed casing for containing wires, cables or busbars;

“working day” means any day, other than a Saturday, a Sunday or a public holiday;

“working employer” means an employer or any partner in a partnership who does manual work in the Industry, a sole proprietor, a working director or an employer who is engaged in any work defined in this Agreement, and who is deemed to be an employee in respect of whom contributions are required to be made in terms of this Agreement and if he is a partner, a certified copy of the deed of partnership shall be lodged with the Council.

“workplace” means the place or places where the employees of an employer work. If an employer carries on or conducts two or more operations that are independent of one another by reason of their size, function or organisation, the place or places where employees work in connection with each independent operation, constitutes the workplace for that operation.

6. LEVELS OF BARGAINING

The Council shall be the only forum for negotiating all matters pertaining to this Agreement.

7. DAYS AND HOURS OF WORK

(1)(a) Subject to the provisions of clause 9 of this Agreement, no employer shall require or permit any employee to work-

- (i) for more than nine (9) hours in any one day, Mondays to Fridays,
- (ii) for more than forty four (44) hours in any one week,
- (iii) for more than five days in any one (1) week, Mondays to Fridays,
- (iv) on a Saturday, or Sunday
- (v) before 07:00 or after 17:00,

(v)(aa) for more than five hours continuously without an uninterrupted interval of not less than one hour, during which interval the employee shall not be required or permitted to perform any work: Provided that an employer may agree with a majority of his employees to reduce the length of the interval to not less than half an hour,

(ab) except as provided for in subparagraph (v)(aa) or (ac) hereof, periods of work interrupted by intervals of less than one hour shall be deemed to be continuous,

(ac) when, by reason of any overtime worked, an employer is required to give an employee a second interval, such interval may be reduced to not less than 15 minutes;

(b) Notwithstanding the provisions of paragraph (1)(a), a new employer must, by declaration to the Council within 3 months of commencing operating a business, elect its ordinary working hours. Should it fail to do so it may not then require or permit its employees to work -

- (i) for more than forty (40) hours in any one week,
 - (ii) for more than eight (8) hours in any one day,
 - (iii) for more than five (5) days in any one week, Mondays to Fridays;
 - (iv) on a Saturday or Sunday
 - (v) before 07:00 or after 17:00,
 - (vi) (aa) for more than five hours continuously without an uninterrupted interval of not less than one hour, during which interval the employee shall not be required or permitted to perform any work : Provided that an employer may agree with a majority of his employees to reduce the length of the interval to not less than half an hour;
 - (ab) except as provided for in subparagraph (aa) or(ac) hereof, periods of work interrupted by intervals of less than one hour shall be deemed to be continuous,
 - (ac) when, by reason of any overtime worked, an employer is required to give an employee a second interval, such interval may be reduced to not less than 15 minutes.
- (c) Any employer at the date of coming into operation of this agreement, and that is operating as a business, may maintain or by agreement with the majority of the employees elect to vary its current working hours but may not require or permit an employee to work –
- (i) for more than forty four (44) hours in any one week,
 - (ii) for more than nine (9) hours in any one day,
 - (iii) for more than five days in any one (1) week, Mondays to Fridays,
 - (iv) on a Saturday, or Sunday
 - (v) before 07:00 or after 17:00,
- (2) An employer may, to facilitate the keeping of a record of the starting and stopping time and hours of work of his employees, require them to clock in and out of work and may, before paying any employee any wages and/or remuneration for any period not recorded by the clock, require the employee to show satisfactory proof of having been at work: Provided that an employee shall be paid in terms of this Agreement for any time recorded by the clock which falls within the starting and finishing time of the shift for that day of the week, excluding meal intervals as notified by the employer to his employees in terms of clause 46(3) of this Agreement and for all time which he is required by the employer to work which does not fall within such starting and finishing times.

8. REFRESHMENTS BREAK

Every employer shall allow employees a period not exceeding 10 minutes in the morning and again in the afternoon to partake of refreshments, the times for such intervals to be agreed upon between the employer and the employees. No employee may leave the site where he is working to partake of refreshments. Such rest interval

shall be deemed to be part of the ordinary hours of work of the employee concerned: Provided that should the place of work fall under the provisions of the Construction Regulations, 2003 and the employees are required to proceed to a designated refreshment area to partake of refreshments, the employer may waive the morning and afternoon breaks but shall permit the employees to have an additional 20 minutes for the meal interval, which shall be deemed to be the ordinary hours of work of the employees.

9. OVERTIME AND PAYMENT FOR WORK ON SUNDAYS AND PUBLIC HOLIDAYS

- (1) Unless otherwise authorised by the Council, the maximum overtime that may be worked, including work on Sundays, shall not exceed 10 hours per week.
- (2) Overtime shall be voluntary and any employee who works any time in excess of or outside the hours prescribed in clause 7 of this Agreement shall be paid at the rate of -
 - (a) one and a half times his hourly rate of wages for every hour or part of an hour worked after ordinary hours of work on any day from Monday to Friday or for every hour or part of an hour for all hours worked on a Saturday.
 - (b) double his hourly rate of wages for every hour or part of an hour for all hours worked on a Sunday,
 - (c) for paid public holidays which fall on a day on which the employee would ordinarily work in terms of clause 25(1)(b) of this Agreement, his full day's wages plus his normal hourly rate of wages for every hour or part of an hour for the actual time worked on that day,
 - (d) for paid public holidays which fall on a day on which the employee would not ordinarily work, double his hourly rate of wages for every hour or part of an hour for all hours worked.
- (3) Notwithstanding the provisions of subclause (1) of this clause, where in any one week an employee absents himself from work during any or all of the ordinary hours of work as prescribed in clause 7 hereof, such ordinary hours not worked by the employee shall be deducted from the hours of overtime worked and the hours so deducted shall be paid for at the employee's ordinary rate: Provided that -
 - (i) if the number of ordinary hours of work on which the employee is absent in any one week is in excess of the number of overtime hours worked, all such overtime hours shall be paid for at the employee's ordinary hourly rate,
 - (ii) any overtime worked on a Saturday shall be deemed to be included for the purposes of this subclause,

- (iii) where an employee is absent from work with the permission of his employer or absent on account of sickness or circumstances beyond his control, the provisions of this subclause shall not apply, and the overtime hours worked in such case shall be paid for at the overtime rate applicable to the overtime hours worked: Provided that any employer may call on an employee for a medical certificate in proof of cause of absence.
- (4) Any employee who is aggrieved by the application to him of any of the provisions of subclause (2) hereof may appeal to the Council against the decision applied to him, and the Council may, after considering any reasons which may be submitted for such decision, confirm that decision or give such other decision as in its opinion ought to have been given in such case.

10. NIGHT WORK

- (1) In this clause, "night work" means work performed after 18:00 and before 06:00 the next day.
- (2) An employer may require or permit an employee to perform night work only if so agreed by the Council and the employee, and if-
 - (a) the employee is compensated by the payment of an allowance, equal to 12% of such employees' ordinary hourly rate of pay, in addition to the wages he is to receive for the hours worked, which may be a shift allowance, or by a reduction of working hours: Provided that on the date of coming into operation of the agreement this allowance will increase to 13.5% and
 - (b) transportation is available between the employee's place of residence and the workplace at the commencement and conclusion of the employee's shift.
- (3) An employer who requires an employee to perform work on a regular basis after 23:00 and before 06:00 the next day shall -
 - (a) inform the employee of any health and safety hazards associated with the work that the employee is required to perform,
 - (b) at the request of the employee, enable the employee to undergo a medical examination concerning those hazards-
 - (i) before the employee starts, or within a reasonable period of the employee starting, such work, and
 - (ii) at appropriate intervals while the employee continues to perform such work, and

- (c) transfer the employee to suitable day work within a reasonable time if-
 - (i) the employee suffers from a health condition associated with the performance of night work, and
 - (ii) it is practicable for the employer to do so.
- (4) For the purposes of subclause (3) hereof an employee works on a regular basis if the employee works for a period of longer than one hour after 23:00 and before 06:00 at least five times per month or fifty times per year.

11. KEEPING OF RECORDS

- (1) Every employer shall keep a record containing at least the following information:
 - (a) The employee's name and occupation,
 - (b) the time worked by each employee,
 - (c) the remuneration paid to each employee,
 - (d) the date of birth of each employee,
 - (e) any other prescribed information.
- (2) A record in terms of subclause (1) shall be kept by the employer for a period of three years from the date of the last entry in the record.
- (3) No person shall make a false entry in a record maintained in terms of subclause (1).
- (4) An employer who keeps a record in terms of this clause shall not be required to keep any other record of time worked and remuneration paid in terms of any other employment law.

12. SHORT TIME

- (1)(a) (i) An employer may require his employees to work for a lesser number of hours than the ordinary hours of work of his establishment owing to a shortage of work and/or material, in which case the employer shall give his employees two clear working days' notice of his intention to work short time, and shall, so far as is practicable, spread the work available among the employees affected.
- (ii) Where the employee is expressly required by the employer to report at the establishment on any one day for the purpose of ascertaining if work will be available, he shall receive not less than four hours' work or pay in lieu thereof, in respect of such day.
- (b) (i) If the employer advises the employee on the working day immediately preceding the day on which he is not required to attend or if unforeseen contingencies and/or circumstances beyond the control of the employer

in the event of the foregoing circumstances arise, the employer shall not be required to pay wages to his employees, except for the periods actually worked: Provided that where the employer believes that resumption of work can be effected and expressly instructs his employees to present themselves for employment on a particular day, they shall receive not less than four hours' work or pay in lieu thereof in respect of such day. Unforeseen contingencies and/or circumstances beyond the control of the employer referred to in this paragraph shall not include inclement weather, except as provided for in clause 13 of this Agreement.

- (ii) The employer shall within seven working days of commencement of working short time notify the Council and any representative trade union if its members are affected, thereof in writing.
- (2) Short shifts worked while working short time shall count as shifts actually worked in order to qualify for the paid leave referred to in this Agreement.
- (3) No employee will work short time for a period exceeding 8 weeks.
- (4) In the event that short time is likely to exceed 8 weeks, the employer shall enter into consultations with the affected employee(s) and/or the employee's(s) representative trade union(s) within 6 weeks of the commencement of short time in order to seek alternatives to continued short time.
- (5) Any public holiday falling on any normal working day during the period of short time shall be paid in terms of Clause 25 of this agreement.

13. INCLEMENT WEATHER

If as a result of inclement weather conditions it is not possible to commence or continue with normal work, the employer may decide to discontinue work for that day. In the event of a decision being made to discontinue work on any day owing to inclement weather, an employee shall be paid as follows:

- (a) If work has been stopped within four hours of the start of the normal working day, he shall be paid a minimum of four hours' pay at his normal rate of pay and allowances.
- (b) Subject to the provisions of (a) above, if less than five and a half hours have elapsed since the normal starting time in the establishment and work is then stopped, the employee shall be paid the full pay and allowances for time worked.
- (c) If more than five and a half hours have elapsed since the normal starting time and work is then stopped the employee shall be paid the full pay and allowances paid on a normal working day.

14. CIVIL DISORDER

If, as a result of civil disorder, it is not possible to commence or continue with normal work, the employer may decide to discontinue work for that day. In the event of a decision being made to discontinue work on any day owing to such circumstances, an employee shall be paid as follows:

- (a) If work has been stopped within two hours of the start of the normal working day, the employee shall be paid a minimum of two hours' pay at his normal rate of pay and allowances.
- (b) Subject to the provisions of (a) above, if more than two hours but less than five and a half hours have elapsed since the normal starting time in the establishment and the work is then stopped, the employee shall be paid the full pay and allowances for time worked.
- (c) If more than five and a half hours have elapsed since the normal starting time and work is then stopped, the employee shall be paid the full pay and allowances paid for a normal working day.

