DEPARTMENT OF LABOUR

NO. R. 1122 20 OCTOBER 2017

LABOUR RELATIONS ACT, 1995

NATIONAL BARGAINING COUNCIL FOR THE HAIRDRESSING, COSMETOLOGY, BEAUTY AND SKINCARE INDUSTRY: EXTENSION TO NON-PARTIES OF THE CONSOLIDATED COLLECTIVE AGREEMENT

I, MILDRED NELISIWE OLIPHANT, Minister of Labour, hereby in terms of section 32(2) of the Labour Relations Act, 1995, declare that the Collective Agreement which appears in the Schedule hereto, which was concluded in the National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry, and is binding in terms of section 31 of the Labour Relations Act, 1995, on the parties which concluded the agreement, shall be binding on the other employers and employees in that Industry, with effect from the second Monday after date of publication of this notice and for the period ending 31 December 2018.

M N OLIPHANT, MP

MINISTER OF LABOUR

DATE: 10/10/2017

UMNYANGO WEZABASEBENZI

UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA 1995

NATIONAL BARGAINING COUNCIL FOR THE HAIRDRESSING,
COSMETOLOGY, BEAUTY AND SKINCARE INDUSTRY: UKWELULELWA
KWESIVUMELWANO SABAQASHI NABASEBENZI ESIHLANGANISAYO
SELULELWA KULABO ABANGEYONA INGXENYE YESIVUMELWANO

Mina, MILDRED NELISIWE OLIPHANT, onguNgqongqoshe Wezabasebenzi ngokwesigaba 32(2) soMthetho Wobudlelwano Kwezabasebenzi, ka-1995, ngazisa ukuthi isiVumelwano sabaqashi nabasebenzi esitholakala kuSheduli yesiNgisi exhunywe lapha, esenziwa kwi National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry, futhi ngokwesigaba 31 somthetho wobudlelwano kwezabasebenzi ka 1995 esibopha labo abasenzayo, sizobopha bonke abanye abaqashi nabasebenzi kuleyomboni, kusukela ngomSombuluko wesibili emva kokushicilelwa kwalesisaziso kuze kube mhlaka 31 kuZibandlela 2018.

M N OLIPHANT, MP

UNGOONGOOSHE WEZABASEBENZI

DATE: 10/10/2017

MAIN COLLECTIVE AGREEMENT

OF THE

NATIONAL BARGAINING COUNCIL
FOR THE HAIRDRESSING,
COSMETOLOGY, BEAUTY AND
SKINCARE INDUSTRY

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SCHEDULE

NATIONAL BARGAINING COUNCIL FOR THE HAIRDRESSING, COSMETOLOGY, BEAUTY AND SKINCARE INDUSTRY

MAIN COLLECTIVE AGREEMENT

in accordance with the provisions of the Labour Relations Act, No. 66 of 1995, made and entered into by and between the

Employers' Organisation for Hairdressing, Cosmetology and Beauty

(hereinafter referred to as the "Employers' organisation" on the one part)

and

UASA - The Union

(hereinafter referred to as the "Trade union" on the other part)

being the parties to the National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry.

SCOPE OF APPLICATION

1.1 The terms of this Agreement shall be observed in the Hairdressing, Cosmetology, Beauty and Skincare Industry ("the Industry"), in the Republic of South Africa.

For the purpose hereof

"Hairdressing, Cosmetology, Beauty and Skincare Industry" means the trade in which employers and their employees are associated for the purpose of rendering hairdressing and cosmetology services in any establishment;

"Barber or Barbering Services" means an employee that renders one or more or all of the following services in an establishment being: Clipper cuts, dry and wet razor shaving, treatment of facial and neck hair including beards and moustaches, hot towel treatments, facial massages, wet and dry cutting of hair, singeing and dry or wet blow drying of hair but specifically excludes any chemical services. The barbering services shall:

- be performed predominantly on male clients;
- (ii) constitute at least 95% of all services rendered by an employee to clients;
- (iii) can only be rendered when the salon provides barbering services to its clients.

"Beauty and Skincare Industry" means the industry in which employers and its employees render "cosmetology services" which include but are not limited to cosmetic camouflage, spa treatments, tattooing and/or painting of the face or any part of the body features; whether by permanent, semi-permanent or temporary means in any establishments where such services are rendered to members of the public.

"Cosmetology services" means any one or more or a combination of the operations generally and usually performed by nail technicians or beauty culturists or cosmeticians or cosmetologists or skincare therapist or somatologist or aestician or hairdresser.

"Establishment" means any place or premises from which hairdressing, cosmetology, beauty and/or skincare services are rendered but excluding canvas or sail gazebos or if such services are rendered in open space, unless chemicals are used in the execution of the hairdressing, cosmetology, beauty and/or skincare services rendered, in which event all such places or premises shall be considered to be an establishment.

"Hairdressing" means any one or more of the following services usually performed by a person in an establishment, and includes, but is not limited to-

- (a) any service to the scalp or the hair of the head or face, including the following:
- (i) shampooing, cleansing, conditioning and treating;
- (ii) chemical reformation of the hair including permanent waving, relaxing and straightening of the hair;
- (iii) hair colouring, including tinting, dyeing and colouring by means of permanent, semi-permanent or temporary processes, including the use of colour rinses, shampoos, gels or mousses; and lightening by means of tints, bleaches, highlights or high lifting tints or toners;
- (iv) hair cutting and shaping;
- (v) hair styling, designing, shaping, curling, waving, including blow drying, styling, tonging, crimping, straightening and silking;

Whether or not any apparatus, appliance, heat, preparation or substance is used in any of these operations;

- (a) massage or stimulative treatment of the face, scalp or neck;
- (b) adding hair, either natural or artificial, including hair extensions, board work, pastiche, wig making, or performing any of the above operations on any wig or hairpiece to be worn by any person; and
- (c) trichology and trichological treatment, including the treatment of abnormalities and disorders of the hair and scalp.
- 1.2 Notwithstanding the provisions of clause 1.1, the terms of this Agreement shall:

- 1.2.1 apply only to Employees for whom a Basic Salary or Wage or Commission are specified in the Agreement and to the employers of such Employees;
- 1.2.2 apply to Learners/Students only in so far as they are not inconsistent with the provisions of the Skills Development Act, 1998 or any contract entered into or any condition fixed there under;
- 1.2.3 apply to all Legal Owners.

2. PERIOD OF OPERATION

The Agreement shall come into operation-

- 2.1 In respect of the parties, when signed by and on behalf of the parties to this Agreement and shall remain in force until the 31st of December 2018;
- 2.2 In respect of non-parties, on such date as determined by the Minister of Labour in terms of section 32 of the Labour Relations Act, 1995, and shall remain in force until the 31st of December 2018. In so far as a National Minimum wage be introduced by way of legislation prior to the 31st of December 2018, the provisions of that legislation will amend this Agreement where applicable and necessary.

3. INDUSTRIAL ACTION

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

TERMS AND CONDITIONS THAT WILL APPLY NATIONALLY

4. DEFINITIONS

E₃

- 4.1 Any term or expression used in this Agreement which is defined in the Labour Relations Act, No. 66 of 1995 has the same meaning assigned to it in the Act. The masculine includes the feminine and vice versa and the singular includes the plural.
- 4.2 Save where expressed distinction is made between definitions contained in this Agreement, the following words shall have the under mentioned meaning assigned to them, being:
- 4.2.1 "THE ACT "means the Labour Relations Act, No. 66 of 1995 as amended;
- 4.2.2 "AESTETHIC THERAPIST" means an Employee engaged in, but not limited to the following:
- 4.2.2.1 eyebrow shaping and plucking including the application of false or artificial eyebrow and/or eyelashes;
- 4.2.2.2 cosmetic (day, evening, bridal, fantasy) camouflage make-up, tattooing and/or painting of the face and/or full body features, whether by permanent, semi-permanent or temporary means;
- 4.2.2.3 facial skin care knowledge and application of skin analysis, facial treatment, electrical equipment, machines and the treatment thereof;
- 4.2.2.4 removal of unwanted or superfluous hair from the head, face and/or body in whatever means excluding shaving, waxing, chemical depilatories, electrical or mechanical means, including sugaring and threading;
- 4.2.2.5 massage or any other simulative treatments or exercise of the face, scalp, neck or full body, whether or not any apparatus, appliance heat, preparation or substance is used in any of these operations, including "stones", "bamboo" etc.;

- 4.2.2.6 body and slimming treatment: figure/body analysis, electrical equipment and the treatments thereof, basic knowledge of nutrition, Manual Lymph Drainage treatments, body wrap and self-tanning applications whether by hand or spray units;
- 4.2.2.7 spa treatments: holistic and/or relaxing treatment i.e. Indian head, hand and/or foot massage with or without substance such as different oils;
- 4.2.2.8 permanent lash treatments, intimate waxing for male and female clients, laser, LPG, and/or Endermology, microdermabrasion, chemical peels, micro needling, permanent make up, and or be able to assist a Medical Practitioner practicing in the Aesthetic Terrain/ field.
- 4.2.3 "COLLECTIVE AGREEMENT" means a written agreement concerning terms and conditions of employment or any other matter of mutual interest concluded by one or more registered trade unions on the one hand, and on the other hand that binds the terms of section 31 and 32 of the Act:
- 4.2.3.1 (one) or more employers;
- 4.2.3.2 (one) or more registered employers' organisations; or
- 4.2.3.3 (one) or more employers and 1 (one) or more registered employers' organisations;
- 4.2.4 "TRAINEE BARBER "means a barber who has never performed barber services and is in training in an Establishment for a period not exceeding 6 (six) months;
- 4.2.5 "JUNIOR BARBER" means a barber who has been engaged in rendering barbering services as a barber for a period of more than 6 (six) months and less than 1 (one) year;
- 4.2.6 "SENIOR BARBER" means a barber who has rendered barbering services as a barber for a period exceeding 1 (one) year;

- 4.2.7 "BASIC CONDITIONS OF EMPLOYMENT ACT or BCEA" means the Basic Conditions of Employment Act, No. 75 of 1997 as amended;
- 4.2.8 "BASIC SALARY" or "WAGE "means any payment in money, made or owing to any person in return for that person's working for any other person, as agreed and prescribed in this Agreement, as amended from time to time, as the minimum payable to an Employee in a specific job category;
- 4.2.9 BEAUTY AND SKINCARE THERAPIST" means an Employee engaged in any treatment or beauty therapy including but not limited to the following operations:
 - 4.2.9.1 eyebrow shaping and plucking, including the application of false or artificial eyebrows and eyelashes;
- 4.2.9.2 cosmetic (day, evening, fantasy) and camouflage make-up, tattooing and/or painting of the face and/or full body features, whether by permanent, semi-permanent or temporary means;
- 4.2.9.3 facial skin care; skin analysis, facial treatment, basic electrical equipment, machines and the treatment of the skin: Basic facial skin care: non-invasive and invasive classic deep cleaning facial treatment including or excluding the use of basic electrical equipment and/or machinery; Basic electrical equipment and machines: galvanic, high frequency, mag lamp and steamer;
- 4.2.9.4 removal of unwanted or superfluous hair from the head, face and/or body by whatever means, other than shaving, including waxing, chemical depilatories, electrical or mechanical means; including sugaring and threading; IPL and laser treatments;
 - 4,2.9.5 massage or any other treatment or exercise of the face, scalp, neck or full body, whether or not any apparatus, electrical micro current,

appliance, heat, substance and other non-invasive and invasive techniques are used in any of these operations and may also include any massage medium;

- 4.2.9.6 body and slimming treatment: figure/body analysis equipment and the treatment thereof, manual and mechanical (i.e Endermology) lymph drainage treatment, body wraps and non-invasive and invasive self-tanning applications whether by hand or by spray units;
- 4.2.9.7 Aravetta Spa's and traditional spa treatments: holistic and/or relaxing treatments i.e. non-invasive and invasive Indian head, hand, foot and/or full body massages with or without substance such as different oils. Specialized electrical and mechanical equipment and non-surgical treatments;
- 4.2.10 "B TECH SOMATOLOGIST 4 YRS "means an Employee that holds a B.Tech degree and is engaged in, but not limited to the following:
 - 4.2.10.1 eyebrow shaping and plucking, including the application of false or artificial eyebrows and eyelashes;
 - 4.2.10.2 cosmetic (day, evening, fantasy) and camouflage make-up, tattooing and/or painting of the face and/or full body features, whether by permanent, semi-permanent or temporary means;
 - 4.2.10.3 advance skin care: skin analysis, facial treatment, electrical equipment, machines and the treatment of the skin: Advance facial skincare: Non-invasive and invasive classic deep cleansing facial treatment, chemical peels, IPL, rejuvenating, lasers, ultra and radio sound and more advanced electrical equipment and/or machinery;
 - 4.2.10.4 removal of unwanted or superfluous hair from the head, face and/or body by whatever means, other than shaving, including waxing, chemical depilatories, electrical or mechanical means; including sugaring and threading, IPL, laser treatment;

- 4.2.10.5 massage or any other stimulative treatment or exercise of the face, scalp, neck or full body, whether or not any apparatus, appliance electrical micro current, heat, preparative substance and other non-invasive and invasive techniques is used in any of these operations; may also include any massage medium;
 - 4.2.10.6 body and slimming treatment: figure/body analysis equipment and the treatment thereof, manual and mechanical (i.e Endermology) lymph drainage treatment, body wraps and non-invasive and invasive self-tanning applications whether by hand or spray units;
 - 4.2.10.7 Aravetta Spa's and traditional Spa treatments: holistic and/or relaxing treatments i.e. non-invasive and invasive Indian head, hand foot and/or full body massages with or without substance such as different oils. Specialized electrical and mechanical equipment and non-surgical treatments;
 - 4.2.10.8 specialized electrical equipment i.e. IPL/Laser/LPG/Endermology, etc.
 - 4.2.11 "CCMA" means the Commission for Conciliation, Mediation and Arbitration, established in terms of the Act;
 - 4.2.12 "COTT" means the Central Organisation for Trade Testing;
 - 4.2.13 "CASUAL EMPLOYEE" means an Employee who is employed for less than 24 (twenty-four) hours per month and whose wages is calculated on the hourly or daily rate for his/her particular job category or an Employee that has been appointed in the temporary absence of a female Employee due to maternity leave, which appointment shall be limited to 122 (hundred and twenty-two) days in the latter instance;
 - 4.2.14 "CERTIFIED NAIL TECHNICIAN" means an Employee who obtained a certificate for a skill acquired for purposes of applying, amongst others, silk and/ or fibre, and/or acrylic and/or gel nails;

- 4.2.15 "CITY AND GUILDS" means City and Guilds International as operating in the Republic of South Africa;
- 4.2.16 "COUNCIL REPRESENTATIVE" means a person nominated by any party to represent such party to the Council;
- 4.2.17 "COMMISSION" means the amount of money payable by an Employer to an Employee by virtue of a commission agreement concluded between an Employer and Employee, or which may be prescriptive by virtue of this Agreement, which may consists of:
- 4.2.17.1 "Personal Services Commission" or "PSC" being the manner in which commission is calculated, which is to be paid by an Employer to an Employee during the Employee's annual leave, or in respect of notice pay or in respect of severance pay. This commission is calculated on services provided by an Employee in person, and on services rendered by other Employees when assisting the Employee, in the event of such other Employees not being entitled to commission, but excluding Retail Commission; and/or
- 4.2.17.2 "Retail Commission" being commission paid to an Employee in respect of the sale of products procured by such an Employee which may or may not be Target based; and/or
- 4.2.17.3 "Target Based Commission" means payment of an agreed percentage of commission on turnover above an agreed threshold which may or may not be prescribed by this Agreement.
- 4.2.18 "COMMISSIONER" means any person appointed by the governing body of the CCMA in terms of section 117 of the Act;
- 4.2.19 "CLERICAL EMPLOYEE, RECEPTIONIST, TELEPHONIST, ADMINISTRATOR AND / OR FRONT DESK CO-ORDINATOR" means an Employee who is employed in an Establishment and who performs 1 (one) or more of the following activities:

4.2.19.1	receives clients and/or book appointments;
4.2.19.2	keep accounts and records;
4.2.19.3	does any clerical work;
4.2.19.4	handles cash;
4.2.19.5	responsible for counter sales;
4.2.19.6	responsible for stock control;
4.2.19.7	responsible for advertising and promotion;
4.2.19.8	arranges merchandising displays;
4.2.19.9	runnng errands
4.2.20	"CLEANER AND/OR GENERAL ASSISTANT" means an Employee, employed by an Employer in an Establishment who is engaged in any 1 (one) or more of the following activities:
4.2.20.1	cleaning and/or sweeping premises;
4.2.20.2	running errands;
4.2.20.3	providing refreshments to staff and clients of an Establishment;
4.2.20.4	sanitizing and disinfecting tools, equipment and surfaces;
4.2.20.5	washing dishes;
4.2.20.6	doing laundry;

- but excludes any Employee that touches the head of any client.
- 4.2.21 "GLEANER: BEAUTY" means an Employee, employed by an Employer in an Establishment who is engaged in any 1 (one) or more of the following activities:
- 4.2.21.1 cleaning, sweeping or washing premises or utensils, receptacles, furniture or other articles;
- 4.2.21.2 running errands;
- 4.2.21.3 making tea or similar beverages;
- 4.2.21.4 washing or ironing towels or overalls or other protective clothing.
- 4.2.22 "COUNCIL" means the National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry registered in terms of section 29 of the Act;
- 4.2.23 "DESIGNATED AGENT" means any person appointed by the Minister in terms of section 33 of the Act
- 4.2.24 "DAY OFF" means authorized leave granted by an Employer to an Employee to be absent from an Establishment during any day upon which the Employer conducts business;
- 4.2.25 "DRY BAR" means an Establishment at which only Dry Bar Services are rendered;
- 4.2.26 "DRY BAR SERVICES" means only 1 (one) or more or all of the following services being:- a wash, blow dry, clip-on extensions, bang, up styling, tonging, setting, plaiting, crimping and straightening with a flat iron all of which will be rendered without applying any chemicals of whatsoever nature and explicitly excluding any cutting of hair;
- 4.2.27 "DRY BAR WORKER" means a person employed at a Dry Bar who only

renders dry bar services;

- 4.2.28 "EMPLOYEE" means any person who is employed by or working for any Employer and who is receiving or is entitled to receive remuneration, and any other person who in any manner assists in the carrying on or conducting of the business of any Employer, and "employ" and "employment" have corresponding meanings;
- 4.2.29 "EMPLOYER" means any person who employs or provides work for any person and remunerates or expressly or tacitly undertakes to remunerate him, or who permits any person whosoever in any manner assist him carrying on or conducting his business and "employ" and "employment" have corresponding meanings;
- 4.2.30 "FULL TIME EMPLOYEE" means an Employee whose hours of work are more than 24 (twenty-four) hours per month and not more than 45 (forty-five) hours per week in an Establishment;
- 4.2.31 "FIRST YEAR OPERATOR" means an Employee, appointed as an operator, that has been rendering Cosmetology Services for a period less than 1 (one) year whilst employed by one or more Employees;
- 4.2.32 "CEO" means the Chief Executive Officer of the Council;
- 4.2.33 "HALF DAY OFF" means an authorized leave of absence for the balance of the working day after having executed 4 (four) continuous hours of work on that particular day and being fully remunerated for such entire day;
- 4.2.34 "HAIRDRESSER/HAIRSTYLIST" means an Employee, Working Employer or Legal owner (only where such Legal Owner is a natural person) in return for payment, in money or in kind, performs any 1 (one) or more or all of the Cosmetology Services usually performed by a Hairdresser/Hairstylist.
- 4.2.35 "HAIRDRESSER/HAIRSTYLIST NON QUALIFIED" means a
 Hairdresser/Hairstylist that is not qualified as a Hairdresser/Hairstylist;

4.2.36	"HAIRDRESSER/HAIRSTYLIST QUALIFIED" means an Employee who:
4.2.36.1	has completed a learnership; and/or
4.2.36.2	holds a trade test certificate issued by COTT or the SSETA or City and Guilds, Diploma Level 2 (two); or
4.2.36.3	holds a certificate of proficiency under the training of Artisan's Act, 1951; or
4.2.36.4	holds any qualification which the Council in consultation with the SSETA or City and Guilds may recognize as a qualification, whether or not obtained in the Republic of South Africa; or
4.2.36.5	holds a masters certificate of the Employers' Organisation from any division thereof; or
4.2.36.6	holds a certificate of competency in hairdressing issued by the Council before coming into force of this Collective Agreement and thereafter;
4.2.37	"HAIRDRESSING BEAUTY AND SKINCARE INDUSTRY PENSION FUND" means the Hairdressing, Beauty and Skincare Industry Pension Fund.
4.2.38	"IMMEDIATE FAMILY" means Employee's spouse, life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild, brother or sister;
4.2.39	"LEARNER" or "LEARNER HAIRDRESSER" means any Employee who is in training under a written learner ship contract registered with the SSETA, or who is in the process of applying for a learnership contract in terms of the Skills Development Act, No. 97 of 1998, and includes a minor;
4.2.40	"LEGAL OWNER" means any person, partnership, enterprise or entity of

whatsoever nature that:-

- 4.2.40.1 conducts hairdressing or cosmetology or beauty or skincare services from an Establishment, the premises of which is either owned by the Proprietor, hired from the owner of such premises, hires from any other person that has the right to occupy such premises, or occupies such premises by virtue of an agreement concluded with the owner of such premises or any other person that has the right to occupy such premises; and either trades under his/her/its own name or under the name and style of 4.2.40.2
- the Establishment or that of any other Employer or legal owner; and
- employs no Employees; and 4.2.40.3
- may include persons that are normally referred to in the hairdressing 4.2.40.4 industry as rent-a-chair
- 4.2.41 "MAKE-UP ARTIST "means an Employee engaged in the following treatment, but not limited to:
- the application of false or artificial eyebrows or eye lashes; 4.2.41.1
- cosmetic (day, evening, bridal, fantasy) camouflage make up, tattooing 4.2.41.2 and/or painting of the face and/or full body features whether by permanent, semi-permanent or temporarily means;
- basic application of the removal of unwanted or superfluous hair from 4.2.41.3 the head, face and/or body and its features, including shaving, waxing and chemical depilatories;
- 4.2.41.4 piercing.
- "MANAGER/ESS" means an Employee who is employed to manage and 4.2.42 oversee the day-to-day functions of an Establishment, including-
- 4.2.42.1 staff management;

4.2.42.2	training and development of staff or overseeing the training and development of staff;
4.2.42.3	
4.2.42.4	time management;
4.2.42.5	marketing and promotions;
4.2.42.6	administration, accounts and orders;
4.2.42.7	grievance and disciplinary procedures;
4.2.42.8	salon maintenance and security;
4.2.42.9	housekeeping and running costs;
4.2.42.10	cash control; and
4.2.42.1	quality control of all of the above mentioned functions.
4.2.43	"MANICURIST/PEDICURIST/WAX TECHNICIAN" means an Employee
	engaged in the following treatments, but not limited to:
4.2.43.1	manicurist, pedicurist, relaxing hand and foot massages;
4.2.43.2	basic knowledge and application of the removal of unwanted or superfluous hair from the head, face or body and its features including shaving, waxing and chemical depilatories;
4.2.44	"MASSAGE THERAPIST" means a person executing, performing or applying massage therapy;
4.2.45	"MASSAGE THERAPY" means the manual manipulation of soft body tissue including but not limited to muscle, connective tissue, tendon and ligaments by way of rubbing, stroking, kneading or various other methods,

to enhance health, well-being and relaxation;

- 4.2.46 "NAIL TECHNICIAN" means an Employee engaged in the following treatments but not limited to:
- 4.2.46.1 manicure, pedicure, nail technology, or the application of artificial nails or nail extensions, whether acrylic, fiberglass, gel or any other substance, and whether or not any apparatus appliance, heat, preparation or substance is used in any of these operations;
- 4.2.46.2 piercing;
- 4.2.47 "MINOR" means an Employee who is 16 (sixteen) years or older, but who has not yet attained the age of majority, by virtue of turning 18 (eighteen) years old or otherwise;
- 4.2.48 "NON-PARTY" means any Employer or Employee who is not a member of a registered Employers' organisation or Trade union which is party to the Council;
- 4.2.49 "OPERATOR" means an Employee who is employed in an Establishment and who performs 1 (one) or more of the following activities:
- 4.2.49.1 draping, brushing, shampooing and/or towel drying client's hair;
- 4.2.49.2 removing veils, pins, rollers, clips and other setting aids;
- 4.2.49.3 preparing clients for highlighting of hair;
- 4.2.49.4 applying instant conditioners, rinses or colour shampoos;
- 4.2.49.5 placing clients under or removing clients from driers;
- 4.2.49.6 applying perm lotions;
- 4.2.49.7 neutralising and rinsing perms and relaxers;

4.2.49.8	highlight cap;
4.2.49.9	giving clients scalp treatments by the application of any hairdresser treatment products prescribed by the manufacturer of that product, excluding any treatment performed by infra-red ray, ultra-violet ray, or thermos treatment;
4.2.49.10	tinting and applying colour (permanent and semi-permanent) and applying toners and/or bleach;
4.2,49.11	cleaning and/or sweeping premises;
4.2.49.12	running errands;
4.2.49.13	providing refreshments to staff and customers of an Establishment;
4.2.49.14	sanitising and disinfecting tools, equipment and surfaces;
4.2.49.15	washing dishes; and
4.2.49.16	doing laundry and ironing.
4.2.50	"MULTI SKILLED OPERATOR" means an operator that also performs some of the duties of a Hairdresser/Hairstylists;
100	"PART-TIME EMPLOYEE" means an Employee who is employed for not less than 1 (one) day per week or not more than 3 (three) days per week;
	"PARTY" means any registered Employers' Organisation or trade union which is a party to the Council and may refer to an Employer or an

- 4.2.53 **"PREMIUM"** means the payment of consideration, whatsoever the nature, in return for the training of any person in hairdressing;
- 4.2.54 "PUBLIC HOLIDAY" means a Public Holiday as referred to in the Public Holidays Act, Act 36 of 1994, as amended;
- 4.2.55 "REMUNERATION" means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for the other;
- 4.2.56 "SPA ASSISTANT MANAGER" means to work closely with the Manager/ess and is mainly responsible for providing administrative support in performing daily activities with a spa. The Spa Assistant Manager will act as Spa Manager in the absence of the Unit Manager and actively support in the co-ordination and managing of all spa employees. This position includes the marketing of the spa and nurturing of guest relations.
- 4.2.57 "SPA ATTENDANTS" means to maintain and administer the hygiene and safety procedures in the Spa working environment as per the standards set by the Employer. The attendants are to ensure that all front and back of house area is consistently monitored by following the cleaning guidelines and supervision of the manager. The Spa Attendant may from time to time need to assist the Spa Manager in serving guests food and beverages during groups and functions.
- 4.2.58 "SPA MANAGER/ESS" means an Employee who is employed to manage and oversee the management direction and development of a Spa. This includes, but is not limited to peaking retail sales, providing and training superior Spa services and effectively manage all Spa staff. To develop, monitor, and review all staffing needs and challenges, maximising scheduling opportunities, facility operations are in excellent working order, supply updated staff information and revenues for payroll, revenue management for target achievement, adhere and administer safety training, enforce standard operating procedures, create guest/client relations service satisfactory.

