
GOVERNMENT NOTICE

DEPARTMENT OF LABOUR


No. R. 491

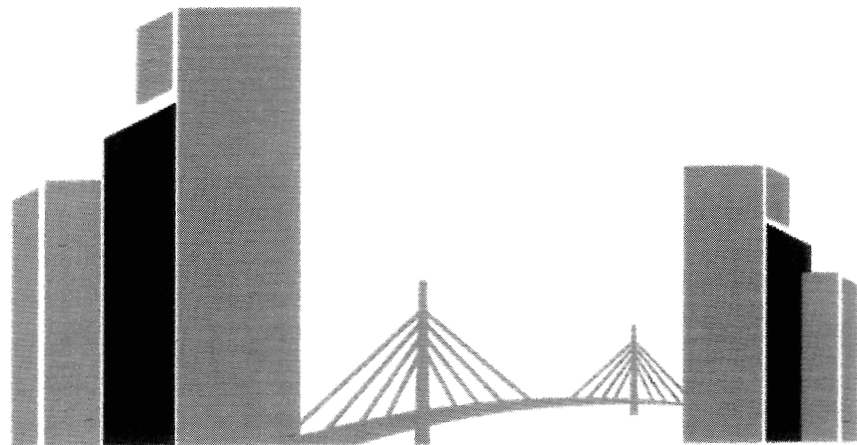
20 June 2014

LABOUR RELATIONS ACT, 1995

BARGAINING COUNCIL FOR CIVIL ENGINEERING INDUSTRY: EXTENSION OF CONDITION OF EMPLOYMENT COLLECTIVE AGREEMENT TO NON-PARTIES

I, **NELISIWE MILDRED OLIPHANT**, Minister of Labour hereby in terms of section 32(2) of the Labour Relations Act, 1995, declare that the Condition of Employment Collective Agreement which appears in the Schedule hereto, which was concluded in the **Bargaining Council for Civil Engineering Industry** and is binding in terms of section 31 of the Labour Relations Act, 1995, on the parties which concluded the Condition of Employment Collective Agreement, shall be binding on the other employers and employees in that Industry, with effect from **2014-06-30** and for the period ending 28 February 2019.


MINISTER OF LABOUR
04/6/2014



BCCEI
Bargaining Council for the Civil Engineering Industry

CONDITIONS OF EMPLOYMENT COLLECTIVE AGREEMENT

_____ for the _____

CIVIL ENGINEERING INDUSTRY

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SCHEDULE
BARGAINING COUNCIL FOR THE CIVIL ENGINEERING INDUSTRY
CONDITIONS OF EMPLOYMENT COLLECTIVE AGREEMENT

In accordance with the provisions of the Labour Relations Act, 1995, made and entered into by and between the –

Employer Organisation

South African Forum of Civil Engineering Contractors (SAFCEC)


(Hereinafter referred to as the “employer” or the “employers’ organisation”) of the one part and the –

Trade Unions

National Union of Mine Workers (NUM)

Building, Construction and Allied Workers’ Union (BCAWU)

(Hereinafter referred to as the “employees” or the “trade unions”) of the other part, being the parties to the Bargaining Council for the Civil Engineering Industry)

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PART 1
APPLICATION AND INTERPRETATION OF AGREEMENT

1. Application of Agreement

- 1.1. This Agreement binds:
- (i) All employers in the civil engineering industry that are members of the employers organisations that are party to this agreement; and
 - (ii) All employees in the bargaining unit, employed in the civil engineering industry who are members of the trade unions that are party to this Agreement
- 1.2. This Agreement must be applied in the Bargaining Council for the Civil Engineering Industry throughout the Republic of South Africa.
- 1.3. Except as otherwise provided for in this Agreement, this Agreement establishes the terms and conditions of employment for employees whose minimum rate of pay is scheduled in the BCCEI Wage and Task Grade Agreement, irrespective of whether the employee is employed in terms of an exemption from this Agreement or under conditions determined by the Council.
- 1.4. This agreement applies to learners, only insofar as it is not inconsistent with the Skills Development Act, 1998.
- 1.5. Period of operation of agreement
- (i) This agreement becomes binding on the employers and employees refer to sub-clause 1.1, once it is extended by the Honourable Minister of Labour, in terms of Section 32 of the act 66 of 1995, from a date determined by the Honourable Minister of Labour.
 - (ii) This agreement shall remain in force until: **28 February 2019**
- 1.6. Subject to sub-clause 1.1 above, the agreement shall not apply in the following instances:
- 1.6.1 The provisions of Clauses 8, 9, 10, 11 and 12 in Chapter I of this agreement shall not apply to an employee whose earnings exceed an amount as determined by the Minister of Labour in terms of section 6(3) read with section 59(2)(c) of the Basic Conditions of Employment Act, 1997.
 - 1.6.2 The provisions of Clauses 11 and 12 in Chapter I, Clauses 3 and 4 in Chapter II, Clauses 3 and 5 in Chapter III, Clause 2 in Chapter V of this agreement shall not apply to those employees employed by a CIDB Grade 1-3 company/firm.
 - 1.6.3 The provisions of clauses 1.1, 1.5 of Part I and 3.1 and 3.2 of Part VI shall not apply to non-parties

2. Scope of the Civil Engineering Industry

- 2.1 The Civil Engineering Industry means the industry in which employers (other than local authorities) and employees that are associated for the purposes of carrying out work of a civil engineering character normally associated with the Civil Engineering industry and includes such work in connection with any one or more of the following activities:
- 2.1.1 The construction of aerodrome runways or aprons; aqueducts; bins or bunkers; bridges; cable ducts; caissons; rafts or other marine structures; canals; cooling, water or other towers; dams; docks; harbors; quays or wharves; earthworks; encasements; housing or supports for plant, machinery or equipment; factory or works chimneys; filter beds; land or sea defense works; mine headgear; pipelines; piers; railways; reservoirs; river works; roads or streets; sewerage works; sewers; shafts or tunnels; silos; sports fields or grounds; swimming baths; viaducts or water treatment plants' and/or
 - 2.1.2 Excavation and bulk earthworks; bush clearing and de-stumping; topsoil stripping; drilling and blasting; preparation of bench areas, drilling pre-split holes and blast holes, blasting and/or cast blasting ; secondary blasting; loading, hauling and dumping of mineralized and/or waste material to waste dumps or processing plant feed (ROM Pad) stockpiles; production dozing of top soil, inter burden or waste material; pumping and dewatering of storm and/or contaminated water, construction and maintenance of; access and haul roads; ramps; waste and processing plant feed (ROM Pad) areas; safety beams; high walls; benches; storm water systems, catch drains, bund walls, surge dams, trimming, scaling or chain dragging of batters, heap-leach pads, tailings dams; dust suppression of loading areas, haul roads and dumping areas; rehabilitation of earth work areas or waste dumps; topsoil spreading, hydro- seeding and watering; and/or

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2.1.3 Excavation work or the construction of foundations, lift shafts, piling, retaining walls, stairwells, underground parking garages or other underground structures; and/or

2.1.4 The asphaltting, concreting, gravelling, leveling or paving of parking areas, pavements, roads, streets, aerodrome runways or aprons, premises or sites; and further includes –

- (i) Any work of a similar nature or work incidental to or consequent on any of the aforesaid activities; and
- (ii) The making, repairing, checking or overhauling of tools, vehicles, plant, machinery or equipment in workshops which are conducted by employers engaged in any of the activities referred to in sub clauses 2.1.1 to 2.1.4(i) and (ii) inclusive;

Excluding the following:

- a) Work in connection with any one or more of the activities specified in sub-clause 2.1.3 where such work, when undertaken in connection with the erection of structures having the general character of buildings and irrespective of whether or not such work involves problems of a civil engineering character, is carried out by the employers erecting such structures;
- b) Work in connection with any one or more of the activities specified in sub-clause 2.1.3 when undertaken as an incidental operation in connection with the erection of structures having the general character of buildings or when undertaken by the employers erecting such structures;
- c) Any work falling within the scope of any other industry, and
- d) The Mining Industry which is defined as the industry where employers and employees are associated for the purpose, directly or indirectly, for the winning, extracting, processing and refining of a mineral in, on or under the earth or water or from any residue stockpile or residue deposit.

3. Definitions and expressions

3.1 Any expression used in this Agreement which is defined in the Labour Relations Act, 1995, shall have the same meaning as in that Act, and any reference to an Act shall include any amendment to such Act, and unless the contrary intention appears, words importing the masculine gender shall include females; further, unless inconsistent with the context-

'Act' means the Labour Relations Act, 1995 (Act No. 66 of 1995)

'Bargaining Unit' shall mean all the employees falling within the Task Grades as per the wage schedule contained in APPENDIX D of the BCCEI Wage and Task Grade Collective Agreement.

'BCIMA' means the 'Building Construction Industry Medical Aid' as administered by Status Medical Aid Administrators (Pty) Ltd

'Cross border work' means work performed outside the borders of the Republic of South Africa.

'CE Agreement' shall for the purpose of this Agreement mean the Conditions of Employment Agreement.

'Employee' means –

- (i) Any person, excluding an independent contractor, who works for another person or for the state and who receives, or is entitled to receive, any remuneration; and
- (ii) Any other person who in any manner assists in carrying on or conducting the business of an employer.

'Employer' means any person whosoever, including a temporary employment service as defined in clause 198(1) of the Act, who employs or provides work for any person and remunerates or expressly or tacitly undertakes to remunerate him or who permits any person whosoever in any manner to assist him in the carrying on or conducting of his business;

'Emergency work' means any work which owing to unforeseen circumstances such as fire, storm, land subsidence, accident, epidemic, act of violence, theft, a breakdown of plant, motor vehicles or machinery or a breakdown or threatened breakdown of structures, or any critical operational requirement, must be done without delay;

'Hourly-rated employee' means an employee whose remuneration is calculated on an hourly basis notwithstanding the frequency of the payment thereof, and who is not a salaried employee;

'Law' includes the common law;



'Limited duration contracts of employment' means an employer may employ an employee for a specified, limited contract period in terms of an activity or duration.

'Local authority' means a 'Municipality' as defined in the Local Government: Municipal Systems Act; 2000;

'Night Work' means when an employee performs night work if that employee works between 18:00 and before 06:00 the next day

'Overtime' means the time that an employee works during a day, or a week, in excess of the ordinary hours of work prescribed for such employee in Clause 2 found in Chapter I of this agreement, but does not include work performed on a Sunday or a paid public holiday;

'Paid public holiday' means any day that is a public holiday in terms of the Public Holiday Act, 1994 (Act No. 36 of 1994);

'Pay' means payment of remuneration in cash, electronic transfer, by cheque or by other means;

'Permanent employee' means any employee who is not an employee employed in terms of a limited duration contract;

'Piece-work' means any system under which an employee's remuneration is based on the quantity of work done;

'Promulgation date' means the date of official implementation of an aforesaid agreement/legislation

'Public holiday' means New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and Day of Goodwill, as specified in Schedule 1 of the Public Holidays Act, 1994 (Act 36 of 1994) Public holidays shall further include every day proclaimed as such in terms of section 2A of the aforementioned Act: Provided that whenever any public holiday falls on a Sunday, the following Monday shall be a public holiday;

'Salaried employee' means an employee whose remuneration is calculated on a monthly basis notwithstanding the number of hours or days actually worked, who performs work generally understood to be that of a salaried employee, and who is not a "hourly-rated employee";

'Self-propelled plant' means a power-driven or pedestrian-operated self-propelled vehicle, other than a motor vehicle, which is designed or adapted principally to perform with or without a towed attachment, one or more functions while moving, and may also perform such functions while standing still;

'Short-time' means a temporary reduction in the number of ordinary hours of work owing to vagaries of the weather, a slackness of trade, a shortage of materials, a breakdown of plant or machinery or a breakdown or threatened breakdown of structures, or any unforeseen contingencies and/or circumstances beyond the control of the employer or a temporary reduction in the number of ordinary hours of work owing to riots, unrest or acts of terrorism or disorder, which directly affect the employer's ability to provide work;

'Stationary plant' means a power-driven device, whether or not mounted on a self-propelled or non-self-propelled vehicle, which is designed or adapted principally to perform one or more functions while standing still;

'Wage' means the amount of money payable to an employee in terms of Clause 1 found in Chapter V in respect of the ordinary hours of work as prescribed in Clause 2 in Chapter I contained within this agreement. Provided that -

- (i) if an employer regularly pays an employee in respect of such ordinary hours of work an amount higher than that prescribed in Clause 1 found in Chapter V of this agreement, it means such higher amount;
- (ii) the first proviso shall not be so construed as to refer to or include any remuneration which an employee who is employed on any basis provided for in Clause 3 in Chapter V of this agreement receives over and above the amount which the employee would have received had he or she not been employed on such a basis

- 3.2 The provisions of the Basic Conditions of Employment Act, 1997 shall apply in respect of any employer or employee in the Civil Engineering Industry in so far as a provision thereof provides for any matter that is not regulated by this Agreement.