15. PAYMENT OF REMUNERATION AND DEDUCTIONS

- (1)(a) Remuneration shall be paid weekly, fortnightly or monthly as mutually agreed upon by the employer and at least 66 per cent of his employees. The employer shall notify the Council of the arrangement made for the payment of remuneration within 30 days of agreement being reached.
 - (b) Where the services of an employee are terminated after the closure of the pay week, all remuneration due to him after that closure shall be payable not later than the pay day on which the remuneration would normally have been paid or not later than seven days after the termination of employment, whichever is the earlier: Provided that, at the request of the employee, such remuneration shall be forwarded to him, either in the form of a money order or a cheque, at an address provided by him.
 - (c) Every employee shall be given a statement of payment showing at least the information referred to in clause 11 of this Agreement.
- (2)(a) Except as otherwise provided in this Agreement, only the following deductions may be made from the wages or earnings payable to any employee in terms of this Agreement:
- (i) For canteen services, where the deduction is authorised by stop-order terminable by the employee by giving not more than 28 days' notice of the termination of his agreement to such deduction being made,
 - (ii) where an employee is absent from work, including absence during any unpaid holiday granted in extension of the paid holidays provided for in this Agreement, a pro rata amount for the period of such absence,

- (iii) with the written consent of the employee, deductions for insurance or any other funds approved by the Council,
- (iv) contributions to the funds of the Council in terms of clause 31 and clause 2 of Part II of this Agreement,
- (v) deduction of any amount which an employer is legally or by order of any competent court required or permitted to make,
- (vi) where an employer, owing to a clerical, accounting or administrative error or miscalculation, pays an employee remuneration in excess of the amount legally payable, the employer shall be entitled to recover the amount of the overpayment by deduction from subsequent wages or earnings, but no one deduction may exceed 15 per cent of the employee's remuneration,
- (vii) deductions for subscriptions to the trade union,
- (viii) Whenever an advance or loan is made by an employer, at the request of an employee, the employer may, on receipt of a stop-order signed by the employee, make deductions from such employee's subsequent wages or earnings, but no one deduction shall exceed 15 per cent of the remuneration from which it may be deducted.

If the services of an employee are terminated, for any reason, before the loan or advance has been paid in full, the employer may appeal to the Council for reimbursement of the amount owing from the moneys for leave pay and bonus pay which the employer may have lodged with the Council in respect of the employee in terms of this Agreement. The Council may, after considering any reasons which may have been submitted, uphold the appeal or give such other decision as the Council may deem fit.

- (ix) Where moneys have been advanced to the employee to expend in the course of his duties for his employer, he may be required to render a satisfactory account of expenditure to his employer. Should the services of the employee be terminated and such moneys not have been refunded, the employer shall be entitled to recover such amount from the employee's wages or earnings: Provided that an employee who is aggrieved by the application to him of this clause, may appeal to the Council against such a decision applied to him and the Council may, after considering any reasons which may be submitted for such decision, confirm that decision or give such other decision as in its opinion ought to have been given in such case.
- (b) Notwithstanding the provisions of this clause relating to payment of remuneration an employer may, by mutual arrangement with his employees, pay any amount due to an employee in terms of this

Agreement by cheque or to the credit of such employee with a bank, or registered deposit-receiving institution nominated by the employee, such payment into a bank, or institution to include all payments due to the employee.

- (c) In the event of the employment of an employee terminating before the ordinary pay-day applicable in his case, all payments due to the employee in terms of this Agreement shall be paid in accordance with the relative requirements of this Agreement.
- (d) Notwithstanding the provisions of clause 16 of this Agreement relating to payment of leave pay, payment of leave pay shall be made in accordance with the provisions of this clause in the same manner as that in which the employee is paid his earnings.
- (e) Monthly-paid employees
 - (i) Foremen whose duties require them to supervise other artisans and employees may, upon notification to the Council, be remunerated on the basis of a monthly salary, which shall be not less than the remuneration prescribed for an installation electrician in this Agreement for the number of hours per week, including overtime hours, permitted in terms of this Agreement.
 - (ii) All the provisions of this Agreement shall be applicable to a monthly-paid employee, including payment at overtime rates for all time worked in excess of the hours specified in the letter of appointment, which shall be lodged with the Council.
 - (iii) A monthly-paid employee who has time off work with the permission of his employer shall be paid for such time off.
- (3) Nothing in this Agreement shall operate to reduce the wage which was being paid to an employee immediately prior to, or to which any employee was entitled at, the date of the commencement of this Agreement while such employee is employed by the same employer.

The provisions of this subclause shall also apply in the case of any employee whose services are terminated by such employer subsequent to the date of commencement of this Agreement and who is re-engaged by such employer within a period of 30 calendar days.

16. ANNUAL LEAVE AND ANNUAL SHUTDOWN

- (1)(a) (i) Every employee shall be entitled to three consecutive weeks' (15 consecutive working days') leave, payable at his ordinary rate of wages, after each completed cycle of 235 completed working days with any employer in the Industry, exclusive of overtime.

(ii) The leave prescribed in this subclause shall become due immediately after the completion of the 235th completed working day with an employer, and leave pay shall be paid before the employee proceeds on leave.

(iii) Where the employment of an employee is terminated before the completion of 235 completed working days with an employer, such employer shall pay him a pro rata amount in accordance with the following formula:

$$\frac{\text{Number of completed working days with employer in present cycle} \times 15 \times \text{ordinary daily remuneration}}{235}$$

(iv) Where the employment of an employee is terminated after the completion of 235 completed working days with an employer, but before the annual leave has been granted to him, his employer shall-

(aa) pay him the amount due in terms of subparagraph (i) hereof in respect of the period of leave which had accrued but was not granted before the date of termination of his employment, and

(ab) pay him an amount calculated in accordance with the formula in subparagraph (iii) in respect of the period of employment completed after the date on which he became entitled to leave in terms of subparagraph (i).

(v) Notwithstanding the provisions of this clause no employee shall be entitled to leave pay, unless he has completed 25 working days with the same employer.

(b) (i) Every employee shall be entitled to and shall take his leave so as to commence within a period of four months from the due date, unless exemption is granted by the Council.

(ii) The leave shall be granted by the employer so as to commence within a period of four months of the due date.

(iii) The leave prescribed by this subclause shall include four weekends and shall be for one unbroken period: Provided that the employee may, with the mutual agreement of the employer, be permitted to take his leave in two periods, one of which is not less than 10 days.

(iv) Where a public holiday falls on what would otherwise be a normal working day, the leave period shall be extended by one day for each public holiday falling within such leave period.

- (v) No employee shall engage in employment, whether for remuneration or not, during the leave period.
 - (vi) Any period during which an employee is off sick in excess of two working days up to a maximum of 43 working days per annum shall count as a qualifying period for leave: Provided that where it is required by the employer, a medical certificate shall be produced. Periods of absence on account of an accident arising out of and in the course of an employee's employment shall count for leave purposes if such accident has been admitted as falling within the provisions of the Compensation for Occupational Injuries and Diseases Act, 1993, and the periods of absence counting for purposes of the paid leave shall be the periods of disablement admitted by the said Act.
 - (vii) Except as otherwise provided herein, employment for the purposes of this clause shall be deemed to commence from the date on which an employee enters the employer's service, or the date he last became entitled to the paid leave, whichever is the later, and shall include shifts which would normally have been worked during periods of absence on the additional week's paid leave or accumulation thereof in terms of clause 17(1) (a) of this Agreement.
- (2) Notwithstanding the provisions of subclause (1) an employer may elect to observe an annual shutdown commencing in December of each year: Provided that the following provisions shall be observed:
- (a) He shall pay his employees, prior to the date of the annual shutdown, the full amount of leave pay and leave bonus due to such employees who have qualified for paid leave in terms of this Agreement, and to employees who are not entitled to the full period of paid leave pay, leave pay and a leave bonus proportionate to the qualification for the paid leave completed as at the date of the shutdown.
 - (b) Nothing contained herein shall operate to preclude an employer from cancelling the annual shutdown: Provided that -
 - (i) such cancellation has resulted from a change in the work schedule of the establishment, and
 - (ii) notice of such cancellation is given prior to 1 October of the year concerned.
 - (c) Notwithstanding any other provision of this Agreement, an employee who has not qualified for leave pay at the date of the shutdown shall be paid a proportionate leave pay as set out in paragraph (a) above, irrespective of any qualifying period specified in this Agreement.

17. ADDITIONAL PAID LEAVE

- (1) (a) Every employee for whom wages are prescribed in this Agreement shall be entitled to an additional one week's leave, payable at his ordinary rate of wages, on qualifying for his fifth and subsequent leave with the same employer: Provided that the additional leave prescribed in this subclause shall be taken at a time mutually agreed on between the employer and employee and shall also count as part of the qualifying period for his next leave.
 - (b) The leave prescribed by paragraph (a) hereof may be accumulated up to a maximum of five weeks.
 - (c) The employee may, by mutual agreement with the employer, take payment in lieu of the leave prescribed by paragraph (a). In the event of the employer and employee failing to agree, the matter shall be referred to the Council for a decision, which shall be final.
 - (d) Where the services of an employee are terminated and such employee has accumulated leave in terms of paragraph (b) standing to his credit, the employer shall pay the employee in lieu of such accumulated leave.
 - (e) Any period of employment in the categories referred to in paragraph (a) prior to the date of commencement of this Agreement shall count towards the qualifying period in terms of paragraph (a).
 - (f) An employee, as a result of mergers or take-overs, shall not lose his qualification for the additional leave prescribed in paragraph (a). The provisions of clause 28 of this Agreement shall apply.
- (2) Save as is otherwise provided herein, employment for the purposes of this clause shall be deemed to commence from the date on which an employee enters the employer's service or on the date on which he last became entitled to leave, whichever is the later.

18. FAMILY RESPONSIBILITY LEAVE

- (1) During each leave cycle, an employee shall be entitled to a period of three days' paid leave which may be taken-
 - (a) when the employee's child is born;
 - (b) when the employee's child is sick ;
 - (c) in the event of the death of a member of the employee's immediate family.

- (2) Before paying an employee for leave in terms of this clause, an employer may require reasonable proof of an event contemplated in subclause (1) hereof for which the leave was taken.
- (3) An employee's unused entitlement to leave in terms of this clause may be accumulated up to a maximum of six days.
- (4) For the purposes of this clause, an employee's "immediate family" means-
 - (a) the employee's spouse or any other person who cohabits with the employee; and
 - (b) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

19. MATERNITY LEAVE

- (1) An employee is entitled to at least four consecutive months' maternity leave.
- (2) An employee may commence maternity leave -
 - (a) at any time from four weeks before the expected date of birth, unless otherwise agreed; or
 - (b) on a date from which a medical practitioner or midwife certifies that it is necessary for the employee's health or that of her unborn child.
- (3) No employee may work for six weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.
- (4) An employee who has a miscarriage during the third trimester of pregnancy or bears a stillborn child is entitled to maternity leave for six weeks after the miscarriage or stillbirth, whether or not the employee had commenced maternity leave at the time of the miscarriage or still birth.
- (5) An employee shall notify an employer of the date on which the employee intends to –
 - (a) commence maternity leave; and
 - (b) return to work after maternity leave.
- (6) Notification in terms of subclause (5) shall be given in writing, unless the employee is unable to do so -
 - (a) at least four weeks before the employee intends to commence maternity leave; or

- (b) if it is not reasonably practicable to do so, as soon as is reasonably practicable.
- (7) The payment of maternity benefits shall be determined by the Minister subject to the provisions of the Unemployment Insurance Act, 1966.