- 4.2.59 "SPA RECEPTIONIST" means an individual in charge of welcoming guests into the Spa, responding to all enquiries while observing set standards. A Spa Receptionist should have knowledge of the services and treatments offered at the Establishment including any offers and promotions that may be on at a particular time. Spa Receptionist duties also include prioritizing workloads, ensuring all operational procedures are met and ensuring that standards or appearance codes of conduct are adhered to and implemented to the latter.
- 4.2.60 "SDA" means the Skills Development Act, No. 97 of 1998 as amended;
- 4.2.61 "SHORT TIME" means the implementation of reduced working time i.e. fewer number of hours per day and/or fewer number of days per week, due to a shortage of work and/or any other justifiable contingencies beyond the control of the Employer;
- 4.2.62 "SOMATOLOGIST" means an Employee engaged in the following but not limited to the following:
- 4.2.62.1 eyebrow shaping and plucking including the application of false or artificial eyebrow and/or eyelashes;
- 4.2.62.2 cosmetic (day, evening, bridal, fantasy) camouflage make-up, tattooing and/or painting of the face and/or full body features, whether by permanent, semi-permanent or temporary means;
- 4.2.62.3 facial skin care knowledge and application of skin analysis, facial treatment, electrical equipment, machines and the treatment thereof;
- 4.2.62.4 removal of unwanted or superfluous hair from the head, face and/or body in whatever means excluding shaving, waxing, chemical depilatories, electrical or mechanical means, including sugaring and threading;

- massage or any other simulative treatments or exercise of the face, 4.2.62.5 scalp, neck or full body, whether or not any apparatus, appliance heat, preparation or substance is used in any of these operations, including "stones", "bamboo" etc.; body and slimming treatment: figure/body analysis, electrical equipment 4.2.62.6 and the treatments thereof, basic knowledge of nutrition, Manual Lymph Drainage treatments, body wrap and self-tanning applications whether by hand or spray units; spa treatments: holistic and/or relaxing treatment i.e. Indian head, hand 4.2.62.7 and/or foot massage with or without substance such as different oils; specialized electrical equipment i.e. IPL/Laser/LPG/Endermology etc.; 4.2.62.8 4.2.63 "SPECIFIC SKILLED STYLIST" means a person who does not hold any qualification in hairdressing, and who, wholly or mainly, performs 1 (one) or most of the following tasks: 4.2.63.1 braiding, weaving or plaiting; 4.2.63.2 cutting only; adding hair extensions only; 4.2.63.3 4.2.63.4 dreadlocks.
 - 4.2.64 "SSETA" means the Services Sector Education and Training Authority in terms of SDA:
 - 4.2.65 "STUDENT" means an Employee who may be a minor, employed in an Establishment who has entered into a Student Contract with the Employer and has submitted the student contract to the Council, in order to become qualified to render Cosmetology Services;

- 4.2.66 "TRAINING PROVIDER" means an institution accredited by SSETA, QCTO or registered by City and Guilds or approved by the Council to provide training;
- 4.2.67 "TIME-OFF" means authorized leave of absence on full pay for any reason whatsoever, usually in relation to time off in lieu of time worked in, but does not include any form of leave;
- 4.2.68 "TEMPORARY EMPLOYEE" means an Employee employed by an Employer in terms of which it is agreed that:-
- 4.2.68.1 the Employee is employed for a limited period of time, upon effluxion of which the Employee shall cease to be employed by the Employer; or
- 4.2.68.2 is employed as a substitute for an Employee who is temporary absent, excluding in the event of maternity leave; or
- 4.2.68.3 is employed to perform a specific task or execute a specific project, upon finalisation of which the Employee's employment with the Employer will terminate and may include a contract worker".
- 4.2.69 "WORKING EMPLOYER" means an Employer or owner who performs work similar to that carried out by an Employee;
- 4.2.70 "UNQUALIFIED" means, where it appears from a prefix to any job category stated in this Agreement or annexure thereto, an Employee executing one, or more or all of the duties of that particular category, but does not have a qualification or certification issued by a Training Provider.
- 4.2.71 Where any calculation is to be made in terms of this Agreement in respect of Commission or PSC, and the Employer is registered for Value Added Tax ("VAT"), the VAT shall be deducted prior to the calculation being made.

5. REGISTRATION OF AN ESTABLISHMENT

- 5.1 All Employers and Legal owners shall be obliged to ensure that an Establishment:
- 5.1.1 has been registered with the Council;
- 5.1.2 where the Legal Owner is not a working Employer, employs at least one Hairdresser / Hairstylist: Qualified or, B-Tech Somatologist or Somatologist 3rd (third) Year, or manicurist/pedicurist/wax technician or nail technologist, depending on the type of Cosmetology Services rendered;
- 5.1.3 has obtained a certificate from the Council to render Cosmetology Services.

6. APPLICATION FOR REGISTRATION OF ESTABLISHMENT

- 6.1 Prior to commencing with the rendering of Cosmetology Services at an Establishment, every Employer or Legal Owner of an Establishment shall apply to the Council in the form specified in <u>Annexure A</u> for registration of the Establishment.
- 6.2 A separate application shall be completed in respect of each Establishment operated by an Employer or Legal Owner.
- 6.3 No disqualified person may have a direct or indirect interest in or operate an Establishment.
- 6.4 For the purpose of clause 6.3 above, a disqualified person shall be an Employer or Legal Owner, that:
- 6.4.1 owes any sum to any Employee or former Employee in the Industry in respect of remuneration or wages, which remains unpaid in contravention of this Agreement, and/or;
- 6.4.2 owes any sum of money to the Council in contravention of any obligation under this Agreement; and / or;

- 6.4.3 has failed to pay contributions of any Employee, whether in whole or in part, to any benefit fund in contravention of the terms of this Agreement.
- 6.5 No Employer or Legal Owner shall be entitled to operate an Establishment unless it has complied with the provisions of clause 5.1 above by submitting a duly completed <u>Annexure A</u> to the Council.
- 6.6 Should any of the details that appears on Annexure A, submitted by an Employer or Legal Owner to the Council, change subsequent to the submission thereof, the Employer or Legal Owner shall be obliged to notify the Council thereof within 14 (fourteen) days of such change taking place, failing which the Council shall deem all information contained on Annexure A as being correct.

7. RELATIONSHIP BETWEEN EMPLOYER, EMPLOYEE AND COUNCIL

- 7.1 An Employer who employs Part time, Casual or Temporary Employees shall:
 - 7.1.1 notify the Council in writing of the employment of a Part time, Casual or Temporary Employee, within 7 (seven) days of employing such a person, and;
 - 7.1.2 notify the Council in writing within 7 (seven) days of the termination of the services of the Part time, Casual or Temporary Employee.
 - 7.2 Should an Employer fail to notify the Council of the appointment of the Part time, Casual or Temporary Employee that Employee shall be regarded as a permanent Employee and accordingly be entitled to all benefits, in terms of this Agreement.
 - 7.3 An Employer may not employ any person in an Establishment to render any Cosmetology services unless the Employee rendering the Cosmetology services is qualified to do so within the meaning of this Agreement.

- 7.4 An Employer shall submit to the Council on the form prescribed, the full names of all persons whose employment, have been altered in the Establishment, including learners. In the event of a change in the status of employment of any Employee, including a Learner or Student, employed in an Establishment, the Employer shall be obliged to notify the Council of such change on or before the 7th (seventh) day of the month following such change in status, in accordance with **Annexure B** hereto.
- 7.5 An Employer shall notify the Council in writing within 7 (seven) days from the date of termination of an Employee's services with the Employer, of such termination, failing which the Employer shall remain liable for all payments and benefits to be made to the Employee in terms of this Agreement.
- 7.6 An Employer shall:
- 7.6.1 furnish each Employee employed with a letter of appointment and Contract of Employment, which shall include the following:
- 7.6.1.1 the Employee's full names, address, ID number and occupation of the Employee;
- 7.6.1.2 date of commencement of service;
- 7.6.1.3 the title of the Employee's occupation;
- 7.6.1.4 the remuneration or basic salary and/or commission and/or wages for that -occupation;
- 7.6.1.5 the days and hours of work;
- 7.6.1.6 the place of work, and an indication whether the Employee may render services at other Establishments of the same Employer, if applicable;
- 7.6.1.7 the salary rate and method of calculation as well as frequency of payment;

7.6.1.8	the rate of pay for overtime worked;
7.6.1.9	details of deductions to be made from the Employee's salary;
7.6.1.10	all leave entitlements;
7.6.1.11	the period of notice required;
7.6.2	furnish each Employee with a copy of the Employee's letter of appointment;
763	make available copies of each Employee's letter of appointment for

inspection by the Designated Agents of the Council.

- 7.7 In the event of an Employee taking up employment with an Employer as from the first day of a calendar month up to the fourteenth day of that calendar month, the Employer shall deduct on the Employee's payday in that calendar month, all amounts as envisaged in this Agreement from the Employee's Basic salary or wages.
 - 7.8 In the event of an Employee taking up employment with an Employer as from the fifteenth day up and to the last day of any calendar month, the Employer shall not make any deductions from the Employee's Basic salary or wages, on the Employee's payday during that particular calendar.

8. KEEPING OF RECORDS BY AN EMPLOYER

- 8.1 Every Employer shall be obliged to retain a wage record indicating:
- 8.1.1 the dates in respect of which remuneration or Basic salary or wages are paid from time to time;
- 8.1.2 the gross remuneration or Basic salary or wages payable in respect of each Employee;

- 8.1.3 details of all deductions made by the Employer and the reason for the deduction, and;
 - 8.1.4 the nett amount paid to each Employee and the date and method of payment;
 - 8.2 Every Employer shall be obliged to keep a register of the takings / turnover of each Employee indicating:
 - 8.2.1 the date to which each entry relates;
 - 8.2.2 the name or identifying mark of each client who received any service by the Employee;
 - 8.2.3 the nature of the service provided to each client, and payment made in respect thereof;
 - 8.2.4 the name of the person who provided the service to each client by the Employee; and
 - 8.2.5 the extent of products sold and payment made in respect thereof.
 - 8.3 An Employer shall keep an attendance register for each Employee containing at least the information set forth in clause 8.4 below, and shall record in that register the name and occupation of every Employee.
 - 8.4 Every Employee shall record him / her being present at the workplace in the attendance register. It shall be incumbent upon the Employer to ensure that the register is correctly completed by every Employee. If an Employee fails, refuses or neglects to complete the register, the Council shall within 14 (fourteen) days be notified of such omission in writing. The attendance register shall contain the following information pertaining to the Employee:
- 8.4.1 his signature;

8.4.2	the time he commenced work;
8.4.3	the time of leaving work for that day;
8.4.4	the time of any leave of absence from work in terms of this Agreement;
8.4.5	overtime worked; and
8.4.6	Public Holidays worked.
8.5	If an Employee is unable to read or write, the Employer may on behalf of the Employee make and sign the necessary entries in the attendance register.
8.6	Each entry in any register required to be kept by an Employer in terms of this clause 8, shall be:
8.6.1	recorded in ink or ball point pen, but not in pencil;
8.6.2	accurate in all material respects.
8.7	Every register required to be kept by an Employer in terms of this clause 8 shall be:
8.7.1	kept in the Establishment at all times and be made available to a Designated Agent of the Council upon request; and
8.7.2	retained by the Employer for a period of three years from the date of the last entry in it.
9.	ADMINISTRATION AND ENFORCEMENT OF THIS AGREEMENT
9.1	The Council shall be responsible for the administration and enforcement of the provisions of this Agreement and may issue rulings in accordance with the

Agreement,

- 9.2 The Council and / or any of its officials, Employees, and agents shall incur no liability whatsoever for any act executed in accordance with the provisions of this Agreement and:
- 9.2.1 in respect of any representation made as to practice, procedure or law; and
- 9.2.2 for any ruling as referred to in clause 9.1 above and/or interpretation of this Agreement
- 9.3 The Council may from time to time determine any forms which may be required to be completed by the persons mentioned in sections 31 and 32 of the Act, in order to facilitate compliance with any provisions of this Agreement.
- 9.4 All Employers and Legal Owners shall be obliged to furnish the Council with a remittance advice or other written documentation, as may be determined by the Council from time to time, indicating such information that the Council in its sole discretion may require, including but not limited to the number of Employees employed in an Establishment, the Basic salary or wages paid to Employees and payment made for and on behalf of Employees.
- 9.5 Should an Employer be in default of its obligations in terms of this Agreement, all monies paid to the Council by virtue of the provisions of this Agreement shall:
- 9.5.1 first be allocated to settle the oldest debt in full on a monthly basis i.e. all of the oldest arrears for a specific month will first be settled where after the balance, if any, will be allocated to the month/s thereafter on the basis that all contributions for a specific month will be settled in full before moving to the next month:
- 9.5.2 be allocated to the under mentioned beneficiaries in the following order of preference:
 - 9.5.2.1 Pension / Provident fund;

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9.5.2.2	Sick Pay Fund;	
9.5.2.3	Sick Benefil Fund;	
9.5.2.4	Union Fees;	
9.5.2.5	EOHCB Fees;	
9.5.2.6	Council Fees;	
9,5.2.7	Agency fees;	
9.5.2.8	Bargaining levy;	
9.5.2.9	Basic Council Fee (Only Area A);	
9.5.2.10	Minimum Council Fee (Only Area A);	
9.5.2.11	Penalties;	
9.5.2.12	RD Fee;	
9,5,2,13	Legal Fees;	
9.5.2.14	Interest on Pension Fund/Provident Fund	
9.5.3	Should the payments received from Employers or Legal owners not specify a specific beneficiary, the payment so received will be allocated to the next beneficiary in the aforesaid order and so on until the payments received are sufficient to settle a beneficiary in full;	
9.5.4	once the aforesaid allocation have been made, the Council will proceed to pay the beneficiaries, recorded in clause 9.5.2 above, accordingly;	
9.5.5	the remittance advice or written document dispatched by the Employer to the Council on the date of payment shall indicate in respect of which Employees payment was made, for which beneficiary, what amount towards each beneficiary and time period for which the payment is made.	

- 9.6 Every Employer shall be obliged to make available a legible copy of this Agreement to its Employees in the Establishment, which shall be readily accessible.
 - 9.7 Notwithstanding anything to the contrary herein contained or implied by law, each and every term and condition of this Agreement shall be deemed to be separate and severable from the other terms hereof. If any term is found to be vague or invalid or unenforceable, that term shall be treated as pro non scripto and shall in no way affect the validity of the remaining terms and provisions hereof.
 - 9.8 An Employer shall afford an Employee, who is a representative or alternate of the board of the Council reasonable opportunity to attend to or execute his or her duties as representative or alternate of the board.
 - 9.9 Any person who is obliged to give notice to the Council in accordance with the provisions of this Agreement shall do so in a manner as to ensure that the Council receives such notice. The person that dispatches the notices shall bear the onus to prove that it was dispatched.

10. ENFORCEMENT OF COLLECTIVE AGREEMENTS

- 10.1 If any person upon whom this Agreement is binding in terms of sections 31 and 32 of the Act, fails, neglects or refuses to comply with any provision of this or any other collective agreement concluded in the Council, the Council shall have the right to enforce such provision by any means permitted by any law or practice and may in addition resort to either one or both of the following remedies:
- 10.1.1 use any means permitted by law to enforce compliance with this Agreement; or
- 10.1.2 regard the non-compliance as a dispute within the meaning of clause 13, and to resolve the dispute as provided for in the Council's Constitution.

- 10.2 A designated agent who has reasonable grounds to believe that an Employer has not complied with the provisions of this Agreement may issue a compliance order.
- 10.3 A compliance order shall set out:-
- 10.3.1 the name of the Employer and location of every workplace to which it applies;
- 10.3.2 the provisions of this Agreement that the Employer has not complied with and the details of such non-compliance;
- 10.3.3 any amount that the Employer is require to pay to an Employee or the Council;
- 10.3.4 any previous settlement agreement entered into by the Employer and the failure by the Employer to comply with such settlement agreement;
- 10.3.5 any steps that the Employer is required to take including, if necessary, to cease the contravention in question and the period of time within which such action should be ceased.
- 10.4 A designated agent must deliver a copy of the compliance order to the Employer reflected on such order and, to each Employee effected by it or, if this is impractical, a representative of the Employees.
- 10.5 The Employer must display a copy of the compliance order prominently at a place assessable to the effective Employees at the workplace reflected on such order.
- 10.6 An Employee must comply with the compliance order within the time period stated in the order unless the Employer or Employee objects thereto in terms of the procedure stated herein below.

- 10.7 The failure to deliver a copy of the compliance order to the Employers, Employees or their representatives shall not make the compliance order invalid.
- 10.8 An Employer may object to a compliance order by making representations to the CEO within 7 (seven) days of receipt of the order.
- 10.9 If the Employer shows good cause at the time, the CEO may permit the Employer to object to the compliance order after the aforesaid 7 day period has expired.
- 10.10 After consideration, any representation by the Employer and any other relevant information, the CEO:-
- 10.10.1 may confirm, modify or cancel an order or any part of an order; and
- 10.10.2 shall specify the period within which the Employer is to comply with any part of an order that has been confirmed or modified.
- 10.11 The information that the CEO shall consider includes:-
- 10.11.1 any evidence concerning the Employer's compliance record;
- 10.11.2 the likelihood that the Employer was aware of the relevant provisions; and
- 10.11.3 the steps taken by the Employer to ensure compliance with the relevant provisions.
- 10.12 In the event of the CEO modifying or confirming the order, the CEO shall cause to serve a copy of the order so modified or confirmed on the Employer and on each Employee affected by it or, if in practical, on the Employee's representative.
- 10.13 If the CEO confirms or modifies the order or any part of the order, the Employer or Employee must comply with that order within the time period specified in the order.

- 10.14 The failure to deliver a compliance order so modified or confirmed to the Employer, Employees or their representatives, shall not make the compliance order invalid.
- 10.15 An Employee who is not satisfied with the CEO's compliance order may refer the matter to Arbitration within 7 (seven) days after the compliance order was received from the CEO.
- 10.16 If the Employer has not complied with the compliance order and has not referred the matter to Arbitration in terms of clause 10.15 above, the CEO may refer the matter to Arbitration.

11. DESIGNATED AGENTS

- 11.1 The Minister may, on request of the Council, appoint any person as a designated agent in terms of section 33 of the Act to promote, monitor and enforce compliance with the Agreement.
- 11.2 A designated agent of the Council:
- 11.2.1 may secure compliance with this Agreement by amongst others:
- 11.2.1.1 conducting inspections;
- 11.2.1.2 investigating complaints; or
- 11.2.1.3 any other means the Council may adopt.
- 11.2.2 may perform any other functions that are conferred to or imposed on the agent by the Council;
- 11.2.3 shall have all the powers set out in Schedule 10 of the Act;
- 11.2.4 may issue a compliance order requiring any person to comply with this Agreement within the time period stated in the compliance order.

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12. CO-OPERATION WITH DESIGNATED AGENTS

- 12.1 The Council shall employ the services of Designated Agents, appointed in terms of section 33 of the Act to promote, monitor and enforce the compliance with the provisions of this Agreement
- 12.2 Every Employer, Legal Owner, Manager or Manageress and Employees of an Establishment shall truthfully and to the best of their ability co-operate with a Designated Agent in the execution of the Designated agent's duties.
- 13. PROCEDURE FOR DISPUTES, INCLUDING PRE-DISMISSAL ARBITRATION
- 13.1 Subject to section 127, read with section 188A of the Act:
- 13.1.1 a dispute which may arise in the Industry and which, in terms of the Act, must be referred to a Council, as defined in the Act, or
- 13.1.2 a dispute involving the interpretation or application of this Collective Agreement, or any other Collective Agreement concluded in the Council; must be dealt with in terms of the procedure set out in clauses 14 to 29, inclusive, of the Council's Constitution.
- 13.2 The provisions of clause 13 of this Agreement apply to all persons upon whom this Agreement is binding in terms of sections 31 and 32 of the Act.
- 13.3 If an Employee institutes proceedings an Arbitrator may, at the hearing of the matter, in addition, determine any claim for an amount that is owing to that Employee in terms of this Agreement if:-
- 13.3.1 the claim is referred in compliance with section 191 of the Act;
- 13.3.2 no compliance order has been issued and no other legal proceedings have been instituted to recover the amount.

- 13.4 A dispute concerning any amount that is owing to an Employee as a result of a contravention of this Agreement may be initiated jointly with a dispute initiated by the Employee over entitlement to severance pay in terms of this Agreement.
- 13.5 If there is a dispute of non-compliance arising out of this Agreement, the Council may refer this dispute to Arbitration by an Arbitrator appointed by the Council.
- 13.6 The Arbitrator so appointed will have the powers of a commissioner in terms of section 142 of the Act.
- 13.7 Section 138 of the Act, read with the changes required by the context, applies to any Arbitration conducted in terms of clause 13.5 above.
- 13.8 An Arbitrator conducting Arbitration in terms of clause 13.7 may make an appropriate award including:-
- 13.8.1 ordering a person to pay any amount owing in terms of this Agreement;
- 13.8.2 imposing a fine for failure to comply with this Agreement in accordance with section 33A(13) of the Act;
- 13.8.3 charging a party an Arbitration fee not exceeding R1,500.00;
- 13.8.4 ordering a party to the dispute to pay the costs of the Arbitration;
- 13.8.5 confirming, varying or setting aside a compliance order issued by a designated agent;
- 13.8.6 any award contemplated in terms of section 138(10) of the Act.

14. STRIKES AND LOCK-OUTS

- 14.1 No person bound by the provisions of this Agreement shall engage in or participate in a strike or lock-out or any conduct in furtherance of a strike or a lock-out in respect of any matter regulated by this Agreement.
- 14.2 The Council shall be the only forum for negotiations and conclusion of substantive agreements on remuneration or Basic salaries or wages, and benefits and other conditions of employment between Employers and the Employers' organisation on the one hand and Employees and the trade union on the other hand, for purpose of concluding a collective agreement.
- 15. EXPENSES OF THE COUNCIL AND SUBSCRIPTIONS TO THE EMPLOYERS' ORGANISATION AND THE TRADE UNION
- 15.1 For the purposes of defraying the expenses of the Council, every Employer shall be obliged to deduct from the earnings of each Employee those deductions reflected in the appropriate column of the Basic salary or wages schedules which are attached hereto as **Annexures H1 to H12**.
- 15.2 In addition to the deductions recorded in clause 15.1 above, the Employer shall:
- 15.2.1 deduct from each Employee the levy amount as reflected from time to time in the Basic salary or wages schedules;
- 15.2.2 pay the Employer's contribution to the Council levy as reflected from time to time on the Basic salary or wage schedules.
- 15.3 An Employer shall be obliged to pay the total amounts owned in terms of clauses 15.2.1 and 15.2.2 to the Council not later than the date that is recorded in the Monthly Return form of the Employer;
- 15.4 Notwithstanding that the Council may issue an Employer with a pro-forma

 Monthly Return form partially completed with the information of the Employer
 in the Council 's possession, it shall be incumbent upon the Employer to
 ensure that the information contained therein is accurate, and every Employer

- shall be obliged to record such amendments on the Staff amendment form as may be necessary to reflect all correct information of the Employer.
- 15.5 Every Employer who employs a member of the trade union shall deduct from the remuneration or Basic salary or wage of that Employee the subscriptions and levies payable to the trade union and pay the subscriptions and levies so deducted, monthly to the Council by not later than the date specified on the monthly return.
- 15.6 Every Employer who is a member of the Employers' organisation shall be required to pay the monthly subscription and levies charged by that organisation to the Council by not later than the date specified on the monthly return.
- All amounts payable to the Council in terms of this Agreement may be made by EFT or cheque into the bank account of the Council. The Council may amend its bank details from time to time by giving notice to that effect to each Employer. The Council will not accept any cash payments at any of its offices. Should a cash amount be deposited directly into the bank account of the Council, the Council shall be entitled to charge to the depositor the cash handling fee or bank costs incurred as a result of such cash payment being made.
- 15.8 The onus shall be on any person claiming that payment was made to the Council to prove that payment was made.
- 15.9 Any amount that falls due in terms of any provision of this Agreement that is not received in full by the Council by the date specified, the Employer whom is obliged to make payment, shall be liable to pay a penalty calculated at 10% (ten percent) of the outstanding amount for that month which is outstanding.
- 15.10 For the purpose of this clause 15 the date specified means the 7th (seventh) day of the month following the month in respect of which the amount is payable.

- 15.11 The weekly contribution of weekly-paid Employees shall be calculated at the rate of three thirteenths of the monthly contribution.
- 15.12 All amounts stated in the Contribution Schedule exclude VAT.
- 16. EMPLOYERS' ORGANISATION: MEMBERSHIP FEES
- 16.1 Every Employer who belongs to the Employers' Organisation shall pay a monthly membership fee in an amount calculated in terms of clause 16.3.
- 16.2 No Employer is compelled to become a member of the Employers' Organisation.
- 16.3 The monthly membership fee shall be set forth in <u>Annexure C</u> hereto, which membership fee shall escalate per annum, as determined from time to time.
- 16.4 The monthly membership fees may be increased from time to time in the sole and absolute discretion of the Employers' Organisation.
- 16.5 The monthly membership fee shall be paid on or before the 7th (seventh) day of each succeeding month to the Employers' Organisation, care of the Council.
- 16.6 The Council shall prepare an analysis of all amounts received from Employers either by way of membership fees. The Council shall be entitled to deduct or receive a collection fee from the membership fees so collected, expressed as a percentage of the total of fees collected, which percentage will be determined and agreed upon from time to time by the parties to the Council.
- 16.7 The CEO shall cause to deposit all monies received in terms of this clause 16 into the Council's account and at the end of each month pay all membership fees received, to the Employers' organisation.

- 16.8 The Employers' organisation shall arrange for an annual audit of the membership fees received, within six months of its financial year by an auditor who:-
- 16.8.1 conducts the audit in accordance with generally accepted auditing standards;
- 16.8.2 report in writing to the Employers' organisation, and in this report expresses an opinion as to whether or not the Employers' organisation have complied with the provisions of its constitution relating to financial matters.
- 16.9 The Employers' organisation shall submit to the Council, within 30 (thirty) days of receipt of the auditor's report referred to in clause 16.8.2, a certified copy of that report.
- 16.10 Any person may inspect the auditor's report submitted to the Council in terms of clause 16.8.2 at the Council's head office
- 16.11 The Council shall provide a certified copy of, or extract from, the auditor's report to any person requesting such copy or extract.
- 16.12 Any dispute about the application or interpretation of the provisions of this clause 16 shall be resolved in terms of the provision of the Council's constitution.

17. TRADE UNION: MEMBERSHIP FEES

17.1 Every Employer shall on a weekly or monthly basis, as the case may be, deduct from the remuneration or Basic salary or wages of its Employees a membership fee, if such Employee is a member of the Trade Union, as determined from time to time by the Trade Union and shall pay such membership fee to the Trade Union, care of the Council, by no later than the 7th (seventh) day of each month following on the month in which the deductions were made.

- 17.2 The Council shall prepare an analysis of all amounts received as membership fees. The Council shall be entitled to deduct a collection fee, expressed as a percentage of the total of membership fees collected, which percentage will be determined and agreed upon from time to time by the parties to the Council.
 - 17.3 Employees who are not members of the Trade Union are not compelled to become members of the Trade Union, save for such areas where a Closed Shop agreement may be applicable.
 - 17.4 The CEO of the Council shall cause to deposit all monies received in terms of clause 17.1 into the Council's account and at the end of each month, pay all membership fees received, to the Trade Union.
 - 17.5 The Trade Union shall arrange for an annual audit of the Union's membership fees, within six months of its financial year by an auditor who shall-
 - 17.5.1 conduct the audit in accordance with generally accepted auditing standards;
 - 17.5.2 report in writing to the Trade Union, and in this report express an opinion as to whether or not the Trade Union has complied with the provisions of its constitution relating to financial matters.
 - 17.6 The Trade Union shall submit to the Council, within 30 (thirty) days of receipt of the auditor's report referred to in clause 17.5.2, a certified copy of that report.
 - 17.7 Any person may inspect the auditor's report submitted to the Council in terms of clause 17.5.2 at the Council's head offices.
 - 17.8 The Council shall provide a certified copy of, or extract from, the auditor's report to any person requesting such copy or extract.