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CHAPTER I

REGULATION OF WORKING TIME

1. Weekly hours of ordinary work

An employee's ordinary hours of work may not exceed 45 hours in any week.

2. Daily hours of ordinary work

An employee's ordinary hours of work may not exceed –

- (i) Nine hours (9) in any day, if the employee works for five days or fewer in a week; or
- (ii) Eight hours (8) in any day if the employee works on more than five days in a week.

3. Overtime hours

- 3.1 An employer may not require or permit an employee to work overtime except in accordance with an agreement and/or to work more than three (3) hours overtime a day and/or ten (10) hours overtime a week
- 3.2 An employee may not work more than three (3) hours' overtime per day or ten (10) hours overtime in any week unless authorised by the Bargaining Council. Permission will only be authorised if it is in accordance with an agreement.
- 3.3 An employer must send a copy of the agreement to the council and **the agreement must contain:**
 - (i) The estimated number of overtime hours to be worked
 - (ii) The site where the hours will be worked
 - (iii) Period of the overtime

4. Meal intervals

- 4.1 An employer shall not require or permit an employee to work for more than five (5) hours continuously without a meal interval of not less than half ($\frac{1}{2}$) an hour during which interval such employee shall not be required or permitted to perform any work, and such interval shall not form part of the ordinary hours of work or overtime: Provided that-
 - 4.1.1 Periods of work interrupted by intervals of less than half ($\frac{1}{2}$) an hour, except when proviso 4.1.4 below applies, shall be deemed to be continuous;
 - 4.1.2 If such interval is longer than half ($\frac{1}{2}$) an hour, any period in excess of one (1) hour shall be deemed to be time worked;
 - 4.1.3 Only one such interval during the ordinary hours of work of an employee on any day shall not form part of the ordinary hours of work;
 - 4.1.4 When, on any day, by reason of overtime work, an employer is required to give an employee a second meal interval, such interval may, at the request of the employee, be reduced to not less than fifteen (15) minutes;
 - 4.1.5 A driver or an operator of self-propelled or stationary plant who during such interval does not work other than being or remaining in charge of a vehicle or such plant shall be deemed for the purposes of this sub-clause not to have worked during such interval.

5. Rest Period

- 5.1 An employer shall allow an employee-
 - 5.1.1 A daily rest period of at least 12 consecutive hours between ending and recommencing work and

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5.1.2 A weekly rest period of at least 36 consecutive hours, which, unless otherwise agreed, must include a Sunday.

5.2 A daily rest period in terms of sub clause 5.1.1 may, by written agreement, be reduced to 10 hours for an employee-

5.2.1 who lives on the premises at which the workplace is situated; and

5.2.2 whose meal interval lasts for at least three hours

5.3 Despite sub clause 5.1.2, an agreement in writing may provide for –

5.3.1 a rest period of at least 60 consecutive hours every two weeks, or

5.3.2 an employee's weekly rest period to be reduced by up to eight hours in any week if the rest period in the following week is extended equivalently

6. Compressed working week

6.1 An agreement in writing between an employer and an employee may require or permit an employee to work up to twelve hours in a day, inclusive of the meal intervals required in terms of sub-clause 4.1, without receiving overtime pay.

6.2 An agreement in terms of sub-clause 6.1 may not require or permit an employee to work:

(i) More than 45 ordinary hours of work in any week;

(ii) More than ten hours' overtime in any week; or

(iii) On more than five days in any week.

7. Averaging hours of work

7.1 Despite clauses 8 & 9 the ordinary hours of work and overtime of an employee may be averaged over a period of up to four months in terms of a collective agreement.

7.2 An employer may not require or permit an employee whom is bound by a collective agreement in terms of sub-clause 7.1 to work more than:

(i) An average of 45 ordinary hours of work in a week over the agreed period;

(ii) An average of five hours' overtime in a week over the agreed period.

7.3 A collective agreement in terms of sub-clause 7.1 lapses after 12 months.

7.4 Sub-clause 7.3 only applies to the first two collective agreements concluded in terms of sub-clause 7.1

8. Payment for Overtime

An employer shall pay an employee who works overtime at a rate of not less than one and a half times the ordinary wage in respect of the overtime referred to in Clause 9 (9.1), provided that any time worked on Sundays and paid public holidays shall be paid in accordance with the provisions of Clauses 9 and 10.

9. Payment for work on a Sunday

9.1 Whenever an employee works on a Sunday, the employer shall either-

9.1.1 pay the employee:

(i) If he or she works for a period not exceeding four hours,

(ii) Not less than the daily wage; and

(iii) If he or she works for a period exceeding four hours, at a rate of not less than double the ordinary wage in respect of the total period worked on such Sunday, or not less than double the daily wage, whichever is the greater; or

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- 9.2 Pay the employee at a rate of not less than one and a third times his or her ordinary wage in respect of the total period worked on such Sunday, and granting the employee within seven days of such Sunday one day's leave, which shall not constitute annual leave in terms of Clause 1 in Chapter II of this agreement, and pay him or her in respect thereof not less than the daily wage: Provided that where such an employee is required or permitted to work for less than four hours on such Sunday he or she shall be deemed to have worked for four hours.

10. Payment for public holidays

- 10.1 Sub-clause 10.4 shall not apply to an employee earning a wage in excess of the remuneration stipulated by the Minister in terms of section 6(3) of the BCCEI Conditions of Employment Collective Agreement from time to time.
- 10.2 An employer may not require an employee to work on a public holiday except in accordance with an agreement.
- 10.3 If a public holiday falls on a day which would otherwise be an ordinary working day for an employee, including periods of short time and lay-offs an employer must pay –
- 10.3.1 An employee who does not work on the public holiday, at least the wage that the employee would ordinarily have received for work on that day;
- 10.3.2 An employee who works on the public holiday, at least double the amount referred to in sub-clause 10.3.1 for the ordinary working hours of that day;
- 10.4 If an employee works on a public holiday which falls on a day which would otherwise not be an ordinary working day for the employee, an employer must pay the employee at least –
- 10.4.1 The amount paid to the employee in respect of the time that the employee ordinarily works on a working day and in addition pays the employee –
- 10.4.2 The amount earned by the employee for the work performed that day, whether calculated by reference to time worked or any other method.
- 10.5 If a shift worked by an employee falls on a public holiday and another day, the whole shift is deemed to have been worked on the public holiday, but if the greater portion of the shift was worked on the other day, the whole shift is deemed to have been worked on the other day.
- 10.6 An employer must pay an employee for a public holiday on the employee's usual payday.

11. Night work

- 11.1 An employee performs night work if that employee works between 18:00 and before 06:00 the next day
- 11.2 An employer may only require or permit an employee to perform night work, if so agree, and if –
- 11.2.1 The employee is compensated by the payment of an allowance, which may be a shift allowance, or by a reduction of working hours; and
- 11.2.2 Transportation is available between the employee's place of residence and the workplace at the commencement and conclusion of the employee's shift.
- 11.3 An employer who requires an employee to perform work on a regular basis after 23:00 and before 06:00 the next day must –
- 11.3.1 Inform the worker in writing, or orally if the employee is not able to understand a written communication, in a language that the employee understands –
- (i) Of any health and safety hazards associated with the work that the employee is required to perform; and
- (ii) Of the employee's right to undergo a medical examination in terms of paragraph 11.3.2 below;

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11.3.2 At the request of the employee, enable the employee to undergo a medical examination, for the account of the employer, 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 -

11.3.3 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 practical for the employer to do so.

11.4 A night work allowance of 7.5% will be paid to employees who engage in night work as per Clause 11 of this Agreement

- (i) The calculation of the night work allowance will be based on the employees' basic rate.
- (ii) Current company arrangements in regard to night work allowance, that are more favourable, will not be affected

11.5 For the purposes of sub-clause 11.3 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 50 times per year.

11.6 The minister may, after consulting the Commission, make regulations relating to the conduct of medical examinations for employees who perform night work

12. Short time

Whenever the ordinary hours of work prescribed in Clause 2 are reduced on account of short-time, excluding short-time owing to inclement weather-

12.1 A deduction not exceeding the amount of the employee's hourly wage in respect of each hour of such reduction provided that –

- 12.1.1 Such deduction shall not exceed one third of the employee's weekly wage, irrespective of the number of hours by which the ordinary hours of work were reduced;
- 12.1.2 No deduction shall be made in the case of short-time arising from slackness of trade or shortage of raw materials, unless the employer has given the employee notice on the previous working day of the employer's intention to reduce the ordinary hours of work;
- 12.1.3 No deduction shall be made in the case of short-time owing to a breakdown of plant or machinery or a breakdown or threatened breakdown of buildings or structures, in respect of the first two hours not worked, unless the employer has given the employee notice on the previous working day that no work would be available due to such breakdown.

13. Inclement weather

Whenever the ordinary hours of work prescribed in Clause 2 of Chapter 1 in this agreement are reduced on account of inclement weather then the employee will be paid the ordinary hours for the day. However depending on circumstances, the employer may request the employees to remain on site for a particular duration of time until the employee is released by the employer.

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CHAPTER II

REGULATION OF LEAVE

1. Annual leave

- 1.1 An employer shall grant to an employee who has completed less than five (5) continued years' service but who has been in employment for longer than four (4) months in the aggregate, fifteen (15) working days leave on full pay in respect of each completed period of twelve (12) months of employment accumulated at 1.25 days per month.
 - 1.1.1 An employer shall grant an employee who has completed five (5) continuous years' of service with that employer 18 working days leave, accumulated at 1.5 days per month.
 - 1.1.2 Subject to sub-clause 1.1 and sub-clause 1.1(1.1.1) and sub-clause 1.1(1.1.2) a minimum of 10 days shall be taken consecutively by an employee, normally during the Civil Engineering Industry shut-down period, and the remaining days shall be granted, subject to sub-clause 1.4 below, at a time agreed upon by the employee and the employer.
- 1.2 An employer shall grant an employee an additional day of paid leave if a public holiday falls on a day during an employee's annual leave on which the employee would ordinarily have worked.
- 1.3 If the leave prescribed in sub-clauses 1.1 and 1.2 has not been granted and taken earlier, it shall, save as provided in sub-clause 1.5, be granted and be taken so as to commence within four months after the completion of the 12 months of employment to which it relates or, if the employer and employee have agreed thereto in writing before the expiration of the said period of four months, the employer shall grant such leave to the employee and the employee shall take the leave from a date not later than two months after the expiration of the said period of four months: Provided that the period of leave shall not be concurrent with-
 - 1.3.1 Sick leave granted in terms of Clause (2) or with absence from work owing to incapacity in the circumstances set out in sub-clause 2.9(2.9.1) or sub-clause 2.9(2.9.2) amounting in the aggregate to not more than 12 days in any one period of 12 months;
 - 1.3.2 Any period during which the employee is under notice of termination of employment in terms of Clause 4 in Chapter III.
- 1.4 At the written request of the employee, an employer may permit the leave to accumulate over a period of not more than 24 months of employment: Provided that-
 - 1.4.1 The request is made by such employee not later than four months after the expiration of the first period of 12 months of employment to which the leave relates; and
 - 1.4.2 The date of receipt of the request is endorsed over the employee's signature by the employer, who shall retain the request at least until after the expiration of the period of leave.
- 1.5 The leave referred to in sub-clause 1.4 shall be granted and be taken at a time to be fixed by the employer, and the provisos to sub-clause 1.3 shall apply to such leave.
- 1.6 The remuneration in respect of leave granted in terms of this clause shall be paid not later than the last work day before the date of commencement of such leave, and shall be calculated at the employee's rate of remuneration at the time that the leave is granted.