20. TRADE UNION REPRESENTATIVES' LEAVE

- (1) An employee who is an elected representative of one of the party trade unions shall be entitled to take five days' special leave per year during working hours on full pay for the purpose of performing the functions of that office.
- (2) Subject to the provisions of subclause (1) the trade union representative shall be entitled to take an additional 10 days special leave per year during working hours on full pay to attend meetings of this Bargaining Council, provided -
 - (a) the trade union representative is appointed as an official delegate to this Bargaining Council;
 - (b) no more than one such trade union representative shall be appointed from any particular employer for these purposes;
 - (c) that the trade union representative is appointed in terms of the provisions of the Act; and
 - (d) that such leave days may not be accumulated.

21. SICK LEAVE

- (1) For the purposes of this clause, "sick leave cycle" means the period of 36 months' employment with the same employer immediately following -
 - (a) an employee's commencement of employment, or
 - (b) the completion of that employee's prior sick leave cycle.
- (2) During every sick leave cycle, an employee shall be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.
- (3) Notwithstanding subclause (2), during the first six months of employment, an employee is entitled to one day's paid sick leave for every 26 days worked.
- (4) During an employee's first sick leave cycle, an employer may reduce the employee's entitlement to sick leave in terms of subclause (2) hereof by the number of days' sick leave taken in terms of subclause (3).
- (5) Subject to clause 22 of this Agreement, an employer shall pay an employee for a day's sick leave -

- (a) the wage the employee would ordinarily have received for work on that day, and
 - (b) on the employee's usual pay day.
- (6) An agreement may reduce the pay to which an employee is entitled in respect of any day's absence in terms of this clause if -
 - (a) the number of days of paid sick leave is increased at least commensurately with any reduction in the daily amount of sick pay, and
 - (b) the employee's entitlement to pay -
 - (i) for any day's sick leave, is at least 75 per cent of the wage payable to the employee for the ordinary hours the employee would have worked on that day; and
 - (ii) for sick leave, over the sick leave cycle, is at least equivalent to the employee's entitlement in terms of subclause (2).
- (7) The provisions of this clause shall not apply to employers and their employees who are required to contribute to a sick pay fund prescribed in an agreement for the Industry, or to employers and their employees who are participants in and members of a fund, organisation or scheme providing for paid sick leave on a basis which is not less favourable to the employee than that set out in the aforesaid agreement and in respect of which exemption has been granted or is granted by the Council from the provisions of the aforesaid agreement, while such fund, organisation or scheme continues to operate and both the employer and the employee are participants therein.
- (8) Notwithstanding any other provision of this clause, no employee shall be entitled to paid sick leave-
 - (a) in respect of such periods of absence from work for which compensation is payable under the Compensation for Occupational Injuries and Diseases Act, 1993;
 - (b) in respect of paid public holidays as specified in this Agreement, or in respect of any part of the paid leave referred to in this Agreement.
- (9) For the purposes of this clause, "employment" includes any period during which an employee-
 - (a) is on paid leave or additional paid leave in terms of this Agreement,
 - (b) is on sick leave in terms of this clause,
 - (c) is absent from work on the instructions or at the request of the employer.

22. PROOF OF INCAPACITY

- (1) An employer shall not be required to pay an employee in terms of clause 21 of this Agreement if the employee has been absent from work for more than two consecutive days or on more than two occasions during an eight-week period and, on request by the employer, does not produce a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury.
- (2) The medical certificate shall be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament.
- (3) If it is not reasonably practicable for an employee who lives on the employer's premises to obtain a medical certificate, the employer may not withhold payment in terms of subclause (1) hereof unless the employer provides reasonable assistance to the employee to obtain the certificate.

23. INJURY-ON-DUTY ALLOWANCE

Where an employer in terms of section 47(3) of the Compensation for Occupational Injuries and Diseases Act, 1993, is of a reasonable belief that an employee absent from work resulting from an injury on duty will be compensated under the said Act and in respect of which a claim has been made under the Act, the employer shall pay an amount to the employee equivalent to 75 per cent of the employees' ordinary hourly rate for such absence up to a maximum period of three months from the date of the accident. The employer shall recover this payment from the Compensation Commissioner.

24. EXTENSION OF INSURANCE COVER FOR INJURY ON DUTY

Every employer shall either arrange with the Compensation Commissioner to extend and maintain the cover provided by the Compensation for Occupational Injuries and Diseases Act, 1993, to all his employees who fall within the provisions of this Agreement or, alternatively, take out and maintain an insurance policy to provide fixed benefits basically at least equivalent to those provided by the Compensation for Occupational Injuries and Diseases Act, 1993, in respect of his employees who fall within the provisions of this Agreement and whose earnings exceed the earnings ceiling specified in the said Act.

25. PAYMENT FOR PUBLIC HOLIDAYS

- (1) (a) An employee may agree with the employer to exchange a public holiday for any other day, and if so agreed shall not be entitled to any additional payment on such a public holiday.
- (b) Every employee shall, in respect of a public holiday, be paid at his ordinary rate of wages and allowances for the number of hours he would have worked on a normal working day (excluding overtime).

- (c) The payment prescribed in paragraph (b) hereof shall be deemed to be full payment in respect of such public holiday, and subject to the provisions of clause 9 of this Agreement no employee shall be entitled to further compensation in respect of such public holiday.
 - (d) Notwithstanding the provisions of paragraphs (b) and (c) hereof, an employee who is required by his employer to work on the working day immediately prior to and/or succeeding a public holiday and who absents himself on such working day(s) shall not be entitled to payment for such public holiday: Provided that an employee shall be entitled to payment for such public holiday where the employer has given permission for such absence, or has condoned such absence, or where the employee was sick and can produce a medical certificate as proof if so required by the employer, or where the public holiday falls during the period of the annual leave of the employee.
 - (e) Where an employer dismisses an employee and the employment is terminated within a period of five working days prior to a public holiday, such employer shall pay the employee in respect of the public holiday.
- (2) Any employee who is aggrieved by the application to him of any of the provisions of subclause (1) (d) hereof may appeal to the Council against the decision applied to him, and the Council may, after considering any reasons which may be submitted for such decision, confirm that decision or give such other decision as in its opinion ought to have been given in such case.

26. GENERAL CONTROL

A master installation electrician, an installation electrician or an electrical tester for single phase, shall exercise general control over all electrical installation work being carried out, and no person shall allow such work without such control.

27. TERMINATION OF EMPLOYMENT AND SEVERANCE PAY

- (1) A contract of employment terminable at the instance of a party may be terminated on notice of not less than –
 - (a) one week, if the employee has been employed for six months or less;
 - (b) two weeks, if the employee has been employed for more than six months.
- (2) Sub-clause (1) shall not affect-
 - (a) the right of an employer or an employee to terminate a contract of service without notice for any good cause recognised by law as sufficient, and provided that if an employee has been deemed to have absconded the employer must follow a fair procedure recognised by law before deciding whether or not to terminate their contract of employment.

- (b) any agreement between an employer and an employee providing for a longer period of notice than that contemplated by sub-clause (1).
- (3) Instead of giving an employee notice in terms of sub-clause (1) or any agreement, an employer may pay an employee the wages the employee would have earned if the employee had worked during the prescribed or agreed period of notice.
- (4) Whenever a contract of service is terminable by notice in terms of sub-clause (1) -
 - (a) if the employee fails to give the notice or to work such notice period, the employer may deduct the wages for the notice period ;
 - (b) if the employer fails to give the notice or to allow the employee to work during the notice period, the employer must pay the employee the wages the employee would have earned if the employee had worked during the period of notice.
- (5) In the case of a termination as a result of retrenchment, the employer-
 - (a) must inform the Council at least 14 days prior to notice of retrenchment being given.
 - (b) the provisions of the Labour Relations Act of 1995 apply for dismissals based on operational requirements.
 - (c) notwithstanding any other provision in this clause, the employer must give notice to the employee in accordance with sub-clause (1);
 - (d) must pay any employee who is retrenched, in addition to any other moneys due to him, severance pay of one week's wages for each completed year of service."

28. TRANSFER OF CONTRACT OF EMPLOYMENT

- (1) A contract of employment may not be transferred from one employer (referred to as "the old employer") to another employer (referred to as "the new employer") without the employee's consent, unless -
 - (a) the whole or any part of a business, trade or undertaking is transferred by the old employer as a going concern, or
 - (b) the whole or any part of a business, trade or undertaking is transferred as a going concern -
 - (i) if the old employer is insolvent and being wound up or is being sequestrated, or

- (ii) because a scheme of arrangement or compromise is being entered into to avoid winding-up or sequestration for reasons of insolvency.
- (2)
 - (a) If a business, trade or undertaking is transferred in the circumstances referred to in subclause (1)(a) above unless otherwise agreed, all the rights and obligations between the old employer and each employee at the time of the transfer shall continue to be in force as if they had been rights and obligations between the new employer and each employee and anything done before the transfer by or in relation to the old employer shall be considered to have been done by or in relation to the new employer.
 - (b) If a business is transferred in the circumstances envisaged by subclause (1)(b) above, unless otherwise agreed, the contracts of all employees that were in existence immediately before the old employer's winding-up or sequestration shall transfer automatically to the new employer, but all the rights and obligations between the old employer and each employee at the time of the transfer shall remain rights and obligations between the old employer and each employee, and anything done before the transfer by the old employer in respect of each employee shall be considered to have been done by the old employer.
- (3) An agreement contemplated in subclause (2) above shall be concluded with the appropriate person or body referred to in section 189 (1) of the Act.
- (4) A transfer referred to in subclause (1) shall not interrupt the employee's continuity of employment, which shall continue with the new employer as if with the old employer.
- (5) The provisions of this clause shall not transfer or otherwise affect the liability of any person to be prosecuted for, convicted of, and sentenced for any offence.

29. INTEREST

If any amount that falls due in terms of clauses 30, 31 of Part I and clause 2(1) of Part II of this Agreement is not received in full by the Council by the 15th day of the month following the month for which the amount is payable, then the employer shall be liable to pay interest in accordance with the following provisions:

- (i) The interest payable shall accrue on the balance of the amount outstanding from time to time from the said 15th day until the full amount is received by the Council.
- (ii) An employer who does not pay to the Council the levies and contributions payable by him/her and his/her employees each month on the due date as specified in this Agreement shall pay interest to the Pension and or Provident Fund administrator for pension and/or provident fund contributions as prescribed by the Registrar of Pension

Funds in terms of Section 13A (7) of the Pension Funds Act, 1956, as amended, and for all other contributions and levies to the Council, as provided for in terms of the Prescribed Rate of Interest Act, 1975 (Act 55 of 1975) calculated from the due date to the date of payment.

- (iii) The Council shall, in its absolute discretion, be entitled to waive payment by the employer of any interest which accrues in terms of this subclause, with the exception of Pension and/or Provident Fund interest.

30. TRADE UNION SUBSCRIPTIONS AND EMPLOYERS' ORGANISATION LEVY

- (1) An employer shall deduct the amount of the subscriptions payable to the party trade union, in respect of each week or part of a week of employment, including the period an employee is on leave in terms of clause 16 of this Agreement, from the earnings of every employee who is a member of a party trade union and shall forward the amount thus deducted, together with the form specified by the Council, to the Secretary of the Council, not later than the 15th day of each month following that in respect of which the deductions were made: Provided that a signed stop-order is received from the employee indicating the party union of which he is a member.
- (2) Every employer who is a member of the employers' organisation shall forward the levy payable to the Association, in respect of each week or part of a week of employment of each employee for whom wages are prescribed in this Agreement, including the period an employee is on leave in terms of clause 16 of this Agreement, to the Secretary of the Council, not later than the 15th day of each month following that in respect of which the payments are made: Provided that the employers' organisation shall submit to the Council proof of membership in respect of all new members.
- (3) The appropriate party trade union and the employers' organisation shall indemnify the Council against any claim that may arise in respect of this clause, and when a deduction for subscriptions or the payment of the levy in terms of this clause has been made, irrespective of whether, this amount has been paid over to the said trade union or employers' organisation, the employee or employer concerned shall be deemed to, have paid his subscriptions or levy to the said trade union or employers' organisation.
- (4) The Secretary of the Council shall pay all amounts paid in terms of subclauses (1), (2) and (3) hereof to the parties concerned within 30 days of the month in which the amounts were received by the Council.
- (5) The Council shall undertake to render all reasonable services to give effect to this clause for which a maximum amount of three per cent of all contributions and levies in terms of subclauses (1), (2) and (3) hereof shall be paid to the Council.