17.9 Any dispute about the application or interpretation of the provisions of this clause 17 shall be resolved in terms of the provision of the Council's constitution.

18. EXEMPTIONS

18.1 General exemption from any provisions of this Agreement

- An application for the exemption of the provisions contained in this Agreement by a party shall be heard by the Council's Exemption Committee.

 An application for the exemption of the provisions contained in this Agreement by a non-party shall be heard by an Independent Exemption Committee consisting of 2 (two) Commissioners accredited in accordance with the provisions of section 128 of the Act.
- 18.1.2 The Exemption Committee shall consist of 3 (three) persons, 1 (one) each appointed from each of the parties to this Agreement and a Council Employee.
- 18.1.3 An application for exemption shall be in writing and made to the CEO of the Council in the form as set forth in **Annexure D** hereto.
- 18.1.4 All applications for exemption shall be supported by such supporting documentation as may be indicated or required by the Exemption Committee, from time to time, in order to properly assess the application for exemption.
- 18.1.5 The Exemptions Committee shall decide on an application for exemption within 30 (thirty) days of receipt by the CEO of the Council.
- 18.1.6 The person or entity moving for the application for exemption ("the Applicant") may request the Exemption Committee that the application for exemption be amplified by means of oral argument on the date upon which the Exemption Committee considers the application, failing which the Exemption Committee will consider the application for exemption on the basis of the written application and supporting documents, submitted.

All applications shall comply with the following, being:-18.1.7.1 it shall be fully motivated; be accompanied by the required supporting documentation; 18.1.7.2 18.1.7.3 applications that adversely affect any rights and obligations of Employees, will not be considered unless the Employees or their representatives have been properly consulted and their views fully recorded in the application; 18.1.7.4 a presentation reflecting the objectives and strategies to be adopted by the Applicant during the exemption period, to rectify the non-compliance with this Agreement and indicating a time frame for such objectives and strategies to be achieved; 18.1.7.5 the time period for which exemption is required. In considering an application for exemption, the Exemption Committee shall, 18.1.8 amongst others, consider, but shall not be limited to, the following criteria:-18.1.8.1 the Applicant's past record of compliance with the provisions of this Agreement and previous exemption granted; 18.1.8.2 any special circumstances that may exist; any precedent that might be set as a result of the granting of the 18.1.8.3 exemption; 18.1.8.4 the interest of the sector with specific reference to:-18.1.8.4.1 unfair competition; collective bargaining; 18.1.8.4.2 18.1.8.4.3 the dilution of the scope and jurisdiction of the Council. the interest of Employees with specific reference to:-18.1.8.5

18.1.8.5.1	exploitation;
18.1.8.5.2	job preservation.
18.1.8.6	the interest of the Applicant with specific regard to:
18.1.8.6.1	financial stability;
18,1.8.6.2	operational requirements.

18.2 Exemption from Pension Fund

- 18.2.1 Should an application for exemption be moved for, for exemption from the HSBI Pension Fund, the following information and/or documentation, in addition to those set forth in clause 18.1 above shall be provided by the Applicant, being:-
- 18.2.1.1 written confirmation that Employees are members of the alternative pension fund;
- 18.2.1.2 written confirmation that the *alternative* fund is a registered pension fund in terms of the Pension Fund Act ("PFA");
- 18.2.1.3 a pension exemption application form duly completed by the broker of the alternative pension fund;
- 18.2.1.4 the extent of monthly contribution of each member towards the alternative pension fund and proof that the contribution of both the Employer and Employee are made.

18.3 Appeals

18.3.1 In accordance with the provisions of the Act, the Council hereby establishes an independent body, to be known as the Exemptions Appeal Body to consider appeals from both a party or non-party against a refusal of a party or

- non-party's application for exemption from the provisions of this Agreement and the withdrawal of such exemption by the Council.
- 18.3.2 An Applicant may lodge an appeal with the Council against the Exemption Committee's refusal for an application for exemption from the provisions of this Agreement or the withdrawal of such an exemption by the Council.
- 18.3.3 The Exemptions Appeal Body shall hear, decide and inform the applicant and the Council as soon as possible and not later than 30 days after the appeal has been lodged against the decision of the exemptions body.
- 18.3.4 Any appeal shall be in writing and shall contain the following:-
- 18.3.4.1 grounds of appeal;
- 18.3.4.2 all supporting documentation which will be used in support of the appeal;
- 18.3.4.3 any other relevant information or documentation that may assist the Exemption Appeal Board to arrive at a conclusion.
- 18.3.5 Any appeal may be amplified by oral argument.
- 18.3.6 The criteria for the consideration of an appeal will be the criteria as set forth in clause 18.1.8 above.
- 18.3.7 The Exemption Appeal Body's finding on appeal shall be in writing and shall be made available to the Applicant.
- 18.3.8 The Exemption Appeal Body shall consist of at least 1 (one) Commissioner accredited in accordance with the provisions of section 128 of the Act, from the panel approved by the Council from time to time.

18.4 The granting of exemption or withdrawal thereof

18.4.1 When exemption is granted by the Exemption Committee or, on appeal by the Exemption Appeal Board, such exemption shall expressly specify:-

- any conditions subject to which the exemption is granted; 18.4.1.1 18.4.1.2 the period during which the exemption is to operate; the circumstances, if any, in which the exemption may be withdrawn. 18.4.1.3 18.4.2 The CEO shall furnish the Applicant, should exemption be granted in favour of such Applicant, with a letter of exemption recording the:-18.4.2.1 full name of the person/s in whose favour exemption is granted; provisions of this Agreement from which exemption are granted; 18.4.2.2 18,4,2,3 conditions subject to which exemption is granted; 18.4.2.4 period during which exemption is to operate; circumstances in which it may be withdrawn, if any. 18.4.2.5 Should circumstances dictate and permit, the Council may withdraw the exemption granted, the CEO of the Council shall notify the Applicant thereof, by furnishing it with at least 7 (seven) days' notice. The Applicant may appeal the resolution by the Council to withdraw the 18.4.4 exemption granted in accordance with the provisions of clause 18.4.3 above. PAYMENT, CALCULATION OF BASIC SALARY OR WAGES AND 19. **AUTHORISED DEDUCTIONS**
- 19.1 An Employer shall pay to an Employee a Basic salary or wages not less than the applicable prescribed Basic salary or Wages set forth in <u>Annexures H1 to</u> <u>H12</u>, as amended from time to time.
- 19.2 Nothing in this clause 19 shall operate to permit a reduction in the remuneration or Basic salary or wages of an Employee who was receiving at the date of coming into operation of this Agreement, a remuneration or Basic

- salary or wages while such Employee remains in the employ of the same Employer.
- 19.3 The provisions of clause 19.2 above also apply to any Employee whose services are terminated by an Employer after the date of coming into operation of this Agreement and who is re-engaged by the same Employer.
- 19.4 Any remuneration or Basic salary or wages may be paid to an Employee, either weekly or monthly, as may have been agreed between the Employer and Employee. Should an Employee's services be terminated, for whatsoever reason, prior to the agreed date upon which any remuneration or Basic salary or wages are payable, the remuneration or Basic salary or wages shall be paid by the Employer within 7 (seven) days of the date of termination of the Employee's services.
- 19.5 If payment of the Employee's remuneration or Basic salary or wages is not paid by means of direct deposit or electric funds transfer, to the bank account of the Employee, the remuneration or Basic salary or wages shall paid in cash and be placed in a sealed envelope. The Employee shall acknowledge receipt in writing of the cash so received.
- 19.6 Should the Employee's remuneration or Basic salary or wages be paid in cash, payment shall take place at such place where the Employee is actually engaged or employed.
- 19.7 The Employer shall on the date of payment of the remuneration or Basic salary or wages to the Employee, furnish the Employee with a salary advice or written document reflecting the following:
- 19.7.1 the Employer's name and address;
- 19.7.2 the full names and occupation of the Employee;
- 19.7.3 the period for which the payment is made;
- 19.7.4 the Employee's remuneration or Basic salary or wages in money;

- 19.7.5 the amount and purpose of any deduction made from the Employee's remuneration or Basic salary or wages;
 - 19.7.6 the actual amount paid to the Employee; and
 - 19.7.7 if relevant to the calculation of that Employee's remuneration or Basic salary or wages: –
 - 19.7.7.1 the Employee's rate of remuneration or Basic salary or wages and commission and overtime rate;
 - 19.7.7.2 the number of ordinary and overtime hours worked by the Employee during the period for which the payment is made;
 - 19.7.7.3 the number of hours worked by the Employee on a public holiday during that period.
 - 19.8 The salary advice or written information mentioned in terms of clause 19.7 above shall be given to each Employee-
 - 19.8.1 at the workplace or at such place agreed to by the Employee; and
 - 19.8.2 during the Employee's ordinary working hours or within 15 (fifteen) minutes of the commencement or conclusion of those hours
 - 19.9 An Employer may not make any deduction from an Employee's remuneration or Basic salary or wages unless the deduction-
 - 19.9.1 is required or permitted in terms of law, court order, arbitration award or in terms of this Agreement; and / or;
 - 19.9.2 is in respect of subscriptions and levies to a union and / or;
 - 19.9.3 is in respect of contributions to any benefit fund in terms of this Agreement; and / or;

- 19.9.4 is done in accordance with the provisions of clause 19.10 below; and/ or;
- 19.9.5 the Employee agrees to the deduction in writing.
- 19.10 An Employer may deduct such amount from any amount payable to an Employee to reimburse the Employer against any loss or damage suffered or sustained subject to:
- 19.10.1 the loss or damage occurred in the normal course of the Employee's employment with the Employer and was due to an act or omission of the Employee;
- 19.10.2 the Employer followed a fair procedure and gave the Employee a reasonable opportunity to advance reasons as to why the deductions should not be made;
- 19.10.3 the total amount deducted does not exceed the actual amount of the loss or damage; and
- 19.10.4 the total deductions from the Employee's remuneration or Basic Salary or wages does not exceed one-quarter of the Employee's monthly remuneration or Basic salary or wages.
- 19.11 A deduction in respect of any goods purchased by the Employee shall specify the nature and quantity of the goods.
- 19.12 Any amount deducted from an Employee's remuneration or Basic salary or wages in terms of clause 19.9 above shall be paid to the beneficiary in whose favour the deduction has been made, in accordance with the time period and other requirements specified in any law, court order, arbitration award, or in terms of this Agreement.
- 19.13 An Employer may not require or permit an Employee to-

- 19.13.1 repay any remuneration or Basic salary or wages except for overpayments previously made by the Employer resulting from an error in calculating the Employee's remuneration or Basic salary or wages; or
 - 19.13.2 acknowledge receipt of an amount greater than the remuneration or Basic salary or wages actually received.
- 19.14 For the purposes of clause 19.15 below, "benefit fund" shall be a pension, provident, retirement, medical aid, SPF, SBF or similar fund, as the case may be. The contributions to the benefit fund are set forth in <u>Annexures H1 to H12</u>
- 19.15 Payment of contributions to a benefit fund shall be as follows:
- 19.15.1 any deduction made by an Employer from an Employee's remuneration or Basic salary or wages for purposes of payment to a benefit fund shall pay the amount so deducted to the benefit fund within seven days of the deduction being made
- 19.15.2 any contribution that an Employer is required to make to a benefit fund on behalf of any Employee (other than that which is deducted from the Employee's remuneration or Basic salary or wages), shall be paid by the Employer to the benefit fund within seven days from the date upon which the Employee's remuneration or Basic salary of wages becomes due;
 - 19.16 The time periods specified in this clause 19 shall not affect or deteriorate from any obligation on an Employer in terms of the rules of a benefit fund to make any payment within a shorter period of time.
 - 19.17 Remuneration or Basic salary or wages which is payable monthly shall be paid by no later than 12H00 on the last working day of that month.
 - 19.18 Payment of remuneration or Basic salary or wages for learners and students, as specified in the Remuneration/Basic Salary/Wage Schedules, shall be as follows:

- 19.18.1 a learner or student who has entered into a learnership or student contract with an Employer and has passed the theoretical part of his / her training at an accredited Training Provider, shall start on the remuneration or Basic salary or wages as specified for Entry level on the Remuneration/Basic Salary/Wage Schedules for the first 3 (three) months of his /her employment. After 3 (three) months from the date on which he / she commences his / her learnership or student contract, and every 3 (three) months thereafter, his Remuneration/Basic Salary/Wage shall increase to the next level and he / she shall be paid a remuneration/wage for the next level as specified on the Remuneration/Basic Salary/Wage Schedules, for example:-
- 19.18.1.1 a learner or Student who has entered into a learnership or Student contract with an Employer on a Part time basis with an accredited Training Provider prior to entering into a learnership or Student contract shall start on the remuneration or Basic salary or wages as specified for Entry level on the Remuneration/Basic Salary/Wage Schedules.

 Should the learner or Student pass any subsequent level, his / her remuneration or Basic salary or wages shall increase to the level passed as specified on the Remuneration/Basic Salary/Wage Schedules;
- 19.19 For the purposes of clause 19.18.1 for a Learner or Student to have passed a level, means to have passed both the theory and the practical examination for that level.
- 19.20 It shall be incumbent on the Learner or Student employed as envisaged in clause19.18.1 to furnish the Employer with his / her examination results in order to be eligible to move to the next level specified on the Remuneration/Basic Salary/Wage Schedules for purposes of payment of that learner or Student's remuneration or Basic salary or wages.

20. SHORT TIME

- 20.1 An Employer that elects to implement short time must notify in writing all Employees concerned and give at least 1 (one) week notice thereof.
- 20.2 An Employee who is not given the specified notice is entitled to payment of full wages in lieu of notice.
- 20.3 Annual leave shall accrue at the full rate of entitlement during any period that an Employee is required to work short time.

21. LEAVE

21.1 Annual Leave

- 21.1.1 Annual leave shall fall due on the first working day after completion of each leave cycle.
- 21.1.2 An Employer shall grant annual leave in respect of a previous leave cycle, up to but not exceeding 6 (six) months after the end of the leave cycle, after which the annual leave for the previous leave cycle shall be forfeited.
- 21.1.3 Annual leave shall be taken:
- 21.1.3.1 in accordance with an agreement between the Employer and Employee; or
- 21.1.3.2 if there is no agreement in terms of 21.1.3.1, at a time determined by the Employer.
- 21.1.4 An Employer and Employee may not enter into an agreement in terms of which the Employee forfeits leave against payment by the Employer save:
- 21.1.4.1 on termination of the Employee's employment; and
- 21.1.4.2 in accordance with sections 40(b) and (c) of the Basic Conditions of Employment Act, 1997.

- 21.1.5 In the event of an Employee's death, all leave pay accrued to the Employee at that point in time, shall be paid into the Employee's estate.
- 21.1.6 An Employer may not require or permit an Employee to work during annual leave.
- 21.1.7 Annual leave may not run concurrently with notice of termination of employment or sick leave.

21.2 Maternity Leave

- 21.2.1 No Employer may require or permit any female Employee to work during the period commencing 4 (four) weeks prior to the expected date of birth and ending 13 (thirteen) weeks after the date of birth ("maternity leave").
- 21.2.2 An Employer shall:-
- 21.2.2.1 not be obliged to pay an Employee during maternity leave;
- 21.2.2.2 be obliged to allow an Employee to resume her employment if she reports for duty no later than 13 weeks after the date of birth.
 - 21.2.3 Notwithstanding the aforesaid, no Employee may resume her employment, prior to a 6 (six) week period after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.

21.3 Union leave

21.3.1. As per each Area below.

22. PERSONAL SERVICES COMMISSION ("PSC")

22.1 For purposes of this clause 22 and elsewhere in this Agreement where it is necessary to calculate PSC (leave pay or notice pay or severance pay), PSC will be calculated on the basis of:

- 22.1.1 the average monthly Target Based Commission, calculated over the preceding 12 (twelve) month period as at the date when the calculation is applicable (or pro-rata part thereof should the Employee be employed for less than a 12 (twelve) month period); multiplied by
- 22.1.2 the percentage PSC as agreed upon between the Parties to this Agreement i.e Employers' Organisation and Trade Union; <u>divided by</u>
- 22.1.3 21.67 (twenty-one point six seven) in the event of a 5 (five) day working week or, 26 (twenty-six) in the event of a 6 (six) day working week; multiplied by
- 22.1.4 the number of days annual leave, or notice days in lieu of notice pay or severance pay, payable.
- 22.2 The sum total of the PSC calculated in clause 22.1 above will not be payable in respect of leave taken should:
- 22.2.1 the leave constitute occasional leave and the normal payment to be made by the Employer to the Employee for the pay month in respect of which the occasional leave is taken, is more than the payment to be made should the aforesaid calculation be applied. For purposes of this clause "pay month" shall be interpreted as the monthly cycle in respect of which an Employee is entitled to receive payment from an Employer, irrespective whether this monthly cycle corresponds with calendar months;
- 22.2.2 the period of leave taken exceeds the statutory leave to which an Employee is entitled to in any 12 (twelve) month cycle of continued employment;
- 22.3 In the absence of any agreement between the Employer and Employee that neither party have to pay notice pay to the other, notice pay in terms of this clause 22 will be payable:

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- 22.3.1 by an Employer to an Employee, if the Employee's employment is terminated and the Employer elects that the Employee should not work any notice period; or
- 22.3.2 by an Employee to an Employer, if the Employee's employment is terminated and the Employee elects not to work any notice period. The Employer in such event may deduct the notice pay from any monies payable to the Employee.
- 22.4 The number of days for purposes of calculating:
- 22.4.1 notice pay, will be limited to those set forth in clause 23 below. For purpose of this calculation week shall be 5 (five) days for Employees working a 5 (five) day week and 6 (six) days for Employees working a 6 (six) day week;
- 22.4.2 severance pay, will be limited to those set forth in clause 37 of each Area.
- 22.5 Should Target Base commission earned by the Employee during a pay month when annual leave is taken, be more or equal to the average commission earned by the Employee during the preceding 12 pay months, no PSC shall be payable by the Employer to the Employee. For purposes of this clause "pay month" shall be defined as the normal interval as from the date upon which the last Commission is received until date when the next Commission is payable.
- 22.6 Examples of the calculation set forth in clause 22.1 above, are reflected in **Annexure E** hereto.

23. TERMINATION OF SERVICE

23.1 An Employer or Employee, other than a Casual Employee, who wishes to terminate the Employee's employment with the Employer, shall be obliged to only give the following period of notice:

- 23.1.1 1 (one) calendar days' notice should termination occur during the 1st (first) month of employment;
- 23.1.2 1 (one) week if the Employee has been employed for a period exceeding 1 (one) month but less than 6 (six) months;
- 23.1,3 2 (two) weeks' notice, if the Employee has been employed for a period exceeding 6 (six) months.
- 23.2 An Employer may waive the notice period by paying to the Employee in lieu of notice not less than:
- 23.2.1 1 (one) calendar day's remuneration or Basic salary or wages if the Employee has been employed for a period of 1 (one) month or less;
- 23.2.2 1 (one) week remuneration or Basic salary or wages if the Employee has been employed for a period exceeding 1 (one) month but not more than 6 (six) months;
- 23.2.3 2 (two) weeks remuneration or Basic salary or wages if the Employee has been employed for a period exceeding 6 (six) months; or
- 23.2.4 in the event of an Employee employed on a commission structure notice pay will, in terms of clause 23.2, be calculated as follows:
- 23.2.4.1 in accordance with the Remuneration/Basic Salary/Wage Schedule for that area, if applicable; plus
- 23.2.4.2 PSC, calculated in accordance with clause 22.
- 23.3 An Employee may terminate his / her employment without written notice by paying to the Employer, in lieu of notice, not less than:
- 23.3.1 1 (one) calendar days' remuneration or Basic salary or wages if the Employee has been employed for a period of 1 (one) month or less;

- 23.3.2 1 (one) week remuneration or Basic salary or wages if the Employee has been employed for a period longer than 1 (one) month but not exceeding 6 (six) months;
- 23.3.3 2 (two) weeks remuneration or Basic salary or wages if the Employee has been employed for more than 6 (six) months.
- 23.4 Nothing contained in this clause 23 shall affect:
- 23.4.1 the right of the Employer or Employee to terminate the employment without notice for any cause recognised by law as sufficient;
- 23,4.2 the right of an Employee to claim that he has been unfairly dismissed.
- 23.5 An Employer may not terminate the services of an Employee during the Employee's temporary absence from work due to illness provided that:
- 23.5.1 the Employer was notified on the first occasion reasonable possible of the Employee falling ill; and
- 23.5.2 a medical certificate explaining the reason for the absence from work is presented to the Employer on the 1st (first) occasion reasonable possible of the Employee falling ill, but no later than on the Employee's return to work.
- 23.6 The notice period may not run concurrently with, and shall not be given during, an Employee temporary absence due to annual leave, or maternity leave.

24. CERTIFICATE OF SERVICE

24.1 On termination of employment an Employee shall be entitled to a Certificate of Service substantially in the form of <u>Annexure F</u> hereto.

25. PROHIBITION OF PRIVATE WORK

- 25.1 An Employee, whilst in the employ of an Employer engaged in the rendering of Cosmetology services, excluding Part time Employees, shall not:-
- 25.1.1 solicit clients or render or undertake to render any Cosmetology services other than instructed by his / her Employer;
- 25.1.2 be directly or indirectly involved in any way or manner whatsoever in any Establishment or Legal Owner without the written permission of the Employer.

26. PROVISION OF EQUIPMENT

- 26.1 Save for the equipment recorded in clause 26.2 below, an Employer or Legal Owner of an Establishment shall provide all necessary fittings to create an environment to effectively render Cosmetology services in an Establishment.
- 26.2 Each Employee shall provide his or her own equipment to render the Cosmetology services, including but not limited to:-
- 26.2.1 Curling tongs;
- 26.2.2 Flat irons;
- 26.2.3 Scissors;
- 26.2.4 Combs;
- 26.2.5 Hand dryers;
- 26.2.6 Clippers;
- 26.2.7 Blow dryers;
- 26.2.8 Rollers;
- 26.2.9 Pins;

26.2.10	Hairclips;							
26.2.11	Razors;							
26.2.12	Blades;							
26.2.13	Neck brushes;							
26.2.14	Additional Protective garments;							
26.2.15	5 Highlight caps and strop;							
26.3 S	hould only Barbering services be rendered in an Establishment:-							
26.3.1	an Employer or Legal owner must provide each Barber with at least:							
26.3.1.1	1 (one) sterilizing unit containing a solution of at least 40% (forty percent) formalin for the necessary purpose of sterilizing barbering tools, other than shaving brushes; and							
26.3.1.2	a sterilizing cabinet operation with ultraviolet rays for the same purposes; and							
26.3.1.3	an antiseptic bath containing a solution equivalent to that of formalin in the ration of 56 (fifty-six) ml to 2,25 (two and a quarter) litres of water for the purpose of sterilizing shaving brushes; and							
26.3.1.4 a freshly laundered towel for the use of the Barber with each cuand;								
26.3.1.5	a liquid, powdered or tube soap or shaving cream, and;							
26.3.1.6	1.6 a supply of clean paper to wipe the tools and in particular the razor after each stropping operation; and;							
26.3.1.7	a styptic in the form of powder or liquid to be used as a spray or on a fresh clean piece of cotton wool, and							

- 26.3.1.8 a covered receptacle for the purpose of receiving all soiled paper and cotton wool and hair after each operation;
- 26.4 A Barber shall provide his or her own:
- 26.4.1 2 (two) shaving brushes so as to allow for one brush, not in use, to be kept in the antiseptic bath; and
- 26.4.2 Razors;
- 26.4.3 Blades;
- 26.4.4 Neck brushes;
- 26.4.5 Scissors;
- 26.4.6 Combs;
- 26.4.7 Clippers;
- 26.4.8 Additional Protective garment, and
- 26.4.9 Strop

27. UNIFORMS AND PROTECTIVE CLOTHING

- 27.1 An Employer shall provide protective garments in an Establishment.
- 27.2 The costs of any uniforms supplied to Employees shall be borne in equal shares by the Employer or Legal Owner on the one side and the Employee on the other side, and be returned on the Employee's services with the Employer or Legal Owner being terminated for whatsoever reason.

28. LEANERSHIP AND STUDENT CONTRACTS

28.1 An Employer may not employ a person as a Learner or Learner hairdresser (also known as an apprentice) unless a learnership contract registered with

- SSETA or a Student in terms of a student agreement registered with the Council and approved by the Council, has been entered into.
- 28.2 A learnership contract or student agreement shall be:
- 28.2.1 in writing and signed personally by the learner or student and his/her legal guardian in the event of the leaner / student being a minor, the Employer and by the Training Provider;
- 28.2.2 concluded within 90 (ninety) days after the date of commencement of employment;
- 28.2.3 in accordance with the learnership contract prescribed by SSETA or student agreement prescribed by the Council, the latter of which is annexed hereto as Annexure G.
- 28.3 An Employer shall not, directly or indirectly, in any way or manner, receive any counter value of whatsoever nature, from a learner or student, for entering into a learnership contract or student agreement with a learner or student.
- 28.4 The Student shall, on an annual basis, pay a prescribed fee to the Council for purposes of administering the relationship between City and Guilds and the Student.
- 28.5 As from the 1st of January 2018, it shall be compulsory for all students/learners to be members of the Sick Pay Fund, Sick Benefit Fund and Pension Fund.
- 28.6 All Learners/ Students shall be registered with the Council and the expenses relating to benefits indicated in this Agreement, shall be deducted by Employers.
- 28.7 An Employer shall be obliged to afford a Learner or Student time off to attend the courses that a Learner or Student is obliged to attend at a Training Provider as determined by the Leaner ship contract or Student Agreement, entered into with the Employer. The time that the Learner or Student spends

at the Training Provider shall form part of the Learner or Student's normal working hours.

29. PENSION FUND

29.1 Establishment of the fund

- 29.1.1 The Pension Fund, known as the Hairdressing, Cosmetology, Beauty and Skincare Industry Pension Fund (hereinafter referred to as "the Fund") is the successor in the title of the following funds:
- 29.1.1.1 Hairdressing and Cosmetology Industry Provident Fund;
- 29.1.1.2 Natal Hairdressing Scheme;
- 29.1.1.3 Hairdressing, Cosmetology, Beauty and Skincare Industry Fund;
- 29.1.1.4 Bargaining Council for the Hairdressing Trade, Cape Peninsula Provident Fund;

29.2 Contributions to the Fund

- 29.2.1 A member of the Fund shall make a monthly contribution to the Fund ("the Member's contribution") equal to the percentage of his/her Basic salary and wages as set forth in <u>Annexures H1 to H12</u> hereto.
- 29.2.2 An Employer shall deduct, on a monthly basis, from the Basic salary and wages of each Employee, the Member's contribution.
- 29.2.3 Every Employer shall on a monthly basis contribute to the Fund ("the Employer's contribution") an amount equal to the percentage of each Employee's Basic salary and wages as set forth in Annexures H1 to H12 hereto.