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- 1.7 Upon termination of employment the employer shall pay the employee the pay in respect of any leave, which has accrued but not granted as at the time of such termination. Such leave payment shall be calculated at the employee's rate of remuneration as at the time of termination.
- 1.8 For the purpose of this clause the expression "employment" shall be deemed to include-
- 1.8.1 Any period in respect of which an employer pays an employee in lieu of notice in terms of sub-clause 1.2 in Chapter III;
- 1.8.2 Any period during which an employee is absent on sick leave in terms of clause 18, or owing to incapacity in the circumstances set out in Clause 2(2.6)(2.6.3)
- 1.8.3 Any period during which an employee is absent at the instruction of the employer;
- 1.8.4 Any time during which an employee is required by the employer not to work because of the vagaries of the weather, slackness of trade or a breakdown of machinery or plant.
- 1.9 Notwithstanding anything to the contrary contained in this clause, an employer may for the purposes of annual leave, at any time, but not more than once in any period of 12 months, close the establishment, or a portion of the establishment, for 14 consecutive days, plus an additional day for each paid public holiday which falls on a day during such period on which the employee would ordinarily have worked.
- 1.10 An employee who as at the date of the closing of an establishment or the portion thereof in which he or she is employed, is not entitled to the full period of annual leave prescribed in terms of sub-clauses 1.1 and 1.2 shall, in respect of any leave due, be paid the leave accrued as at the date of such closure, and for the purposes of annual leave thereafter the employee's employment shall be deemed to commence on the date of such closing of the establishment or portion of the establishment, as the case may be.

2. Sick leave

- 2.1 "Sick leave cycle" means the period of 36 consecutive months' employment with the same employer immediately following -
- 2.1.1 An employee's commencement of employment; or
- 2.1.2 The completion of that employee's prior sick leave cycle.
- 2.2 During every sick leave cycle, an employee is 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.
- 2.3 Despite sub-clause 2.2, during the first six months of employment, an employee is entitled to one day's paid sick leave for every 26 days worked.
- 2.4 During an employee's first sick leave cycle, an employer may reduce the employee's entitlement to sick leave in terms of sub-clause 2.2 by the number of days sick leave taken in terms of sub-clause 2.3.
- 2.5 Subject to sub-clause 2.7, an employer must pay an employee for a day's sick leave-
- 2.5.1 The wage the employee would ordinarily have received for work on that day; and
- 2.5.2 On the employee's usual payday.
- 2.6 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-
- 2.6.1 The number of days of paid sick leave is increased at least commensurately with any reduction in the daily amount of sick pay; and
- 2.6.2 The employee's entitlement to pay-

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- (i) For any day's sick leave is at least 75 percent 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 sub-clause 2.2
- 2.6.3 In the first 36 months of employment, an employee is absent owing to incapacity for a period in excess of the sick leave accrued in terms of sub-clause 2.2, the employer shall not, at that stage, be required to effect any payment in respect of the excess sick leave taken.
- 2.6.4 However, if the employer has not previously done so, he or she shall at the end of the first cycle of 36 months of employment pay the employee an amount equal to not less than the difference between the sick leave payment made earlier and the employee's wage for the full period of incapacity, up to a maximum of 36 work-days. Such compensation shall be affected at the rate of the employee's wage as at the commencement of the incapacity
- 2.6.5 Provided further that where the contract of employment terminates before the end of the said first cycle the employee shall be entitled to claim payment from the employer of an amount equal to the difference between the sick leave pay already received and the wage for the full period of incapacity, but not exceeding payment at a rate of more than one work-day's wage for each completed 26 days worked, and for the purposes of this proviso the expression "wage" shall mean the wage the employee was receiving as at the commencement of incapacity;
- 2.6.6 Where an employer is by any law required to pay fees for hospital or medical treatment in respect of an employee, and pays such fees, the amount so paid may be set off against the payment due in respect of absence owing to incapacity in terms of this clause;
- 2.6.7 No unused sick leave may be accrued from one cycle to another.
- 2.7 An employer may, as a condition precedent to the payment of any amount claimed in terms of this clause by an employee in respect of any absence from work-
 - 2.7.1 For more than three consecutive work-days; or
 - 2.7.2 On the work-day immediately preceding or the work-day immediately succeeding a Sunday or a paid holiday, require the employee to produce a certificate signed by a registered medical practitioner stating the nature and duration of the employee's incapacity: Provided that, when an employee has, during any period of up to eight weeks, received payment in terms of this clause on two or more occasions without producing such a certificate, the employer may, during the period of eight weeks immediately succeeding the last such occasion, require the production of such certificate in respect of any absence. Furthermore, an employer may require an employee to obtain a certificate issued by a medical practitioner nominated by the employer but at the employer's expense in order to satisfy the requirements of this clause.
- 2.8 For the purposes of this clause the expression:
 - (i) **"Employment"** shall be deemed to include any period during which an employee is absent on leave in terms of Clause 1 or on the instructions or at the request of his employer or on sick leave in terms of sub-clause 2.2 amounting in the aggregate in any period of 12 months to not more than 10 weeks and
 - (ii) Due to the employee not being required to work because of the vagaries of the weather, slackness of trade or a breakdown of machinery or plant; **"incapacity"** means inability to work owing to any sickness or injury other than sickness or injury caused by an employee's own misconduct - Provided that any such inability to work, caused by an

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accident or a scheduled disease for which compensation is payable under the Compensation for Occupational Injuries and Diseases Act, 1993, shall only be regarded as incapacity during any period in respect of which no disablement payment is payable in terms of that Act.

2.9 Clause 2 of this agreement entirely, save for this sub-clause, shall not apply-

2.9.1 To an employee at whose written request the employer makes contributions, at least equal to those made by the employee, to any fund or organisation nominated by the employee, which fund or organisation guarantees to the employee in the event of incapacity in the circumstances set out in this clause, the payment to him or her of not less than in the aggregate the equivalent of the employee's wage for 36 workdays in each cycle of 36 months of employment, except that during the first 36 months of the payment of contributions by the employee, the guaranteed rate may be reduced by not less than the rate of accrual set out in the first proviso to sub-clause 2.2;

2.9.2 In respect of any period of incapacity of an employee for which the employer is required by any other law to pay to the employee not less than his or her full wages.

3. Maternity Leave

3.1 An employee is entitled to at least four consecutive months' maternity leave.

3.1.1 Subject to sub-clause 3.1, an employee must receive 20% of her normal weekly wage, provided she has been continuously in service for two years before the expected date of birth and must remain in service for 1 year after birth.

3.2 An employee may commence maternity leave-

3.2.1 At any time from four weeks before the expected date of birth, unless otherwise agreed; or

3.2.2 On a date from which a medical practitioner or a midwife certifies that it is necessary for the employee's health or that of her unborn child.

3.3 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.

3.4 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 stillbirth.

3.5 An employee must notify an employer in writing, unless the employee is unable to do so, of the date on which the employee intends to-

3.5.1 Commence maternity leave, and

3.5.2 Return to work after maternity leave.

3.6 Notification in terms of sub-clause 3.5 must be given-

3.6.1 At least four weeks before the employee intends to commence maternity leave;

3.6.2 If it is not reasonably practicable to do so, as soon as is reasonably practicable.

3.7 Protection of employees before and after birth of a child-

3.7.1 No employer may require or permit a pregnant employee or an employee who is nursing her child to perform work that is hazardous to her health or the health of her child.

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3.7.2 During an employee's pregnancy, and for a period of six months after the birth of her child, her employer must offer her suitable alternative employment on terms and conditions that are no less favourable than her ordinary terms and conditions of employment, if it is practical for the employer to do so.

4. Family Responsibility Leave

4.1 This clause applies to an employee-

4.1.1 Who has been in employment with an employer for longer than four months; and

4.1.2 Who works for at least four days a week for that employer.

4.2 An employer must grant an employee, during each annual leave cycle, at the request of the employee, four day's paid leave, which the employee is entitled to take-

4.2.1 When the employee's child is born;

4.2.2 When the employee's child is sick; or

4.2.3 In the event of the death of-

(i) the employee's spouse or life partner; or

(ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

4.3 Subject to sub-clause 4.5, an employer must pay an employee for a day's family responsibility leave-

4.3.1 the wage the employee would ordinarily have received for work on that day; and

4.3.2 on the employee's usual payday.

4.4 An employee may take family responsibility leave in respect of the whole or part of a day.

4.5 Before paying an employee for leave in terms of this clause, an employer may require reasonable proof of an event contemplated in sub-clause 4.2 for which the leave was required.

4.6 An employee's unused entitlement to leave in terms of this clause lapses at the end of the annual leave cycle in which it accrues.

CHAPTER III

REGULATION FOR CONTRACT OF EMPLOYMENT

1. Termination of Contract of Employment


1.1 An employer or an employee, who wishes to terminate the contract of employment, shall give notice of termination of not less than:

1.1.1 One week, if the employee has been employed for six (6) months or less;

1.1.2 Two weeks, if the employee has been employed for more than six (6) months but not more than one year;

1.1.3 Four weeks, if the employee has been employed for one year or more.

1.2 An employer may terminate the contract without notice by, subject to sub-clause 1.3 and paying the employee, in lieu of such notice not less than the remuneration the employee would have received, calculated in accordance with sub-clause 1.1 above, if the employee had worked during the notice period.

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- 1.3 The provision in sub-clause 1.2 for notice pay shall not affect the operation of any forfeitures or penalties that by law may be applicable in respect of an employee who is absent (AWOL/abstained/desert) without permission.
- 1.4 Where the wage of an employee at the date of termination has been reduced by deductions in respect of short-time, the employer is obliged to pay the employee in lieu of notice at a rate as if no reduction has been made in respect of short-time.
- 1.5 The notice prescribed in sub-clause 1.1 may be given on any work-day: Provided that the period of notice shall not run concurrently with nor shall notice be given during an employee's absence-
- 1.5.1 on leave in terms of Clause 1 in Chapter II
- 1.5.2 on sick leave in terms of Clause 2 in Chapter II
- 1.5.3 owing to incapacity in terms of circumstances set out in Clause 2(2.8)(ii) in Chapter II, amounting in the aggregate to not more than 10 weeks in any period of 12 months.

2. Certificate of Service

- 2.1 On termination of employment, an employee is entitled to a certificate of service substantially in the form of APPENDIX "C" stating-
- 2.1.1 The employee's full name;
- 2.1.2 The name and address of the employer;
- 2.1.3 A description of the activities trades and/or occupations carried out as per the registered scope of the BCCEI;
- 2.1.4 The date of commencement and date of termination of employment;
- 2.1.5 The title of the job or a brief description of the work for which the employee was employed at date of termination;
- 2.1.6 The remuneration at date of termination; and
- 2.1.7 If the employee so requests, the reason for termination of employment

3. Piece Work

- 3.1 An employer may, after giving at least one week's notice to an employee, introduce a piece work system and, save as provided for in Clause 1 sub-clause 1.4 in Chapter V of this agreement, such employer shall pay such employee at the rate applicable under such system: Provided that, irrespective of the quantity of work done, the employer shall pay such employee not less than, in respect of each week in which such piece-work is performed, the amount which the employer would have been required to pay such employee for that week had the employee been remunerated on the basis of time worked.
- 3.2 An employer shall keep a schedule of the rates referred to in sub-clause 3.1 in a conspicuous place in the establishment.
- 3.3 An employer who intends to cancel or amend the piece-work system in operation, or the rates applicable there under, shall give the employee employed on such system not less than one week's notice of such intention: Provided that an employer and the employee may agree on a longer period of notice, in which case the employer shall give notice for a period not shorter than that agreed upon.

4. Prohibition of Employment

- 4.1 An employer shall not-
- 4.1.1 employ any person under the age of 15 years; or
- 4.1.2 a child who is under the minimum school leaving age in terms of any law, if he or she is 15 years or older;
- 4.2 An employer shall not employ a child in employment-

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- 4.2.1 that is inappropriate for a person of that age;
- 4.2.2 that places at risk the child's well-being, education, physical or mental health or spiritual, moral or social development.

4.3 All forced labour is prohibited.

5. Severance Pay

5.1 For the purpose of this clause, 'operational requirements' means requirements based on the economic, technological, structural or similar needs of any employer.

5.2 An employer must pay an employee who is dismissed for reasons based on the employer's operational requirements severance pay equal to at least one week's remuneration for each completed year of continuous service with that employer for the first eight (8) years of service, and, two weeks remuneration for every completed year of continuous service from year nine (9) onwards for that employee, calculated in accordance with Clause 1 in Chapter V of this agreement. Current Company arrangements in regard to severance pay, that are more favorable, will not be affected.

5.3 An employee who unreasonably refuses to accept the employer's offer of alternate employment with that employer or any other employer is not entitled to severance pay in terms of sub-clause 5.2 above.

5.4 The payment of severance pay in compliance with this clause does not affect an employee's right to any other amount payable according to law.

5.5 If there is a dispute only about entitlement to severance pay in terms of this clause, the employee may refer the dispute in writing to the Bargaining Council for the Civil Engineering Industry (BCCEI).

5.6 Notification to the Bargaining Council:-

5.6.1 An employer must notify the bargaining council when contemplating termination of employment of one or more employees for reasons related to its operational requirements.