- (6) A sole proprietor, partner, working director or employer engaged in work specified in this Agreement shall be deemed to be an employee in respect of whom contributions are required to be made in terms of subclause (3) hereof.

31. BENEFIT FUNDS

For the purposes of this Agreement, the following Benefit Funds, which were extended on the dates listed below, are hereby continued:

- (a) The Electrical Industry Sick Pay Fund - 17/10/ 2003
- (b) National Pension and Provident Funds Collective Agreement – Government Gazette No 31191 - 04/07/2008
- (c) The Electrical Industry Sick Pay Fund (Cape) – Ministerial Determination 12/09/2003
- (d) The Electrical Industry (KwaZulu-Natal) Sick Pay Fund - Ministerial Determination 12/07/1999
- (e) All Council and benefit fund contributions are calculated based on the following normal working hours per region:
Region A & B - 42.50 hours per week
Region C - 44 hours per week
Region D - 40 hours per week.
- (f) In the event that an employee fails to qualify for death, disability, and/or funeral benefits in terms of the pension and/or provident fund Agreements because the employer failed to pay contributions owing in respect of the employee's membership, the employer shall be liable to pay to such employee or his/her beneficiaries an amount of money equal to the death, disability and/or funeral benefits that would have been payable to the employee under the rules of the applicable fund had the contributions been paid by the employer.

32. CLOSING OF ESTABLISHMENT ON AN ORDINARY WORKING DAY

Notwithstanding anything to the contrary in this Agreement, an establishment may, by mutual arrangement between the employer and not less than 66 per cent of his employees, be closed during any period of work specified for that establishment in terms of clause 7 of this Agreement.

Where such an arrangement has been arrived at for each specific closing of the establishment, the Council shall be advised of such arrangements made.

33. REGISTRATION OF EMPLOYERS AND EMPLOYEES

- (1) (a) Every employer in the Electrical Industry shall, within 30 days of the date of coming into operation of this Agreement, register with the Council by forwarding to the Secretary of the Council the following particulars, on the form prescribed by the Council, together with the registration fee prescribed:
 - (i) Full name of business,
 - (ii) business address,

- (iii) full names of owners/partners/directors/members,
- (iv) residential address of owners/partners/directors/members,
- (v) the registration fee determined by the Council from time to time and provided that it shall not exceed R1,000.00;
- (vi) the name of the registered person who is employed in a full-time capacity, in terms of the Electrical Installation Regulations, 2009;
- (vii) the full names of all other employees employed by him, including identity numbers, categories of employment, and, in respect of each individual employee or employer, any additional personal particulars as may be required by the Council, and by endeavouring to submit the completed beneficiary form to Council within 30 days of date of registration.
- (viii) an electrical contractor's certificate of registration issued by the Chief Inspector, or a person appointed by him in terms of the Electrical Installation Regulations, 2009, made under the Occupational Health and Safety Act, 1993,
- (ix) satisfactory proof of registration with the Unemployment Insurance Fund, the Compensation Fund Commissioner, the relevant local authority and the South African Revenue Service.

The requirements prescribed by this paragraph shall be maintained during the period of registration, and evidence of the continued validity thereof shall be produced at the request of the Council. If there is any change to the above requirements, the Council shall be notified within 30 days.

- (b) An employer who has already, prior to the date of coming into operation of this Agreement, furnished the particulars required under this clause shall be deemed to have complied with the provisions thereof and to be registered with the Council.
 - (c) Employers entering the Industry after the date of coming into operation of this Agreement shall register with the Council and shall furnish the particulars required under paragraph (a) above within 30 days of commencing operations.
 - (d) Should the business cease to exist, the Council shall be notified within 30 days and all certificates issued by the Council or the Electrical Contracting Board of South Africa shall be returned to the Council within the same period.
- (2) Every employer to whom this Agreement applies, but who is not registered in terms of the provisions of subclause (1) (a) of this clause, shall be deemed to

be registered from the date of commencement of his business and shall observe the provisions of this Agreement.

- (3) All applications for registration shall be made directly to the Secretary of the Council in the area in which the employer is operating or intends to operate his business.

The postal addresses of the Regional Councils are -

Bloemfontein	: PO Box 1379, Bloemfontein, 9300
Cape	: PO Box 1220, Parow, 7499
East London	: P.O. Box 19852 Tecoma, East London, 5214.
Gauteng	: PO Box 31402, Braamfontein, 2017
George	: P.O. Box 1952, George, 6529
KwaZulu-Natal	: PO Box 722, Durban, 4000.
Nelspruit	: P.O. Box 19646, The Village Mall, Nelspruit.1200
Polokwane	: P.O. Box 2478, Polokwane. 0700
Port Elizabeth	: PO Box 27287, Greenacres, 6057
Pretoria	: P.O. Box, 12011, Hatfield. 0028

- (4) (a) Every employer who is not a member of the employers' organisation and who has in his employ the categories of employees for whom basic minimum wages are prescribed in terms of clause 4 of Part 11 of this agreement shall be required to pay to the Council a levy amounting to R2.00 per such employee per week
- (b) The amounts paid to the Council in terms of paragraph 4(a) above shall be deposited in a separate bank account and may be invested by the Council in paid up shares, fixed deposits or savings accounts with any bank.
- (c) In the event of the insolvency of any employer who is registered with Council and who is not a member of the employers' organisation, the Council shall pay leave pay which has accrued to the employees of that employer: Provided that the liability of the Council shall be limited to the total moneys collected and deposited in terms of paragraph (b) above: provided further that the employees so compensated cede their claims to the Council and that the Council have the right to claim any amount so paid out from the insolvent estate.
- (d) Employers who are members of the employers' organisation shall be exempted from paying the levy referred to in paragraph (a) above.

- (e) The employers' organisation shall establish and maintain a fund for the purpose of paying leave pay which has accrued to the employees of its members registered with the Council in the event of the insolvency of such members: Provided that the opening balance of such fund at the commencement of each year shall be maintained at R500,000.00.
- (f) In the event of insolvency of any employer who is registered with the Council and who is a member of the employers' organisation, the employers' organisation shall pay leave pay which has accrued to the employees of that employer: Provided that the liability of the employers' organisation shall be limited to the total moneys available in the fund in the year in which the insolvency occurred: Provided further that the employees so compensated cede their claims to the employers' organisation and that the employers' organisation have the right to claim any amount so paid out from the insolvent estate.

34 LIMITED DURATION CONTRACTS

- (1) In cases where an employee is engaged on a limited duration contract, and such employee has not previously contributed to the Electrical Industry Pension/Provident Fund, the employer will cover such employee only for the purposes of risk benefits, that is death, disability, funeral and sick pay, whilst employed on such limited duration contract: Provided this will not apply to an employee who was previously a member of the Pension/Provident Fund and has not withdrawn from such Fund. Provided that should such employee be employed on a further limited duration contract with the same employer within 90 days of the termination of his original limited duration contract, the employer and employee shall contribute towards the employee's Pension/Provident Fund.

35. TRAINING OF EMPLOYEES

- (1) All Elconops 1, Elconops 2, and Elconops 3 shall be issued with a registration card in the manner and form prescribed by the Council.
Such registration card, for which a fee not exceeding R20, 00 shall be payable by the employee, shall contain a photograph of the employee and his category of employment. Such card shall at all times during working hours be carried on the person of the employee.
- (2) When an employer upgrades an employee from electrical assistant to Elconop 1, he shall inform the Council within seven days from the date thereof, and apply to the Council for a new registration card to be issued to the employee.
- (3) When an employer makes a written application to the Council to upgrade an Elconop 1, who is in his employ, to Elconop 2 he shall provide a Certificate of Proficiency as an Elconop 1 in respect of such employee.
The employer shall thereafter arrange for the completion of the necessary formalities for the Elconop 1 to attend the prescribed formal training course at an institutionalised training centre accredited by the appropriate "SETA".

Should the Elconop 1 be successful in the examination, he shall from the date of undertaking such examination be promoted to Elconop 2 and the employer shall apply to the Council for a new registration card to be issued to such employee. Should the Elconop 1 not be successful in the examination, he shall, notwithstanding the provisions of subclause (4) below immediately revert to employment on the previous terms and conditions applicable to him as an Elconop 1.

(4) Elconop Training:

- i) The training period will not exceed 20 weeks;
- ii) The employee on training must be registered with the Council as a Trainee Elconop 2;
- iii) The employee will be remunerated as an Elconop I whilst undertaking training;
- iv) Upon the completion of the training period, the employee must either be promoted to an Elconop 2, or remain as an Elconop I with his duties being limited to those of an Elconop 1”.

(5) For a period not exceeding three months prior to undertaking the prescribed formal training and with the written authority of the Council, which may include a temporary registration card from the Council or other form of identification, an employer shall be permitted to provide on-site training for the Elconop 1 and allow him to perform the duties of an Elconop 2: Provided that the employer shall not be required to pay the wages or to observe the conditions of employment of an Elconop 2 during the period the Elconop 1 is receiving on-site training.

(6) The provisions of subclauses (3) and (5) above shall, *mutatis mutandis*, apply in upgrading an Elconop 2 to Elconop 3.

36. OUTWORK

- (1) No employer shall require or allow any of his employees to undertake work in connection with the Electrical Industry other than to execute work in completion of an order placed with such employer.
- (2) No employee whilst in the employ of an employer shall solicit, undertake or perform any work other than on behalf of his own employer in the Electrical Industry, whether for remuneration or not, during or outside of the ordinary hours of work or working days prescribed in clause 7 of this Agreement, save that such employee may carry out work on his own premises outside of normal working hours.

37. PIECEWORK AND INCENTIVE PAYMENTS

- (1) The giving out by employers or the performance by employees of work on a piecework basis is prohibited.
- (2) Notwithstanding the provisions of subclause (1) of this clause, it shall be permissible, by mutual agreement between any individual employer and his employee, to introduce and to operate a system of incentive payments: Provided that as a result of the introduction and operation of such system the remuneration and other monetary benefits accruing to employees shall not be less than those prescribed in this Agreement: Provided further that the other provisions of this Agreement are adhered to in every respect: Provided further that apprentices shall not be allowed to participate in such a system.

38. EMPLOYMENT OF PERSONS UNDER 15 YEARS OF AGE

No employer shall employ any person under the age of 15 years.

39. HIV POLICY.

Both employers and employees shall observe the Code of Good Practice: Key Aspects of HIV/AIDS and Employment published under Government Notice No. R. 1298 of 1 December 2000.”

40. PROHIBITION OF CONTRACT WORK ON A LABOUR-ONLY BASIS

- (1) No employer shall -
 - (a) avail himself of the services of another person for the supply of labour to perform work covered by this Agreement on any basis which provides for remuneration, benefits and allowances to be paid to a person other than the person performing such work,
 - (b) in respect of work covered by this Agreement, pay remuneration, benefits and allowances to a person other than the person who, in terms of this Agreement, is entitled to such remuneration, benefits and allowances.
- (2) No employee or any other person shall make his labour available to an employer on the basis of any contract or arrangement which precludes such employee or other person from exercising his rights under this Agreement to secure from the employer for whom he performs work the remuneration, benefits and allowances prescribed by this Agreement.
- (3) No employer shall employ any employee of another employer in the Electrical Industry, whether for remuneration or not, during or outside of normal working hours or during any leave period of such employee.