- 29.2.4 An Employer shall by no later than the 7th (seventh) day of the month immediately following the month in respect of which the Member's contribution is deducted, pay to the Council, both the Member's contribution and the Employer's contribution and submit, a statement in such a format as prescribed in terms of Section 33 of the Pension Fund Act ("the PFA").
 - 29.2.5 No Member's contributions shall be deducted nor Employer's contributions be payable in respect of any period of time during which an Employee is on unpaid leave or unpaid absent as a result of illness or injury on duty, during which no or insufficient payment is due in that payroll cycle to the Employee by the Employer in terms of any provision of this Agreement or under any law.
 - 29.2.6 If any amount due and payable in terms of this clause 29 or in terms of any other provision of this Agreement, is not received in full by the Council on due date thereof, the Employer shall be liable to pay interest on the amount due, as defined in Section 13 of the PFA.
- 29.2.7 Contributions received by the Council in terms of this clause 29 shall be paid directly to the Fund.

29.3 Membership

29.3.1 Membership of the Fund shall be compulsory for all Employees, excluding Casual Employees, who are employed in the Industry and who are under the age of 55 (fifty-five) as at date of commencement of employment, as set forth in terms of the Rules of the Fund and the Collective Agreement, as amended from time to time.

30. INDEMNITY

30.1 Neither the Council nor any of its Employees shall be liable for any debts or liability of the Fund and are indemnified by the Fund against losses or expenses incurred in the bona fide execution of their duties.

31.	COMMISSION AGREEMENT
31.1	As per each Area below.
32.	HOURS OF WORK
32.1	As per each Area below.
33.	MEAL INTERVAL
33.1	As per each Area below.
34.	OVERTIME
34.1	As per each Area below.
35.	PUBLIC HOLIDAYS
35.1	As per each Area below.
36.	SICK PAY
36.1	The provisions of the Sick Pay Fund ("SPF") rules as set forth in Annexure I, shall apply.
37.	SEVERANCE OR RETRENCHMENT PAY
37.1	As per each Area below.
38.	MEDICAL AID SCHEME AND MEDICAL INSURANCE PLAN
38.1	As per each Area below.

BEAUTY AND SKINCARE

39.

39.1 All of the definitions and terms and conditions relating to Beauty and Skincare, set forth in this Agreement, relating to and enforceable in the Republic of South Africa, shall be the same as those definitions and terms and conditions relating to Beauty and Skincare in Area B, excluding the following provinces and magisterial districts, being: the Province of Gauteng, the Province of Free State and the Magisterial Districts of Klerksdorp, Potchefstroom, Kimberley, East London, Humansdorp, Port Alfred, Port Elizabeth and Uitenhage, the Magisterial District of Durban, Inanda and Pinetown.

THE TERMS AND CONDITIONS WHICH ARE AREA SPECIFIC ARE SET FORTH HEREIN BELOW. IN SO FAR AS THERE MAY BE ANY CONFLICT BETWEEN THE PROVISIONS OF THIS AGREEMENT THAT ARE APPLICABLE ON A NATIONAL BASIS I.E. THE TERMS AND CONDITIONS RECORDED ABOVE, AND THOSE THAT MAY BE APPLICABLE TO A SPECIFIC AREA, RECORDED BELOW, THE PROVISIONS WHICH ARE AREA SPECIFIC, SHALL PREVAIL.

AREA A

The Province of Gauteng (excluding the Magisterial Districts of Bronkhorstspruit, Cullinan, Pretoria and Wonderboom), Province of Free State and the Magisterial Districts of Kimberley, East London, Humansdorp, Port Alfred, Port Elizabeth and Uitenhage, the balance of all the Magisterial Districts of the Eastern Cape Province, balance of all the Magisterial Districts of the Northern Cape Province and all the Magisterial Districts of the North West Province (excluding the Magisterial Districts of Brits, Rustenburg and Mankwe)

SCOPE OF APPLICATION OF THE AGREEMENT

1.1 The provisions of the National Agreement above, applies.

2. PERIOD OF OPERATION

1.2 The provisions of the National Agreement above, applies.

3. INDUSTRIAL ACTION

3.1 The provisions of the National Agreement, applies.

4. DEFINITIONS

Save for the definition of a Part Time Employee and the provisions relating thereto, as set forth below, the balance of the definitions of the National Agreement above, applies.

Part time employees

- 4.1 The working hours of part-time Employees shall be as follows:
- 4.1.1 a part-time Employee employed for 1 (one) day per week may not be employed for more than 9 (nine) hours per day;
- 4.1.2 a part-time Employee employed for 2 (two) days per week may not be employed for more than 9 (nine) hours per day and not more than 18 (eighteen) hours per week;
- 4.1.3 a part-time Employee employed for 3 (three) days per week may not be employed for more than 9 (nine) hours per day and not more than 27 (twenty-seven) hours per week.
- 4.2 The daily rate of remuneration shall be calculated on the basis that part-time Employees employed for 1 (one) day per week shall receive the prescribed Basic salary and wages divided by 26 (twenty-six) which shall constitute the daily rate.
- 4.3 For purposes of this clause 4 where annual leave is referred to in Area A, "Annual leave cycle", means a period of 12 (twelve) months employment with the same Employer, immediately following an Employee's commencement of employment or the completion of that Employee's prior annual leave cycle.

- 4.4 The leave of part-time Employees shall be as follows:
- 4.4.1 a part-time Employee shall be entitled to 1 (one) working day's leave for every 17 (seventeen) days worked;
- 4.4.2 a part-time Employee employed for 1 (one) day per week shall be entitled to 3 (three) working days' leave per 12 (twelve) month cycle;
- 4.4.3 A part-time Employee employed for 2 (two) days per week shall be entitled to 6 (six) working days' leave per 12 (twelve) month cycle;
- 4.4.4 A part-time Employee employed for 3 (three) days per week shall be entitled to 9 (nine) working days' leave per 12 (twelve) month cycle;
- 4.5 A part-time Employee who has completed 5 (five) continuous years of service with the same Employer, shall be entitled to the leave as follows:
- 4.5.1 if employed for 1(one) day per week; 4 (four) working days per Annual leave cycle;
- 4.5.2 if employed for 2 (two) days per week, 8 (eight) working days per Annual leave cycle;
- 4.5.3 if employed for 3 (three) days per week; 12 (twelve) working days per Annual leave cycle.
- 4.6 The provisions of the SPF rules shall apply to sick pay payment to Part-time Employees in this Area

5. REGISTRATION OF AN ESTABLISHMENT

- 5.1 The provisions of the National Agreement above, applies.
- 6. APPLICATION FOR REGISTRATION OF ESTABLISHMENT

- 6.1 The provisions of the National Agreement above, applies.
- 7. RELATIONSHIP BETWEEN EMPLOYER, EMPLOYEE AND COUNCIL
- 7.1 The provisions of the National Agreement above, applies.
- 8. KEEPING OF RECORDS BY EMPLOYER
 - 8.1 Every Employer shall be obliged to record the time of commencement and termination of each meal break or of the day off in lieu of a meal break.
 - 9. ADMINISTRATION AND ENFORCEMENT OF THIS AGREEMENT
- 9.1 The provisions of the National Agreement above, applies.
 - 10. ENFORCEMENT OF COLLECTIVE AGREEMENTS
 - 10.1 The provisions of the National Agreement above, applies.
 - 11. DESIGNATED AGENTS
 - 11.1 The provisions of the National Agreement above, applies.
 - 12. CO-OPERATION WITH DESIGNATED AGENTS
 - 12.1 The provisions of the National Agreement above, applies.
 - 13. PROCEDURES FOR DISPUTES, INCLUDING PRE-DISMISSAL ARBITRATIONS
 - 13.1 The provisions of the National Agreement above, applies.
 - 14. STRIKES AND LOCK-OUTS
 - 14.1 The provisions of the National Agreement above, applies.

- 15. EXPENSES OF THE COUNCIL AND SUBSCRIPTIONS TO THE EMPLOYER'S ORGANISATION AND UNION
- 15.1 For the purposes of defraying the expenses of the Council, every Employer shall be obliged to deduct from the earnings of each Employee those deductions reflected in the appropriate column of the Contribution Schedule attached hereto, and to be read as if incorporated herein.
- 15.2 In addition to the deductions recorded in clause 15.1 above, the Employer shall:
 - 15.2.1 pay the basic Establishment charge for each Establishment owned or operated by an Employer indicated in the Contribution Schedule
 - 15.2.2 pay the contribution payable by the Employer per Employee indicated in the appropriate column of the Contribution Schedule;
 - 15.3 Should the total of the amounts specified in clauses 15.1 and 15.2, be less than the total minimum charge specified in the Contribution Schedule, the Employer shall pay the total minimum charge specified in the Contribution Schedule;
 - 16. EMPLOYERS' ORGANISATION: MEMBERSHIP FEES
 - 16.1 The provisions of the National Agreement above, applies.
 - 17. TRADE UNION: MEMBERSHIP FEES

The provisions of the National Agreement above, applies.

- 18. EXEMPTIONS
- 18.1 The provisions of the National Agreement above, applies.
- 19. PAYMENT, CALCULATION OF BASIC SALARY OR WAGE AND AUTHORISED DEDUCTIONS

- 19.1 Remuneration or Basic Salary or Wages which are payable weekly shall be paid by no later than the close of business on the Friday of each week. If the Friday is a Public Holiday, payment shall be made by no later than the close of business on the preceding Thursday.
- 19.2 Remuneration or Basic salary or wages shall be calculated as follows:
- 19.2.1 for purposes of calculating the remuneration or Basic salary or wages of an Employee by time, an Employee shall be deemed ordinarily to work:-
- 19.2.1.1 45 (forty-five) hours in a week unless the Employee ordinarily works less than 45 (forty-five) hours in a week, in which event it will be calculated on the actual hours worked;
- 19.2.1.2 9 (nine) hours in a day, or 7.5 (seven and a half) hours in the case of an Employee who works for more than 5 (five) days a week, or the number of hours that an Employee works in a day in terms of an agreement concluded in accordance with section 11 of the Basic Conditions of Employment Act, 1997, unless the Employee ordinarily works a lesser number of hours in a day, in which event it will be calculated on the actual hours worked;
- 19.3 An Employee's monthly remuneration shall be four and one-third times the Employee's weekly wage;
- 19.4 The time periods mentioned in clause 19.2 above shall include any time period:
- 19.4.1 prior to the coming into effect of this Agreement;
- 19.4.2 during maternity leave, permitted in terms of this Agreement;
- 19.4.3 during which the Employee's services is terminated and the Employee is re-employed by the same Establishment or Employer, subject to the time period between the termination and re-employment not exceeding 90 (ninety) days.

- 19.5 After an Employee has been in the continuous service with the same Establishment or the same Employer/s:-
- 19.5.1 for a period of 5 (five) consecutive years of service, the Employee shall be entitled thereafter to additional basic salary or wages calculated at the rate of 5% (five percent) of the prescribed monthly basic salary for that category of Employee;
- 19.5.2 for a period of 10 (ten) consecutive years of service, the Employee shall be entitled thereafter to additional basic salary or wages calculated at the rate of 10% (ten percent) of the prescribed monthly basic salary for that category of Employee
- 19.6 The provisions of clause 19.5 shall not apply to any beauty or skincare category.
- 19.7 Remuneration or Basic salary or wages specified for an Employee, in the schedules to this Agreement, who earns only commission and no Basic Salary or wages, shall be exclusively for the purpose of calculating public holiday pay, leave pay, sick pay, UIF contributions, and contributions to all funds envisaged in this Agreement.
- 19.8 The Basic salary or wages payable in respect of this Area, is set forth in Annexures H1 to H5, H7 and H8.
 - 20. SHORT -TIME
 - 20.1 The provisions of the National Agreement above, applies.
- 21. LEAVE
- 21.1 Annual Leave
 - 21.1.1 Every Employee except a Casual Employee shall be entitled, after 12 (twelve) consecutive months' service with the same Employer ("leave cycle"), to 3 (three) weeks' leave on full pay. The 3 (three) weeks shall consist of 18 (eighteen) working days.

- 21.1.2 An Employee who has completed 5 (five) continuous years' service with an Employer, though not necessarily with the same Employer, shall be entitled, on completion of the 5th (fifth) year of employment, to 24 (twenty-four) working days' leave, on full pay.
- 21.1.3 An Employee who is dismissed by an Employer 3 (three) months prior to the completion of 5 (five) years' continuous service and who is, within 30 (thirty) days after the completion of the 5 (five) year period, re-employed by the same Employer, shall be entitled to the 24 (twenty-four) working days' leave, as envisaged in clause 21.1.2 above.
- 21.1.4 An Employer shall grant annual leave in respect of a previous leave cycle, up to but not exceeding 6 (six) months after the end of the leave cycle, after which the annual leave for the previous leave cycle shall be forfeited.
 - 21.1.5 Annual leave shall be taken:-
 - 21.1.5.1 in accordance with an agreement between the Employer and Employee; or
- 21.1.5.2 if there is no agreement in terms of 21.1.5.1 at a time determined by the Employer;
 - 21.1.6 An Employer and Employee may not enter into an agreement in terms of which the Employee forfeits leave against payment by the Employer save:
 - 21.1.6.1 on termination of the Employee's employment; and
 - 21.1.6.2 when an Employee's employment is terminated prior to the completion of the leave cycle, the Employee shall be entitled to one 1 (one) day for every 17 (seventeen) days worked when the employment was terminated in respect of each completed week of employment. An Employee shall not be entitled to any leave pay if he / she worked for an Employer for less than 4 (four) weeks.

21.2 Family Responsibility Leave

- 21.2.1 An Employer shall be obliged to give the father of a new-born child 3 (three) days 'leave ("paternity leave") starting from the date of the birth and ending 2 (two) days thereafter.
 - 21.2.2 During each leave cycle, an Employee shall be entitled to 3 (three) days' paid leave, which the Employee shall be entitled to take:
 - 21.2.2.1 in terms of 21.2.1 when the Employee's child is born; or
 - 21.2.2.2 when the Employee's child is sick.

21.3 Compassionate Leave

- 21.3.1 An Employer shall grant an Employee, during each leave cycle, a maximum of 6 (six) days' paid leave, which the Employee shall be entitled to take on the death of any of the Employee's Immediate family.
 - 21.3.2 Compassionate leave shall commence upon request of the Employee, but not prior to the day of the death and shall end (6) six working days thereafter.
 - 21.3.3 An Employee shall be entitled to full pay whilst being on compassionate leave.
 - 21.3.4 An Employee shall be obliged to present proof, to the reasonable satisfaction of the Employer, indicating the death and/or that the deceased is immediate family. If a dispute arises between the Employer and Employee as to the reasonableness of the proof tendered by the Employee, the CEO of the Council shall act as referee, whose decision shall be final and binding.
- 21.3.5 An Employer shall be obliged to afford an Employee compassionate leave on the death of any relative of an Employee, who is not Immediate family subject to:-

- 21.3,5.1 in the event of compassionate leave being granted in terms of clause 21.3.5 the Employee shall be entitled to compassionate leave of 1 (one) day; but the Employer shall not be obliged to pay the Employee for that day;
- 21.3.5.2 an Employee shall be obliged to produce proof to the reasonable satisfaction of the Employer as to the fact of the death and the fact that the deceased is a relative;
- 21.3.5.3 if a dispute arises as to the reasonableness of the proof tendered by the Employee, the CEO of the Council shall act as referee whose decision shall be final and binding;
- 21.3.6 The provisions of clauses 21.3.1 to 21.3.5 shall apply only to Employees who:
- 21.3.6.1 have been in the employ of an Employer for longer than 4 (four) months; and
- 21.3.6.2 worked for at least 4 (four) days a week for that Employer.
- 21.3.7 Subject to clause 21.3.8, an Employer shall pay to an Employee, for a day's family responsibility leave taken in terms of 21.2.1 and 21.2.2 or compassionate leave taken in terms of 21.3.1 to 21.3.5, as follows:-
- 21.3.7.1 the remuneration or Basic salary or wages the Employee would ordinarily would have received for work on that day; and
- 21.3.7.2 payable on the Employee's usual pay day.
- 21.3.8 An Employee may take family responsibility leave in respect of the whole or part of a day.

- 21.3.9 Before paying an Employee for leave in terms of clause 21.2 and 21.3, an Employer may require reasonable proof of an event referred to in clauses 21.2.2 and 21.3.1 for which the leave is required.
- 21.3.10 An Employee's unused entitlement to leave in terms of clauses 21.2 and 21.3 shall lapse at the end of each leave cycle in which it accrues.
- 21.3.11 This Agreement may vary the number of days and the circumstances under which leave is to be granted in terms of clauses 21.2 and 21.3

21.4 Union Leave

- 21.4.1 Subject to reasonable conditions, a trade union representative is entitled to take reasonable time off with pay during working hours:-
- 21.4.1.1 to perform the functions of a trade union representative; and
- 21.4.1.2 to be trained in any subject relevant to the performance of the functions of a trade union representative.

22. PERSONAL SERVICES COMMISSION (PSC)

22.1 For purposes of the calculation set forth in clause 22 of the National Agreement above, 20% (twenty percent) will be used in Area A, in accordance with the example set forth in <u>Annexure E</u> hereto.

23. TERMINATION OF SERVICE

23.1 The provisions of the National Agreement above, applies.

24. CERTIFICATE OF SERVICE

24.1 The provisions of the National Agreement above, applies.

25. PROHIBITION OF PRIVATE WORK

- 25.1 The provisions of the National Agreement above, applies.
- 26. PROVISION OF EQUIPMENT
- 26.1 The provisions of the National Agreement above, applies.
- 27. UNIFORMS AND PROTECTIVE CLOTHING
- 27.1 The provisions of the National Agreement above, applies.
- 28. LEARNERSHIP AND STUDENT CONTRACTS
- 28.1 The provisions of the National Agreement above, applies.
- 29. PENSION FUND
- 29.1 The provisions of the National Agreement above, applies.
- 30. INDEMNITY
- 30.1 The provisions of the National Agreement above, applies.
- 31. COMMISSION AGREEMENTS
- 31.1 An Employer that is obliged to pay commission, of whatsoever nature, to an Employee by virtue of the provisions of this Agreement, or should an Employer and Employee voluntary enter into an agreement in terms of which such commission will be payable, the terms and conditions in respect of which commission will be paid shall be recorded in a written agreement concluded between the Employer and Employee.
- 31.2 An Employer shall within, 7 (seven) days of being requested to do so, furnish the Council with a copy of the Commission Agreement concluded with any Employee.

- 31.3 The failure by an Employer and Employee to record the terms and conditions of a Commission Agreement in writing, as stated in clause 31.1 above, shall not deteriorate from the Employer's obligation to pay Commission to the Employee.
- 31.4 Irrespective whether a compulsory or voluntary commission agreement has been reduced to writing, an Employer shall not pay less than the prescribed commission to a Hairdresser / Hairstylist: Qualified on gross takings and not less than five percent commission on gross takings in respect of Retail. For purposes of this calculation, should an Establishment be registered for VAT, VAT shall be deducted from the gross takings or products sales. In this Area A, no stock deductions will be made for purposes of calculating commission.
- 31.5 In the event of an Employer being unable or failing to produce the necessary documentation that is used to calculate the commission payable to an Employee, any documentation produced by the Employee indicating the commission payable shall constitute *prima facie* proof of the commission payable by the Employer to the Employee, unless the contrary is proven.
- 31.6 The Commission payable in terms of this clause 31 shall be:
- 31.6.1 30% (thirty percent) in respect of North-West, Free Sate and Kimberley;
- 31.6.2 40% (forty percent) in respect of the balance of Area A.
- 31.7 A Qualified stylist in this Area A, shall not be entitled to any Basic salary or wages in addition to the Commission paid in terms of this clause 31.
- 31.8 The Basic salary or wages in respect of Hairdresser / Hairstylist Qualified in Area A, shall be used for purposes of calculating PSC, Pension fund contributions, Sick Pay Fund contributions, Notice Pay and Severance Pay, or in the event that exemption is granted in favour of an employer not to pay the Commission in terms of clause 31.6 above, but a different Commission as provided for.

32. HOURS OF WORK

- 32.1 The ordinary hours of work of an Employee may not exceed 45 (forty-five) hours, or 6 (six) days (including a Sunday), per week.
- 32.2 An Employee may not be permitted or required to work in excess of 9 (nine) hours per day, for 6 (six) days per week.
- 32.3 All hours of work of an Employee shall be consecutive, except for meal intervals.
- 32.4 The hours of work of each day shall be subject to the following -:
- 32.4.1 each Employee shall be entitled to at least a 30 (thirty)minute meal interval between 10H00 and 14H00;
- 32.4.2 no Employee may be required or permitted to work for more than a continuous 5 (five) hours period without an uninterrupted meal interval;
- 32.4.3 periods of work interrupted by an interval of less than 15 (fifteen) minutes shall be deemed to be continuous;
- 32.5 A Learner or Student shall be entitled to the same time off as any other Employee.

33. MEAL INTERVAL

- 33.1 In exchange of the 30 (thirty) minute meal interval each day, an Employer and Employee may agree, at the time of commencement of employment, that the Employee shall be given a day off per week, subject to the following:
- 33.1.1 if the day off falls on a Public holiday, the Employee shall forfeit it;
- 33.1.2 if the day off does not fall on a Public holiday, the Employee shall have the benefit of both days;

33.1.3 it may only be agreed upon at the Employee's commencement of employment and no other time during the period of employment.

34. OVERTIME

34.1 An Employee, with the exception of an Employee employed in terms of a commission agreement, may be required to work overtime on not more than 3 (three) days per week and for not more than 10 (ten) hours in any week.
Payment for overtime shall be at the rate of 1.5 (time and a half) for the hours worked.

35. PUBLIC HOLIDAYS

- 35.1 An Employee shall not work on a Public holiday unless both Employer and Employee have consented thereto.
- 35.2 Should a Public holiday fall on a day on which an Employee would ordinarily work, an Employer shall pay:
- 35.2.1 to an Employee who does not work on the Public holiday, at least the remuneration or Basic salary or wages that the Employee would ordinarily have received for a normal working day;
- 35.2.2 an Employee who does work on the Public holiday at least double the amount referred to in clause 35.2.1; or
- 35.2.3 if it is greater, the amount referred to in clause 35.2.1 plus the amount earned by the Employee for the time worked on that day.
- 35.3 If an Employee works on a Public holiday being a day that the Employee would not ordinarily work, the Employer shall pay that Employee an amount equal to:
- 35.3.1 the Employees' ordinary daily remuneration or Basic salary or wage; plus

- 35.3.2 the amount earned by the Employee for the work performed that day, whether calculated by reference to time worked or by any other method.
- 35.4 Any payment to be made by the Employer to the Employee in terms of this clause 35, shall be made on the Employee's usual pay day.
- 35.5 If a shift worked by an Employee falls on both a Public holiday and an ordinary work day, the whole shift shall be deemed to have been worked on the Public holiday notwithstanding the aforesaid and should the greater portion of the shift that was worked on the ordinary work day, the whole shift shall be deemed to have been worked on the ordinary work day.
- 35.6 In terms of section 2(2) of the Public Holidays Act, 1994 (Act No. 36 of 1994) as amended, a Public holiday is exchangeable for any other day which is fixed by agreement or agreed to between the Employer and the Employee.

36. SICK PAY

36.1 The provisions of the SPF rules shall apply in this Area.

37. SEVERANCE OR RETRENCHMENT PAY

- 37.1 An Employer that terminates the services of one or more Employees as a result of operational requirements shall be obliged to pay each Employee the following remuneration or Basic salary or wages in lieu of severance pay:
- 37.1.1 1 (one) day's remuneration or Basic salary or wages if the Employee has been employed for a period of 1 (one) month or less;
- 37.1.2 6 (six) days' remuneration or Basic salary or wages for each completed year of service or part thereof for an Employee who has been employed for a period less than 5(five) consecutive years;

- 37.1.3 7 (seven) days' remuneration or Basic salary or wages for each completed year of service or part thereof for an Employee who has been employed for more than 5 (five) but less than 10 (ten) consecutive years;
- 37.1.4 8 (eight) days' remuneration or Basic salary or wages for each completed year of service or part thereof for an Employee who has been employed for 10 (ten) consecutive years or more;
- 37.1.5 in the event of an Employee who is employed on a commission-only structure, severance or retrenchment pay, in terms of clause 22 above, shall be calculated;
- 37.1.5.1 in accordance with the Remuneration/Basic Salary/Wage Schedules for that Area; plus
- 37.1.5.2 20% of their Average PSC (Personal Services Commission) earned in the past 12 months.
- 37.2 An example of the calculation envisaged in this clause 37 is reflected in Annexure E
- 38. MEDICAL AID SCHEME AND MEDICAL INSURANCE PLAN
- 39.1 No medical aid or scheme applies in this area

AREA B

The Magisterial Districts of Cullinan, Pretoria, Wonderboom, Bronkhorstspruit, Rustenburg, Brits, Mankwe and the Limpopo and Mpumalanga Provinces.

- SCOPE OF APPLICATION OF THE AGREEMENT
- 1.1 The provisions of the National Agreement above, applies.
- 2. PERIOD OF OPERATION

2.1 The provisions of the National Agreement above, applies.

3. INDUSTRIAL ACTION

3.1 The provisions of the National Agreement above, applies.

4. DEFINITIONS

Save for the definition of a "Part Time Employee" and the provisions relating thereto, as set forth below, the balance of the definitions of the National Agreement above, applies.

4.1 Part time employees

"Part-time employee" means an employee employed for not more than 9 (nine) ordinary working hours per day but more than 20 (twenty) hours per month and not more than 25 (twenty-five) ordinary working hours over a period of 3 (three) days per week.

The provisions of this definition shall not apply to any beauty or skincare category contained in Area B. The definition of "part time employee" as defined in the National Agreement above, shall apply to beauty and skincare categories in Area B.

5. REGISTRATION OF AN ESTABLISHMENT

5.1 The provisions of the National Agreement above, applies.

6. APPLICATION FOR REGISTRATION OF ESTABLISHMENT

6.1 The provisions of the National Agreement above, applies.

7. RELATIONSHIP BETWEEN EMPLOYER, EMPLOYEE AND COUNCIL

7.1 The provisions of the National Agreement above, applies.

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- 8.1 The provisions of the National Agreement above, applies.
- 9. ADMINISTRATION AND ENFORCEMENT OF THIS AGREEMENT
- 9.1 The provisions of the National Agreement above, applies.
- 10. ENFORCEMENT OF COLLECTIVE AGREEMENTS
- 10.1 The provisions of the National Agreement above, applies.
- 11. DESIGNATED AGENTS
- 11.1 The provisions of the National Agreement above, applies.
- 12. CO-OPERATION WITH DESIGNATED AGENTS
- 12.1 The provisions of the National Agreement above, applies.
- 13. PROCEDURES FOR DISPUTES, INCLUDING PRE-DISMISSAL ARBITRATIONS
- 13.1 The provisions of the National Agreement above, applies.
- 14. STRIKES AND LOCK-OUTS
- 14.1 The provisions of the National Agreement above, applies.
- 15. EXPENSES OF THE COUNCIL AND SUBSCRIPTIONS TO THE EMPLOYER'S ORGANISATION AND UNION
- 15.1 The provisions of the National Agreement above, applies.
- 16. EMPLOYERS' ORGANISATION: MEMBERSHIP

- 16.1 The provisions of the National Agreement above, applies.
- 17. TRADE UNION: MEMBERSHIP FEES
- 17.1 he provisions of the National Agreement above, applies.
- 18. EXEMPTIONS
- 18.1 The provisions of the National Agreement above, applies.
- 19. PAYMENT, CALCULATION OF BASIC SALARY OR WAGE AND AUTHORISED DEDUCTIONS
- 19.1 Salary rates with effect from the date of coming into operation of this Agreement shall be as follows:
- 19.1.1 all Employees employed in Establishments working 40 (forty) hours per week in the magisterial district of Pretoria and Wonderboom shall be paid salaries as prescribed in <u>Annexure H10</u>;
- 19.1.1.1 all Employees employed in Establishments working 45 (forty-five) hours per week in the magisterial district of Pretoria, Wonderboom, Rustenburg, Brits and Mankwe, Mpumalanga and Limpopo shall be paid salaries as prescribed in **Annexure H11**
- 19.1.1.2 all Employees employed in Establishments working 45 (forty-five) hours per week in the magisterial district of Kungwini (Bronkhortspruit and Cullinan) shall be paid salaries as prescribed in <u>Annexure H12</u>.
- 19.1.1.3 for the purpose of calculating statutory deductions the basic salary as prescribed in the Collective Agreement shall be used to determine the amounts per category.