5.6.2 Once the affected employee/s services have been terminated, the employer must inform the bargaining council's regional office, in writing, of the number and occupational categories of the employee/s that have been retrenched.

5.7 Limited duration contracts of employment

5.7.1 On completion of a limited duration contract the Employer shall pay the Employee a completion gratuity of one (1) weeks' basic wages per completed year of service.

6. Funeral Cover for Limited Duration Contract Employees

6.1 All employers must, whether independently or with other employers, provide funeral benefit cover through an approved and registered policy or scheme in favour of their limited duration employees and implement such benefit at the date of coming into operation of this agreement

6.2 The rules for the funeral benefit policy or scheme shall compel both employers and employees to contribute equally in respect of the monthly premiums of the policy or scheme.

6.3 In the event of the death of a limited duration employee, his or her spouse, or, his or her children, a benefit in the form of a lump sum cash payment must be provided, the value of which must be not less than in accordance with the table below:

- 6.3.1 Member and spouse R 10 000.00;
- 6.3.2 Children 14 years to 21 years: R 10 000.00;
- 6.3.3 Children 6 years and older but younger than 14 years: R 7 500.00;
- 6.3.4 Children 1 year and older but younger than 6 years: R 5 500.00; and
- 6.3.5 Children younger than 1 year or stillborn: R 1 000.00

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- 6.4 In the event of the limited duration contract of employment of an individual employee coming to an end, the funeral benefit cover will automatically lapse and the limited duration employee will have no claim against the policy or scheme in the event of death as is provided herein above.

7. Limited duration contract of employment

- 7.1 If an LDC employee is employed for eighteen (18) months or longer continuously on one project by the same employer, he will become entitled to employment conditions in respect of Provident Fund and Medical Aid, but will remain an LDC employee for the duration of that project.
- 7.2 An LDC employee who has worked for a minimum period of eighteen (18) months continuously and on more than one project with the same employer will be offered permanent employment by that employer. This provision will be applicable to any LDC who has completed eighteen (18) continuous months of service with one employer and upon being transferred thereafter.
- 7.3 Any person who is offered employment on the basis of a LDC by any employer in the industry will be entitled to employment Conditions in respect of Retirement Fund if such person can prove at the time of being offered employment that he was:
- 7.3.1 Employed in the industry by his previous employer; and
- 7.3.2 A member of a retirement fund in the industry which at the time of being offered employment will not be entitled to withdrawn from his membership while remains in the service of the employer. (The intention of this provision is to motivate employees not to withdraw their funds from and to ensure a retirement fund is in place for employees when they retire.)
- 7.4 If an employee has withdrawn from the retirement fund upon leaving the services of his previous employer, the LDC employee will be subject to the waiting periods stated above before becoming entitled to employer contributions.

8. Medical Aid

- 8.1. Every employer on whom this Conditions of Employment Collective Agreement is binding shall, on the date determined for the commencement of this clause, ensure that adequate measures are in operation to facilitate voluntary membership of BCIMA to all their permanent employees, provided –
- 8.1.1 Where an employee elects to become a member the employer contribution will be compulsory.
- 8.1.2 The employer and employees shall contribute equally and the contributions shall be as per the "Contribution Schedule for all Hourly Paid Employee Members" issued annually by BCIMA,
- 8.1.3 Employees who decide not to join the BCIMA will not be entitled to the cash value of the company contribution,
- 8.1.4 Employees who want to join the BCIMA may do so only from 1 January of any particular year and must remain a member of BCIMA at least until 31 December of that particular year,
- 8.1.5 Employees who leave the employ of his/her employer, or whose employment is terminated for whatsoever reason (including dismissal for misconduct), or whose contract comes to completion (for instance at retirement), may decide to continue his/her membership with BCIMA at his/her own cost,
- 8.1.6 The dependents of a deceased member may decide to continue their membership with BCIMA at their own cost and subject to the rules of the fund,
- 8.1.7 The submission of an account, statement or claim to the fund is the sole responsibility of the member employee,
- 8.1.8 The lodging of complaints with -, disputes against or any correspondence with BCIMA is the sole responsibility of the member employee,
- 8.1.9 Where the contribution for an individual is higher than the set contribution as per the "Contribution Schedule for all Hourly Paid Employee Members" issued annually by BCIMA, irrespective of the reason for the increased contribution, then the employer will only contribute 50% of the set contribution,
- 8.1.10 Any increase in contributions will not result in an increase in remuneration,
- 8.1.11 The provisions of this clause shall not apply to employees employed in companies where a medical aid scheme is in place for them.

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CHAPTER IV

REGULATION REGARDING REGISTERS AND THE CONDITIONS OF EMPLOYMENT AGREEMENT

1. Attendance Register

1.1 Every employer must keep a record containing at least the following information:

- (i) The employees name and occupation
- (ii) The time worked by each employee
- (iii) The remuneration paid to each employee
- (iv) The date of birth of any employee under the age of 18 years of age; and
- (v) Any other prescribed information

1.2 A record in terms of sub-clause 1.1 must be kept by the employer for a period of three (3) years from the date of the last entry in the record and no person may make a false entry into the record maintained in terms of sub-clause 1.1.

1.3 An employer who keeps a record in terms of this section is not required to keep any other record of time worked and remuneration paid as required by any other employment law.

2. Written Particulars of Employment


2.1 An employer must supply an employee, when the employee commences employment, with the following particulars in writing-

- (a) The full name and address of the employer;
- (b) The name and occupation of the employee, or a brief description of the work for which the employee is employed;
- (c) The place of work, and, where the employee is required or permitted to work at various places, an indication of this;
- (d) The date of employment;
- (e) The employee's ordinary hours of work and days of work;
- (f) The employee's wage or the rate and method of calculating wages;
- (g) The rate of pay for overtime work;
- (h) Any other cash payments that the employee is entitled to and the value of the payment in kind;
- (i) Any payment in kind that the employee is entitled to and the value of the payment in kind;
- (j) How frequently remuneration will be paid;
- (k) Any deductions to be made from the employee's remuneration;
- (l) The leave to which the employee is entitled;
- (m) The period of notice required to terminate employment, or if employment is for a specific period, the date when employment is terminated;
- (n) A description of any council or sectoral determination which covers the employer's business;
- (o) Any period of employment with a previous employer that covers towards the employee's period of employment;
- (p) A list of any other documents that form part of the contract of employment, indicating a place that is reasonably accessible to the employee where a copy of each may be obtained.

2.2 When any matter listed in sub-clause 2.1 changes-

2.2.1 the written particulars must be revised to reflect the change; and

2.2.2 the employee must be supplied with a copy of the document reflecting the change.


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- 2.3 If an employee is not able to understand the written particulars, the employer must ensure that they are explained to the employee in a language and in a manner that the employee understands.
- 2.4 The employer must keep written particulars in terms of this clause for a period of 3 years after termination of employment.
- 3. Maintaining an updated copy of the BCCEI Conditions of Employment Collective Agreement in the workplace**
- 3.1 Every employer must –
- 3.1.1 Keep in the workplace, a copy of the Agreement available, including all amendments, in a format approved or acceptable to the Council;
- 3.1.2 Make that copy available to any employee for inspection,
- 3.1.3 On request, a copy of the Agreement being maintained in terms of sub-clause 3.1.1 above is to be made available to the trade union representative.

CHAPTER V

PAYMENT OF EARNINGS, YEAR-END BONUS, DEDUCTIONS AND RECORD KEEPING

- 1. Calculation of Wages**
- 1.1 Wage calculation manner (set out as below) -
- 1.1.1 The hourly wage of an employee shall be the weekly wage divided by the number of ordinary hours of work prescribed for such employee in any week;
- 1.1.2 The daily wage of an employee shall be the hourly wage multiplied by –
- (i) Nine, in the case of an employee who works a five-day week;
- (ii) Seven and half, in the case of any other employee;
- 1.1.3 The weekly wage of an employee shall be the hourly wage multiplied by the number of ordinary hours of work prescribed for such employee in any week;
- 1.1.4 The monthly wage of an employee shall be four and a third times the weekly wage.
- 1.2 Time and method of the payment of remuneration
- 1.2.1 An employer must pay to an employee any remuneration that is paid in money-
- (i) in South African currency
- (ii) daily, weekly, fortnightly or monthly, and
- (iii) in cash, by cheque or by direct deposit into an account designated by the employee
- 1.2.2 Any remuneration paid in cash or by cheque must be given to each employee-
- (i) at the workplace or at a place agreed to by the employee
- (ii) during the employees working hours or within 15 minutes of the commencement or the conclusion of those hours; and
- (iii) in a sealed envelope which then becomes property of the employee
- 1.2.3 An employer must pay remuneration not later than seven (7) days after –
- (i) the completion of the period for which the remuneration is payable; or
- (ii) the termination of the contract of employment



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1.2.4 Sub-clause 1.2.3(ii) does not apply to any pension or provident fund payment to an employee that is made in terms of the fund

1.3 Payment of earnings upon termination of employment

If the employment of an employee terminates on a date before the ordinary pay day, all earnings owing in terms of this Agreement must be paid to the employee –

1.3.1 within seven (7) days of the date that employment terminates; or

1.3.2 if the employer and an employee have agreed to a notice period longer than the period contemplated in this Agreement, within seven (7) days of the last day of the notice period.

1.4 Deductions and other acts concerning remuneration

1.4.1 An employer may not make any deduction from an employee's remuneration, unless-

- (i) Subject to sub-clause 1.4.2, the employee, in writing, agrees to the deduction in respect of a debt specified in the agreement; or
- (ii) The deduction is required or permitted in terms of a law, collective agreement, court order or arbitration award.

1.4.2 The deduction in terms of sub-clause 1.4.1(i) may be made to reimburse an employer for loss or damage only if:

- (i) The loss or damage only occurred in the course of employment and was due to the fault of the employee
- (ii) The employer has followed fair procedure and has given the employee a reasonable opportunity to show why the deductions should not be made
- (iii) The total amount of debt does not exceed the actual amount of the loss or damage, and;
- (iv) The total deductions from the employees remuneration in terms of this subsection do not exceed one (1) quarter of the employees' remuneration in money,

1.4.3 A deduction in terms of sub-clause 1.4.1(i) in respect of any goods purchased by the employee must specify the nature and quantities of the goods

1.4.4 An employer who deducts an amount from an employee's remuneration in terms of sub-clause 1.4.1 for payment to another person must pay the amount to the person in accordance with the time period and other requirements specified in the agreement, law, court order or arbitration award.

1.4.5 An employer may not require or permit an employee to –

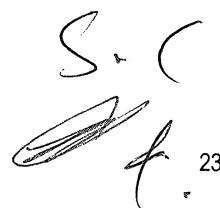
- (i) Repay any remuneration except for overpayments previously made by the employer resulting from an error in calculating the employees' remuneration; or –
- (ii) Acknowledge receipt of an amount greater than the remuneration actually received.

1.5 Deductions of trade union subscriptions

1.5.1 An employer must deduct subscriptions for membership of a trade union party to the Council from the earnings of an employee that consents in writing to the deduction.

1.5.2 The subscriptions deducted must be paid to the trade union concerned by the 15th of the month following the month to which the subscriptions relate. The payment to the relevant trade union must include the following details in respect of each employee that is a member of that trade union:

- (i) Surname and initials;
- (ii) Identity number, if available;



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- (iii) Amount deducted; and
- (iv) The period to which the subscriptions relate.

1.6 Deductions for training

An employer may not accept or charge a premium for the training of employees.

2 Year-End Bonus

2.1 Subject to the provisions of this sub-clause, an employer must pay an employee an annual bonus as follows:

2.1.1 20 working days' pay

2.1.2 Where agreements, substantive or otherwise, provide for bonuses in excess of that provided for in sub-clause 2.1.1 above, such existing agreements shall prevail.

2.1.3 An employee shall not be entitled to the bonus amounts referred to in sub-clause 2.1.1 unless he or she is employed by the employer in December of the year in which the bonus amount is to be paid and he or she has been continuously so employed for at least one full year.

2.1.4 An employee who is employed by the employer in December of the year in which a bonus amount is to be paid and who has been continuously so employed for at least 3 months, but for less than one full year, shall be entitled to a pro rata bonus payment.

2.1.5 An employee whose employment is terminated through no fault of his or her own, through retrenchment, retirement, disability or death, shall be entitled to a pro rata bonus payment.

2.1.6 No bonus payment shall be made to employees whose employment was terminated by reason of misconduct.

2.1.7 Where an employee is absent for more than 10 working days in any one year, the bonus payment to which he or she is entitled shall be reduced by the proportion of total working days lost to total possible working days in a year.