- (4) No employer shall hire any person, other than under the terms of this Agreement, or hire the services of any employee to or from any person unless such person is an employer who is engaged in the Electrical Industry and who is engaged in any activity or activities falling within the Electrical Industry as defined in this Agreement and who is registered with the Council.

41. TEMPORARY EMPLOYMENT SERVICES

- (1) All temporary employment services (formerly labour brokers), as referred to in section 198 of the Act, shall register with the Council if they provide to a client employees to perform any work falling within the definition of "Electrical Industry".
- (2) No employer may use the services of employees procured from a temporary employment service, unless such service provides sufficient proof of -
- (a) registration in terms of the Unemployment Insurance Act, 1966;
 - (b) registration in terms of the Compensation for Occupational Injuries and Diseases Act, 1993;
 - (c) registration with this Council; and
 - (d) compliance with the provisions of this Agreement.
- (3) An employer who procures the services of an employee or employees from a temporary employment service shall complete a form in the format specified by the Council in respect of each such employee, and such form shall be signed by both the employer and the employee concerned declaring that the particulars are correct.
- (4) The form referred to in subclause (3) shall contain the following particulars:
- (a) The name, telephone number, residential address and identity number of the employee,
 - (b) the business name, business telephone number and physical business address of the temporary employment service concerned,
 - (c) the date from which the employer uses the services of the employee and the expected termination date,
 - (d) the site address where the services of the employee are to be used,
 - (e) the anticipated normal working hours and overtime to be worked by the employee, and
 - (f) the occupation applicable to the employee in terms of this Agreement.
- (5) The employer shall submit the form referred to in subclause (3) above to the Council within five working days after he has commenced using the services of the employee or employees.

- (6) In terms of section 198(4) of the Act, the temporary employment service and the employer shall jointly and severally be liable if the temporary employment service, in respect of its employees, contravenes any of the conditions of this Agreement.
- (7) The temporary employment service shall be required to comply with all the terms and conditions of this Agreement and the relevant Pension/Provident Fund Agreements referred to in clause 31 of this Agreement.
- (8) Should the temporary employment service be a member of an employers' organisation that is a party to the Council, the provisions relating to trade union membership and subscriptions and payment of employer's organisation levies shall apply.
- (9) The Council staff shall conduct wage book inspections at all temporary employment services every 3 months.

42. PROHIBITION OF CESSION AND/OR SET-OFF

- (1) No claim whatsoever by any employee against the Council shall be capable of being ceded and no purported cession thereof shall be binding upon the Council.
- (2) Set-off between any amounts payable to an employee referred to in clause 15 of this Agreement and any amounts payable by such employee, the deduction of which is prohibited by that clause, shall not operate and is expressly excluded, and this provision shall be deemed to be a term of every contract of employment between employer and employee.

43. FIRST- AID

Every employer shall provide and maintain in good order suitable first-aid equipment as prescribed in regulation 3 of the General Safety Regulations, 1986, made under the Occupational, Health and Safety Act, 1993, on any premises where employees are employed by him.

44. CERTIFICATE OF SERVICE

Every employer shall provide each employee, on the termination of his employment, with a certificate of service showing the full names of the employer and the employee, the nature of the employment, the date of commencement and the date of termination of employment.

45. STORAGE, INSURANCE AND PROVISION OF TOOLS

- (1) Lockup facilities shall be provided by the employer on all sites and workshops for locking up tools.

- (2) Every employer shall take out an insurance policy with a registered insurance company, insuring tools which are the private property of skilled employees in his employ against the loss or destruction or damage of the tools through fire or theft whilst on the employer's premises.

The maximum cover under this clause shall be R2 000,00 per employee: Provided that 10 per cent of any loss or damages for which payment is claimed shall be borne by the employee: Provided further that an employer shall require a skilled employee, within seven days of the commencement of his employment, to submit to him an inventory of the tools in his possession, which shall comprise a minimum as detailed hereunder, and the skilled employee shall comply with such requirements to enable the employer to effect the insurance prescribed above. The employer may verify such inventory from time to time.

- (3) The tool kit of the skilled employee shall comprise-
electrician's pliers, long-nose pliers, tape measure (6m), hacksaw (junior and ordinary), cable knife, wire strippers, one 15cm and one 30cm shifting spanner, ballpein hammer, spirit level, set square (15cm), soldering iron, crimping pliers, side cutters (diagonal type), six assorted screwdrivers, carpenter's hammer, tin snips, six assorted standard flat and/or ring spanners, one small and one large wood chisel, set of allen keys and water pump-pliers.
- (4) The employer shall, where such tools are necessary, provide-
flat and round files with handles, stocks-and-dies, chasing chisels, masonry drills, electrical testing instruments, geyser spanners, hole saws, benders, reamers, fish tapes, twist drills, die nuts, chassis punches and electric power tools: Provided that such tools shall remain the property of the employer. The employee shall exercise due care in the use of/and storage of tools provided by his employer.
The employer shall be entitled to make a deduction from the remuneration payable to any employee for the loss of the employer's equipment signed for by such employee or the insurance excess payable on the loss of any such equipment.
- (5) For the purposes of this clause, "skilled employee" shall mean a master installation electrician, an installation electrician, an electrical tester for single-phase, an electrician, an artisan, a domestic electrical installer, an apprentice and an Elconop 3.

46. ADMINISTRATION OF AGREEMENT

- (1) The Council shall be the body responsible for the administration of this Agreement.
- (2) Every employer shall keep in his establishment, in a place readily available, a legible copy of this Agreement.

- (3) Every employer shall display in his establishment, in a place readily accessible to his employees, a notice stating the starting and finishing time of work.

47. DESIGNATED AGENTS

The Council shall request the Minister, in terms of section 33 of the Act, to appoint persons to be designated agents to assist in giving effect to this Agreement. A designated agent shall have the powers conferred upon him in terms of section 33A read with Schedule 10 of the Act.

48. TRADE UNION ACCESS

- (1) Any office-bearer or official of the representative trade unions shall be entitled to enter the employer's premises in order to recruit members or communicate with members, or otherwise serve their interests.
- (2) A representative trade union shall be entitled to hold meetings with employees outside their working hours at the employer's premises.
- (3) The members of a representative trade union shall be entitled to vote at the employer's premises in any election or ballot contemplated by the trade union's constitution.
- (4) The rights conferred by this section shall be subject to any conditions as to time and place that are reasonable and necessary to safeguard life or property or to prevent the undue disruption of work.

49. EXEMPTIONS

- (1) In terms of section 32 of the Act the Council shall consider all applications for exemption from any of the provisions of this Agreement for any good and sufficient reason.
- (2) All applications for exemption shall be in writing (on an application form provided by the Council) and shall be addressed to the Secretary of the Council for consideration by the Council.
- (3) All applications for exemptions shall be substantiated, and such substantiation shall include the following details:
 - (a) The period for which the exemption is required,
 - (b) the Agreement and clauses or subclauses of the Agreement from which the exemption is required,
 - (c) proof that the exemption applied for has been discussed by the employer, his employees and their respective representatives. The responses resulting from such consultation, either in support of or against the application, shall be included with the application.

- (4) The Secretary of the Council shall place the applications for exemption on the agenda of the next Council meeting for consideration.
- (5) The Secretary of the Council shall provide the Council with details of all the applications for exemption.
- (6) The Council shall consider and decide on all written applications and, when requested by the applicants or objectors to do so, may interview applicants or objectors at its following meeting: Provided that the Council may defer a decision to a following meeting if additional substantiation, information or verbal representations are considered necessary to decide on the application for exemption.
- (7) Once the Council has decided to grant an exemption, it shall issue a certificate and advise the applicant(s) within 14 days of the date of its decision.
- (8) When the Council decides against granting an exemption or part of an exemption requested, it shall advise the applicant(s) within 14 days of the date of such decision and shall provide the reason or reasons for not granting an exemption.
- (9) Exemption criteria -

The Council shall consider all applications for exemption with reference to the following criteria:

- (a) The written and verbal substantiation provided by the applicant,
- (b) the extent of consultation with and the petition for or against granting the exemption as provided by employers or employees who are to be affected by the exemption if granted,
- (c) the terms of the exemption,
- (d) the infringement of basic conditions of employment rights,
- (e) the fact that a competitive advantage may not be created by the exemption,
- (f) the effect of the exemption on any employee benefit fund or training provision in relation to the alternative comparative bona fide benefit or provision, including the cost to the employee, transferability, administration management and cost, growth and stability,
- (g) the extent to which the proposed exemption undermines collective bargaining and labour peace in the Electrical industry,

- (h) any existing special economic or other circumstances which warrant the granting of the exemption,
 - (i) reporting requirements by the applicant and monitoring and re-evaluation processes, and
 - (j) cognisance of the recommendations contained in the Report of the Presidential Commission to Investigate Labour Market Policy.
 - (k) Once a notice to attend arbitration proceedings has been issued, no employer or employee may make application for exemption from any provision of the collective agreement to which the arbitration notice relates.
 - (l) Any exemption applied for after the notice to attend arbitration has been issued will not stay the arbitration proceedings. The arbitrator will be requested to make an appropriate arbitration award.
- (10) In terms of section 32 of the Act, the Council hereby establishes an Independent Appeal body to hear and decide as soon as possible, any appeal brought against –
- (a) the Council's refusal of an application for exemption from the provisions contained in this Agreement,
 - (b) the withdrawal of such exemption by the Council.

Provided that such appeals are lodged with Council within 14 days from the date of receipt of the outcome of the exemption application.

- (11) The Secretary shall, upon receipt of a written application for an appeal, forward the application together with the original application for exemption and all supporting documents to the Independent Appeal body for a decision.
- (12) The Independent Appeal body shall consider all applications with reference to the criteria set out in subclause (9) above and shall ensure that the applications are not in conflict with the primary objects of the Act.
- (13) The Independent Appeals Body may defer a decision to a subsequent meeting if additional motivation, information or verbal representations are considered necessary to decide the application for exemption.
- (14) The Independent Appeals Body shall issue a certificate within 14 days of the date of its decision to uphold the appeal and grant exemption. The certificate should specify the terms of the exemption and the reporting requirements by the applicant and the monitoring and re-valuation processes.
- (15) The Independent Appeals Body shall advise the applicant(s) within 10 working days of the date of its decision not to grant exemption or part of an exemption

requested and shall provide a written reason or reasons for the decision not to grant exemption.

50. NEGOTIATING PROCEDURES

- (1) Where any party to the Council wishes to initiate negotiations for the amendment of any existing Agreement or the introduction of a new Agreement, the party shall submit its proposals in writing to the Secretary.
- (2) The Secretary shall immediately arrange for the proposals to be circulated to all interested parties and shall take steps to arrange a negotiating meeting within 45 days of receipt of the proposal. The date of the first negotiating meeting shall be decided at the next meeting of the Council and such negotiating meeting shall be held within 30 (thirty) days of the Council meeting.
- (3) Further negotiating meetings may be held by agreement between the parties, who may also agree on any procedures, documentation, or any other matters for the purposes of assisting the negotiations.
- (4) If the negotiations have not been concluded within the 30 (thirty) days of the first negotiating meeting held, or as otherwise agreed between the parties, any party to those negotiations may declare a dispute by notice in writing to the Council and shall satisfy the Council that a copy of the referral has been served on all other parties to the dispute. This service shall be effected by means of telefax, hand delivery or registered post.
- (5) Industry disputes shall be processed in accordance with clause 52(4). All other disputes shall be processed in accordance with clause 52 (1) to 52 (3) of this Agreement.