- 19.2 Any person, other than a learner or student, performing the duties of a qualified hairdresser including any of the following services to the scalp or the hair of the head or face shall be entitled to the wage of the 1st (first) year qualified hairdresser:-
- 19.2.1 chemical reformation of the hair, including permanent waving, relaxing and straightening of hair;
- 19.2.2 hair cutting and shaping;
- 19.2.3 barbering services, including shaving and singeing of hair;
- 19.2.4 hairstyling and arranging, including design, curling, waving (whatever means are used, including water, the Marcel method, or heat), blow drying and blow waving and styling, tonging, pressing and silking;
- 19.2.5 adding natural and artificial hair and hair extensions to hair, board work, postiche, wig making or performing any operation on any wig or hairpiece to be worn by any person;
- 19.2.6 trichology and trichological treatment, including the treatment of abnormalities and disorders of the hair.
- 19.3 Nothing contained in this clause 19 shall operate to permit a reduction in the wage an Employee was receiving at the date of coming into operation of this Agreement, while such Employee remains in the employ of the same Employer.
- 19.4 A learner who has passed from one level to another on or before 15th (fifteenth) of that month, shall be paid at the next wage scale.
- 19.5 A learner who passes from one level to another on or after the 16th (sixteenth) of that month, shall remain on a same wage scale until the end of the month and thereafter her/his wages shall be adjusted accordingly.

- 19.6 A deduction may be from the Remuneration of an Employee for stock used by the Employee in rendering Cosmetology services to customers, or a percentage of the gross takings of the Employee, which deductions shall be stipulated in a written agreement signed by both Employer and Employee.
- 20. SHORT-TIME
 - 20.1 The provisions of the National Agreement above, applies.
- 21. LEAVE
- 21.1 Annual leave and payment
- 21.1.1 Whenever a public holiday falls within the period of annual leave, such holiday shall be added to the said period as a further period of leave of absence on full pay.
- 21.1.2 Every Employee shall, in each year of employment with the same Employer or Establishment, be entitled to and be granted 3 (three) consecutive weeks' leave of absence, on full pay, reckoned at the wage the Employee was receiving the week immediately prior to proceeding of leave.
- 21.1.3 The total amount of days per year an Employee is entitled to, shall be in accordance with the days the Employee works per week.
- 21.1.4 An Employee who has completed 5 (five) or more consecutive years' service with the same Employer or in the same Establishment shall be granted 4 (four) consecutive weeks' leave of absence on full pay, reckoned at the wage the Employee was receiving the week immediately prior to proceeding on leave. The total amount of days per year such an Employee is entitled to shall be total amount of days such an Employee works per week multiplied by four.
- 21.1.5 In addition to clause 21.1.2, all Employees earning personal service commission must be paid 25% (twenty-five percent) thereafter of the

average personal service commission earned during the preceding 12 (twelve) months when taking leave, calculated in accordance with the example set forth in **Annexure E**.

- 21.1.6 An Employee whose service is terminated before the completion of 1 (one) month's employment with an Employer or Establishment shall not be entitled to any leave pay for this period.
 - 21.1.7 Upon termination of an Employee's employment, his Employer shall pay him his full remuneration in respect of all leave accrued to him but was not granted to him before the date of termination of his employment.
- 21.1.8 The Employer shall fix the time when such leave shall be taken, but if the Employer has not granted to an Employee his period of leave at an earlier date, such leave shall be taken and shall commence within 3 (three) months after completion of each 12 (twelve) months of employment, and such an Employee shall then absent himself from the Employer's place of business during the period of such leave.
 - 21.1.9 For the purpose of this clause 21.1, employment shall be deemed to commence from the date on which the Employee last became entitled to annual leave or the date of engagement, whichever is the later.
 - 21.1.10 For the purpose of this clause 21.1, employment shall be deemed to include:-
 - 21.1.10.1 any period during which the Employee is on leave in terms of the provisions of this clause 21.1; or
 - 21.1.10.2 is absent from work on the instructions or at the request of the Employer; or
 - 21.1.10.3 is absent from work owing to illness or accident, not exceeding any period of absence owing to illness or accident in excess of 30 (thirty) days in any 36 (thirty-six) months cycle or 2 (two) consecutive days;

- provided that if requested by Employer, the Employee produce a certificate by a medical practitioner that he was prevented by illness or accident from doing his work; or
- 21.1.10.4 is absent from work owing to maternity leave;
- 21.1.11 An Employer must not pay an Employee instead of granting leave, except on termination of employment.
- 21.1.12 This clause 21 shall not apply to hourly Employees.
- 21.2 Family Responsibility Leave
- 21.2.1 This clause 21.2 applies to an Employee who has been in employment with an Employer for longer than 2 (two) months; and who works for at least 3 (three) days a week for that Employer.
- 21.2.2 An Employer must grant an Employee, during each annual leave cycle, at the request of the Employee, 7 (seven) day's paid leave, which the Employee is entitled to take:-
- 21.2.2.1 when the Employee's child is born;
 - 21.2.2.2 when the Employee's child is sick;
 - 21.2.2.3 in the event of the death of an immediate family member only.
 - 21.2.3 Before paying an Employee leave in terms of this clause 21.2, an Employee may require reasonable proof of the event contemplated above.
 - 21.2.4 An Employee's unused entitlement to leave in terms of this clause 21.2 lapse at the end of the annual leave cycle in which it accrues.
 - 21.2.5 Paternity leave- an Employer shall grant a male Employee, during each annual leave cycle, at the request of the Employee, 7 (seven) days paid

leave, which the Employee is entitled to take when the Employee's child is born.

21.3 Maternity Leave

21.3.1 The provisions of the SPF Rules shall apply to maternity leave in this Area.

21.4 Sick Leave

21.4.1 The provisions of the SPF Rules shall apply to sick pay in this Area.

21.5 Union Leave

21.5.1 Every Employer shall give to any of its Employees who are representatives or alternates on the Council, every reasonable facility to attend their duties in connection with the work of the Council.

22. PERSONAL SERVICES COMMISSION (PSC)

22.1 The provisions of the National Agreement above applies, save that the percentage to be applied for the Area will be 25% (twenty five) percent.

23. TERMINATION OF SERVICE

23.1 The provisions of the National Agreement above, applies.

24. CERTIFICATE OF SERVICE

24.1 The provisions of the National Agreement above, applies.

25. PROHIBITION OF PRIVATE WORK

25.1 The provisions of the National Agreement above, applies.

26. PROVISION OF EQUIPMENT

- 26.1 The provisions of the National Agreement above, applies.
- 27. UNIFORMS AND PROTECTIVE CLOTHING
- 27.1 The provisions of the National Agreement above, applies.
- 28. LEARNERSHIP AND STUDENT CONTRACTS
- 28.1 The provisions of the National Agreement above, applies.
- 29. PENSION FUND
- 29.1 The provisions of the National Agreement above, applies.
- 30. INDEMNITY
- 30.1 The provisions of the National Agreement above, applies.
- 31. COMMISSION AGREEMENTS
- 31.1 All stylists employed in an Afro salon shall be paid a commission of not less than 30% (thirty percent) of turnover without a minimum salary which turnover shall not be reduced by more than 5% (five percent) as a result of stock deduction.
- 32. HOURS OF WORK
- 32.1 It is recorded that in accordance with section 11 of the Basic Conditions of Employment Act, Act 75 of 1997 ("the Act" the parties agreed that Employees may work up to 12 (twelve) hours in a day, inclusive of a meal interval as required in terms of section 14 of the Act, without receiving overtime pay.
- 32.2 Notwithstanding this agreement concluded between the parties, the Employer may not require or permit the Employee to work more than:
- 32.2.1 40 (forty) or 45 (forty-five) ordinary hours of work in any week;

- 32.2.2 10 (ten) hours overtime in any week; or
- 32.2.3 5 (five) days in any week.
- 32.3 The ordinary hours of work and overtime of an Employee may be averaged out over a period of up to 4 (four) months.
- 32.4 During the aforesaid 4 (four) month period, an Employer may not permit or require an Employee to work more than:
- 32.4.1 an average of 45 (fourty-five) hours of work in a week over the said period;
- 32.4.2 an average of 5 (five) hours overtime in a week over the said period.

33. **MEAL INTERVAL**

- 33.1 An Employer shall give an Employee who works continuously for more than 5 (five) hours a meal interval of at least 1 (one) continuous hour and the Employee shall not be required or permitted to work during such interval. The meal interval shall not form part of the normal working hours.
- 33.2 Periods of work interrupted by an interval of less than an hour shall be deemed to be continuous.
- 33.3 An agreement in writing may reduce the meal interval to not less than 30 (thirty) minutes.

34. OVERTIME

- 34.1 Subject to this clause 34, an Employer may not require or permit an Employee-
- 34.1.1 to work overtime except in accordance with an agreement;
- 34.1.2 to work more than 3 (three) hours' overtime a day; or
- 34.1.3 to work more than 10 (ten) hours' overtime a week.

- 34.2 Notwithstanding the limits on hours of work specified in clause 34.1 above, overtime may be worked as may be required from time to time: Provided that the Employer and Employee have, in writing, mutually, agreed to the Employee working such overtime.
- 34.3 An Employer shall -
- 34.3.1 pay an Employee at least 1.5 (one and half) times the Employees wage for every 1(one) hour overtime worked; or
- 34.3.2 grant an Employee at least 90 (ninety) minutes time off for every hour of overtime worked.
- 34.3.3 the time off shall be paid and granted within 1 (one) month of such overtime worked.
- 34.4 An Employer must pay an Employee who works on a Sunday at double the Employee's wage for each hour worked, unless the Employee ordinarily works on a Sunday, in which case the Employer must pay the Employee at 1.5 (one point five) times the Employee's wage for each hour worked.
- 34.5 If an Employee works less than the Employee's ordinary shift on a Sunday and the payment that Employee is entitled to in terms of clause 34.4 is less than the Employee's ordinary daily wage, the Employer must pay the Employee the Employee's ordinary daily wage.
- 34.6 Notwithstanding clauses 34.4 and 34.5, an agreement may permit an Employer to grant an Employee who works on a Sunday, paid time off equivalent to the difference in value between the pay received by the Employee for working on the Sunday and the pay that the Employee is entitled to in terms of clauses 34.4 and 34.5.
- 34.7 Any time worked on a Sunday by an Employee who does not ordinarily work on a Sunday is not taken into account in calculating an Employee's ordinary

- hours of work in terms of clause 34.1, but is taken into account in calculating the overtime worked by the Employee in terms of clause 34.3.1.
- 34.8 If a shift worked by an Employee falls on a Sunday and another day, the whole shift is deemed to have been worked on the Sunday, unless the greater portion of the shift was worked on the other day, in which case the whole shift is deemed to have been worked on that other day.
- 34.9 An Employer must grant paid time off in terms of clause 34.6 within 1 (one) month of the Employee becoming entitled to it.
- 34.10 An agreement in writing may increase the period contemplated by clause 34.9 up to 12 (twelve) months.

35. PUBLIC HOLIDAYS

- 35.1 Every Employee shall be entitled to and be granted leave on full pay on all public holidays.
- 35.2 Hours worked on a public holiday shall be calculated at double the ordinary rate of pay; or
- 35.3 Such hours may be taken as time off and shall be paid and calculated at double the amount of hours off for each hour worked on a public holiday.
- 35.4 Time off shall be taken within 1 (one) month of such hours worked on a public holiday.
- 35.5 There shall be a written agreement between the Employer and Employee concerning time off.
- 35.6 If there are 2 (two) public holidays in 1 (one) month an Employer and
 Employee at the salon may agree to move the day off in a month with more
 than 2 (two) holidays to another month provided that off day so moved must
 be granted within 90 (ninety) days from the date of the day off that was moved

and that the agreement is submitted to the exemption board for ratification and/or approval.

36. SICKPAY

36.1 The provisions of the Sick Pay Fund shall apply.

37. SEVERANCE OR RETRENCHMENT PAY

- 37.1 If the Employee's services are terminated on reasons based on operational requirements an Employer shall pay severance pay as follows:
- 37.1.1 employees who have worked for 1 (one) Employer or one Establishment for a period of up to 5 (five) years continuous service shall be entitled to 1 (one) week's severance pay for each and every completed year of service;
- 37.1.2 employees who have worked for 1 (one) Employer or 1 (one) Establishment for a period of more than 5 (five) years but less than 10 (ten) years continuous service shall be entitled to 1.5 (one point five) weeks' severance pay for each and every completed year of service;
- 37.1.3 employees who have worked for 1 (one) Employer or 1 (one) Establishment for a period of 10 (ten) years and more continuous service shall be entitled to 2 (two) weeks' severance pay for each and every completed year of service.

38. MEDICAL AID SCHEME AND MEDICAL INSURANCE PLAN

38.1 No medical aid or scheme applies in this area.

AREA C

In respect of the Kwazulu - Natal Province;

SCOPE OF APPLICATION OF THE AGREEMENT

1.1 The provisions of the National Agreement above, applies.

2. PERIOD OF OPERATION

2.1 The provisions of the National Agreement above, applies.

INDUSTRIAL ACTION

3.1 The provisions of the National Agreement above, applies.

4. DEFINITIONS

Save for the definition of a "Part Time Employee" and the provisions relating thereto, as set forth below, the balance of the definitions of the National Agreement above, applies.

4..1 Part time employees

- 4.1.1 An Employer may employ a person as a part-time Employee provided that:-
- 4.1.1.1 a part-time Employee may not be employed as a casual/temporary Employee;
- 4.1.1.2 a part-time Employee shall be employed for the same hours on the same day(s) of each cycle, where 'cycle' means a week, a fortnight or a month;
- 4.1.1.3 there shall be an employment contract which employment shall be in writing and shall specify the benefits to which the part-time Employee is entitled in terms of the collective agreement operated by the Council;
 - 4.1.1.4 a part-time Employee may not be employed for more than 3 (three) days or 27 (twenty seven) hours per week;
 - 4.1.1.5 a part-time hairdresser shall be in a possession of a certificate to practice hairdressing;

- 4.1.1.6 an Employer who Employees a part-time Employee shall notify the Council of the fact in writing within 3 (three) days of employing such a person; and
- 4.1.1.7 an Employer who employs a part-time Employee shall notify the Council In writing within 3 (three) days of the termination of the services of the part-time Employee.

5. REGISTRATION OF AN ESTABLISHMENT

- 5.1 The provisions of the National Agreement above, applies.
- 6. APPLICATION FOR REGISTRATION OF ESTABLISHMENT
- 6.1 The provisions of the National Agreement above, applies.
- 7. RELATIONSHIP BETWEEN EMPLOYER, EMPLOYEE AND COUNCIL
- 7.1 The provisions of the National Agreement above, applies.
- 8. KEEPING OF RECORDS BY EMPLOYER
- 8.1 The provisions of the National Agreement above, applies.
- 9. ADMINISTRATION AND ENFORCEMENT OF THIS AGREEMENT
- 9.1 The provisions of the National Agreement above, applies.
- 10. ENFORCEMENT OF COLLECTIVE AGREEMENTS
- 10.1 The provisions of the National Agreement above, applies.
- 11. DESIGNATED AGENTS

- 11.1 The provisions of the National Agreement above, applies.
- 12. CO-OPERATION WITH DESIGNATED AGENTS
- 12.1 The provisions of the National Agreement above, applies,
- 13. PROCEDURES FOR DISPUTES, INCLUDING PRE-DISMISSAL ARBITRATIONS
 - 13.1 The provisions of the National Agreement above, applies.
 - 14. STRIKES AND LOCK-OUTS
 - 14.1 The provisions of the National Agreement above, applies.
 - 15. EXPENSES OF THE COUNCIL AND SUBSCRIPTIONS TO THE EMPLOYERS' ORGANISATION AND UNION
 - 15.1 The provisions of the National Agreement above, applies.
 - 16. EMPLOYERS' ORGANISATION: MEMBERSHIP FEES
 - 16.1 The provisions of the National Agreement above, applies.
 - 17. TRADE UNION: MEMBERSHIP FEES
 - 17.1 The provisions of the National Agreement above, applies.
 - 18. EXEMPTIONS
 - 18.1 The provisions of the National Agreement above, applies.
 - 19. PAYMENT, CALCULATION OF BASIC SALARY OR WAGE AND AUTHORISED DEDUCTIONS

- 19.1 The provisions of the National Agreement above, applies.
- 19.2 The Basic Salary or Wages payable in respect of this for this Area is set forth in Annexure H9 hereto.

20. SHORT-TIME

20.1 The provisions of the National Agreement above, applies.

21. LEAVE

21.1 Annual Leave

- 21.1.1 "Annual leave cycle" means the period of 12 (twelve) month's continuous employment with the same Employer immediately following an Employee's commencement of employment or the completion of that Employee's prior leave cycle.
- 21.1.2 At the anniversary of the Employee's annual leave cycle, the Employee is entitled to and must be granted 21 (twenty-one) consecutive days leave, which equates to 3 (three) weeks, less any occasional leave which may been taken by agreement during the annual leave cycle, provided that the minimum period of continuous leave of absence is not less than 2 (two) weeks.
- 21.1.3 Employees who worked 10 (ten) years for the same

 Employer/Establishment, to receive a once off 1 (one) week leave in

 addition to the current annual agreement.
- 21.1.4 If a public holiday falls within the leave period, an additional day must be added as a further period of leave on full pay.
- 21.1.5 Annual leave must be taken within 4 (four) months after the end of the annual leave cycle in accordance with an agreement between the Employer

- and Employee or if there is no agreement, at a time determined by the Employer, but within the said 4 (four) months.
- 21.1.6 Only by prior written agreement may the period of leave be shortened to 1 (one) week or 2 (two), subject to all the annual leave being taken within 4 (four) months of the anniversary.
- 21.1.7 Where the services of any Employee are terminated for any reason, any balance of accrued/outstanding leave must be paid to the Employee together with his last salary in accordance with the conditions pertaining to the payment of remuneration.
 - 21.1.8 Where the Employee is on a straight basic salary, leave pay must be calculated on the Employee's current basic salary.
 - 21.1.9 No Employer may permit or require any Employee to work in the Hairdressing Trade, whether for remuneration or not, and no Employee shall be permitted to work in the hairdressing trade whether for remuneration or not, during the period of annual leave granted to/taken by such Employee.
 - 21.1.10. Annual leave shall not run concurrently with notice of termination of employment.
 - 21.1.11 Annual leave shall not run concurrently with sick leave, save where an Employee is already on annual leave and falls ill, but no additional sick pay payable.

21.2 Family Responsibility Leave

- 21.2.1 An Employer must grant an Employee during each calendar year, at the request of the Employee, up to 3 (three) days' paid Family Responsibility Leave, which the Employee is entitled to take:-
- 21.2.1.1 when the male Employee's child is born;
- 21.2.1,2 when the Employee's dependent child is sick, or

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- 21.2.1.3 in the event of the death of the Employee's spouse or life partner, parent, adopted parent, grandparent, child, adopted child, grandchild of sibling.
- 21.2.2 Family responsibility leave applies only to an Employee who has been in employment for longer than 4 (four) months and who works for at least 4 (four) days a week.
 - 21.2.3 An Employee may take family responsibility leave in respect of the whole or part of a day.
 - 21.2.4 An Employer must pay an Employee the Employee's basic daily wage for each day that the Employee is entitled to paid Family Responsibility Leave, on the Employee's usual payday.
 - 21.2.5 Before paying an Employee for Family Responsibility Leave, an Employer may require satisfactory proof in the form of a child's birth certificate or of the death certificate in the case of the death of a family member.
 - 21.2.6 Family Responsibility leave is non-transferable and is non-accumulative.

21.3 Sick Leave

21.3.1 The provisions of the SPF rules shall apply to sick pay in this Area.

21.4 Union Leave

21.4.1 Every Employer must give Employees who are representatives or office bearers of the party trade union/s or who participate on the Council, every reasonable facility to attend to their duties which may arise from their work on the Council or as a result of their office within the trade union.

22. PERSONAL SERVICES COMMISSION (PSC)

22.1	The	provisions	of	the	National	Agreement	above	applies,	save	that	the
	perc	entage to b	e a	oplie	d for the A	rea will be 2	5% (twe	enty five)	percer	it.	

23. TERMINATION OF SERVICE

23.1 The provisions of the National Agreement above, applies.

24. CERTIFICATE OF SERVICE

24.1 The provisions of the National Agreement above, applies.

25. PROHIBITION OF PRIVATE WORK

25.1 The provisions of the National Agreement above, applies.

26. PROVISION OF EQUIPMENT

26.1 The provisions of the National Agreement above, applies.

27. UNIFORMS AND PROTECTIVE CLOTHING

27.1 The provisions of the National Agreement above, applies.

28. LEARNERSHIP AND STUDENT CONTRACTS

28.1 The provisions of the National Agreement above, applies.

29. PENSION FUND

29.1 The provisions of the National Agreement above, applies.

30. INDEMNITY

30.1 The provisions of the National Agreement above, applies.

31. COMMISSION AGREEMENT

- 31.1 An Employer and an Employee may conclude an agreement that notwithstanding the basic salary, the Employee may be paid commission on sales and/or personal services carried out by the Employee.
- 31.2 The commission agreement must be in writing and state:-
- 31.2.1 the name of the Employer and of the Employee;
- 31.2.2 the "basic salary" of the Employee which salary may not be less than the prescribed minimum basic salary – for the purpose of calculating benefits;
- 31.2.3 the rate/s of the commission and the conditions of entitlement;
- 31.2.4 the rate/s of stock deductions and service fees;
- 31.2.5 the day of the week or month when commission earned is payable;
- 31.2.6 the period of notice the Employer must give the Employee to cancel or negotiate any alteration to the agreement – which notice must not be less than two weeks.
- 31.3 Since Commission payments are deemed to form part of remuneration, any such payments must be recorded as part of the overall salary package, but they do not affect statutory Council deductions.
- 31.4 Where, by written agreement, an Employee works on a commission only basis, the Employer must grant the Employee all other Council benefits contained in this agreement where all such benefits such as pension contributions, leave pay and notice pay may be calculated according to the "basic salary" specified for the Employee's job category.

32. HOURS OF WORK

32.1 The maximum ordinary hours of work that an Employer may require or permit an Employee to work are 45 (forty-five) hours per week.

- 32.2 The maximum ordinary hours of work in any day are nine 9 (nine) hours, provided that the Employee works for 5 (five) days or fewer in a week.
- 32.3 The maximum ordinary hours of work in any day are eight 8 (eight) hours, provided that the Employee works for 6(six) days a week.
- 32.4 Ordinary hours of work are consecutive.
- 32.5 Ordinary hours of work are exclusive of meal intervals unless specified to the contrary.
- 32.6 The maximum ordinary hours for a Part Time Employee are 27 (twenty-seven) hours per week.

33. MEAL INTERVAL

- 33.1 An Employer must grant an Employee who works continuously for more than 5 (five) hours:-
- 33.1.1 a meal interval of at least 1 (one) continuous hour; or
- 33.1.2 by written agreement, a meal interval of at least 30 (thirty) minutes.
- 33.2 No work may be performed during a meal interval.
- 33.3 The meal interval is not part of the ordinary or overtime hours.
- 33.4 Where the meal interval is not specifically given, this time shall be carried over as paid time off and shall be given and taken in the week following that in which the work was performed.

34. OVERTIME

34.1 An Employer may not require an Employee to work more than 3 (three) hours a day or 10 (ten) hours per week in overtime.

- 34.2 An Employer must pay an Employee at least time and a half for daily overtime.
- 34.3 Where the parties agree, the Employer may grant the Employee 90 (ninety) minutes paid time off for each hours of unpaid overtime worked. Such time off must be granted during the week following the week in which the overtime was worked.
- 34.4 An Employer must give adequate notice to an Employee in respect of overtime to be worked.
- 34.5 An Employer must ensure that any Employee who is going to work overtime has had adequate time to partake in a meal preceding the overtime.
- 34.6 Overtime may not be off-set against "short-time".
- 34.7 An Employer may not require an Employee who ordinarily does not work on a Sunday to work on a Sunday except in accordance with an agreement.
- 34.8 If an Establishment is usually open on Sundays and an Employee is required to work on a Sunday in addition to their normal weekly hours of 45 (forty-five) hours per week, then the Employee must be paid for the hours worked on the Sunday at a rate of 1.5 (one point five) their normal hourly rate of pay.
- 34.9 If a salon is not usually open on Sundays and an Employee is required to work on a Sunday in addition to their normal weekly hours of 45 (forty-five) hours per week, then the Employee must be paid for the hours worked on the Sunday at a rate of 2 (two) times their normal hourly rate of pay.
- 34.10 If an Employee works on a Sunday as part of their normal weekly hours of 45 (forty-five) hours per week then the Employee is paid at 1.5 (one point five) their normal hourly rate of pay.
- 34.11 An Employer must pay an Employee and not grant time off in lieu of hours worked on a Sunday in excess of 45 (forty-five) hours.

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35. PUBLIC HOLIDAYS

- 35.1 An Employer may not require an Employee to work on a public holiday, except in accordance with an agreement.
- 35.2 Where the Employee is not required to work on a public holiday, the Employer shall pay to the Employee his ordinary rate of remuneration and allowances for the number of ordinary hours as if he had worked.
- 35.3 Where the Employee is required to work on a public holiday, then the Employee is paid his/her normal rate for the day plus 1.5 (one point five) time and a half for hours worked.
- 35.4 In the event of a public holiday falling on an Employee's day off, the Employee forfeits the right to the day off, but does not get another day for it.
- 35.5 A Public holiday may be exchanged for any other day by written agreement.
- 35.6 An Employer must pay an Employee and not grant time off in lieu of hours worked on a public holiday.

36. SICK BENEFIT FUND

- 36.1 The Hairdressing Sick Benefit Fund originally established in terms of the Agreement published under Government notice No. R. 106 of 22 January 1960 (hereinafter referred to as the ("Sick Benefit Fund"), is hereby continued only for the Magisterial District of Durban, Inanda and Pinetown, for the purpose of:-
- 36.1.1 assisting members in regard to payment for medical services incurred by them or their dependents, as may be provided in the rules of the Sick Benefit Fund;

- 36.1.2 assisting members for whom salaries are prescribed in terms of this

 Agreement with sick pay benefits in respect of absences from work owing
 to illness and/or accident as may be provided in the rules of the Sick

 Benefit Funds;
- 36.1.3 taking such measures as the Council may deem necessary for the prevention of sickness and for the improvement and promotion of health amongst members and their dependents.
- 36.1.4 contracting with any medical practitioner, hospital, nursing home, convalescent home or other similar institution, person or authority in respect of medical services, and
- 36.1.5 meeting the cost of such arrangements and the medical expenses of members and their dependents as provided in the rules of the Sick Benefit Fund.
 - 36.2 Save for registered Learners/Students membership of the Sick Benefit Fund shall be compulsory for all persons who are directly or indirectly engaged or employed in the Hairdressing Industry, unless an exemption is granted by the Council on the grounds of such persons providing adequate proof of membership with an alternative medical scheme which can provide benefits which are equal to or better than those as provided for in the Sick Benefit Fund, and is recognized by law.
 - 36.3 The Sick Benefit Fund shall be managed by the Council in accordance with the rules which it may make from time to time and for this purpose the Council shall approve a set of rules which shall provide for the administration of the Sick Benefit Fund.
 - 36.4 All moneys of the Sick Benefit Fund shall be administered, invested and paid out in accordance with the rules, a copy of which shall be available for inspection at the offices of the Council.
- 36.5 The Council shall appoint auditors to audit the books of account of the Sick Benefit Fund annually.