3. Cross Border Work Allowance

3.1 An employer may only require or permit an employee to perform cross border work if so agreed provided that

3.1.1 The employer pays the employee an allowance;

3.1.2 The employer must ensure that the terms of the agreement are not less favourable than the basic conditions of employment as regulated by the provisions of this Agreement or any law that is applicable in the Republic of South Africa; and

3.1.3 The employer must ensure that the terms of the agreement and conditions of work are not less favourable than the same employee would enjoy if working in South Africa.

3.1.4 In the event where an employee is employed for a period of more than 12 months in another country, the employer must have an agreement with the Compensation Commissioner in terms of section 23(l)(c) of the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.

3.2 An employer who requires an employee to perform work outside the borders of the Republic of South Africa must —

3.2.1 Inform the employee in writing, or orally if the employee is not able to understand a written communication, in a language that the employee reasonably understands-

- (i) of any health and safety hazards associated with that country that the employee is expected to be deployed to; and
- (ii) of the employee's right to undergo a medical examination in terms of sub-clause 3.3;

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- 3.3 At the request of the employee, enable the employee to undergo a medical examination, at the expense of the employer, concerning those hazards-
 - 3.3.1 Before the employee departs, or within a reasonable period;
 - 3.3.2 At appropriate intervals while the employee continues to perform such work; and
- 3.4 Transfer the employee to a suitable country within a reasonable time if-
 - 3.4.1 The employee suffers from a health condition associated with the country in which the employee is working; and
 - 3.4.2 It is practicable for the employer to do so.

CHAPTER VI

GENERAL

1. Exemptions

1.1 Provisions relating to an application for exemption

1.1.1 Any person bound by this Agreement may apply for an exemption.

1.1.2 The Council has the authority –

- (i) To consider applications for exemptions; and
- (ii) Grant exemptions in appropriate cases.

1.2 Procedure for application

1.2.1 An application for an exemption must be –

- (i) In writing;
- (ii) Fully motivated; and
- (iii) Sent to the BCCEI national office.

1.3 Consultations with employees or trade unions over an application for an exemption

1.3.1 An employer must consult with its workforce concerning any application for an exemption it intends to make.

1.3.2 The consultations in terms of sub-clause 1.3.1 must be conducted with –

- (i) A trade union representative; or
- (ii) If there is no trade union involved, the workforce itself.

1.3.3 An application for an exemption must include –

- (i) If the employer and workforce agree on the application for an exemption, a copy of the signed agreement;
- (ii) If the employer and workforce do not agree on the application for an exemption, the reasons for the views held by workforce as expressed in the consultations.

1.4 Consideration to be made by Council before granting an exemption

1.4.1 In considering an application for an exemption, the Council must consider –

- (i) The representations and evidence submitted by the employer;
- (ii) The representations and evidence submitted by, or on behalf of, the workforce;
- (iii) Any other representations received.

1.4.2 The Council may not grant an exemption –

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- (i) That contains terms that would have an unreasonably detrimental effect on the fair, equitable and uniform application of this Agreement;
- (ii) In respect of any matter which is covered by an arbitration award binding on the applicant.

1.5 Duration of exemptions

1.5.1 An application for an exemption on any matter involving monetary issues may not be granted from a date earlier than that on which the application is made.

1.5.2 An exemption on any wage or wage-related matter may not be granted –

- (i) Beyond the expiration of the current agreement, unless the Council at its discretion decides that there is good cause to grant an application for a longer period;
- (ii) For an indefinite period.

1.6 Urgent applications

1.6.1 A person may apply for an application on an urgent basis by either faxing, e-mailing or delivering it to the regional council concerned.

1.6.2 In addition to the other requirements of this Part, an application made in terms of this clause must contain an explanation as to why the application is made as a matter of urgency.

1.6.3 If satisfied that the application is urgent, the Council or its chairperson and vice chairperson must:

- (i) Consider the application;
- (ii) Make a decision;
- (iii) Communicate the decision to the applicant without delay.

1.7 Issuing of exemptions

1.7.1 The Council will issue to every person to whom an exemption has been granted an exemption licence setting out the following:

- (i) The full name of the person or enterprise concerned;
- (ii) The provisions of the agreement from which an exemption has been granted;
- (iii) Any conditions subject to which the exemption has been granted;
- (iv) The period of the exemption
- (v) The date from which the exemption shall operate; and
- (vi) The area in which the exemption applies.

1.7.2 The Council must ensure that –

- (i) All exemption licences are numbered consecutively;
- (ii) An original copy of each licence is retained by the Council;
- (iii) A copy of the exemption licence is sent to the applicant.

1.7.3 The Council may withdraw an exemption at its discretion after allowing the party to whom the exemption has been granted, an opportunity to make representations.

1.8 Appeals

1.8.1 An independent body, known as the Independent Exemptions Appeal Board ("the Board") is established to consider any appeal lodged with the Council against –

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9.

- (i) A decision by the Council to grant or refuse an application for an exemption;
- (ii) A decision by the Council to withdraw an exemption.

1.8.2 The Board consists of three members appointed by the Council.

1.8.3 The Board must consider –

- (i) Any representations and evidence considered by the Council;
- (ii) The decision of the Council and the reasons for that decision;
- (iii) Any additional representations submitted by the appellant or any other party;
- (iv) Any other evidence placed before the Board.

1.8.4 The Board may –

- (i) Confirm, vary or set aside the decision of the Council;
- (ii) Make any other decision that the Council could have made.

1.8.5 If the Board grants an exemption, the Council must issue a certificate of exemption in accordance with sub-clause 1.7 of this chapter.

2. Protective Clothing

2.1 An employer shall supply and maintain in serviceable condition, free of charge, any protective clothing that the employer requires the employee to wear, or that by any law the employer is compelled to provide to the employee, and any such protective clothing shall remain the property of the employer.

3. Designated agents

3.1 The Council must appoint one or more persons as designated agents to enforce and monitor compliance with this Agreement, in any manner that is reasonably required for compliance with this Agreement, by-

3.1.1 Entering and inspecting premises;

3.1.2 Examining records; and

3.1.3 Interviewing an employer or employees of the employer in an appropriate manner.

3.2 After each inspection of an employer's records and operations, an agent must prepare a report for the attention of the employer, worker representatives and, in the case of an individual complainant, the complainant and, stating-

3.2.1 The date and time of the inspection;

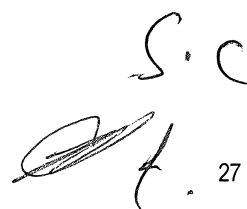
3.2.2 If any contraventions of the Agreement were identified, a summary of the contraventions; and

3.2.3 The action that management is required to take to rectify the contraventions.

3.3 A designated agent may not make any disclosure of information in circumstances which are not permitted in terms of section 201 of the Labour Relations Act, 1995.

3.4 The Minister, on request of the council, shall appoint one or more persons to be designated agents to assist in giving effect to the terms of this agreement, including the issuing of compliance orders requiring any person bound by this Collective Agreement to comply within 14 days.

3.5 A designated agent shall have all the powers provided for in section 33, 33A and Schedule 10 of the Act.



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4. Levels of bargaining in the Industry and Peace Obligation**4.1** Subject to sub-clause 4.2 below —

4.1.1 The Bargaining Council shall be the sole forum for negotiating matters contained in the BCCEI Conditions of Employment Collective Agreement;

4.1.2 During the currency of the BCCEI Conditions of Employment Collective Agreement, no matter contained within this Collective Agreement may be an issue in dispute for the purposes of a strike or lock-out or any conduct in contemplation of a strike or lock-out;

4.1.3 Any provision in a collective agreement binding an employer and employees covered by the Council, other than a collective agreement concluded by the Council, that requires an employer or a trade union to bargain collectively in respect of any matter contained in the BCCEI Conditions of Employment Collective Agreement, is of no force and effect.

4.2 Where bargaining arrangements at plant and company level, excluding agreements entered into under the auspices of the Bargaining Council, are in existence, the parties to such arrangements may, by mutual agreement, modify or suspend or terminate such bargaining arrangements in order to comply with sub-clause 4.1. The provisions of these clauses shall apply equally to any trade unions not party to this Agreement.

5. Administration of Agreement

The Council is the body responsible for the administration of the Agreement.

6. Attendance of worker representatives on bargaining council committee meetings

6.1 The employer and trade union parties agree that it is important that worker representatives appointed by the unions, to attend bargaining council meetings and should participate at that level.

6.1.1 To this end the trade unions will by **31 January of each year** notify the companies involved, in writing, of the names and contact details of the trade union worker representatives appointed to serve on Council Committees.

6.1.2 Where the company is unable, for operational or other valid reasons to accept the absence of the employee on the dates concerned it shall immediately communicate with the union in order that the problem is addressed.

6.1.3 Absence from the workplace to attend each scheduled meeting must be based on reasonable prior notice of the meeting to the employer supported by the presentation of the Agenda of the Meeting by the worker representative.

7. Resolution of Disputes

7.1 Disputes about the interpretation or application of Councils' Collective Agreements (Enforcement):

7.1.1 In this clause a dispute is any dispute arising out of the interpretation or application of the councils' Collective Agreements and includes a breach or breaches or alleged breach or breaches of those agreements

7.1.2 Any person may refer a dispute about the Interpretation, application or enforcement of the councils' collective agreements to the council who may require an agent/designated agent to investigate the dispute

7.1.3 Any Designated Agent of the Council must investigate a dispute that comes to his attention in the course of performing his duties


7.1.4 A dispute may be conciliated by:

- (i) A designated agent in the course of or after an investigation; or
- (ii) A duly appointed conciliator

7.1.5 Any designated agent of the Council is authorised to issue a Compliance Order requiring any person bound by the Councils' Collective Agreements to comply with the Collective Agreements within 14 days.

7.1.6 Any dispute envisaged in this clause may be dealt with in accordance with the provisions of Section 33A of the Act

7.1.7 Any arbitrator who has issued an arbitration award or ruling, or any other arbitrator appointed by the General

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Secretary for that purpose may at his own initiative or as a result of an application by an affected party, vary or rescind an award or ruling –

- (i) Erroneously sought or made in the absence of any party affected by the award;
- (ii) In which there is ambiguity, or an obvious error or omission, but only to the extent of that ambiguity, error or omission; or
- (iii) Granted as a result of a mistake common to the parties to the proceedings
- (iv) If the arbitrator makes an award, the respondent party to the arbitration must pay an arbitration fee of R1000.00 to the council

7.2 Other Disputes referred to Council in terms of the Act:

- 7.2.1 All disputes in terms of this sub-clause shall, if required by the Act, be referred to the council for Conciliation and Arbitration, in terms of the Councils' Dispute Resolution Collective Agreement.
- 7.2.2 The Council shall be entitled but not required to investigate any matter referred to it by whatever means it considers appropriate for the purpose of assisting in the determination of the nature, date or complexity of the dispute in order to assist with its administrative functions
- 7.2.3 When a dispute has been referred to the Council, the Council must appoint a designated Agent or a conciliator to attempt to resolve through conciliation
- 7.2.4 The appointed agent/designated agent or conciliator must attempt to resolve the dispute through conciliation within 30 days of the date the Council received the referral; however the parties may agree to extend the 30 day period
- 7.2.5 The designated agent or conciliator(s) must determine a process to attempt to resolve the dispute, which may include:
 - (i) Mediating the dispute
 - (ii) Conducting a fact finding exercise
 - (iii) Making a recommendation to the parties, which may be in the form of an advisory award; and
 - (iv) Conducting the conciliation hearing telephonically
- 7.2.6 When Conciliation has failed, or at the end of the 30 day period, or any further period agreed between the parties –
 - (i) The agent/designated agent or conciliator shall issue a certificate as envisaged in Section 135(5) of the Act stating whether or not the dispute has been resolved: provided that no certificate shall be issued to any applicant who fails to attend the conciliation proceedings without prior notification and good cause
 - (ii) The conciliator shall 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 conciliator shall file the original of that certificate with the Council
- 7.2.7 If a dispute remains unresolved after conciliation in terms of this sub-clause the Council shall arrange for Arbitration of the dispute if –
 - (i) The Act requires arbitration and any party to the dispute has requested in writing that it be resolved through arbitration
 - (ii) The written request to Council for Arbitration is accompanied by proof that a copy of the request has been served on the other party
 - (iii) A conciliator has issued a certificate stating that the dispute remains unresolved; and
 - (iv) The written request referred to in (i) above is made within 90 days after the date on which the certificate referred to in (iii) above was issued: however, the Council, on good cause shown, may condone a party's'

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non observance of this time frame and allow a request for arbitration filed by the party after the expiry of the 90 days period.