CLAUSE 51- GENERAL RULES GOVERNING CONCILIATIONS AND ARBITRATIONS CONDUCTED UNDER THE AUSPICES OF THE COUNCIL

- (1) Notwithstanding the following procedures and rules, any omissions there from shall be dealt with in accordance with the Rules for the Conduct of Proceedings before the CCMA as amended from time to time.
- (2) **How to bring an application**
 - (a) This rule applies to any application for condonation, joinder, substitution, variation or recession, application in a jurisdictional dispute or any other preliminary application.
All applications must comply with Rule 31 of the CCMA rules.
- (3) **How to apply to vary or rescind arbitration awards or rulings**
 - (a) An application for the variation or rescission of an arbitration award or ruling must be made within 14 days of the date on which the applicant

became aware of the arbitration award or ruling or became aware of a mistake common to the parties to the proceedings.

- (b) A ruling made by a Council appointed conciliator or arbitrator which has the effect of a final order, will be regarded as a ruling for the purposes of this clause.

(4) Condonation for failure to comply with the rules

The Council or arbitrator or conciliator may condone any failure to comply with the time frames in this clause, on good cause shown.

CLAUSE 52 - RESOLUTION OF DISPUTES

(1) Procedure to enforce compliance with this agreement:

The Council shall take all reasonable steps necessary to ensure compliance with this agreement. If whether through its own investigations or through any other source, it appears as if the provisions of this agreement have been breached then the following procedure shall apply to enforce compliance:

- (a) The appointed official of Council shall investigate the alleged breach.
- (b) If, upon completion of the investigation, the appointed official of Council has reason to believe that this agreement has been breached, the appointed person may endeavor to secure compliance with the agreement by any or all of the following means:
 - (i) Issue a compliance order requiring any person bound by the collective agreement to comply with the collective agreement within a specified period.
 - (ii) refer the matter to arbitration in terms of this agreement
 - (iii) a designated agent of Council shall have all the powers conferred to him in terms of section 33 read with section 33A and Schedule 10 of the Act.
- (c) Arbitration
 - (i) Upon referral of the unresolved dispute to arbitration, Council shall appoint an arbitrator from its panel to hear and determine the alleged breach of this agreement. The arbitrator shall be independent of the Council.
 - (ii) The Council shall decide the date, time, and venue of the arbitration hearing, but shall give the parties at least 21 days written notice of an arbitration hearing, unless the parties agree to a shorter period.
 - (iii) The Council shall serve notice of the date, time and venue of the arbitration on all parties who may have an interest in the outcome of arbitration.
 - (iv) Any party who has an interest in the outcome of the arbitration shall have the right to –
 - give evidence

- call witnesses
- question the witnesses of the other party
- address the concluding arguments with the arbitrator
- be represented by a legal practitioner or co-employee or any office-bearer or official of his trade union or employers' organisation and, if the party is a juristic person, by a director or employee thereof.

(d) The arbitrator shall have the following powers:

- (i) To determine whether there has been a breach of this agreement.
- (ii) To make any appropriate award that gives effect to the collective agreement and to ensure compliance therewith.
- (iii) To conduct the arbitration in a manner and form that he considers appropriate in order to determine the dispute fairly and quickly but shall deal with the substantial merits of the dispute with the minimum of legal formalities. Subject to the discretion of the arbitrator as to the appropriate form of the proceedings, a party to the dispute may give evidence, call witnesses, question the witnesses of any other party, and address concluding arguments to the arbitrator.
- (iv) The appointed arbitrator may at any stage prior to or during the arbitration proceedings, suspend the arbitration proceedings and attempt to resolve the dispute through conciliation with the consent of all the parties to the dispute. If appropriate, the arbitrator may refer the dispute to another conciliator to be conciliated.
- (v) To adjourn the arbitration proceedings to a later date or to make an award in the absence of a party who is alleged to have breached the agreement, if -
 - such party fails to appear in person or to be represented at the arbitration proceedings, and *prima facie* evidence has been presented to the arbitrator that the party in question has failed to comply with this agreement. Provided that proof is presented that written notification has been forwarded to such party –
 - (a) by registered mail to such party's last known address and 28 days have lapsed since such notification has been mailed; or
 - (b) by fax transmission to such party's last known fax number; and 21 days have lapsed since such notification has been faxed; or
 - (c) by hand delivery to such party's last known business or residential address; and 21 days have lapsed since such notification has been hand delivered.
- (vi) The arbitrator conducting arbitration in terms of this sub clause has the powers of a Commissioner in terms of section 33A, section 142 and section 138 of the Act, read with the changes required by the context.
- (vii) The appointed arbitrator shall have the power to vary or rescind any arbitration award issued by him or by any arbitrator on application by any affected party or on his own accord within 14 days of the date on which the applicant became aware of the arbitration award or ruling or

a mistake common to the parties to the proceedings and without limiting the generality hereof shall have this power if -

- the award was erroneously sought or erroneously made in the absence of any party affected by the award.
- the award is ambiguous or contains an obvious error or omission, but only to the extent of that ambiguity, error or omission
- the award was granted as a result of a mistake common to the parties to the proceedings.

- (e) Any award made by the arbitrator, shall be served on all interested parties by the Council and must be made within 14 days after the expiry of the arbitration proceedings.
- (f) The Council may apply to make the arbitration award an order of court in terms of section 143 or section 158(1) of the Act.
- (g) The Council may apply for a writ of execution to enforce the order of court made in terms of section 143(1) of the Act.
- (h) The provisions of this procedure shall apply in addition to any other legal remedy which the Council may apply to enforce a collective agreement.
- (i) If the arbitrator finds that any party to the dispute has failed to comply with a provision of Council's collective agreements which are binding on that party, then the arbitrator shall, in addition to any other appropriate order, impose a fine on the non-compliant party in accordance with Section 29 (2) of Schedule 7 of the Act, read with Section 33A of the Act. An arbitrator shall also include in an order, any interest that is due in terms of clause 29 of the Council's main collective agreement and an arbitration fee of R500, 00.
- (j) Notwithstanding the provisions of this clause, the Council may utilise section 33A, section 142 and Schedule 10 of the Act to monitor and enforce compliance with its collective agreements.

(2) Procedure for Disputes about the Interpretation and/or Application of this Agreement or Council's Constitution

- (a) If a dispute is referred to the Council by any party to Council, or any non-party which falls within the registered scope of Council, - the Council shall appoint a conciliator to attempt to resolve the dispute through conciliation and if the dispute remains unresolved after conciliation, the Council shall appoint an arbitrator from its panel or from any recognized dispute resolution body to arbitrate the dispute. The arbitrator shall be independent of the Council.

- (b) Any party to Council or non-party within the registered scope wishing to lodge such a dispute shall notify the Council in writing setting out all the details of the dispute. A copy of such notification shall be served on all parties to the dispute in accordance with Rule 5 of the Rules for the Conduct of Proceedings before the CCMA.
- (c) The Council shall arrange a conciliation meeting of the parties to the dispute within 30 days of the date it received the completed referral. However, the parties to the dispute may agree to extend the 30 day period.
- (d) In conciliation proceedings a party to the dispute may appear in person or be represented only by a director or employee of that party and if a close corporation also by a member thereof, or any member, office bearer or official of that party's registered trade union or registered employers' organisation.
- (e)
 - (i) The Council may appoint a conciliator from its panel to attempt to resolve the dispute.
 - (ii) Any conciliator appointed in terms of this sub clause shall have all of the powers conferred to him in terms of section 33A, section 142, section 138 and section 142A of the Act.
 - (iii) Any conciliator appointed in terms of this clause shall determine a process to attempt to resolve the dispute which may include –
 - mediating the dispute, or
 - conducting a fact finding exercise, or
 - making a recommendation to the parties, which may be an advisory award.
- (f)
 - (i) When conciliation has failed, or at the end of the 30 day period or any further period agreed to between the parties, the conciliator must : issue a certificate stating whether or not the dispute has been resolved and -
 - (ii) serve a copy of that certificate on each party to the dispute or the person who represented a party in the conciliation proceedings; and
 - (iii) the original certificate must be filed with the Council
- (g) If the dispute is not resolved at the conciliation meeting referred to in sub clause (2) (c) above, any party to the dispute may request that the dispute be resolved through arbitration within 90 days after the date on which the certificate was issued.

The Council shall appoint an arbitrator to conduct the arbitration within 30 days of the dispute having being received by the Council. The powers of the arbitrator shall be the same as in clause 52(1) (d) above read with the changes required by the context.

- (h) In arbitration proceedings, a party to the dispute may appear in person or be represented only by a legal practitioner, a director or employee of

that party and if a close corporation also a member thereof or any member, office bearer or official of that party's registered trade union, or registered employers' organisation,

- (i) The arbitrator shall make a determination within 14 days of the completion of the hearing unless otherwise agreed to between the parties to the dispute.
Any party to the dispute who alleges a defect in the arbitration proceedings may apply to the Labour Court for an order setting aside the arbitration award in terms of section 145 of the LRA.
- (j) Any party to the dispute may apply to make the arbitration award an order of court in terms of section 143 or section 158(1) of the Act.
- (k) The arbitrator may on his/her own accord or on the application of any affected party, vary or rescind an arbitration award or ruling in terms of Section 144 of the LRA read with Rule 31 and Rule 32 of the CCMA Rules.

(3) Procedure for Unfair Dismissal and Unfair Labour Practice Disputes

- (a) An employee may refer a dispute to the Council for conciliation by completing the Council's referral form and serving it on Council.
- (b) Notwithstanding, subclause (3) (a) the Council may accept a referral form referred to it by the CCMA or another Bargaining Council or from the Department of Labour.
- (c) The referring party must:
 - (i) sign the referral form
 - (ii) attach written proof that the referral form was served on the other parties to the dispute by means of telefax, or hand delivery or registered mail.
 - (iii) attach an application for condonation on the prescribed form if the referral form is filed late i.e. outside of the 30 day time period in the case of alleged unfair dismissal calculated from the date of dismissal or if it is a later date outside 30 days of the employer making the final decision to dismiss or uphold the dismissal or,
In the case of an unfair labour practice, outside 90 days of the date of the act or omission which allegedly constitutes the unfair labour practice, or if it is a later date, outside of 90 days of the date on which the employee became aware of the act or occurrence.
- (d) The Council must refuse to accept the referral form until subrule (3) (c) has been complied with.

- (e) The Council must give the parties at least 14 days written notice of a conciliation hearing unless the parties agree to a shorter period of notice.
- (f) In conciliation proceedings a party to the dispute may appear in person or be represented only by a director or employee of that party and if a close corporation also a member thereof, or any member, office bearer or official of that party's registered trade union or registered employers' organisation,
- (g) The Council's conciliator may contact the parties by telephone or by other means, prior to the commencement of the conciliation, in order to attempt to resolve the dispute.
- (h) If it appears during conciliation proceedings that a jurisdictional issue has not been determined, the Council must require the referring party to prove that the Council has the jurisdiction to conciliate the dispute.
- (i) Any conciliator appointed in terms of this clause shall determine a process to attempt to resolve the dispute which may include –
 - mediating the dispute, or
 - conducting a fact finding exercise, or
 - making a recommendation to the parties, which may be an advisory award.
- (j) When conciliation has failed, or at the end of the 30 day period or any further period agreed to between the parties, the conciliator must-
 - (i) issue a certificate stating whether or not the dispute has been resolved and -
 - (ii) serve a copy of that certificate on each party to the dispute or the person who represented a party in the conciliation proceedings; and
 - (iii) the original certificate must be filed with the Council
- (k) The conciliator shall advise the referring party of his right to refer the unresolved dispute for adjudication within 90 days after the date on which that certificate was issued -
 - (i) to the CCMA for reasons in terms of section 191(5)(a) of the LRA if the Council is not accredited to arbitrate the dispute in terms of section 127 of the LRA or
 - (ii) to refer the dispute to the Labour Court for adjudication for reasons in terms of section 191(5)(b) of the LRA.