- 36.6 The Council shall review the Annual Financial Statements of the Sick Benefit Fund at the Annual General meeting of the Council, and shall then ratify any review of the contribution schedule to the fund.
- 36.7 The Employer shall deduct the appropriate contributions from the salary of the Employee, and shall pay such monies, together with the Employer contribution to the Council by the 7th (seventh) day of the month following the deduction.
- 36.8 If any amount which falls due in terms of this clause 36 or in terms of any other provision of this Agreement is not received in full by the Council by the 7th (seventh) of the month following as provided for, then the Employer shall be liable to pay a penalty calculated in respect for the Prescribed Rate of Interest Act on any contribution which remains unpaid.
- 36.9 Notwithstanding the above, failure on the part of the Employer to make the deductions of Employee's contributions which he is required to make, shall not absolve the Employer from having to submit the total amount of the Employee's contributions and his own contributions to the Council.
- 36.10 In the event of the expiry or cancellation of this Agreement, the Council shall continue to administer the Sick Benefit Fund until such time as it is liquidated or transferred to any other fund created for the purpose of providing medical service assistance to its members.
- 36.11 In the event of the Council being wound up or dissolved, the Sick Benefit
 Fund shall continue to be administered by a committee appointed for such
 purposes by the parties before the winding up or dissolution of the Council,
 which committee shall consist of an equal number of Employer and Employee
 representatives. In the event of such committee being unable to carry out its
 duties for any reason, the parties shall appoint a trustee or trustees to carry
 out the duties of the committee and such trustees shall have the same powers
 as the committee for this purpose.

- 36.12 In the event of there being no Council in existence at the time of expiry of this Agreement, the Sick Benefit Fund shall be liquidated by the committee or trustees appointed to manage the Fund.
- 36.13 In the event of the liquidation of the Sick Benefit Fund, the moneys remaining after payment of all claims against the Fund, including administration and liquidation expenses, shall be paid into the general funds of the Council. In the event of the Council having been wound up before the liquidation of the Sick Benefit Fund, the moneys remaining shall be distributed equally amongst the parties to the Council immediately prior to its dissolution.

37. SEVERANCE PAY OR RETRENCHMENT

- 37.1 For the purposes of this clause 37 "operational requirements" means requirements based on the economic, technological, structural or similar needs of an Employer.
- 37.2 An Employer shall endeavor to avoid retrenchments by attempting to transfer Employees, by implementing training or re-training, limiting or eliminating overtime, introducing short-time or allowing voluntary retirement and such other suitable alternatives.
- 37.3 Notwithstanding the requirements of sections 189 and 189A of the Act, an Employer in the Hairdressing & Cosmetology Industry who proposes retrenchment due to the operational requirements of his Establishment shall, not later than 30 (thirty) working days before the proposed date of notice of termination of service of any Employees, provide to the Bargaining Council and the Trade Union parties to the Council, the reasons for the proposed retrenchments, the names of the prospective retrenches and proof that discussions have been held with Employees to avoid such retrenchments.
- 37.4 Any Trade Union party is entitled to provide the Employer with a written response to the notification of proposed retrenchment, not later than 10 (ten) working days after the date of notifications.

- 37.5 The Employer and any Trade Union party who responds to the Employer shall attempt to reach consensus on the retrenchment proposals through consultation.
- 37.6 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 of the Employee's basic salary, for each completed year of service with the Establishment.
- 37.7 An Employee who unreasonably refuses to accept the Employer's offer of alternative employment with that Employer or any other Employer is not entitled to severance pay.
- 38. MEDICAL AID SCHEME AND MEDICAL INSURANCE PLAN
- 38.1 No medical aid or scheme applies in this Area

AREA D

In respect of the Western Cape Province.

- 1. SCOPE OF APPLICATION OF THE AGREEMENT
- 1.1 The provisions of the National Agreement above, applies.
- 2. PERIOD OF OPERATION
- 2.1 The provisions of the National Agreement above, applies.
- 3. INDUSTRIAL ACTION
- 3.1 The provisions of the National Agreement above, applies.
- 4. DEFINITIONS

Save for the definition of a Part Time Employee and the provisions relating thereto, as set forth below, the balance of the definitions of the National Agreement above, applies.

4.1 Part-Time Employee

An employee who is employed on a continuous basis, works less than 24 (twenty-four) hours in a week and whose wage is calculated on the hourly rate for his/ her particular job category.

5. REGISTRATION OF AN ESTABLISHMENT

5.1 The provisions of the National Agreement above, applies.

6. APPLICATION FOR REGISTRATION OF ESTABLISHMENT

6.1 The provisions of the National Agreement above, applies.

7. RELATIONSHIP BETWEEN EMPLOYER, EMPLOYEE AND COUNCIL

7.1 The provisions of the National Agreement above, applies.

8. KEEPING OF RECORDS BY EMPLOYER

8.1 The provisions of the National Agreement above, applies.

9. ADMINISTRATION AND ENFORCEMENT OF THIS AGREEMENT

9.1 The provisions of the National Agreement above, applies.

10. ENFORCEMENT OF COLLECTIVE AGREEMENTS

10.1 The provisions of the National Agreement above, applies.

11. DESIGNATED AGENTS

- 11.1 The provisions of the National Agreement above, applies.
- 12. CO-OPERATION WITH DESIGNATED AGENTS
- 12.1 The provisions of the National Agreement above, applies.
- 13. PROCEDURES FOR DISPUTES, INCLUDING PRE-DISMISSAL ARBITRATIONS
- 13.1 The provisions of the National Agreement above, applies.
- 14. STRIKES AND LOCK-OUTS
- 14.1 The provisions of the National Agreement above, applies.
- 15. EXPENSES OF THE COUNCIL AND SUBSCRIPTIONS TO THE EMPLOYERS' ORGANISATION AND UNION
- 15.1 The provisions of the National Agreement above, applies.
- 16. EMPLOYERS' ORGANISATION: MEMBERSHIP FEES
- 16.1 The provisions of the National Agreement above, applies.
- 17. TRADE UNION: MEMBERSHIP FEES
- 17.1 The provisions of the National Agreement above, applies.
- 18. EXEMPTIONS
- 18.1 The provisions of the National Agreement above, applies.
- 19. PAYMENT, CALCULATION OF BASIC SALARY OR WAGE AND AUTHORISED DEDUCTIONS

- 19.1 The provisions of the National Agreement above, applies.
- 19.2 The Basic Salary or Wages for this Area is set forth in Annexure H6 hereto.

20. SHORT-TIME

20.1 The provisions of the National Agreement above, applies.

21. LEAVE

21.1 Annual Leave

- 21.1.1 "Annual leave cycle" means the period of 12 (twelve) month's continuous employment with the same Employer immediately following an Employee's commencement of employment or the completion of that Employee's prior leave cycle.
- 21.1.2 Every Employee is entitled to, and must be granted leave on full pay, calculated on the basic wage received during the week immediately before taking leave, as follows:-
- 21.1.2.1 an Employee in the first 5 (five) years of service: 3 (three) consecutive weeks' leave;
- 21.1.2.2 an Employee from the 6th (sixth) year of service: 4 (four) consecutive weeks' leave;
- 21.1.2.3 at least 2 (two) weeks leave must be taken consecutively with the balance to be taken by agreement between the Employer and the Employee not later than 6 (six) months after the end of the annual leave cycle or will be forfeited, subject to clause 21.1.5.
- 21.1.3 If a public holiday or Easter Saturday falls within the leave period, an additional day must be added as a further period of leave on full pay.

- 21.1.4 An Employer must grant an Employee after 10 (ten) years' service with the Establishment, irrespective of any transfer of ownership, a once off, additional 1 (one) weeks' leave in recognition of long service. The additional 1 (one) week's leave must be taken during the 11th (eleventh) year of service or is forfeited.
- 21.1.5 Annual leave must be taken within 6 (six) months after the end of the annual leave cycle in accordance with an agreement between the Employer and Employee or if there is no agreement, at a time determined by the Employer.
- 21.1.6 When the service is terminated of an Employee who has been in employment for longer than 4 (four) months, the Employer must pay the Employee a pro-rata amount for leave due at the same time the final payment of wages is made.
 - 21.1.7 Leave pay must be calculated on the Employee's current basic wage and Employees who are paid commission must receive in addition to their basic wage, the commission earned for the month during which leave is taken. The formula for calculating commission for the month in which leave is taken must be adjusted pro-rata to the number of days or weeks worked during that month.

21.2 Family Responsibility Leave

- 21.2.1 An Employer must grant an Employee during each annual leave cycle, at the Employee's request 5 (five) days' paid family responsibility leave, which the Employee is entitled to take:-
- 21.2.1.1 when the Employee's child is born;
- 21.2.1.2 when the Employee's child is sick; or

- 21.2.1.3 in the event of the death of the Employee's spouse or life partner, parent, adopted parent, grandparent, child, adopted child, grandchild or sibling;
- 21.2.2 Family responsibility leave applies only to an Employee who has been in employment for longer than 4 (four) months and who works for at least 4 (four) days a week.
- 21.2.3 An Employee may take family responsibility leave in respect of the whole or part of a day.
- 21.2.4 An Employer must pay an Employee the Employee's basic daily wage for each day that the Employee is entitled to paid family responsibility leave, on the Employee's usual payday.
- 21.2.5 Before paying an Employee for family responsibility leave, an Employer may require reasonable proof of an event for which the leave was required.

21.3 Paternity Leave

- 21.3.1 A male Employee is entitled to 5 (five) days paternity leave per year of service, upon the birth or adoption of his child, on presentation of proof of the birth or adoption of his child.
- 21.3.2 Paternity leave is in addition to the 5 (five) days Family Responsibility Leave specified in clause 21.2 above.

21.4 Sick Leave

- 21.4.1 The provisions of the SPF relating to sick leave, shall apply.
- 21.4.2 The provisions relating to Sick Leave as contained in the Basic Conditions of Employment Act, 1997, shall apply to all students/learners insofar as students/leaners are not members of the Sick Pay Fund, until the 1st of

January 2018, upon which date membership to the Sick Pay Fund will become compulsory and the provisions of this clause 21.4.2 will lapse.

21.5 Union Leave

- 21.5.1 Every Employer must give Employees who are representatives or alternates on the Council:-
 - 21.5.2 15 (fifteen) days' leave per year, of which 8 (eight) days must be paid, to attend to their duties arising from their work on the Council;
 - 21.5.3 5 (five) days' paid leave to attend Labour Relations Training Workshops and seminars.

22. PERSONAL SERVICES COMMISSION (PSC)

22.1 The provisions of the National Agreement above applies, save that the percentage to be applied for this Area will be 20% (twenty) percent.

23. TERMINATION OF SERVICE

23.1 The provisions of the National Agreement above, applies.

24. CERTIFICATE OF SERVICE

24.1 The provisions of the National Agreement above, applies.

25. PROHIBITION OF PRIVATE WORK

25.1 The provisions of the National Agreement above, applies.

26. PROVISION OF EQUIPMENT

26.1 The provisions of the National Agreement above, applies.

27. UNIFORMS AND PROTECTIVE CLOTHING

27.1 The provisions of the National Agreement above, applies.

28.	LEARNERSHIP	AND	STU	DENT	CONTRA	ACTS
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28.1 The provisions of the National Agreement above, applies.

29. PENSION FUND

29.1 The provisions of the National Agreement above, applies.

30. INDEMNITY

30.1 The provisions of the National Agreement above, applies.

31. COMMISSION AGREEMENT

- 31.1 An Employer may agree with his Employee to pay in addition to the Employee's specified wage, commission on sales and services carried out by the Employee.
- 31.2 The commission agreement must be in writing and state:-
- 31.2.1 the rate/s of the commission and the conditions of entitlement;
- 31.2.2 the rate/s of stock deductions and service fees;
- 31.2.3 the day of the week or month when commission earned is payable;
- 31.2.4 the period of notice the Employer must give the Employee to cancel or negotiate an alteration to the agreement.
- 31.3 Commission must be entered in the wage book in the same manner as wages payable.
- 31.4 Where, by agreement, an Employee works on a commission only basis, the Employer must grant the Employee all other benefits contained in this

agreement. Payment for annual leave pay must be calculated in the matter specified in clause 22 of this Area D.

32. HOURS OF WORK

- 33.1 The maximum ordinary hours of work that an Employer may require an Employee to work are 45 (forty five) hours per week of 7 (seven) working days, as follows: Monday to Sunday: Hours of work not to exceed 9 (nine) hours per day between 07h00 and 19h00.
- 32.2 Ordinary hours of work are consecutive.
- 32.3 Ordinary hours of work are exclusive of meal intervals.
- 32.4 In the event of a part-time learner (who is under a formal learnership agreement) spending a day or part thereof at college, it will be regarded as a normal working day forming part of the 45 (forty-five) hour working week.

33. MEAL INTERVAL

- 33.1 An Employer must grant an Employee who works continuously for more than 5 (five) hours:-
- 33.1.1 a daily meal interval of at least 1 (one) continuous hour; or
- 33.1.2 a daily meal interval of at least 30 (thirty) minutes and .5 (half-day) work per week.
- 33.2 No work may be performed during a meal interval.
- 33.3 The meal interval is not part of the ordinary or overtime hours.

34. OVERTIME

- 34.1 An Employer may not require an Employee to work more than 10 (ten) hours overtime per week.
- 34.2 For an Establishment that is located in a mall as well as those governed by lease agreements within a retail operation, "night work" means work performed after 22h00 and before 08h00, the next day.
- 34.3 For an independent Establishment, 'night work' means work performed after 19h00 and before 07h00 the next day. For the purposes of this clause 34 the term 'independent Establishment' means an Establishment that is not located in a mall and/or an Establishment that is not governed by a lease agreement within a retail operation.
- 34.4 An Employer may only require or permit an Employee to perform night work, if so agreed, and if:-
 - 34.4.1 the Employee who is working for an Establishment located in a mall and/or for one that is governed by a lease agreement within a retail operation, is compensated by the payment of double of the wage/salary rate for ordinary hours of work and that an Employee who is working for an independent Establishment is compensated by the payment of time and a third of the wage/salary rate for ordinary hours of work; and
 - 34.4.2 transportation is available between the Employee's place of residence and the workplace at the commencement and conclusion of the Employee's shift.
 - 34.5 An Employer who requires an Employee to perform work on a regular basis after 23h00 and before 06h00 the next day, must:-
 - 34.5.1 inform the Employee in writing, or orally, if the Employee is not able to understand a written communication, in a language that the Employee understands:-

- 34.5.2 of any health and safety hazards associated with the work that the Employee is required to perform; and
- 34.5.3 of the Employee's right to undergo a medical examination in terms of paragraph 34.6.4 below;
- 34.5.4 at the request of the Employee, enable the Employee to undergo a medical examination, for the account of the Employer, concerning those hazards;
- 34.5.5 before the Employee starts, or within a reasonable period of the Employee starting, such work; and
- 34.5.6 at appropriate intervals while the Employee continues to perform such work; and
- 34.5.7 transfer the Employee to suitable day work within a reasonable time if:-
- 34.5.7.1 the Employee suffers from a health condition associated with the performance of night work; and
- 34.5.7.2 it is practicable for the Employer to do so.
- 34.6 For the purposes of clause 34.5, an Employee works on a regular basis if the Employee works for a period of longer than 1 (one) hour after 23h00 and before 06h00 at least 5 (five) times per month or 50 (fifty) times per year.
- 34.7 The Minister may, after consulting the Commission, make regulations relating to the conduct of medical examinations for Employees who perform night work.
- 34.8 An Employer may not require an Employee who ordinarily does not work on a Sunday to work on a Sunday except in accordance with an agreement.
- 34.9 If a salon is usually open on Sundays and an Employee is required to work on a Sunday in addition to their normal weekly hours of 45 (forty-five) hours per

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- week, then the Employee must be paid for the hours worked on the Sunday at a rate of 1,5 (one and a half) times their normal hourly rate of pay.
- 34.10 If a salon is not usually open on Sundays and an Employee is required to work on a Sunday in addition to their normal weekly hours of 45 (forty-five) hours per week, then the Employee must be paid for the hours worked on the Sunday at a rate of 2 (two) times their normal hourly rate of pay.
- 34.11 If an Employee works on a Sunday as part of their normal weekly hours of 45 (forty-five) hours per week then the Employee is paid at their normal hourly rate of pay.
 - 34.12 An Employer must pay an Employee and not grant time off in lieu of hours worked on a Sunday in excess of 45 (forty-five) hours.

35. PUBLIC HOLIDAYS

- 35.1 An Employer may not require or permit an Employee to work on a public holiday or Easter Saturday except in accordance with an agreement.
- 35.2 An Employee who is required to work on an Easter Saturday, being the Saturday immediately following the Good Friday Public Holiday, will be paid as if it is not additional if the Saturday is a normal working day and the 1 of 1.5 (one point five) is part of monthly salary 1.5 (one point five) times of the Employee's daily wages or salary for working the full Easter Saturday.
- 35.3 An Employee who is required to work on an Easter Saturday, being the Saturday immediately following the Good Friday Public Holiday will be paid 1.5 (one point five) times the Employee's daily wages or salary for working such Easter Saturday.
- 35.4 In the event of a public holiday or Easter Saturday falling on an Employee's day off, the Employee forfeits the right to the day off.

- 35.5 In the event of a public holiday or Easter Saturday falling on a day other than the Employee's day off, the Employer:-
- 35.5.1 must grant the Employee the public holiday or Easter Saturday and the day-off if a written contract of service specifically states that the day-off is a right the Employee is entitled to; or
- 35.5.2 may revoke the day-off in exchange for granting the Employee additional time off on a daily basis during that week.
 - 35.6 An Employer must pay an Employee or, by agreement, grant time off in lieu of hours worked on a public holiday or Easter Saturday. Time off in lieu of hours worked must be granted within 60 (sixty) calendar days, during which such time off must be compensated by monetary payment;
 - 35.7 If a Public Holiday falls on a Sunday, the following Monday shall be deemed to be a holiday.
 - 35.8 Any Public Holiday and Easter Saturday shall be exchangeable for any other day which is fixed by agreement or agreed to between an Employer and Employee.

SICK BENEFIT FUND

- 36.1 The Fund known as the "Hairdressing Trade Sick Benefit Fund" (hereinafter referred to as the "Fund") established in terms of clause 23 of the agreement published under Government Notice 2455 of 14 December 1945, is hereby continued.
- 36.2 The object of the Fund is the provision of medical benefits to Employees,
 Working Employers, the dependents of Employees and continuation members
 hereinafter referred to as "members of the Fund" to whom this clause 36
 applies, in the event of illness or injury.

- 36.3 The Sick Benefit Fund is compulsory and will only apply to all Employees in the Magisterial Districts of Cape, Wynberg, Simonstown and Bellville as those areas were constituted as at 24 July 1945, excluding all Beauty and Skincare categories.
- 36.4 In terms of this clause 36:
- 36.4.1 "combined contribution" means the sum total of the Employee and Employer contributions payable in respect of a particular job category;
- 36.4.2 "continuation member" means a person who was an Employee or working Employer in the Hairdressing Trade and who retired from the Hairdressing Trade after 15 (fifteen) years of continuous membership of the Hairdressing Trade Sick Benefit Fund;
- 36.4.3 "dependant" means the spouse, life partner or child, adopted child or family financially dependent on an Employee or working Employer in the Hairdressing Trade;
- 36.4.4 "medical practitioner" means a general practitioner, specialist, physiotherapist, psychologist, radiologist or pathologist;
- 36.4.5 "principal member" means an Employee, continuation member or working Employer or Rent- A – Chair or legal owner in the Hairdressing Trade in respect of whom the Fund receives a combined contribution.
- 36.5 The following contributions:
- 35,5.1 every Employee must contribute per month the Employee contribution specified in the Sick Benefit Fund Contribution Schedule;
- 36.5.2 every Employer must deduct per month from the wages of each Employee the amount referred to in this clause 36.5 and contribute per month the Employer contribution specified in the Sick Benefit Fund Contribution Schedule:

- 36.5.3 every working Employer who is a member of the Fund must pay R504.00 per month to receive benefits;
- 36.5.4 a child dependent under the age of 18 years must pay R90.00 per month and a spouse, life partner and adult dependents must pay R180.00 per month. No Employer contribution is payable in respect of dependents;
- 36.5.5 a continuation member must pay half the combined contribution to the Fund as is payable by the category of Employee (or Employer, as the case may be) in which the continuation member was employed immediately prior to retiring from the Hairdressing Trade.
- 36.5.6 every Employer must pay the amounts referred in this clause 36.5 to the Council before the seventh day of the next month.
 - 36.5.7 the first contribution received by the Fund for a new member is deemed to be for the month in which it is received and not in respect of the month in which it was deducted.
 - 36.5.8 an Employee or working Employer will only be entitled to claim benefits after the first contribution has been received and the Employee or working Employer has been accepted as a member of the Fund in accordance with clause 36.5.7.
 - 36.6 A member of the Fund who has paid contributions for a continuous period of 12 months and takes maternity leave for a period not exceeding four months is exempt from paying her contributions for the duration of the period of maternity leave. Contributions for dependents must be paid for dependents to continue to be eligible to claim benefits.

Job Category	Employee Contribution Rand Per Month	Employer Contribution Rand Per Month
Hairdresser, Qualified, First Year, Senior Barber, Stylist Manager and Manager	252.00	252.00
Non-Qualified Hairdresser, Operator, Experienced Receptionist, Entrance Hairdressing Assistant, Training Barber, and Junior Barber.	190.00	190.00
Cleaner, First Year Receptionist, Learner and Starting Barber	150.00	150.00

- 36.7 The following benefits will be applicable:
- 36.7.1 upon acceptance to the Fund by the Management Board, members are entitled to receive the following benefits-
- 36.7.1.1 Hospital and Nursing Home Fees: A maximum of **R578.00** per day is paid at medical aid rates. Covers all in-hospital expenses including, attention by a medical practitioner, including the cost of x-ray examinations, operations, injections, specialists' investigations, anaesthetic fees, physiotherapy and/or human diathermy treatment, maxillofacial and oral surgical treatment. A medical practitioner must approve all treatment.
- 36.7.1.2 Theatre Fees: 80% of medical aid rates per claim.
- 36.7.1.3 Medicines: 100% per claim subject to a maximum benefit of R788.00 per year. Includes supplies on authority of a prescription signed by a

general practitioner or specialists for medicines, drugs, ointments, bandages and lotions.

- Self- Medication: R42.00 per prescription (excluding VAT), for all treatments except for vaginal treatments where the limit is R48.00 (excluding VAT) per prescription. The facility provides for self-medication of a specified range of ailments, with the professional guidance of a pharmacist. Only one ailment may be treated at a time and no ongoing treatment is allowed. The maximum medical aid price (mmap) and standard scheme exclusions apply to all self-medication prescriptions. Self- medication claims do not attract any levy. Medicines are supplied on request for a specific ailment and the facility may not be used for household stocks of the member.
- 36.7.1.5 Spectacles: R683.00 including one pair of lenses, one pair of frames and examination fees of an optometrist paid at medical aid rates, every two years, subject to a 12 month waiting period.
- 36.7.1.6 Dentistry: 100% of medical aid rates per claim subject to a maximum benefit of **R1575.00** per year for all types of dentistry.
- 36.7.1.7 General Practitioners, specialists, physiotherapy, psychology, radiology, pathology and homeopathy: R6300.00 per annum paid at medical aid rates, subject to Fund's annual maximum overall benefit limit.
- 36.7.2 The maximum overall benefit limit for a principal member of the Fund is R12600.00 per annum from 1 January to 31 December.
- 36.7.3 The maximum overall benefit limit for a principal member of the Fund is increased by an amount of R6300.00 for each dependent, subject to no individual member being entitled to benefits in excess of R12600.00 per annum from 1 January to 31 December.
- 36.7.4 In cases of accidents, the Fund will only pay benefits not due for compensation under the Compensation for Occupational Injuries and

Diseases Act, 1993, or Multilateral Motor Vehicle Accident Fund Act, 1989.

- 36.7.5 A member of the Fund, who received the total amounts of benefits, is not entitled to receive any further benefits whatsoever from the Fund until 1 January of the following year.
- 36.7.6 A member must produce a certificate from a medical practitioner when claiming benefits.
- 36.7.7 A member's right to claim benefits will be ceased if no contributions are received.
- 36.7.8 A member of the Fund who becomes temporarily unemployed for a period not exceeding four months may continue as a member of the Fund and must pay only half the combined contribution payable by the category of Employee in which the member was employed immediately prior to becoming unemployed.
- 36.7.9 Every new member must complete the specified medical questionnaire to the satisfaction of the Management Board to be accepted as a member of the Fund.
- 36.7.10 The Management Board has absolute and entire discretion, without having to assign a reason therefore, to refuse any person as a member or continuation member of the Fund, to accept any person as a member of the Fund subject to the exclusion of certain benefits in respect of any illnesses determined by the Management Board or at any time to exclude any person from being a member of the Fund.
- 36.7.11 An Employee or working Employer will not be entitled to any benefits until accepted as a member of the Fund.

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- 36.7.12 An Employee or working Employer who ceases, not due to unemployment or retirement, to be engaged in the Hairdressing Trade immediately ceases to be a member of the Fund.
- 36.7.13 A member of the Fund may at any time be requested by the Management Board to undergo an examination by a medical practitioner nominated by the Fund. If a member fails or refuses to comply with the request after seven days' written notice, the Management Board has the right to exclude the member from the Fund.
- 36.7.14 A member of the Fund, whilst in the Republic of South Africa but outside the magisterial districts covered by the Council is entitled in the event of illness or meeting with an accident to be reimbursed by the Fund (on production of proof of payments thereof) in respect of costs incurred in receiving benefits to which members are entitled to from the Fund.
- 36.7.15 A member of the Fund is not entitled to receive any benefits as set out in this clause 36 in the event of illness or meeting with an accident whilst outside the Republic of South Africa.
- 36.7.16 An Employee who is a dependent of a member of any other registered medical aid scheme is not required to contribute to the Fund
- 36.7.17 The following shall apply to finances and administration:
- 36.17.7.1 a Management Board must administer the fund and may delegate specific tasks to the executive committee.
- 36.17.7.2 the administration of the Fund must be in accordance with the provisions set out in this clause 36.
- 36.17.7.3 disbursements from the Fund must cease whenever the amount standing to the credit of the Funds falls below R60000.00 and the payment of further benefits must not recommence until the amount to the

credit of the Fund has again reached the figure of R120000.00, when claims must be considered in the order in which they were received.

- 36.7.17.4 all monies paid into the Fund must be deposited in a special banking account opened at a bank or institution approved by the Council.
- 36.7.17.5 all cheques drawn on the Fund's account must be signed by the chairman or vice-chairman and Secretary of the Management Board, appointed by the Council.
- 36.7.17.6 surplus money in the Fund may be placed on deposit with an approved building society or bank or may be invested. However, sufficient money must be kept in liquid form to enable the Management Board to meet any claims on the Fund immediately it is called upon to do so.
- 36.7.17.7 all costs and expenses incurred in connection with the administration and liquidation of the Fund must be regarded as and form a charge against the Fund.
- 36.7.17.8 a public accountant and / or registered auditor must be appointed annually by the Council. The public accountant must audit the accounts of the Fund at least annually and not later than 28 February in each year prepare a set of financial statements for every period of 12 months ending 31 December. True copies of the financial statements, which must be countersigned by the chairman or vice-chairman of the Management Board must be available for inspection at the Council. Certified copies of the financial statements must be sent to the Registrar of Labour Relations of the Department of Labour.