- 7.2.8 The categories of disputes that the Council is required to resolve through arbitration, are those set out in the Act
- 7.2.9 The General Secretary or a designated official of the Council, shall –
- (i) Appoint an arbitrator from the Councils' accredited panel in respect of the dispute
 - (ii) Schedule the time and place for the hearing and notify the parties
 - (iii) If necessary, arrange for witnesses to be subpoenaed to attend the hearing
- 7.2.10 If any party to a dispute objects to the arbitration of the dispute by an arbitrator appointed by the General Secretary of the Council, the objecting party may request arbitration by an arbitrator selected from an Independent panel providing arbitration services which, where required, complies with the provisions of the Act
- 7.2.11 The arbitrator shall conduct the arbitration in a manner 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
- 7.2.12 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
- 7.2.13 An arbitrator appointed in terms of this clause has the powers set out in Section 142(1) of the Act
- 7.2.14 The arbitrator shall take into account any code of good practice that has been issued by NEDLAC, in accordance with the provisions of the Act, relevant to the matter being considered in the arbitration proceedings
- 7.2.15 The arbitrator may make any appropriate arbitration award, in terms of the Act, including, but not limited to, an award–
- (i) That gives effect to the provisions and primary objects of the Act
 - (ii) That gives effect to the applicable Collective Agreements
 - (iii) That includes, or is in the form of, a declaratory order
- 7.2.16 Within 14 days of the conclusion of the arbitration proceedings –
- (i) The arbitrator shall issue an arbitration award, signed by that arbitrator;
 - (ii) The arbitrator shall serve a copy of that award on each party in the arbitration proceedings; and
 - (iii) The arbitrator shall file the original of that award with the General Secretary of the Council
- 7.2.17 Within 30 days of the conclusion of the arbitration proceedings, the arbitrator shall, at the written request of either party, furnish reasons for the award if such reasons were not given in the award itself
- 7.2.18 On good cause shown, the General Secretary may extend the period within which the arbitration award and the reasons are to be served and filed.

3 General

- 7.3.1 The General Secretary may apply to the Labour Court to make any arbitration award issued in terms of this Agreement an order of the Labour Court in terms of Section 158(1) of the Act
- 7.3.2 The Council may issue rules not inconsistent with the provisions of this Agreement further regulating the practice and procedures for the conduct of exemption or dispute proceedings. Once issued a copy of such rules must be kept by and may be obtained from the offices of the Council
- 7.2.3 The provisions of this Agreement stand in addition to any other legal remedy through which the Council may enforce its Collective Agreements
- 7.2.4 This Agreement recognizes the applicability of Sections 33A, 51 and 191 of the Act and the Sections of the Act referred to in those Sections to proceedings conducted in terms of this clause.

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CHAPTER VII
APPENDICES TO THE AGREEMENT

APPENDIX A

Exemption Application Guidelines

- a) A fully detailed motivation explaining the difficulties that the company is experiencing and hence the need for the application. **This motivation is not the same as the business plan (see point 'b' below).**
- b) A business plan - which must give a breakdown of percentages the company is paying employees at present and, where necessary, a proposed time frame outlining how long it will take to reach the applicable minimum conditions of employment standards as set out in the BCCEI Conditions of Employment Collective Agreement
- c) Audited Financial Statement for the past financial year. In the case of a closed corporation - a full set of Financial Statements which are to be signed by an Accounting Officer and the latest Management Accounts for the last three months. If the Financial Statements are older than six months, then the Management Accounts for the recent three months are required.
- d) The savings in cost to company should the application for exemption be granted and the workings in arriving at this cost.
- e) Formal confirmation that employees were informed of the company's decision to make an application for exemption.
- f) Where employees reject the company's approach, they are to be informed of their right to submit written reasons for objecting to the exemption application and such reasons should be attached as an annexure to the company's application.
- g) The signature of at least two employees who accept being the representatives for the workforce and who will be affected by the application. Representatives of the workforce are to sign the form, contained in the exemption application questionnaire, consenting to this.
- h) The signatures of employees accepting that they have been informed of the implications of what the company is proposing to the Council
- i) Where the employees are members of a recognized trade union, the company should inform the local trade union office of the intention to apply for an exemption and request, in writing, a meeting with the local official to discuss the impact of the exemption on the company and the members of the union.
- j) Where employees have elected a trade union representative or representatives (shop stewards) these persons should be requested to sign that they were consulted and that they understand the need for applying for the exemption. Where the local trade union official and/or shop stewards have been consulted and where they reject the application, such refusal must be recorded in the application and countersigned by at least two witnesses
- k) Where the local trade union official and/or shop stewards and affected employees support the exemption application, this signed agreement should be included with the application.
- l) It is recommended that all meetings in this regard between management, employees, shop stewards and union officials be minuted and that the minutes of such meetings be submitted with the exemption application.
- m) The application itself is to be signed by either a director of the firm, member, owner or a senior accountant - neither a bookkeeper nor the human resources manager's signatures will be acceptable.

Please Note:

- (i) The exemptions board will make a decision on the exemption applications as submitted.
- (ii) **It is not a condition of the exemption that employees accept the proposed wage increase exemption.** All that is required is that employees and their representatives are fully informed of the company's intention to apply for exemption and that this consultation process and their response thereto is formally recorded and submitted with the application.



APPENDIX B

Exemption Procedure

Important note for Management:

It is important to note that an exemption application must be lodged with the bargaining council within 30 days after the BCCEI Conditions of Employment Collective Agreement has come into operation

The industry's current exemption procedure continues to apply.

If the application is rejected then an appeal may be immediately lodged with the bargaining council's Independent Exemption Appeals Board which is an independent body established in terms of the Labour Relations Act.

The exemption procedure is detailed hereunder:

- Wage Related Exemptions - Individual companies seeking exemption to pay a lesser wage increase must complete the wage exemption application form detailed **within the BCCEI Conditions of Employment Collective Agreement as Appendix C**. It is vital that companies utilize the standard application form to expedite the exemption process.
- Companies seeking exemption must consult their employees on the intention to apply for exemption and the application should contain details and proof of this consultation process. It is important to note that the employees' view on the application is not decisive but merely one of the factors that the Council and Board will take into account when considering the application.
- The exemption application must be fully motivated as required. In this regard the guidelines hold relevance.
- The application must be lodged with the council as soon as possible (but by no later than 30 days after the coming into operation of this Agreement).
- The proposed exemption should be implemented by the company until the exemption process has been concluded, after which any adjustments must be applied retrospectively from date of application of the agreement (i.e. if the exemption is refused, then the full agreed working conditions will apply from the date of coming into operation of the BCCEI Conditions of Employment Collective Agreement.
- The council will make a decision on the exemption application. Where the exemption is rejected, an appeal may be lodged with the Independent Exemption Appeals Board.

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APPENDIX C

Exemption Application Form

Important note for Management:

If the Bargaining Council does not receive your completed form with supporting documentation within 30 days after the extension to non-parties the council will accept that you no longer require this exemption and the file will be closed.

APPLICATION FOR EXEMPTION QUESTIONNAIRE

DATE OF THIS APPLICATION:

PART 1**REGISTRATION DETAILS:**

- 1.1 Council Registration Number:
 1.2 Date of Registration with the Council:
 1.3 Name of Company/Firm:
 1.4 Street address:
 1.5 Telephone Number: Fax Number:
 1.6 E-mail Address:
 1.7 Contact person:
 1.8 Name of Employer Organisation:
 1.9 Activities of company:

PART 2.**LABOUR DETAILS:**

- 2.1 Total Number of Employees:
 2.2 Total Number of Scheduled Employees:
 2.3 Name/s of Trade Union/s involved:
 2.4 Total number of memberships per union

PART 3.**EXEMPTION DETAILS:**

- 3.1 Specify exemption applied for:
 3.2 Are any Director/s - Member/s - partner/s - owners/s of the firm a Shareholder in any other Business?
 If yes please specify:
 3.3 Specify by ticking, whether the Exemption will affect: [Workshop] [Site] [All Employees]
 3.4 Have Trade Union/s been consulted? [NA] [YES] [NO]
 3.5 Date of consultation/s:
 3.6 Did Trade Union/s support the Application? [NA] [YES] [NO]
 If not, why?

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3.7 Have affected employees been consulted? [YES] [NO]

3.8 Did affected Employees support the Application? [YES] [NO]

If not, why?

3.9 Has the following been attached to this Application:

3.9.1 Minutes of Meetings with Employees and Trade Union? [YES] [NO]

3.9.2 Signatures of Trade Union Official/s who attended the meeting? [YES] [NO]

3.9.3 Signatures of employees who attended the Meeting? [YES] [NO]

If not, please state reason:

3.10 Is the company's' contributions paid up to date? If not, please state reason:

(If yes, please attach proof of payment confirmation/deposit slip)

3.11 **MOTIVATION:** An explanation of the reason/s for the exemption. Please attach to the Exemption Application Questionnaire. If no Motivation is attached to the Application, your request will not be considered.

3.12 **BUSINESS PLAN:** give dates - amounts - percentages and how long it will take for the firm to come in line with the latest BCCEI Wage and Task Grade Collective Agreement Minimum Rates of Pay, keeping in mind the yearly Increases which come into effect the end of June of each year which is to be included in your calculations made in the Business plan. Please attach to the Exemption Application Questionnaire. If no Business Plan is attached to the Application, we will not consider your request.

PLEASE NOTE:

1. All relevant documentation pertaining to the Application MUST be attached in order to ensure an expeditious reply. If any Section of this document is NOT completed or any document/s is not attached, the Council will not consider the Application and the firm would have to submit a new Application.
2. The details reflected in this document have been provided by the employer or person so designated as being true and correct at the date of this Application. It is understood that all information contained in this document is subject to verification if required. Any information found to have been incorrect would result in immediate disqualification of the Application.

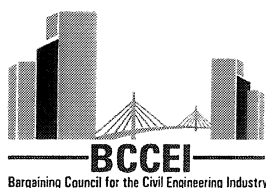
SIGNED:

PRINT NAME:

DESIGNATION:

DATE:

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**Proof of Consultation****APPLICATION FOR EXEMPTION FROM THE BARGAINING COUNCIL FOR THE CIVIL ENGINEERING INDUSTRY**

We:

1.
2.

Being the duly appointed Employees Representatives, do hereby confirm that the Management of:

.....

Discussed and consulted with all employees of the Company, all aspects and reasons for the Application for Exemption.

The employees unanimously accepted and agreed to Management's reasons for the Application and as a result, requested that we sign all documentation to give affect thereto:

SIGNED:

SIGNED:

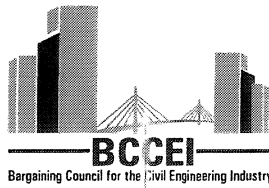
DESIGNATION:

DESIGNATION:

DATE:

DATE:

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**Employee / Trade Union Acknowledgment of this Application**

We the undersigned do hereby confirm, as required, that we have been consulted about the employers need to submit this application. We are aware of the right to submit in writing reasons for objecting to this exemption application (attached as **APPENDIX B** to this application).

SIGNED ON BEHALF OF THE EMPLOYEES:

.....

(Print names clearly)

Signed at: on day of 20.....

SIGNED ON BEHALF OF THE EMPLOYEE REPRESENTATIVES:

.....

(Print names clearly)

Signed at: on day of 20.....

SIGNED ON BEHALF OF THE TRADE UNION/S:

.....

(Print names clearly)

Signed at: on day of 20.....

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APPLICATION FOR EXEMPTION FROM THE BARGAINING COUNCIL FOR THE CIVIL ENGINEERING INDUSTRY

We, the employees of:

.....

Hereby confirm that the Company's Management called a meeting on:

.....

To discuss and consult with us the company's need to make an application for exemption to the Bargaining Council for the Civil Engineering Industry.

We fully understand the reasons for and the effect the application will have on us as well as the company.

We unanimously accept the need and terms of the exemption application and agree to the company making such an application.

Signed at: on day of 20.....

SIGNATURES OF EMPLOYEES:

.....
.....
.....
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.....
.....
.....
.....
.....