(4) Procedures for disputes about negotiations

- (a) In the event of a dispute arising in terms of clause 50 of this agreement, the Council shall use its best endeavours to settle the dispute and shall meet as often as it deems necessary for this

purpose. In the course of its deliberations the Council shall give consideration to the following:

- (i) appointing a subcommittee to meet within a specified number of days, for the purpose of attempting to resolve the dispute or to recommend to the Council a process by which the dispute may be resolved, or
 - (ii) referring the dispute to mediation by a mediator who is acceptable to both parties to the dispute.
 - (iii) instructing the Secretary of the Council to issue a certificate stating that the dispute remains unresolved.
- (b) If the dispute has not been settled within 30 (thirty) days from the date on which the dispute was referred to the Council, and if the parties have not within that period agreed on a process to resolve the dispute, any party to the dispute shall be entitled to exercise their rights in terms of the Act.

53. ENFORCEMENT OF THE MAIN COLLECTIVE AGREEMENT

- (1) In addition to the provisions of any other dispute procedure in terms of this Agreement or in terms of the Labour Relations Act, 1995, the Council authorises a designated agent to issue a compliance order requiring any person bound by that collective agreement to comply with the collective agreement within a specified period.
- (2) The Council may refer any unresolved dispute with and or alleged breach of any of the provisions of the main collective agreement to arbitration by an arbitrator appointed by the Council.

54. GENERAL

No employer or employee may waive the provisions of this Agreement, whether or not the said provisions create a benefit or obligation upon the employer or employee concerned. Every provision, subclause or clause shall create a right or obligation, as the case may be, independently of the existence of other provisions.

ADDENDUM 1

PRO FORMA LIMITED DURATION CONTRACT OF EMPLOYMENT GUIDELINE

Entered into between

(Hereinafter referred to as the "employee")

And

(Hereinafter referred to as the "employer")

- (a) The employer and the employee hereby enter into an employment contract on the following terms and conditions:

It is hereby confirmed thathas been offered employment with this firm as a

- (i) The contract shall run from the (Date) till the (Date)

OR (delete whichever is not applicable)

- (ii) Until completion of the following contract(s).....
expected to be completed/to terminate on approximately (Date)

- (b) On completion of the contract, your employment shall be automatically terminated. Such termination shall not be construed as a dismissal but as completion of your employment contract. This however does not preclude the employer's right to terminate this contract without notice for any good cause recognised by law. ie. misconduct, incapacity or operational requirements.

- (c) Should it be necessary to reduce staff during the contract period, you will be consulted, and if you are one of those employees to be retrenched, you will be given at least 5 working day's notice of the employer's intention to terminate your employment contract.

- (d) You will be paid at the rate of R..... per hour, and your working hours will be Monday to Friday from a.m. to p.m.

- (e) If necessary you may be required to work overtime, for which you will be paid the rates prescribed in the Main Agreement of the National Bargaining Council for the Electrical Industry.

- (f) UIF and other contributions, as prescribed by the relevant Agreement or Regulations, shall be deducted from your wages each week.

- (g) Your terms and conditions of employment shall be in terms of the Agreements of the National Bargaining Council for the Electrical Industry, which are binding on us, and may vary from time to time.

I (the employee) acknowledge that I understand the contents of this contract and sign acceptance hereof.

Signed at this Day of 20.....

.....
Employer

.....
Employee

.....
Witness

PART II

TABLE OF CONTENTS

<i>CLAUSE</i>	<i>PAGE</i>
1. ALLOWANCES	61
2. EXPENSES OF THE COUNCIL	62
3. WAGES AND/OR EARNINGS	63
4. SCHEDULE OF WAGES AND/OR EARNINGS	64
5. GUARANTEED MINIMUM INCREASES AND OFF SET	67
6. LEAVE BONUS	67
7. OFFICES AND CONTACT DETAILS OF THE NATIONAL BARGAINING COUNCIL FOR THE ELECTRICAL INDUSTRY OF S.A.	70

PART II

1. ALLOWANCES

- (1) Travelling and subsistence allowances
- (a) Whenever a job is situated outside a radius of 15km of the employer's own place of business where the employee is normally required to report, but within the area to which this Agreement relates, and the employee can reasonably be said to be able to and does return to his home every day, any time occupied by an employee in proceeding to or from the working site shall be one way in his own time and the other way during the normal working hours prescribed in clause 7, of Part I of this Agreement: Provided that time spent in travelling between jobs during that day shall be in the employer's time.
 - (b) An employer shall provide suitable transport both ways or pay for transport in respect of the said distance at rates laid down by the Council from time to time. The Council shall determine the rates in January of each year and such rates all become effective on the first Friday after 15 January of each year.
 - (c) Any employee entitled to a transport allowance as provided for in subclause (b) above shall be paid such allowance at the same time as he is paid his normal remuneration.
 - (d) Where an employee can reasonably be said to be able to return to his home every day, but is precluded from availing himself of the transport referred to in sub clause (b) above in consequence of being required to report at his employer's place of business before proceeding to the job and/or at the conclusion of the day's work, such employee shall be paid for every hour travelled outside the ordinary working hours in compliance with such requirement at 50 per cent of his hourly wage.
 - (e)(i) Where the employee can reasonably be said to be unable to return to his home daily, he shall be entitled to suburban railway fare or second-class main-line railway fare to and from the place of work at the beginning and termination of such work. Time occupied in travelling during the ordinary working hours shall be paid at the applicable hourly rate of wages of the employee concerned.
Bedding and normal meals on main-line trains, when required, shall be paid for by the employer.

- (ii) Where an employee, by reason of employment, is away from his usual working place and is required by his employer to live away from his usual domicile, meals and lodging shall be paid for or provided on the job by the employer. Where no hotel or other suitable accommodation is available within a reasonable distance of the working place and accommodation is supplied on site, the employee shall be paid a subsistence allowance of-R85.00 per night.
Provided that with effect from the date of coming into operation of the agreement the employee shall be paid a subsistence allowance of R90.00 per night.
- (iii) Accommodation supplied on site shall include cold and hot water, toilet facilities and a bed and a mattress.
- (iv) Where meals are supplied by the employer on site, he shall not be required to pay a subsistence allowance, but the standard of the meals provided shall be commensurate with the subsistence allowance that would have been paid in terms of this subclause.
- (2) Stand-by allowance: every employer shall pay every employee who is required to do stand-by duties a minimum of R59.01 per stand-by duty shift.
- (3) The stand-by allowance payable in terms of subclause (2) will be adjusted annually by the percentage wage increase that is agreed in that year.

2. EXPENSES OF THE COUNCIL

The funds of the Council, which shall be vested in and administered by the Council, shall be provided for in the following manner:

- (1) Every employee and every employer shall contribute to the Funds of the Council, no more than 1 (one) percent of the weekly specified wage rate payable in terms of clause 4 of Part II of this Agreement, taken to the next higher 10 cents.

In areas I, M, N, and O every employee and every employer shall contribute no more than 1 (one) percent of the employee's actual weekly wage rate but shall not be less than the wage rates payable in terms of clause 4 of Part 11 of this agreement.

Provided that all temporary employment services shall contribute an additional 50% (fifty percent) to the funds of the Council.

All Council and benefit fund contributions are calculated based on the following normal working hours per region:

Region A & B - 42.5 hours per week
Region C - 44 hours per week

Region D - 40 hours per week

- (2) Every employer shall pay the amount determined in terms of subclause (1) to the Council in respect of such employees: Provided that the employer may deduct fifty percent of the amount payable from the remuneration of such employees.
- (3) In any instance where no contributions are payable in terms of subclauses (1) and (2) hereof, and the total amount referred to in subclause (2) is less than R55.00 such amount shall be supplemented by the employer by the sum required to make a total of R55.00 in each month.
- (4) Every employer shall, by no later than the 15th day of each month, forward to the regional offices of the Council all contributions in respect of the preceding month in the manner prescribed by the Council from time to time.
- (5) Regardless of whether any amount is payable to the Council in terms of this clause, every employer shall, by no later than the 15th day of each month, forward to the Council in respect of the preceding month and in the manner indicated therein, the statement referred to in subclause (3) hereof.
- (6) A sole proprietor, partner, member, director, or employer engaged in work specified in this agreement shall be deemed to be an employee in respect of whom a council levy of a Master Installation Electrician is required to be contributed.

3. WAGES AND/OR EARNINGS

- (1) Every employee who, prior to the date of coming into operation of this Agreement, was in receipt of a higher rate than that prescribed in this Agreement for the class of work upon which he is employed shall continue to receive not less than such higher rate while he is employed by the same employer on the same work or any other work for which a minimum rate is prescribed in this Agreement.
- (2) No employee shall be employed in more than one occupation defined in this Agreement at different rates of pay, in any one week, including any overtime worked, or in a higher-paid occupation, unless payment is made as if such employee had been employed for the whole of that week in the highest-paid occupation: Provided that if an employee who normally performs the work of an electrical assistant or general worker performs the work of a driver, such employee shall be paid at the higher rates only in respect of time actually engaged in such occupation, except that if such electrical assistant or general worker performs the work of a driver for more than three hours in any one day, he shall be paid at the higher rates for the whole of such day.

4. SCHEDULE OF WAGES AND/OR EARNINGS

No employer shall pay and no employee shall accept wages at rates lower than the following: Provided that where an employer carries out work in an area for which higher wages are prescribed than those which apply for the area in which his business is situated, his employees shall be paid no less than the minimum wages prescribed for such higher rated area for the duration or period during which such an employee works in such higher-rated area:

(1) The following minimum wage rates shall apply for the categories listed below:

AREAS 'A', 'B', 'C', 'D', 'E'

Category	AREA A Rand Per hour	AREA B Rand Per hour	AREA C Rand Per hour	AREA D Rand Per hour	AREA E Rand Per hour
Master installation electrician	79.59	69.98	66.85	50.96	49.79
Installation electrician	73.29	64.46	60.05	46.91	45.80
Electrical tester for single phase	66.88	58.84	56.03	42.78	40.73
Electrician, artisan and DAM	63.65	55.96	52.19	40.78	39.88
Elconop 3	46.37	40.78	37.94	29.59	28.94
Elconop 2	39.87	35.16	32.49	25.42	24.87
Elconop 1	25.44	22.50	20.62	16.64	15.85
Storeman	25.44	22.50	20.62	16.64	15.85
Driver of a vehicle, the unladen mass of which is -					
(a) Up to 3 500 kg	26.64	23.40	21.87	17.07	16.68
(b) from 3 501 kg to 9 000 kg	31.51	27.72	25.80	20.15	19.67
(c) 9 001 kg and over	35.02	30.77	28.66	22.39	21.87
Electrical assistant	21.73	19.11	17.59	13.81	13.52
General Assistant	16.30	14.33	13.19	10.36	10.14
Apprentice Stage 4	44.56	39.19	36.55	28.55	27.90
Apprentice Stage 3	31.84	27.99	26.11	20.40	19.94
Apprentice Stage 2	28.65	25.19	23.50	18.34	17.94
Apprentice Stage 1	24.19	21.28	19.83	15.50	15.15

AREAS 'F', 'G', 'H'

Category	AREA F Rand Per hour	AREA G Rand Per hour	AREA H Rand Per hour
Master installation electrician	57.68	50.24	47.79
Installation electrician	53.07	46.23	43.98
Electrical tester for single phase	47.21	42.20	40.12
Electrician, artisan and DAM	46.88	40.19	38.20
Elconop 3	34.08	29.65	29.65
Elconop 2	30.08	26.19	24.94
Elconop 1	19.73	17.01	16.12
Storeman	19.73	17.01	16.12
Driver of a vehicle, the unladen mass of which is -			
(a) Up to 3 500 kg	18.93	16.51	15.72
(b) from 3 501 kg to 9 000 kg	22.23	19.37	18.39
(c) 9 001 kg and over	24.67	21.48	20.44
Electrical assistant	18.96	16.26	15.48
General Assistant	14.22	12.20	11.61
Apprentice Stage 4	32.83	28.13	26.76
Apprentice Stage 3	23.45	20.10	19.11
Apprentice Stage 2	21.10	18.08	17.19
Apprentice Stage 1	17.82	15.27	14.51