7

36.7.17.9 in the event of the expiry of this agreement by the effluxion of time or cessation for any other cause, the Fund must continue to be administered by the Management Board until it is either liquidated or transferred by the Council to any other fund constituted for the same purpose as that for which the original Fund was created or continued by a subsequent agreement. The Fund must be liquidated unless

continued or transferred as aforesaid by an agreement entered into in terms of the Act within 12 months of the date of expiry of this agreement.

- 36.7.17.10 in the event of the dissolution of the Council or in the event of its ceasing to function during any period in which this agreement is binding in terms of the Act, the Management Board must, subject to the approval of the Registrar of Labour Relations, continue to administer the Fund. The members of the Board existing at the date on which the Council ceases to function or is dissolved will be deemed to be members thereof for such purposes. However, any vacancy occurring on the Board may be filled by the Registrar from Employers or Employees in the trade, as the case may be, to ensure equality of Employer and Employee representatives and of alternates in the membership of the Board. In the event of the Board being unable or unwilling to discharge its duties or a deadlock arising which renders the administration of the Fund impracticable or undesirable in the opinion of the Registrar, the Registrar may appoint a trustee or trustees to carry out the duties of the Board, and such trustee or trustees will possess all the powers of the Board for such purposes.
- 36.7.17.11 if the Council is not in existence upon the expiry of this agreement, the Fund must be liquidated by the Board functioning at the time or the trustee or trustees, as the case may be, in the specified manner. If upon the expiry of this agreement the affairs of the Council have already been wound up and its assets distributed, the balance of the Fund must be distributed as provided for in the Act as if it formed part of the general funds of the Council.
- 36.7.17.12 upon liquidation of the Fund the moneys remaining to the credit of the Fund after the payment of all claims against the Fund, including administration and liquidation expenses must be paid into the general funds of the Council.

- 36.18 The Fund known as the "Hairdressing Trade Sick Pay Fund" hereinafter referred to as the "Fund" is hereby continued.
- 36.19 The object of the Fund is the provision of sick pay benefits to Employees and working Employers hereinafter referred to as "members of the Fund" towhom this clause 36 applies during periods of absence from work through sickness.
- 36.20 The Sick Pay fund is compulsory to all Employees to belong to this fund and it is compulsory for Employers to contribute to the fund.
- 36.21 Contributions must be calculated on the Employee or working Employer's actual monthly wage:-
- 36,21.1 every Employee must contribute per month the Employee contribution specified in the Sick Pay Fund Contribution Schedule below

Wage Band	Employee Contribution Rand Per Month	Employer Contribution Rand Per Month
0 - 2000	46.00	46.00
2001-3000	58.00	58.00
3001- 4000	70.00	70.00
4001- 5000	81.00	81.00
5001- 10000	92.00	92.00
10001- 15000	114.00	114.00

- 36.22 The Fund must pay a member who has been absent from work due to accident or sickness, 72 days sick pay in every 36-month benefit cycle, subject to:-
- 36.22.1 a claim limit of 36 days per cycle for absences of one to six days at any one time; and

36.22.2	the remaining 36 days reserved to cover claims for prolonged illnesses resulting in an absence from work of a minimum of seven days at any one time.
36.22.3	during the first six months of membership the member is only entitled to two days sick pay in respect of each completed month of membership.
36.23	To receive sick pay benefits a member must verify all absences from work in the form of-
36.23,1	a certificate signed by a medical practitioner stating the nature and duration of the members' incapacity to work due to accident or sickness; or
36.23.2	in the case of a single day's absence, written notification counter signed by the Employer.
36.24	Sick pay due to a member is calculated on the member's actual daily wage.
36.25	A member who is absent from work due to a sickness related to pregnancy is only entitled to sick pay benefits for two days per month for each month absent from work.
36.26	A member who has paid contributions for a continuous period of 12 months is entitled to a maternity benefit of a maximum of four monthly payments of 25% of the member's monthly salary.
36.27	This Agreement applies mutatis mutandis to the Fund.
37.	SEVERANCE OR RETRENCHMENT PAY
37.1	For the purposes of this clause 37 "operational requirements" means requirements based on the economic, technological, structural or similar needs of an Employer.

- 37.2 An Employer must pay an Employee who is dismissed for reasons based on the Employer's operational requirements severance pay equal to at least 1 (one) week of the Employee's basic wage for each completed year of service with the Establishment.
 - 37.3 An Employee who unreasonably refuses to accept the Employer's offer of alternative employment with that Employer or any other Employer is not entitled to severance pay.
 - 37.4 Employees who are paid commission must receive PSC, in addition to the amount specified in clause 37.2, in accordance with the calculation set forth in **Annexure E**

38. MEDICAL AID SCHEME AND MEDICAL INSURANCE PLAN

- The Council having resolved that Employers and Employees in the Hairdressing Trade may participate in a registered Medical Aid Scheme and Medical Insurance Plan authorise for the purpose of implementing the objectives set out in the rules thereof, the collection of contributions:-
- 38.1.1 may choose the Medical Aid Scheme referred to in clause 39 as an alternative to membership of the Hairdressing Trade Sick Benefit Fund referred to in clause 36.

1

An Employee who is a member of the Hairdressing Trade Sick Benefit Fund referred to in clause 36 may also participate in the Medical Insurance Plan and the Employer must pay the specified Employer contributions for both the Hairdressing Trade Sick Benefit Fund and Medical Insurance Plan.

SIGNED AT PRETORIA ON THIS THE 18 DAY OF 2017

FOR UASA:

MR N VAN ROOYEN

FOR: EOHCB

MR C MAARTENS

CHIÉF EXECUTIVE OFFICER

BARGAINING COUNCIL:

MR S DELPORT



Fax: (011) 760-1274

- Complete ALL questions please.

Notes:

Dialling Code: _

Tel: (011) 760-1685

ANNEXURE A

APPLICATION FOR REGISTRATION OF AN ESTABLISHMENT BY THE LEGAL OWNER/ EMPLOYER/ RENT-A-CHAIR

AGENT		
DIVISION/ AREA		
1. Establishment's	full name details:	
Registered name of E	stablishment:	
Name under which Es trades:	tablishment	
Establishment SDL (S levy) number:	kills Development	
Employer PAYE Numb	er:	
2. <u>Establishment F</u>	ostal Address:	
-		
Postal Code:		- Harrison Harrison - Control - Cont

Number:

Postal Code:

 Street Address/es at w (Specify all addresses whe 	hich above Business is carried on: ere you have a branch / establishment)
(1)	
Branch Name:	
Street Name:	
Street number:	
Suburb:	
Province:	
Magisterial District:	
Postal Code:	
(2)	
Branch Name:	
Street Name:	
Street number:	
Suburb:	
Province:	
	Hardwine Dermit
Magisterial District:	
Postal Code:	
(3)	
Branch Name:	
Street Name:	
Street number:	
Suburb:	
Province:	
Magisterial District:	
Postal Code:	Territoria de la constanta de
Postal Code.	- Control of the Cont
(4)	
Branch Name:	8
Street Name:	
Street number:	
Suburb:	>:1
Province:	
Magisterial District:	

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5.	Type of Business - Details for Registration Certificate: (Tick with X)
	Gents/ Barber Salon only
	Ladies Hairdressing Salon only
	Unisex Hair salon
	Beauty Salon
	Hair and Beauty Salon
	Nail Salon only
	Other and describe:
	Afro Salon
	Caucasian Salon
	Afro and Caucasian Salon
	Rent – a - Chair with employees <u>CODE I</u> (IN BUSINESS)
	Rent – a - Chair with no employees CODE (ONE MAN BAND)
	Should you be a Rent-a-Chair, please attached a copy of your Lease ement to this registration form.
Leas	e Agreement attached: YES NO
6.	Tick whether this is:
	6.1 An entirely <u>NEW</u> business. <i>IF so</i> , specify the DATE on which this
	business commenced/

and ALSO give t	he following details:
Date business was taken	
Full names of previous Owner	
Present Address of — — — — — — — — — — — — — — — — — —	
Code:	
FILL IN PERSONAL PARTICU	of Establishment (Tick Correct Classification) LARS OF ALL LEGAL OWNER/S IN THE TABLE BELOW him
Sole Proprietors Partnership	hip
Sole Proprietors Partnership (ATTACH COPY of PARTNE	LARS OF ALL LEGAL OWNER/S IN THE TABLE BELOW
Sole Proprietors Partnership (ATTACH COPY of PARTNE Closed Corporat (ATTACH COPY of CK Region Company [Pty]	hip FRSHIP AGREEMENT and COPIES of ALL Partners' ID's) ion (cc) CK No
Sole Proprietors Sole Proprietors Partnership	thip ERSHIP AGREEMENT and COPIES of ALL Partners' ID's) ion (cc) CK No

Tick box:				
Sole proprietor				
Partner				
Member				
Director				
Trustee				
Title:				
Name/s:				
Surname:				
Cellphone number:				
Landline Number:	Code:	Number:		
ID number:				
Passport number and Country of origin: Physical Address:				
Tilyologi Algaria				
	Code:			
Are you a working employer? (Are you actively working in the establishment?)	YES		NO	
Do you wish to belong to the Sick Pay Fund?	YES		NO	
Do you wish to belong to the Sick Pay Benefit Fund? (Cape Town / Natal)	YES		NO	口
Do you wish to belong to EOHCB?	YES		NO	

Title:	11111111			
Name/s:		14111111111		
Surname:				
Celiphone number:	an annual			
Landline Number:	Code:	Number:		
ID number:	1000			
Passport number and Country of origin:				
Physical Address:				
	Code:			
Are you a working				
employer? (Are you actively working in the establishment?)	YES		NO	
Do you wish to belong to the Sick Pay Fund?	YES		NO	
Do you wish to belong to the Sick Pay Benefit Fund? (Cape Town / Natal)	YES		NO	
Do you wish to belong to EOHCB?	YES		NO	
8. IF NONE of the above L kindly SUPPLY us with the Day Control of the establishment and Surname of Manager/ Person in control	Legal Owner/s V ne details belov olishment.	NORK in the Northe Pers	Salon (as W on/Manager	Vorking Employe who is in Day -
Postal Address of Manager/ person in control				
	A			
Code:				
Tel No of Manager/ person in control	(W) Code (H) Code	те	el No	

Full Name and Surname of Bookkeeper/ Accounting Officer Postal/ Physical Address of Bookkeeper/ Accounting Officer Accounting Officer	
Address of Bookkeeper/	
Code:	
Tel No of Bookkeeper/ Accounting Officer (W) CodeTel NoTel No Cell :	
E-mail address of Bookkeeper/ Accounting Officer	
Ir IO. IS there a QUALIFIED (Hairdresser OR Cosmetologist OR 7 working in the Establishment?	nitial Here

IF the answer is NO it should be NOTED THAT:

- in the case of an establishment/s where the legal owner/s is/are NON-
- Working Owner/s, that at least 1 (one) qualified person <u>must</u> be employed and also that
- NO person/s may perform <u>any</u> act defined under hairdressing or cosmetology, or beauty or skincare in an establishment UNLESS he/she is qualified to practice either hairdressing OR cosmetology OR beauty OR skincare; and that
- NO Learner/s OR Students may be contracted to train in your establishment <u>WITHOUT</u> proper supervision & training by a Qualified (Hairdresser/ Cosmetologist/ Therapist).

- 11. KINDLY ASSIST YOUR EMPLOYEES TO <u>COMPLETE</u> THE ATTACHED Annexure 1 (DETAILS OF ALL EMPLOYEES [STAFF] EMPLOYED BY YOUR ESTABLISHMENT).
- 12 I/WE HEREWITH GRANT MY/OUR APPROVAL THAT HCSBC MAY FULLY INVESTIGATE ANY SOURCE REGARDING THIS AGREEMENT.
- 13 I/WE FURHTER GRANT MY/OUR APPROVAL TO SUCH A SOURCE TO PROVIDE HCSBC WITH CONFIDENTIAL INFORMATION.

I/WE, the ABOVE-STATED <u>LEGAL OWNER/S</u>, by MY/OUR SIGNATURES hereunder do hereby CERTIFY and WARRANT <u>THAT</u>:

- 1. ALL PARTICULARS CONTAINED IN THIS REGISTRATION APPLICATION ARE CORRECT.
- 2. THE LIST OF EMPLOYEES (ANNEXURE 1), ANNEXED HERETO, AND INCORPORATED AS IF PART HEREOF, IS A TRUE AND CORRECT REFLECTION OF ALL THE EMPLOYEES CURRENTLY EMPLOYED AT THIS ESTABLISHMENT.
- 3. THE ESTABLISHMENT TO WHICH THIS APPLICATION RELATIONS IS
 - a. NOT used for any purpose other than the provision of hairdressing and cosmetology services, unless such other use is separated from the establishment by a wall or walls having no doors, windows, apertures or other means of communication therewith; and

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FURTHERMORE, I/WE, the undersigned LEGAL OWNER/S of this ESTABLISHMENT, hereby undertake to, at ALL times, COMPLY with ALL the provisions of the Main Collective Agreement as handed to ME/US (Delete whichever NOT Applicable).

Signed BY the LEGAL OWNER/S (the EMPLOYER/S), WHO hereby warrants MY/OUR (Delete whichever NOT Applicable) AUTHORITY so to SIGN

SIGNED ON THIS____ (DAY) OF _____ (MONTH) 20____

Legal Owner/s SIGNATURE
Legal Owner/s SIGNATURE

ABOVE-SIGNED LEGAL OWNER/S OR RENT-A-CHAIRS TO ALSO INITIAL EACH PAGE OF THIS REGISTRATION APPLICATION.



Fax: (011) 760-1274

Notes:

Tel: (011) 760-1685

ANNEXURE B

APPLICATION FOR REGISTRATION OF AN EMPLOYEE

- Complete ALL questions please.

AGENT	
DIVISION/ AREA	

1. **EMPLOYEE'S DETAILS:**

Surname:	
Maiden Surname: (where applicable):	
Full names:	
Initials:	
Title: (mark with an X)	☐ Mr. ☐ Ms. ☐ Mrs. ☐ Mrs. ☐ Other (specify)

Gender: (mark with an X)	☐ Male ☐ Female
Race: (mark with an x)	☐ Black ☐ White ☐ Coloured ☐ Indian ☐ Other: (Specify)
Date of Birth: (YEAR/ MONTH/DAY)	Y
Identity or Passport number: (mark with an X) ID Number:	
Job Description: (for example: Qualified Stylist, Operator, Learner, Student etc.)	Work Code:
If you are: a <u>STUDENT (CITY AND</u> <u>GUILDS)</u>	City and Guilds:

OR	Level Completed:
a <u>LEARNER (SERVICES</u> <u>SETA)</u> , please complete the following:	Under Contract: YES NO (attach copy of Contract)
Salon Name:	
Start date at Salon: (YEAR/MONTH/DAY)	Y
End date at Salon: (If applicable) (YEAR/MONTH/DAY)	YDDD MDDDD
Employee's Physical Address:	
Code:	
Employee's Postal Address:	
Code: E-MAIL ADDRESS:	
Employee's contact details:	(W) CodeTel

	(H) CodeTel No
Employee's basic salary:	
Do you have an EXEMPTED basic salary? YES NO (if YES, please indicate exempted salary)	R
Salary Exemption START date: (YEAR/MONTH/DAY)	Y D D D D D
Salary Exemption <u>END</u> date: (YEAR/MONTH/DAY)	Y C C C M C C D C C
Do you have a different basic salary for Sick Pay Fund deductions? YES NO (If YES, please complete salary block)	
2. <u>UNION MEMBERSHIP:</u>	
Are you a member of the Union? (Mark with X)	YES \(\Box\) NO \(\Box\)
If yes, please indicate your Union number:	

Date you joined the Union: (YEAR/MONTH/DAY)	YDDDD	MUDDDD
Date you resigned from the Union: (If applicable) (YEAR/MONTH/DAY)	v C C C C C C C C C C C C C C C C C C C	мППоПП
3. NATIONAL PENSION FUN	D DETAILS:	
Are you a member of the National Pension Fund?	YES 🗆	NO [
If NO, do you have an approved exemption from the National Pension Fund?	YES 🗆	№ □
Date started with the National Pension Fund: (YEAR/MONTH/DAY)	Y 🗆 🗆 🗆	мПрпП
Date resigned from the National Pension Fund: (if applicable) (YEAR/MONTH/DAY)	Y 🗆 🗆 🗆	м□□р□□
Are you a <u>CONTINUATION</u> <u>MEMBER</u> of the National Pension Fund?	YES 🗆	№ □
4. EMPLOYEE'S PERSONAL T (It is law that all employed be registered with SARS)	es, whether tax is o	deducted or not, mus
are you registered for PAYE?	YES 🗌	NO 🗆
our Tax Number:		

5. NATIONAL SICK PAY FUND MEMBERSHIP:

6

Are you a member of the National Sick Pay Fund?	YES ONO
If NO, do you have an approved exemption from the National Sick Pay Fund?	YES O NO O
Starting date with National Sick Pay Fund: (YEAR/MONTH/DAY)	YDDD MDDDD
Resignation date from National Sick Pay Fund: (if applicable) (YEAR/MONTH/DAY)	YCCC MCCD
National Sick Pay Fund membership number:	
Are you a National Sick Pay Fund <u>CONTINUATION</u> <u>MEMBER</u> ?	YES 🗆 NO 🗆
5. NATIONAL SICK PAY BEN (applicable to Kwa-Zulu N Are you a member of the National Sick Pay Benefit Fund?	NEFIT FUND DETAILS: Satal and Western Cape Regions only) YES \(\Boxed{1} \) NO \(\Boxed{1}
If NO, do you have an approved exemption from the National Sick Pay Benefit Fund?	YES ONO O
Starting date with National Sick Pay Benefit Fund:	YOO MODDO

MUDDUU

Sick Pay Benefit Fund: (YEAR/MONTH/DAY)

Fund:

(if applicable)

Resignation date from the

National Sick Pay Benefit

(YEAR/ MONTH/DAY)	
Are you a National Sick Pay Benefit <u>CONTINUATION</u> <u>MEMBER ?</u>	YES 🗆 NO 🗆
hereunder do hereby CERTIFY	CONTAINED IN THIS REGISTRATION
SIGNED ON THIS (DAY) OF	(MONTH) 20
PRINT NAMES IN FULL	Employee's Signature
PRINT NAMES IN FULL	Legal Owner/s SIGNATURE
PRINT NAMES IN FULL	Legal Owner/s SIGNATURE
PRINT NAMES IN FULL	Legal Owner/s SIGNATURE

ANNEXURE "C"

EMPLOYERS ORGANISATION FOR HAIRDRESSING, COSMETOLOGY AND BEAUTY MEMBERSHIP FEES WITH EFFECT FROM 1 JANUARY 2017

SUBSCRIPTION FEES

DIVISION	AMOUNT
Southern Gauteng	R458-00
Border	R354-00
Kimberley	R380-00
Eastern Cape	R354-00
Alberton	R458-00
Western Cape	R391-00
Free State	R380-00
North West	R354-00
Kwa Zulu Natal	R354-00
Northern Gauteng	R458-00
Legal Owners	R200.00
First Year Afro Establishments (After First Year, subscriptions will return to regular fees as above)	

BARGAINING LEVY;

R458-00 Nationally

MEMBERSHIP FEE WITH EFFECT FROM DATE OF PUBLICATION OF THE COLLECTIVE AGREEMENT TO WHICH THIS ANNEXURE IS ENCLOSED

Save as provided for in the table above relating to existing members, Legal Owners and First Year Afro Establishments, the membership fees payable by all new members that obtain membership with the EOHCB with effect from date of publication of the collective agreement to which this annexure is enclosed, shall be as follows:

- 1. if the establishment is situated in the Gauteng Province R458.00; and
- 2. all other areas, other than the Gauteng Province R420.00



Fax: 086 585 0314 P O Box 1963, ROODEPOORT, 1725

Tel: 086 142 7227 e-mail: exemption@hcsac.co.za

ANNEXURE D

READ THESE REQUIREMENTS BEFORE APPLYING FOR EXEMPTION AS PER CLAUSE 17 OF THE NATIONAL MAIN COLLECTIVE AGREEMENT

- 17.1 General exemption from any provision of the National Main Collective Agreement
- 17.1.1 An application for the exemption of any provisions contained in this Agreement by a party shall be heard by the Council's Exemption Committee. An application for the exemption of any of the provisions contained in this Agreement by a non-party shall be heard by an Independent Exemption Committee consisting of 2 (two) Commissioners accredited in accordance with the provisions of section 128 of the Act.
- 17.1.2 The Exemption Committee shall consist of 3 (three) persons, 1 (one) each appointed from each of the parties to this Agreement and a Council Employee.
- 17.1.3 An application for exemption shall be in writing and made to the CEO of the Council in the form as set forth in Annexure D hereto.
- 17.1.4 All applications for exemption shall be supported by such supporting documentation as may be indicated or required by the Exemption Committee, from time to time, in order to properly assess the application for exemption.
- 17.1.5 The application for exemption shall be considered by the Exemption Committee/Independent Exemption Committee within 30 (thirty) days after the date upon which the application has been received by the CEO of the Council.
- 17.1.6 The decision of the Exemption Committee/Independent Exemption Committee of the Council shall be in writing and shall be made available to the Applicant within 14 (fourteen) days of the application being heard or considered by the Exemption Committee/Independent Exemption Committee.
- 17.1.7 The person or entity moving for the application for exemption ("the Applicant") may request the Exemption Committee/Independent Exemption Committee that the application for exemption be amplified by means of oral argument on the date upon which the Exemption Committee/Independent Exemption Committee considers the application, failing which the Exemption Committee/Independent Exemption Committee will consider the application for exemption on the basis of the written application and supporting documents, submitted.
- 17.1.8 All applications shall comply with the following, being:-
- 17.1.8.1 it shall be fully motivated;

- 17.1.8.2 be accompanied by the required supporting documentation;
- 17.1.8.3 applications that adversely affect any rights and obligations of Employees, will not be considered unless the Employees or their representatives have been properly consulted and their views fully recorded in the application;
- 17.1.8.4 a presentation reflecting the objectives and strategies to be adopted by the Applicant during the exemption period, to rectify the non-compliance with this Agreement and indicating a time frame for such objectives and strategies to be achieved;
- 17.1.8.5 the time period for which exemption is required.
- 17.1.9 In considering an application for exemption, the Exemption Committee/Independent Exemption Committee shall, amongst others, consider, but shall not be limited to, the following criteria:-
- 17.1.9.1 the Applicant's past record of compliance with the provisions of this Agreement and previous exemption granted;
- 17.1.9.2 any special circumstances that may exist;
- 17.1.9.3 any precedent that might be set as a result of the granting of the exemption;
- 17.1.9.4 the interest of the sector with specific reference to:-
- 17.1.9.4.1 unfair competition;
- 17.1.9.4.2 collective bargaining.
 - 17.1.9.5 the interest of Employees with specific reference to:-
- 17.1.9.5.1 exploitation;
- 17.1.9.5.2 job preservation.
 - 17.1.9.6 the interest of the Applicant with specific regard to:-
- 17.1.9.6.1 financial stability;
- 17.1.9.6.2 operational requirements.

17.2 Exemption from Pension Fund

- 17.2.1 Should an application for exemption be moved for, for exemption from the HSBI Pension Fund, the following information and/or documentation, in addition to those set forth in clause 17.1 above shall be provided by the Applicant, being:-
- 17.2.1.1 written confirmation that Employees are members of the alternative pension fund;
- 17.2.1.2 written confirmation that the *alternative* fund is a registered pension fund in terms of the Pension Fund Act ("PFA");
- 17.2.1.3 a pension exemption application form duly completed by the broker of the *alternative* pension fund;
- 17.2.1.4 the extent of monthly contribution of each member towards the *alternative* pension fund and proof that the contribution of both the Employer and Employee are made.

17.3 Appeals

- 17.3.1 In accordance with the provisions of the Act, the Council hereby establishes an independent body, to be known as the Exemptions Appeal Board to consider appeals from both a party or non-party against a refusal of a party or non-party's application for exemption from the provisions of this Agreement and the withdrawal of such exemption by the Council.
- 17.3.2 An Applicant may lodge an appeal with the Exemptions Appeal Board against the Exemption Committee's/Independent Exemption Committee refusal for an application for exemption from the provisions of this Agreement or the withdrawal of such an exemption by the Council.
- 17.3.3 All appeals shall be lodged within 14 (fourteen) days as from the date upon which the Exemption Committee's/Independent Exemption Committee decision on the application for exemption has been made available to the Applicant or the exemption withdrawn and shall be heard by the Exemptions Appeal Board with 30 (thirty) days of being lodged.
- 17.3.4 Any appeal shall be in writing and shall contain the following:-
- 17.3.4.1 grounds of appeal;
- 17.3.4.2 all supporting documentation which will be used in support of the appeal;
- 17.3.4.3 any other relevant information or documentation that may assist the Exemption Appeal Board to arrive at a conclusion.
- 17.3.5 Any appeal may be amplified by oral argument.
- 17.3.6 The criteria for the consideration of an appeal will be the criteria as set forth in clause 17.3.4 above.
- 17.3.7 The Exemption Appeal Board's finding on appeal shall be in writing and shall be made available to the Applicant within 14 (fourteen) days from such appeal being heard.
- 17.3.8 The Exemption Appeal Board shall consist of at least 3 (three) persons, of which 1 (one) shall be a Commissioner accredited in accordance with the provisions of section 128 of the Act, and 2 (two) other suitable persons, depending on the factual argument of the Appeal, from the panel approved by the Council from time to time.

17.4 The granting of exemption or withdrawal thereof

- 17.4.1 When exemption is granted by the Exemption Committee/Independent Exemption Committee or, on appeal by the Exemption Appeal Board, such exemption shall expressly specify:-
- 17.4.1.1 any conditions subject to which the exemption is granted;
- 17.4.1.2 the period during which the exemption is to operate;
- 17.4.1.3 the circumstances, if any, in which the exemption may be withdrawn.
- 17.4.2 The CEO shall furnish the Applicant, should exemption be granted in favour of such Applicant, with a letter of exemption recording the:-
- 17.4.2.1 full name of the person/s in whose favour exemption is granted;
- 17.4.2.2 provisions of this Agreement from which exemption are granted;
- 17.4.2.3 conditions subject to which exemption is granted;

- 17.4.2.4 period during which exemption is to operate;
- 17.4,2.5 circumstances in which it may be withdrawn, if any.
- 17.4.3 Should circumstances dictate and permit, the Council may withdraw the exemption granted, the CEO of the Council shall notify the Applicant thereof, by furnishing it with at least 7 (seven) days' notice.
- 17.4.4 The Applicant may appeal the resolution by the Council to withdraw the exemption granted in accordance with the provisions of clause 17.4.3 above.