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APPENDIX D

Certificate of Service	
<p>CIVIL ENGINEERING INDUSTRY, SOUTH AFRICA READ THIS FIRST</p> <p>WHAT IS THE PURPOSE OF THIS FORM?</p> <p>This form is proof of employment with an employer.</p> <p>WHO FILLS IN THIS FORM?</p> <p>The employer.</p> <p>WHERE DOES THIS FORM GO?</p> <p>To the employee.</p> <p>INSTRUCTIONS</p> <p>This form may be issued upon termination of employment.</p> <p>NOTE</p> <p>The reason for termination of employment must only be given if requested by the employee.</p> <p>This is only a model and not a prescribed form. Completing a document in another format containing the same information is sufficient compliance with Clause 2 in Chapter III of this agreement.</p>	<p>..... (Name and designation of person) of (Full name of employer)</p> <p>Address:..... in the (Trade)</p> <p>declare that (Full name of employee)</p> <p>..... (I.D no.)</p> <p>Was in employment from..... Until..... as (Type of work/occupation)</p> <p>Any other information.....</p> <p>On termination of service this employee was earning: R..... (Amount in words)</p> <p>[per hour] [per day] [per week] [per fortnight] [per month] [per year]</p> <p>..... Employer's signature Date</p>

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Appendix E - NATIONAL EXEMPTIONS POLICY



NATIONAL EXEMPTIONS POLICY

For the

CIVIL ENGINEERING INDUSTRY

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NATIONAL EXEMPTIONS POLICY FOR THE CIVIL ENGINEERING INDUSTRY

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1. Introduction

- 1.1 The purpose of this document is to set out the policies which will apply to the consideration of applications for exemptions.
- 1.2 The Council should determine the appropriate level at which exemption decisions will be made and may choose to implement one of the following approaches in this regard:
 - 1.2.1 Determine the specific types of exemption applications which 'The Exemptions Body' may deal with and those which could be referred to the Office for decision; or
 - 1.2.2 Determine that all exemption applications must be dealt with by the 'The Exemptions Body'.
- 1.3 Exemptions shall be dealt with within 30 days of receipt thereof.
- 1.4 Where the Council or 'The Exemptions Body' is given the authority to deal with an exemption application and an appeal is lodged against the Council or 'The Exemptions Body' decision then this appeal must be referred to the Independent Exemptions Appeal Board for final decision.
- 1.5 Exemption applications must be considered on the basis of criteria established by the BCCEI Management Committee (MANCO) in order to ensure consistency in the granting or refusing of exemption applications and in accordance with the provisions of Chapter 6, Clause 1 of the BCCEI Conditions of Employment Collective Agreement.
- 1.6 The Council or 'The Exemptions Body' wishing to apply other criteria to address a specific situation must make specific recommendations in this regard to the BCCEI Management Committee (MANCO) to obtain approval prior to implementing the desired criteria.
- 1.7 Reasons for granting or refusing an application shall be recorded and retained by the Council. The applicant must on request be supplied with reasons for refusal of an application for exemption.
- 1.8 The BCCEI Management Committee (MANCO) may at any time after prior notification, withdraw an exemption either wholly or in part, or amend the conditions under which the exemption was issued, or amend the conditions of employment and other matters regulated under the exemption.

2. Definitions

Unless the contrary intention appears, any expression used in this policy which are defined in the Labour Relations Act 66/95, shall have the same meaning as in the Act and any reference to an Act shall include any amendment to such Act.

Any reference to the singular shall include the plural and vice versa and any reference to any gender shall include the other gender and further unless inconsistent with the context:

'Act' means the Labour Relations Act 66 of 1995

'Council' means the Bargaining Council for the Civil Engineering Industry and any functions to be performed by the Council in terms of this policy may be performed by the Council's General Secretary or any other employee of the Council to which the Council or General secretary has delegated such function in writing.

'Law' includes the common law.

3. Fundamental Principles

The following are fundamental principles which are legal obligations imposed on the Council or 'Exemptions Body' by the Council's collective agreements

The Council hereby establishes an 'Exemptions Body', constituted of persons independent of the Council, to consider all applications for exemption from the provisions of the Council's Collective Agreements. In terms of section 32 (3)(e) of the Act, the council establishes an Independent Exemptions the Appeal Board (IEAB) to hear and decide any appeal brought against the Exemptions Body or Council refusal of an application for exemption from the provisions of an agreement or the withdrawal of an exemption by the MANCO.

- 3.1 All applications must be in writing on the appropriate application form(s) obtainable from the BCCEI office or website and fully motivated, and sent to the Council for consideration. Supporting documentation such as

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audited financial statements, details of consultations and any other documentation required by the Council or 'The Exemptions Body' from time to time, must be submitted.

- 3.2 In scrutinising an application for exemption, the Council or 'The Exemptions Body' will consider the views expressed by the employer and the workforce together with any other representations received in relation to that application. Applications that affect employees' conditions of service shall not be considered unless the employees or their representatives have been properly consulted and their views fully recorded in an accompanying document
- 3.3 The exemption shall not contain terms that would have an unreasonably detrimental effect on the fair, equitable and uniform application of the Councils' Collective Agreements.
- 3.4 Wage and wage related exemptions should not generally be granted beyond the expiration of the agreement provided that the 'The Exemptions Body' may at its discretion and on good cause shown agree to a longer period (but not an indefinite period).
- 3.4.1 Application for exemption of the implementation of the minimum wages or bonus payments specified in the Conditions of Employment Collective Agreement will be dealt with after giving consideration to the following:
- 3.4.2 Clear evidence of financial difficulties including:
- i) The most recent set of annual financial statements and auditor's report signed by the auditor (or accounting officer in the case of CC's);
 - ii) Management accounts covering the period from the date of the above financial statements to two months prior to the date of application;
 - iii) An explanation of the difficulties being faced by the company;
 - iv) A business plan consisting of a time table of how and when the company shall "catch-up" with the minimum wage rate of the industry.
- 3.4.3 The company must notify the council each year of how they are progressing with their business plan;
- 3.4.4 If the company does not comply with the business plan, the exemption will automatically terminate and the company shall have to re-apply.
- 3.5 The employer must consult with the workforce, through a trade union representative or, where no trade union is involved, with the work force itself, and must include the views expressed by the work force in the application.
- 3.5.1 Where the views of the workforce differ from that of the employer, the reasons for the views expressed must be submitted with the application.
- 3.5.2 Where an agreement between the employer and the workforce is reached, the signed written agreement must accompany the application.
- 3.6 The authority of the Council or 'The Exemptions Body' is to consider applications for exemption. In the event of an appeal against the decision of the Council, the General Secretary will on receipt of the appeal submit it to the IEAB for consideration and finalisation.
- 3.7 Retrospectively
- Applications for exemption may not be granted retrospectively. The Council or the 'The Exemptions Body' may, on a request which are substantively explained and motivated, condone a past period.
- 3.8 Urgent applications
- 3.8.1 In cases of urgent applications, details may be faxed, e-mailed or hand delivered to the Council.



- 3.8.2 The Chairperson together with the Vice Chairperson and General Secretary may consider the application, make a decision and communicate that decision to the applicant without delay. The decision will be ratified and minuted at the next meeting of the 'The Exemptions Body'
- 3.8.3 The applicant is expected to put forward a substantive explanation as to the urgency of the application.

I. Provident Fund Exemptions

The criteria for determining exemptions from the industry provident fund are as follows:

- 4.1 Total contributions to the private fund must be at least be equal to those required in terms of the industry fund.
- 4.2 Contribution holidays are to be specifically excluded from proposed rules of Defined Benefit Fund
- 4.3 Overall benefit package must be on the whole not be less favourable than the benefits provided by the industry fund with particular emphasis on the following:
- i) Proportion of employer net contributions paid out on withdrawal;
 - ii) The right to transfer actuarial reserve to the industry fund on withdrawal;
 - iii) Cover for death and disability;
 - iv) In the case of Defined Benefit funds the basis on which the pension is calculated;
 - v) In the case of the Provident and Defined Contribution funds, the net percentage of the employers' and employees' salary actually credited to the fund after allowing for deduction of administration fees and the cost of insured benefits.
 - vi) There must be no waiting period for membership of the fund.
- 4.4 Funds' representatives are to be given the opportunity to address management and the workforce prior to exemption being considered.
- 4.5 The majority (for this instance majority will be 51%) of the employees must support the application for exemption and the remainder will be required to follow the majority decision. Exemption will only be given in respect of all employees in order to avoid selective membership to the disadvantage of the Industry funds.
- 4.6 Where the employees are members of a party trade union, the trade union must support the application.
- 4.7 The exemption must stipulate that it may be withdrawn should circumstances warrant it.
- 4.8 Employees are to be represented on the Board of Trustees of the domestic fund by representatives elected by them.
- 4.9 Benefits may not be reduced.
- 4.10 Full details will be submitted to the Fund Administrators (Alexander Forbes) and a recommendation obtained.

Exemptions from payment of interest

- 5.1 Applications for exemption from payment of interest levied on payment of fund contributions which are in arrears must be submitted to the council for consideration.
- 5.2 Applications will be considered by the Exemptions Body.
- 5.3 Applications must be accompanied by the reasons as to why the payments of funds are in arrears.

General

- 6.1 In the event of the Council or 'The Exemptions Body' refusing to grant an application, the applicant shall have the right to appeal in writing against the decision to the Independent Exemptions Appeal Board (IEAB).
- 6.2 An appeal to the IEAB must be sent in writing within 30 calendar days of the applicant been notified of the Council or 'The Exemptions Body' decision. The notice of appeal must set out the grounds on which the applicant's appeal is based
- 6.3 In the event of the Council or 'The Exemptions Body' granting an application, the employees' or trade union shall have the right to appeal in writing against the decision to the IEAB and have to follow the criteria set out in clause 6.2

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- 6.4 The Council or 'The Exemptions Body' may acquire the assistance of an expert(s) to assist them when considering problematic applications or invite oral motivations. (When oral motivation is allowed, the union or workers committee members must also be present.)
- 6.5 In considering the application, the Council or 'The Exemptions Body' shall take into consideration all relevant factors, which may include, but shall not be limited to the following criteria:
- i) The applicants past record (if applicable) of compliance with the provisions of the BCCEI Collective Agreements and previous exemptions granted;
 - ii) Any special circumstances that exist;
 - iii) The interest of the industry as regards to:-
 - a) Unfair competition;
 - b) Collective bargaining;
 - c) Potential for labour unrest;
 - d) Increased employment.
 - iv) The interest of employee's as regards to:-
 - a) Exploitation
 - b) Job preservation;
 - c) Sound conditions of employment;
 - d) Possible financial benefits;
 - e) Health and safety;
 - f) Infringement of basic rights.
 - v) The interest of the employer as regards to:-
 - a) Financial stability;
 - b) Impact on productivity;
 - c) Future relationship with employees and trade unions
 - d) Operational requirements
- 6.6 The council must notify the applicant within seven (7) days from the last day date of the meeting of the Council or 'The Exemptions Body' decision and reason(s) thereof, which reason(s) may be given at a later time but not later than 30 days after the decision.
- 6.7 If the application is granted, the council shall issue an exemptions certificate signed by the General Secretary of the BCCEI, containing the following:-
- i) The full name of the applicant(s);
 - ii) The trade name;
 - iii) The provisions of the agreement from which exemption is granted;
 - iv) The period for which the exemption shall operate;
 - v) The date issued;
 - vi) The condition(s) of the exemption granted.
- 6.8 The council shall:-
- i) Retain a copy of the certificate and number each certificate consecutively;
 - ii) Forward a copy of the certificate to the applicant.
- 6.9 The applicant to whom a certificate has been issued shall at all times have the certificate available for inspection at his establishment or site.

Composition of The Exemptions Body

- 7.1 The Council must appoint members to the 'The Exemptions Body' on such terms and conditions they deem fit. The Exemptions Body will comprise:
- i) Three permanent members;
 - ii) Three alternate members.
- 7.2 The Exemptions Body members hold office until:-
- i) They resign on three months' written notice to the Council;

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- ii) Or the Council resolves to terminate their membership;
- iii) Election which will take place after 3 years after appointment.

8. Chairperson of The Exemptions Body

- 8.1 The Exemptions Body shall elect one of the permanent members as chairperson;
- 8.2 If the chairperson is not present at a meeting of The Exemptions Body, the other members present must elect a chairperson for that meeting.

9. Conduct of members of The Exemptions Body

Members of the Exemptions Body –

- 9.1 Must be independent and impartial and perform the functions of office in good faith;
- 9.2 Must recuse themselves from any appeal hearing, should they have a direct financial interest or any other conflict of interest in the subject matter of the appeal.