AREAS 'I', 'J', 'K', 'L'

Category	AREA I Rand Per hour	AREA J Rand Per hour	AREA K Rand Per hour	AREA L Rand Per hour
Master installation electrician	75.25	79.59	69.98	61.54
Installation electrician	72.95	73.29	64.46	56.58
Electrical tester for single phase	63.24	66.88	58.84	51.70
Electrician, artisan and DAM	60.24	63.65	55.96	49.19
Elconop 3	44.89	46.37	40.78	35.76
Elconop 2	42.31	39.87	35.16	30.62

Elconop 1	29.04	25.44	22.49	19.48
Storeman	29.04	25.44	22.49	19.48
Domestic appliance repairer		29.89	26.31	
Driver of a vehicle, the unladen mass of which is -				
(a) Up to 3 500 kg	25.56	26.64	23.40	23.86
(b) from 3 501 kg to 9 000 kg	28.96	31.51	27.72	26.69
(c) 9 001 kg and over	32.57	35.02	30.77	34.61
Electrical assistant	23.75	21.73	19.12	16.63
General Assistant	17.81	16.30	14.34	12.47
Apprentice Stage 4	42.18	44.56	39.17	34.43
Apprentice Stage 3	30.11	31.84	27.98	24.60
Apprentice Stage 2	27.11	28.65	25.19	22.14
Apprentice Stage 1	22.89	24.19	21.27	18.69

AREAS 'M', 'N', 'O'

	AREA M	AREA N	AREA O
Category	Rand	Rand	Rand
	Per hour	Per hour	Per hour
Master installation electrician	63.96	49.79	50.24
Installation electrician	62.01	45.80	46.23
Electrical tester for single phase	53.75	40.73	42.20
Electrician, artisan and DAM	51.20	39.88	40.19
Elconop 3	38.16	28.94	29.65
Elconop 2	35.96	24.87	26.19
Elconop 1	24.68	15.85	17.01
Storeman	24.68	15.85	17.01
Driver of a vehicle, the unladen mass of which is -			
(a) Up to 3 500 kg	21.73	16.68	16.51
(b) from 3 501 kg to 9 000 kg	24.62	19.67	19.37
(c) 9 001 kg and over	27.69	21.87	21.48
Electrical assistant	20.19	13.52	16.26
General Assistant	15.14	10.14	12.20
Apprentice Stage 4	35.85	27.90	28.13
Apprentice Stage 3	25.59	19.94	20.10
Apprentice Stage 2	23.04	17.94	18.08
Apprentice Stage 1	19.46	15.15	15.27

5. GUARANTEED MINIMUM INCREASES AND OFF-SET

- (1) Every employee for whom wages are prescribed in this Agreement and who, on the date on which this Agreement comes into operation, is employed by an employer in the Industry, shall while in the employ of the same employer and whether or not his actual rate of pay immediately prior to the said date was in excess of the rate prescribed for him in this Agreement, receive a wage increase of not less than 7% of the actual wage rate he was receiving immediately prior to the said date: Provided that with effect from the date fixed by the Minister, every employee for whom wages are prescribed in this Agreement, shall receive a wage increase of not less than 7% of the actual wage rate he was receiving immediately prior to the said date.
- (2) The guaranteed minimum increases referred to in Clause 4 and Clause 5 (1) above shall be subject to the provision that any increase granted on or after 1 February 2011 which is in excess of the 14 September 2012 gazetted wage rates may be off-set by the employer when calculating the guaranteed minimum increase.

6. LEAVE BONUS

- (1) Every employee for whom wages are prescribed in this Agreement shall, in addition to his leave pay be paid a leave bonus of an amount equivalent to the wages he would normally be paid for the period specified below, whenever he qualifies for leave in terms of clause 16 of Part I of this Agreement, and such leave bonus shall be paid at the same time as his leave pay is paid:

CATEGORY	AREAS A to E and J to K	AREA I and M to O
Master Installation Electrician	20 working days	16 working days
Installation Electrician	20 working days	16 working days
Electrical Tester for single-phase	20 working days	16 working days
Electrician Artisan and DAM	20 working days	16 working days
Elconop 3	15 working days	16 working days
Elconop 2	15 working days	16 working days
Elconop 1	15 working days	16 working days
Driver of a vehicle, the unladen mass of which is :		
a) Up to 3 500 kg	15 working days	16 working days
b) From 3 500 kg to 9 000 kg	15 working days	16 working days
c) From 9 000 kg and over	15 working days	16 working days
Electrical Assistant	10 working days	16 working days
General Assistant	10 working days	16 working days
Apprentice : First year's leave qualification	15 working days	16 working days

Apprentice : Subsequent years' leave qualification	20 working days	16 working days
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CATEGORY	AREAS F, G & H
Master Installation Electrician	10 working days
Installation Electrician	10 working days
Electrical Tester for single-phase	10 working days
Electrician Artisan and DAM	10 working days
Elconop 3	8 working days
Elconop 2	8 working days
Elconop 1	8 working days
Driver of a vehicle, the unladen mass of which is :	
a) Up to 3 500 kg	8 working days
b) From 3 500 kg to 9 000 kg	8 working days
c) From 9 000 kg and over	8 working days
Electrical Assistant	8 working days
General Assistant	8 working days
Apprentice : First year's leave Qualification	8 working days
Apprentice : subsequent years' leave qualification	8 working days

CATEGORY	AREA L
Master Installation Electrician	20 working days
Installation Electrician	20 working days
Electrical Tester for single-phase	20 working days
Electrician Artisan and DAM	20 working days
Elconop 3	15 working days
Elconop 2	15 working days
Elconop 1	15 working days
Driver of a vehicle, the unladen mass of which is :	
a) Up to 3 500 kg	15 working days
b) From 3 500 kg to 9 000 kg	15 working days
c) From 9 000 kg and over	15 working days
Electrical Assistant	10 working days
General Assistant	10 working days
Apprentice : First year's leave Qualification	15 working days
Apprentice : subsequent years' leave qualification	20 working days

- (2) Any period of employment prior to the date of coming into operation of this Agreement shall count as part of the qualifying period in terms of subclause (1).
- (3) Any employee whose category changes from a lower to a higher category during any leave cycle shall, on qualifying for leave, receive a leave bonus

calculated on a pro rata basis on the number of days completed in each category.

- (4) An employee shall not be entitled to receive a leave bonus in terms of this clause unless the employee has completed 200 shifts in the current leave cycle with the same employer and is in service at the time that the bonus is due and payable.
- (5) An employer shall pay an employee whose services are terminated as a result of a no fault dismissal, a pro rata leave bonus in accordance with the following formula :

$$\frac{\text{Number of completed working days with employer in present leave cycle}}{235} \times \text{leave bonus days applicable to such employee} \times \text{daily remuneration}$$

- (6) An employee who is aggrieved by the application to him of the provisions of subclause (5) may appeal to the Council against the decision applied to him and the Council may, after considering any reasons which may be submitted for such decision, confirm that decision or give such other decision as in its opinion ought to have been given in such case.
- (7) Notwithstanding the provisions of subclauses (3) and (4), no employee for whom wages are prescribed in this Agreement shall be entitled to a leave bonus if he has absconded or is dismissed following a fair disciplinary enquiry or who has failed to complete 235 shifts with the same employer during his first year of service: Provided that an employee who has completed 235 shifts with the same employer, but who absconds or is dismissed before his annual leave is granted to him, shall be paid the leave bonus due in terms of subclause (1).
- (8) An employee who absconds or is fairly dismissed and who is aggrieved by the application to him of the provisions of subclause (5) may appeal to the Council against the decision applied to him and the Council may, after considering any reasons which may be submitted for such decision, confirm that decision or give such other decision as in its opinion ought to have been given in such case.
- (9)(a) Periods of absence on account of sickness aggregating not more than 43 shifts in any one qualifying period for the leave bonus shall count for the leave bonus: Provided that an employer shall be entitled to call upon the employee for a medical certificate as proof of cause of absence.
- (b) Periods of absence on account of an accident arising out of and in the course of the employee's employment shall count for leave bonus purposes if such accident has been admitted as falling within the provisions of the Compensation for Occupational Injuries and Diseases Act, 1993, and the periods of absence counting for purposes of the leave bonus shall be the periods of disablement admitted by the said Act.

7. OFFICES OF THE NATIONAL BARGAINING COUNCIL FOR THE ELECTRICAL INDUSTRY OF S.A.

1. NATIONAL OFFICE - JOHANNESBURG

9 TH FLOOR THE LIBERTY 17 WOLMARANS STREET BRAAMFONTEIN JOHANNESBURG 2001 P O BOX 31402 BRAAMFONTEIN 2017	TEL : 011/3392312 FAX : 011/3392366 011/3397112
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2. JOHANNESBURG REGIONAL OFFICE

9 TH FLOOR THE LIBERTY 17 WOLMARANS STREET BRAAMFONTEIN JOHANNESBURG 2001 P O BOX 31402 BRAAMFONTEIN 2017	TEL : 011/3392312 FAX : 011/3392366 011/3397112
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3. BLOEMFONTEIN REGIONAL OFFICE

74 VICTORIA ROAD WILLOWS BLOEMFONTEIN. 9301 P.O. BOX 1379 BLOEMFONTEIN. 9300	TEL : 051/444-5869 051/444-5984 FAX : 051/4445801
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4. CAPE TOWN REGIONAL OFFICE

31 COOK STREET GOODWOOD 7460 (Entrance on Vasco Boulevard) P.O. BOX 1220 PAROW. 7499	TEL : 021/591-4784 FAX : 021/5916261
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5. KWAZULU NATAL REGIONAL OFFICE

13 TH FLOOR, MERCURY HOUSE 320 SMIT STREET,	TEL : 031/306-8100
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DURBAN 4001 P.O. BOX 722 DURBAN. 4000	FAX : 031/306-8105
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6. EAST LONDON REGIONAL OFFICE

UNIT 205 ETCOTT SQUARE 256 OXFORD STREET EAST LONDON 5201. P.O. BOX 19852 TECOMA. 5214	TEL :043/722 – 0120/21 FAX :043/722-0122
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7. NELSPRUIT REGIONAL OFFICE

30 MURRAY STREET NELSPRUIT P.O. BOX 19646 THE VILLAGE MALL, NELSPRUIT. 1200	TEL : 013/755-4262 FAX : 013/753-3089
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8. PRETORIA REGIONAL OFFICE:

UNIT N - HEATHERLANDS BLD 922 PAUL KRUGER STREET MAYVILLE PRETORIA 0002 P.O. BOX 12011 HATFIELD. 0028	TEL : 012/335-5828 FAX : 012/335-6071
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9. PORT ELIZABETH. REGIONAL OFFICE:

12 WORRAKER STREET NEWTON PARK PORT ELIZABETH. 6001 P.O. BOX 27287 GREENACRES. 6057	TEL : 041/363-5460 FAX : 041/363-5465
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10. POLOKWANE REGIONAL OFFICE

ROOM 314 PIONEER BLD 50 LANDDROS MARE STREET POLOKWANE. 0699 P.O. BOX 2478 POLOKWANE. 0700	TEL : 015/291-4157 FAX : 015/291-4152
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11. GEORGE REGIONAL OFFICE:

OFFICE 201, YORK MALL100 YORK STREET GEORGE 6530 P.O. BOX 1952 GEORGE 6529	TEL : 044/874-5738 FAX : 044/874-5378
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SIGNED AS AUTHORISED FOR AND ON BEHALF OF THE PARTIES TO THE
COUNCIL, THIS 5TH DAY OF DECEMBER 2012.

R MCALPINE

GENERAL SECRETARY - SAEWA

C GREAGER

NATIONAL DIRECTOR – ECA (SA)