10. Quorum

- 10.1 Two members of The Exemptions Body form a quorum for any meeting of the Board.
- 10.2 If only two members are present at a meeting and they cannot reach consensus on any issue to be determined, the application must be postponed to a further meeting of The Exemptions Body, any further discussion regarding this application can only take place once the meeting is attended by three Board members.
- 10.3 If an application to lead oral evidence or to present oral submissions is granted, the application must be heard by a meeting attended by three members of 'The Exemptions Body'

11. Decisions of The Exemptions Body

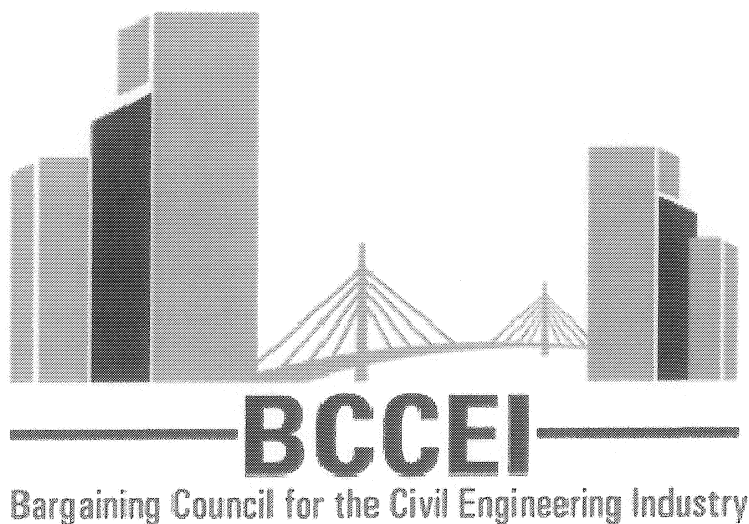
- 11.1 A decision agreed and confirmed in writing by three members of the exemptions body is as valid as a decision adopted at a duly convened meeting of the Body.
- 11.2 A decision of the exemptions body must be signed by the Chairman.
- 11.3 Proceedings of the meetings of the Exemptions Body shall be minuted. Such minutes shall be confirmed at the next meeting of the Board and signed by the Chairman.

12. Meetings of The Exemptions Body

- 12.1 Unless otherwise provided for in this policy, the chairperson of 'The Exemptions Body' must determine the date and time for meetings, in consultation with the Council.
- 12.2 The Exemptions Body must meet –
 - 12.2.1 At least once a month, unless there are no applications to be considered; or
 - 12.2.2 When requested to do so by the General Secretary.
- 12.3 If a meeting of 'The Exemptions Body' does not finalise an application, the application may be postponed to a date and time agreed by the Body.

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Appendix F – INDEPENDENT EXEMPTIONS APPEAL BOARD POLICY



THE INDEPENDENT EXEMPTIONS APPEAL BOARD POLICY
FOR THE
BARGAINING COUNCIL FOR THE CIVIL ENGINEERING INDUSTRY
(BCCEI)

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CHAPTER I**INTRODUCTORY PROVISIONS****1. Definitions**

Unless the contrary intention appears, any expression used in this policy which are defined in the Labour Relations Act 66/95, shall have the same meaning as in the Act and any reference to an Act shall include any amendment to such Act.

Any reference to the singular shall include the plural and visa versa and any reference to any gender shall include the other gender and further unless inconsistent with the context:

'Act' means the Labour Relations Act 66 of 1995

'Appellant' means the body lodging an exemption appeal;

'Council' means the Bargaining Council for the Civil Engineering Industry and any functions to be performed by the Council in terms of this policy may be performed by the Council's General Secretary or any other employee of the Council to which the Council or General Secretary has delegated such function in writing.

'Exemption Appeal' means an appeal from a decision of the office or the exemption body concerning an application for exemption from a collective agreement of the Council, and includes an appeal from a decision -

- (i) granting an exemption;
- (ii) refusing an exemption; and
- (iii) withdrawing an exemption;

'Exemption Committee' means any committee of the Council authorized with hearing and deciding exemption applications;

'Interested Party' means any party that made or opposed an exemption application, and, depending on the context, may include the appellant;

'Members of the Board' shall mean permanent and alternate members of the Board.

'Law' includes the common law.

2. Purpose of the Policy

The purpose of this Policy is to govern the procedures of the Independent Exemptions Appeal Board ("the Board"), established by the Bargaining Council for the Civil Engineering Industry ("the Council"), in terms of Section 32(3)(e) of the Labour Relations Act and Chapter VI clause 1.8 of the BCCEI Conditions of Employment Collective Agreement and to ensure that the Board operates in an orderly and transparent manner.

3. Application of the Policy

This Policy applies to all exemption appeals except to the extent that a collective agreement sets out a different procedure for the hearing of exemption appeals in respect of an application to be exempted from any provision of that particular collective agreement.

4. Nature of appeal

- 4.1 An exemption appeal may be lodged by any affected party in respect of the whole or part of a decision of Council or 'The Exemptions Body'.
- 4.2 Except in exceptional circumstances, an appeal lodged with the Board is considered on the papers filed by all *interested parties*.

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4.3 An *exemption appeal* is a re-consideration of the merits of the original exemption application.

5. Criteria on appeal

5.1 In considering an appeal the Board must take into account –

5.1.1 The criteria set out in Chapter VI clause 1 of the BCCEI Conditions of Employment Collective Agreement of the Council;

5.1.2 Any criteria established or approved by the management committee of the Council in terms of the BCCEI exemptions policy.

5.2 In addition the Board must consider –

5.2.1 the financial hardship of the applicant for exemption;

5.2.2 the potential impact an exemption may have on the collective bargaining process;

5.2.3 whether alternatives to exemption were considered or implemented;

5.2.4 the need to avoid retrenchments;

5.2.5 any other factors relevant to the particular exemption application.

CHAPTER II

THE BOARD

1 Purpose of the Board

1.1 The purpose of the Board is to hear and decide all appeals against exemptions -

1.1.1 Brought by parties to the Council;

1.1.2 Brought by non-parties to the Council.

1.1.3 This will include a refusal by the Council or 'The Exemptions Body' to grant an exemption or a withdrawal of an exemption.

2 Composition of Board

2.1 The Council must appoint to the Board, on such terms and conditions they deem fit. The Board will comprise:

2.1.1 Three permanent members;

2.1.2 Three alternate members.

2.2 Board members hold office until –

2.2.1 They resign on three months' written notice to the Council; or

2.2.2 The Council resolves to terminate their membership of the Board.

2.2.3 Upon election which will take place after 3 years of appointment.

3. Chairperson of the Board

3.1 The Board shall elect one of the permanent Board members as chairperson of the Board.

3.2 If the chairperson is not present at a meeting of the Board, the other Board members present must elect a chairperson for that meeting.

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4. Conduct of members of Board**4.1 Members of the Board –**

4.1.1 Must be independent and impartial and perform fiduciary duties in good faith;

4.1.2 Must recuse themselves from any appeal hearing, should they have a direct financial interest or any other conflict of interest in the subject matter of the appeal.

5 Quorum

5.1 Subject to sub-clauses 3.1 and 3.2, two members of the Board form a quorum for any meeting of the Board.

5.2 If only two members are present at a meeting and they cannot reach consensus on any issue to be determined, the appeal must be postponed to a further meeting of the Board and that further meeting must be attended by three Board members.

5.3 If an application to lead oral evidence or to present oral submissions is granted, the appeal must be heard by a meeting attended by three members of the Board.

6 Decisions of Board

6.1 A decision of a quorate meeting of the Board is a decision of the Board.

6.2 A decision agreed and confirmed in writing by three members of the Board is as valid as a decision adopted at a duly convened meeting of the Board.

6.3 A decision of the Board must be signed by the Chairman.

6.4 Proceedings of the meetings of the Board shall be minuted by the Board and such minutes shall be confirmed at the next meeting of the Board and signed by the Chairman.

7 Meetings of Board

7.1 Unless otherwise provided for in this clause, the chairperson of the Board must determine the date and time for Board meetings, in consultation with the Council.

7.2 The Board must meet –

7.2.1 At least once a month, unless there are no appeals to be considered; or

7.2.2 When requested to do so by the Council or by the chairperson and vice-chairperson of the Council, on the basis of the urgency of an appeal.

7.3 If a meeting of the Board does not finalise an appeal, the meeting may be postponed to a date and time agreed by the Board.

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CHAPTER III**APPEAL PROCEDURES****1 Lodging an appeal**

- 1.1 An appeal against a decision or part of a decision of the Council or Exemption Body must be lodged with the Council no later than fourteen days after the party appealing the decision has received a copy of the decision in writing.
- 1.2 The notice of an appeal must -
- (i) set out the name and contact details of the party lodging the appeal;
 - (ii) provide a summary of the grounds for the appeal;
 - (iii) identify the collective agreement to which the exemption application relates;
- 1.3 The following documents must be attached to a notice of appeal -
- (i) a copy of the decision of the Council or Exemption Body and the reasons for that decision;
 - (ii) a copy of the original exemption application and annexures;
 - (iii) copies of any notices, letters, affidavits or any other documents handed to the applicant;
- 1.4 If any of the documents referred to in clause 13.3 are not in the possession of the party lodging the appeal, the notice of appeal must -
- (i) specify which documents should be attached but are not attached;
 - (ii) set out why the documents are not in the possession of the party lodging the appeal.
- 1.5 The appellant may attach to its notice of appeal written submissions on any issue raised by the Council or Exemptions Body.

2 Duty of Council on receipt of appeal

- 2.1 On receipt of a notice of appeal the Council must -
- (i) confirm that the appeal is an appeal to be determined by the Board;
 - (ii) ensure that service on interested parties if required has been effected;
 - (iii) ensure that all relevant documentation is attached;

3 Incomplete applications

If an appeal application is incomplete in any respect, the Council must notify the party that lodged the appeal and give that party a further seven days from date of notification to file the additional information.

4 Answering submissions by other *interested parties*

Other *interested parties* may file written submissions on the appeal with the Council, within seven days of receiving a copy of the notice of appeal.

5 New evidence

- 5.1 An interested party may apply to the Board to lead new evidence on appeal.
- 5.2 New evidence may relate to facts or events that took place before or after the date of the initial exemption application.

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5.3 An application to lead new evidence must –

- (i) be on affidavit;
- (ii) show that the evidence sought to be lead is material and relevant to the issue on appeal;

5.4 The Board may –

- (i) Refuse the application for the leading of new evidence;
- (ii) Grant the application for the leading of new evidence in whole or part and –
 - (a) consider the evidence itself;
 - (b) remit the appeal to the Council or Exemption Body with an instruction to consider the new evidence and reconsider its decision in the light of that evidence.

5.5 If the Board decides to consider the evidence itself, and the evidence is not documentary evidence, it must direct whether the evidence should be presented orally or on affidavit.

5.6 If oral evidence is lead, all interested parties must be given an opportunity to –

- (i) Cross-examine any person giving evidence;
- (ii) Lead their own witnesses to refute any evidence lead.

5.7 If the Board directs that evidence must be on affidavit –

- (i) the relevant affidavits must be filed with the Council within seven days of the Board's decision to allow the evidence to be lead;
- (ii) other interested parties may file answering affidavits within seven days of receiving an affidavit containing new evidence;
- (iii) the party that filed the affidavit containing new evidence may, within seven days of receiving any answering affidavit, file-
 - (a) a replying affidavit;
 - (b) supplementary submissions;
- (iv) other interested parties may file supplementary submissions –
 - (a) within seven days of receiving any supplementary submissions or replying affidavits;
 - (b) if no supplementary submissions or replying affidavits are filed, within seven days of the filing of any answering affidavit; or
 - (c) if no answering affidavits are filed, within seven days of receiving the affidavit containing new evidence.

6 Condonation

6.1 The Board may, on good cause shown, condone the late filing of an Application or any documents.

6.2 An application for condonation must be on affidavit.

7 Oral submissions

7.1 The Board decides appeals based on the papers filed.

7.2 Any interested party may apply to the Board for an opportunity to present oral submissions.

7.3 In deciding whether to allow oral submissions, the Board must take into account –

- 7.3.1 the complexity of the matter;
- 7.3.2 the comparative abilities of the parties to present their submissions in writing;
- 7.3.3 the interests of justice.

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7.4 If an application for oral submissions is granted, the Council must notify all interested parties and all interested parties must be given an equal opportunity to make oral submissions.

7.5 The Board may limit the time allocated to each party for oral submissions.

8 Board meetings open to public

8.1 Board meetings that hear oral evidence or oral submissions may be open to the public at the discretion of the Board.


9 Finding and reasons for decision

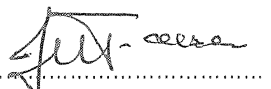
9.1 Within two weeks of a meeting of the Board where an appeal has been considered, the Board must provide the Council with a written decision on the appeal and with brief reasons for that decision.

9.2 The Council must circulate the Board's decision and reasons to all interested parties.

Signed at Johannesburg, for and on behalf of the parties, this 07 day of April, 2014.


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Member


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Member


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JN. FAASEN
General Secretary of the BCCEI