APPLICATION FOR EXEMPTION

ANNEXURE 'D'

For offi							
NAME	OF AGENT:						
AREA:							
SALON	REF NO:						
1.1 7 1 1 1	As the applican The employ The employ EOHCB Me Non EOHC	box with an X t are you: rer ree ember B Member	CANT: (where applicable) (Employer (no staff)				
	Surname of A	pplicant:					
ID / Pas	sport Number	- Address		and the second s	Date of Birth	•	
Designa	tion:	No. of the last of					
Salon N	ame:			Salon Code_			_
Physical	Address:						-
Postal A	ddress:				Code:	4	_
Tel. No.	work:		Cell				_
Fax No:			e-mail address				-
	ee's name/s:	Tr. W.	14/D	I Date of	71	10.11	T x 11
Employe <u>Union</u> <u>Y/N</u>	ee's name/s: Surname	Initials	Id/Passport No	Date of Birth	e-mail	Cell Phone	Address

14-					Anon-			-
(see exam "I, I agree to Signature, Full Name 2. NA	ATTACHED Hereby a abide by the o and Surname ATURE OF Exser basic sala	leclare that I utcome. : : XEMPTION ry:	understand t	he conseq	mences of th	he applicati	on of Exempti	
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	OF EXEMPTI	ON		-				
			No. 1					
PRESCRI CURREN PROPOSI	SSET COMMISSION COMMISSION COMMISSION COMMISSION COMMISSION FEXEMPTI	SSION: ON: SION:						

☐ Pay ba	asic plus comm	nission						
BASIC								
% COMM	IISSION							
PERIOD (OF EXEMPTI	ON						
	ommission onl	у				-		
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PERIOD (OF EXEMPTI	ON						
o:	6.1	0 1			4	104		
Give a bri	ef description	of salary struc	cture and fina	ancial sup	port docum	entation:		
								-
				***************************************				_
								-

☐ Sick Pay Fu	nd Membership:		
	proof on payslip		nts according to Collective Agreement; and a g Sick Leave as per the Agreement
☐ Sick Benefi	t Fund Membershi	p:	
Payslip attached	I: 🗆 YI	ES 🗆 NO	
	ALCOHOL STATE OF THE STATE OF T	Aid and paysli	ip where payment are made in terms of SBF
☐ Pension Fur	nd Membership:		
Please include Fund contribut and Alternativ	tions according to e Fund	ive Fund and p Collective Ag	D payslip where payment are made in terms of Pension greement and comparison between the HBSI Fund UND BROKER APPLICATION FORM
☐ Hours of W	ork:		
PRESCRIBED	HOURS	- Children Children	
CURRENT HO	A-MARINE CAMPAN		
PROPOSED HO	***************************************		
PERIOD OF EX			
MOTIVATION	FOR HOURS		
☐ Close Shop:			
Region:	□ W/Cape	☐ Pretoria	
Employer:	□ YES	□NO	
Employee: Describe	□ YES	□NO	
EXEMPTION I	PERIOD:		
☐ Other:			
Describe		111111111111111111111111111111111111111	

EXEMPTION PERIOD:	
EXEMPTION PERIOD:	
The Applicant's past record of compliance with the provisions of this Agreement and previo granted:	
Any special circumstances that may exist:	
Any precedent that might be set as a result of the granting of the exemption:	
The interest of the sector with specific reference to:- Unfair competition	
Collective bargaining.	
The interest of Employees with specific reference to:-	

Job preservation	
The interest of the Applicant with specific regard to:- Financial stability	
Operational requirements	
□ YES □ NO	AND EMPLOYEE/S
□ YES □ NO	AND EMPLOYEE/S
□ YES □ NO Briefly state the outcome of that consultation: □ YES □ NO Do you require and Interpreter: □ YES □ NO	AND EMPLOYEE/S
☐ YES ☐ NO Briefly state the outcome of that consultation:	AND EMPLOYEE/S

Full Name and Surname:
Date of Consultation:
4. WERE EOHCB & UASA INVOLVED IN CONSULTATIONS (if party members): ☐ YES ☐ NO
Briefly state the outcome of that consultation:
Signatures: UASA Official:
Full Name and Surname:
EOHCB Official:
Full Name and Surname:
Date of Consultation:
5. MOTIVATION FOR EXEMPTION:
- Company Comp
6. I have herewith attached the required following documents together with my application: (Please tick where appropriate)
☐ Copy of the business Financial Statement for the past three months if application is for salary;
\square I have indicated in my application the period on which exemption is applied for;
☐ Copy of the alternative Medical Aid
☐ Copy of the proof that SPF/SBF payments are uphold by employer according to Collective Agreement

PLEASE INDICATE WHETHER YOU WANT TO APPEAR IN PERSON BEFORE THE EXEMPTIONS COMMITTEE \square YES \square NO

PLEASE NOTE THAT THE STATUS QUO AS PER NATIONAL MAIN AGREEMENT APPLIES UNTIL EXEMPTION IS APPROVED OR DENIED.

Signature:	Date:
Full Name and Surname:	
(APPLICANT 1)	
Signature:	Date:
Full Name and Surname:	
(RESPONDENT 1)	
Signature:	Date:
Full Name and Surname:	
(APPLICANT 2)	
Signature:	Date:
Full Name and Surname:	
(RESPONDENT 2)	
Signature:	Date:
Full Name and Surname:	
(APPLICANT 3)	
Signature:	Date:
Full Name and Surname:	
(RESPONDENT 3)	
Signature:	Date:
Full Name and Surname:	
(APPLICANT 4)	
Signature:	Date:
Full Name and Surname:	
(RESPONDENT 4)	

N.B: NOTE THAT IN THE EVENT THAT THE APPLICANT IS NOT SATISFIED WITH THE DECISION OF THE EXEMPTION COMMITTEE THE APPLICANT IS ENTITLED TO APPEAL AGAINST THE OUTCOME WITHIN 30 DAYS AFTER IT BECAME KNOWN.



Fax: (011) 760-1274 P O Box 1963, ROODEPOORT, 1725 Tel: (011) 760-1685 352 ONTDEKKERS ROAD, FLORIDA PARK, 1724

HAIRDRESSING BEAUTY AND SKINCARE INDUSTRY PENSION FUND

BROKER EXEMPTION APPLICATION FORM

Registration Number / Salon Reference Number	
4	
Name of Company /	
Salon Name	
Address	
Telephone Number	
E-mail Address	
L-man Addi eas	
Facsimile Number	
Contact Person	

In applying for an Exemption please fill in the above and details required below. No exemption application will be considered if this form is not duly completed and Annexure A signed by all employees concerned. Exemption will only be considered if the company has an existing Fund whose benefits are superior to those of the Council's Fund. Retirement Annuities will only be considered if certain specific criteria is met as defined in Board's exemption policy.

FSB Registration Number:		
No. of Scheduled Employees Affected:		
Kindly complete (or arrange for your fir a copy of the company scheme rules a		the checklist overleaf and attach
Date of Application:		
CONTRIBUTIONS	HBSI Pension Fund (HCSBC Members)	FUND APPLYING FOR EXEMPTION
Employer % (as % of salary / wage)	6.00% (6.5% KZN)	
Employee % (as % of salary / wage)	6.00% (6.5% KZN)	
TOTAL %	12.00% (13% KZN)	
Less Total Administration Costs (Including Fund Costs and Collection Fees)	1.880%	
Less Death and Disability Benefits	0.980%	
Net amount to members' retirement account as % of salaries / wages	9.140%	
BENEFITS	HBSI Pension Fund	FUND APPLYING FOR
DENEFIIS	(HCSBC Members)	EXEMPTION
Death Benefits	Share of Fund, plus 3x Annual Pensionable Salary	
Retirement Benefits	Share of Fund	
Disability Benefits	Share of Fund plus 3x Annual Pensionable Salary after 6 months waiting period	
Resignation / Retrenchment / Dismissal Benefits	Share of Fund	
Full Pension Fund documentation of	runa applying for exemptio	n must be attached.

Designation of Personal Form:	on Completing			
Telephone Number:			in the state of th	100000000000000000000000000000000000000
Signature	se return to Stephen Delp	ort CEO at stanhan@	heehe oo za	
and the second s	yees (each Employee to	The state of the s		elow)
SURNAME	FIRST NAME/S	I.D. NUMBER	BARGAINING COUNCIL NO.	SIGNATURE OF EMPLOYEE
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		

SURNAME	FIRST NAME/S	I.D. NUMBER	COUNCIL NO.	OF EMPLOYEE
TOTAL TOTAL STREET, ST				
	-			
шиш				
Aud -				

Example of letter to be sig	gned by every Employee:
"I,	Hereby declare that I understand the
consequences of the appli	ication of Exemption of the HRSI Pension

Fund.	
I agree to abide by the outcome.	
Signature: Date: Date:	
Full Name and Surname:	**
and the street of the respective and the street of the str	

# ANNEXURE "E"

### **EXAMPLE OF PSC CALCULATION**

The content of this annexure reflects an example as to how PSC is calculated.

This calculation applies to commission earners, excluding Retail commission as set forth in clause 3.2.17.2 of the National collective agreement.

All amounts used in this example are for illustration purposes only.

### Step 1

Add total of preceding 12 months' commission earned, excluding VAT (only if registered). For instance, if PSC is to be calculated on the 1st of May during any year the preceding 12 months' commission, excluding VAT, is added: -

May (preceding year)	R3,015.00	
June	R4,500.00	
July	R3,000.00	
August	R2,500.00	
September	R2,700.00	

October	R4,250.00	
November	R2,000.00	
December	R3,500.00	
January	R1,500.00	
February	R1,600.00	
March	R1,750.00	
April	R5,000.00	
TOTAL	R35,315.00	

# Step 2

Divide the total of the preceding 12 months' commission, so calculated, by 12 in order to calculate the monthly average i.e.

R35,315.00 divided by 12

= R2,943.00

# Step 3

Apply PSC percentage [based on the area in which the commission earner is employed] in order to calculate the monthly rate:-

R2,943.00 X 20% [if Area A or D], or R2,943.00 X 25% [if Area B or C]

# = R588.60 [if Area A or D] or R735.75 [if Area B or C]

The amount of R588.60 [if Area A or D] or R735.75 [if Area B or C] represents the monthly PSC.

# Step 4

Calculate the <u>daily PSC</u>. In order to calculate the daily rate the following needs to be considered: -

- if the commission earner works 5 days per week, the monthly rate should be divided by 21.67 in order to calculate the daily rate; or
- if the commission earner works 6 days per week, the monthly rate should be divided by 26 in order to calculate the daily rate.

#### Therefore: -

- the monthly PSC of R588.60 should be divided by 21.67 [for a commission earner that works 5 days per week] = R27.16
- the monthly PSC of R588.60 should be divided by 26 [for a commission earner that works 6 days per week] = R22.63

#### Step 5

Apply the <u>daily rate</u> to the number of leave days, or notice pay, or severance pay to be calculated.

For instance, should the commission earner [working a 6 day week] take 10 days' leave / is entitled to 10 days' notice pay / is entitled to 10 days severance pay:—

the daily rate of 22.63 multiplied by 10 days;

= R226.30

Therefore, an amount of R226.30 will be payable (subject to the provisions of clause 21 of the collective agreement) to the commission earner for 10 days' leave / notice pay / severance pay, in addition to the normal Basic Salary and Wage payable to such commission earner.

# ANNEXURE F

# CERTIFICATE OF SERVICE

Name of Salon:	
Address of Salon:	
6	Zim Fig.II)
	(in full)
Sex: M/F	
Employed as:	
Wages: R	per week/month
Date employment commenced:	
Date employment ended:	
Remarks :	
Print Name of Employee	Signature of Employee
Print name of Employer	Signature of Employer

# ANNEXURE G

# STUDENT AGREEMENT

	Entered into by and between:
	(as more fully appears on the schedule reflected on page 2)
	("the Employer")
	and
	(as more fully appears on the schedule reflected on page 3)
	("the Student")
	and
-	(as more fully appears on the schedule reflected on page 3 & 4)
	("Legal Guardian"; if student is under 18 years)
	and
	(as more fully appears on the schedule reflected on page 2 & 3)
	("Training Provider")
Student Enr	rolment Number:
Yauma'll E.	orlanda Diversiona
ouncii Em	ployee Number:

(OFFICE USE ONLY)

1.1	Full names of <b>Employer</b> , identity number / registration number:
1.2	Trading name of Employer (if applicable):
1.3	Address of Employer:
1.4	Postal address of Employer:
1.5	E-mail address of Employer:
1.6	Telephone number of Employer:
1.7	Contact person at Employer authorised to sign this agreement:
1.8	Name of Training provider, if not Employer:
1.9	Address of Training provider, if not Employer:
1.10	Postal address of Training provider, if not Employer:

	Telephone number of Training provider, if not Employer:
	E-mail address of Training provider, if not Employer:
	Name of contact person at Training provider:
-	Full names and identity number of <b>Student</b> :
	Address of Student:
	Postal address of Student:
	Telephone number of Student:
	E-mail address of Student:
	s Student a South African Citizen: YES / NO
	f No, attach copy of working permit.
	If Student is younger than 18 years when signing this agreement then paragraphs 1.22 to 1.26 must be completed.
	Full names and identity number of legal guardian:
	Address of legal guardian:

*	Telephone number of legal guardian:
1000	E-mail address of legal guardian:
	Commencement date of this agreement:
	Termination date of this agreement:
	Workplace name and address i.e. place where Student will be executing duties and responsibilities:
	The basic salary shall be:

### 2. COMMENCEMENT DATE

2.1 This agreement commences on the Commencement date as set forth clause
1.27 above and shall continue until the Termination date as set forth clause
1.28 above, irrespective of the date of signing of this agreement.

# 3. VALIDITY OF THIS AGREEMENT

3.1 The Terms and conditions of this agreement is subject to the Collective agreement of the National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry as published from time to time ("the Collective Agreement");

3.2 No indulgence or condonation by the Employer of any breach of any term of this agreement by the Student shall constitute a waiver of any of the Employer's rights in terms of this agreement and no amendment of this agreement shall be valid unless reduced to writing and signed by all parties.

# 4. APPOINTMENT AND JOB DESCRIPTION

- 4.1 The Student is appointed as a Student within the meaning of the Collective Agreement, the provisions of the Skills Development Act, Act 97 of 1998 and the Skills Development Amendment Act, Act 37 of 2008;
- 4.2 A student, as per the Collective Agreement is defined as an employee, including a minor, employed in an establishment who is in training to become a qualified hairdresser."
- 4.3 The Student will be responsible to execute the duties and responsibilities as set forth in the main agreement as published.

### 5. PLACE OF WORK

5.1 The Student will execute the duties and responsibilities at the workplace as set forth in clause 1.29 above or such other place as the Employer may from time to time direct.

### 6. TERMS AND CONDITIONS OF EMPLOYMENT

6.1 All terms and conditions of employment shall be observed and complied with as prescribed by the main Collective Agreement as published from time to time.

#### 7. GRIEVANCE PROCEDURE IN TERMS OF TRAINING

- 7.1 The Student shall, if aggrieved by any training action of the Employer or Training provider; lodge a grievance with the Employer, Manager and /or training provider first.
- 7.2 The grievance must be in writing.
- 7.3 Should the Employer, Manager and /or training provider not be able to solve the grievance complained of within three working days, to the satisfaction of the Student, it must be referred to the National Bargaining Council for Hairdressing, Cosmetology Beauty & Skincare Industry to establish the merit of the grievance lodged by the Student.

7.4 The grievance procedure guidelines and authorised form is attached.

# 8. OUTWORK

- 8.1 Unless having received prior written consent from the Employer, the Student shall not perform any similar duties in favour of a third party as
- 8.2 those recorded in this agreement other than in the course and within the scope of the Student's employment.

# 9. RECIPROCAL DUTIES OF PARTIES EMANATING FROM LEGISLATION

#### 9.1 Employer's duties

- 9.1.1 The Employer shall: -
  - 9.1.1.1 comply with legislation that may be applicable to the relationship between the Employer and the Student and to the workplace in general;
  - 9.1.1.2 provide the Student with appropriate training in the workplace to achieve the relevant outcome required by the student agreement;
  - 9.1.1.3 provide appropriate facilities to train the Student in accordance with the workplace component of learning;
  - 9.1.1.4 provide the Student with adequate supervision at the workplace;
  - 9.1.1.5 release the Student during normal working hours to attend education and training required by the student agreement;
  - 9.1.1.6 pay to the Student the agreed learning allowance both while the Student is executing the duties as provided for in this agreement and while the Student is attending education and training away from the workplace;
  - 9.1.1.7 conduct assessments or cause it to be conducted;
  - 9.1.1.8 keep up to date records / log book of learning and periodically discuss progress with the Student;

- 9.1.1.9 to advise and provide copies to the Student of:
  - 9.1.1.9.1 the terms and conditions of his or her employment as set forth in the Collective Agreement; and
  - 9.1.1.9.2 the workplace policies and procedures;
- 9.1.1.10 apply the same discipline, grievance and dispute resolution procedures to the Student, as with other employees employed.
- 9.1.1.11 The employer is not permitted to charge or accept a premium from the Student for any internal training provided; in terms of this training agreement; either while under the Student Contract or after the termination of the contract.

### 9.2 Student's responsibilities

- 9.2.1 The Student shall:
  - 9.2.1.1 work for the Employer as part of the learning process;
  - 9.2.1.2 be available for and participate in all learning and work experience required by the student agreement;
  - 9.2.1.3 comply with workplace policies and procedures;
  - 9.2.1.4 complete any timesheet or written assessment tools supplied by the Employer together with the prescribed log book to record relevant workplace experience;
  - 9.2.1.5 attend all theoretical and practical learning sessions with the training provider and undertake all learning conscientiously.

#### 10. TRAINING PROVIDER

- 10.1 Should the employer not be the Training provider, the Training provider shall: -
  - 10.1.1 provide education and training to the Student in terms of the agreement;

- 10.2 The student shall:
  - 10.2.1 provide the Student support as required by the student agreement;
  - 10.2.2 record, monitor and retain details of training provided to the Student in terms of the student agreement;
    - 10.2.3 conduct assessments in terms of the student agreement or cause it to be conducted; and
    - 10.2.4 provide reports and assessment results to all parties on the Student's performance.

# EMPLOYER:

SIGNED at	on this_	day of	20_
Witnesses:			
1		EMPLO (Signa	ature)
		(Full N	DYER lame)
	STUDEN	<u>T:</u>	
SIGNED at	on this	day of	20
Witnesses:			
1		STUD (Signa	
		STUD	ENT

(Full Name)

# LEGAL GUARDIAN:

on this	day of	20
	LEGAL GUAR STUDENT UNDER (Signature LEGAL GUAR STUDENT UNDER (Full Name	R 18 YEARS  e)  DIAN, IF R 18 YEARS
RAINING PE	ROVIDER:	
on this	day of	20_
	TRAINING PRO APPLICAI (Signature	BLE
	TRAINING PRO APPLICAL (Full Nam	BLE
OFFICE US	E ONLY)	
	on this	day
-		
	OFFICE US	LEGAL GUAR STUDENT UNDER (Signature STUDENT UNDER (Full Name of Legal Guar STUDENT UNDER (Full Name of Legal Guar STUDENT UNDER (Full Name of Legal Guar STUDENT UNDER (Signature of Legal Guar Guar Student Guar Student (Full Name of Legal Guar Student G

# ADDENDUM A

# GRIEVANCE PROCEDURE IN TERMS OF TRAINING IN THE STUDENT AGREEMENT

# General Principles:

- Any student who has a grievance against the employer in terms of training and the student agreement is entitled to make use of the grievance procedure.
- Should the grievance be in terms of the training provider, please refer the matter to City & Guilds for assistance.
- A grievance is any feeling of dissatisfaction, injustice or unfair treatment a student may experience in relation to training, and which has not been resolved informally.
- The purpose of the grievance procedure is to enable a student to have his/her grievance resolved fairly, quickly and as close to the point of origin as possible.
- Students may lodge grievances without fear of victimization. Students will not be prejudiced in any way as a result of using the procedure.
- Any student lodging a grievance in terms of this procedure is entitled to representation by a student representative (who is either a work colleague, fellow student or a union representative), provided that such person agrees to represent the student.
  - Normal earnings will be paid to the student and a student representative who is a work colleague for time spent whilst resolving grievances that follow the provisions of this procedure.
  - Each step in the procedure shall be subject to stipulated time limits. It is however, accepted that these time limits may be varied by mutual agreement or in relation to the availability of a person involved in the process.

- This procedure may not be invoked as a result of any disciplinary action taken in accordance with the student agreement.
- NO legal representation is permitted during this process.

# STAGE 1:

All grievances shall be raised in writing on the grievance form, with the person concerned i.e. Employer, Manager and /or training provider. The student and relevant person will sign the form as acknowledgement. A meeting must be scheduled to discuss the grievance within 3 (Three) working days.

# STAGE 2:

If the grievance is not resolved within 3 (Three) working days to the satisfaction of the student, it shall be referred to the National Bargaining Council for Hairdressing, Cosmetology, Beauty & Skincare Industry to investigate and establish the merit of the grievance lodged by the Student. A copy of the grievance form and any other supporting documentation must be provided to the council.

# STAGE 3:

The National Bargaining Council for Hairdressing, Cosmetology, Beauty & Skincare Industry will attempt to mediate the matter. In the event that no mutually acceptable resolution of the grievance is reached, either party shall be entitled to take appropriate action against the other. The National Bargaining Council for Hairdressing, Cosmetology, Beauty & Skincare Industry will assist the parties with the correct dispute resolution processes that need to be followed.

# Grievance Meeting: Procedure

- When a grievance is lodged, an investigation shall be carried out by whoever received the grievance into the facts of the case in preparation for the meeting.
- The parties shall agree the time, date and venue for the meeting. Every endeavour shall be made to ensure that this time period meets the relevant time periods but reasonable extensions must be fairly considered, if necessary.

The student shall inform the chairperson should there be a need to involve other
witnesses and/or persons in the meeting. The chairperson shall use his/her discretion in
this regard.

- 4. The chairperson of the meeting shall take responsibility for the fair conduct of the meeting. In this respect he/she shall ensure that:
  - All relevant information is made available to the parties prior to, or at, the meeting for consideration;
  - All relevant witnesses that the parties may wish to call are notified in advance to be available at the time of the meeting;
  - c) The student and/or the student representative and the employer or training provider will be given an opportunity to present their cases fully and to ask questions of each other's witnesses;
  - d) Brief notes/agreements made during the meeting must be kept. These notes will be agreed with the parties. Verbatim minutes will not be taken.
- 5. The chairperson shall submit his/ her written solution to the appropriate person in terms of the requirements of the relevant stages of the procedure.
  - * Attached is the Grievance Form to be completed *

# GRIEVANCE FORM

Instruction: To be submitted to the Employer / Manager / Training Provider upon completion.

SALON NAME		
TRAINING PROVIDER		
WHOM IS THE GRIEVANCE LODGED	AGAINST? (RESPONDENT)	
SALON / EMPLOYER YES / NO	TRAINING PROVIDER	YES / NO
FULL NAME AND POSITION OF RESE	PONDENT	
		nament)
To be resolved within three (3) wor	king days or longer by mutual agr	
To be resolved within three (3) wor		
To be resolved within three (3) wor	king days or longer by mutual agr	
STAGE 1: DATE OF RAISING CONCI (To be resolved within three (3) wor NATURE OF GRIEVANCE	king days or longer by mutual agr	
(To be resolved within three (3) wor	king days or longer by mutual agr	

1	
entire white to be a second of the second of	
OUTCOME (to be completed by the chairperso	
SIGNATURE OF Respondent	DATE
I confirm that my concern has been resolved /	and recolumn to my satisfaction and I now
wish / do not wish to lodge a formal grievance	
SIGNATURE of Student	DATE
SIGNATURE of Representative (if applicable)	DATE
are are are are a section as to apprecion.)	
** Copy to be given to the Student and Respon	dent
STAGE 2 (If the grievance remains unresolved	이어들이 지난 경기를 하고 있다면 내용하는 일반이 되어 되었다면 하지만 하지만 하는 것이 없어서 하셨다면 하게 되었다.
Council for Hairdressing, Cosmetology Beauty	& Skincare industry)
REASON FOR MY CONTINUED DISSATISFACTION	ON: (to be completed by student)
DATE OF RAISING CONCERN WITH THE COUN	CIL
COUNCIL NOTES AND COMMENTS	
COUNCIL NOTES AND COMMENTS	
	1444
DOCUMENTATION RECEIVED BY THE COUNCIL	L
DATE OF MEDIATION	

OUTCOME OF MEDIATION	
DESIGNATED AGENT SIGNATURE	DATE
I confirm that the grievance has been resolved	// not resolved to my satisfaction.
SIGNATURE of Student	DATE
SIGNATURE of Representative (if applicable)	DATE
** Copy to be given to the Student and Respon	dent
STAGE 3 If the grievance remains unresolved Hairdressing, Cosmetology Beauty & Skincare I dispute resolution processes that need to be for	ndustry will assist the parties with the correc
REASON FOR MY CONTINUED DISSATISFACTION	ON: (to be completed by student)
DATE OF RAISING THIS CONCERN WITH THE C	OUNCIL
COUNCIL NOTES AND COMMENTS	
DOCUMENTATION RECEIVED BY THE COUNCIL	
NATURE OF DISPUTE REFERRAL (Council forms to	
DESIGNATED AGENT SIGNATURE	DATE
I confirm that the grievance has been referred	to the council for dispute resolution
SIGNATURE of Student	DATE
SIGNATURE of Representative (if applicable)	DATE

**,Copy to be given to the Student and Respondent

There are no further stages to the grievance procedure. The council will continue with dispute processes to refer the matter further.

#### ANNEXURE 1

### RULES OF SICK PAY FUND

# 1. Introduction

- 1.1. The National Bargaining Council for Hairdressing, Cosmetology, Beauty and Skincare Industry ("the Bargaining Council") is a Bargaining Council duly established as such in accordance with the provisions of section 27 of the Labour Relations Act, Act 66 of 1995, as amended ("the Act").
- 1.2. In accordance with the provisions of section 28(1)(g) of the Act, the Bargaining Council has the power to establish and administer funds for the benefit of one or more of the parties to the Bargaining Council or their members.
- 1.3. The SPF is a fund that is being administered by the Bargaining Council.

### Name

2.1. The name of the Fund is the National Sick Pay Fund for Hairdressing, Cosmetology, Beauty and Skincare ("the SPF").

# 3. Management

3.1. The SPF will be managed by a Management Committee ("the Management Committee") established by the Board of the Bargaining Council ("the Board"), in accordance with the provisions of these rules.

# 4. Membership

- 4.1. Employees, in the Hairdressing, Cosmetology, Beauty and Skincare Industry ("the Industry") shall be members of the SPF. Working employers and Legal owners (insofar as a Legal owner is a natural person) may be members of the SPF ("the members").
  - 4.2. Membership to the SPF shall be:-
  - 4.2.1. voluntary for the Employees that resort under the Pretoria and Cape Peninsula regions of the Bargaining Council, up to and including the 31st of December 2016;
  - 4.2.2. compulsory for all Employees that resort under the Semi-National and KwaZulu-Natal regions of the Bargaining Council as from the 1st of January 2016;
  - 4.2.3. compulsory for all Employees as from the 1st of January 2017.

4.3 A member will register with the SPF by submitting a duly completed application for membership in the prescribed form to the SPF recording, amongst others, the member's personal details.

# Claiming against the SPF

- 5.1. For purposes of instituting a claim against the SPF and elsewhere in these rules "basic salary" or "wage" shall mean the basic salary or wage on which the member's contribution to the SPF is calculated <u>and</u> paid in accordance with the provisions of paragraph 7 below.
- 5.2. A claim may be instituted by a member against the SPF for the Basic salary or Wage in respect of such member for such period of time that a member is absent from work due to illness or injury ("the payment period"). Should a member's contribution be calculated and paid on a Basic salary or Wage that is more than that prescribed in the collective agreement ("the actual Basic salary or wage"), the member shall only be entitled to claim the actual Basic salary or Wage for the payment period, if the member's contribution on the actual Basic salary or Wage has been paid to the SPF on at least 3 (three) consecutive occasions immediately prior to the claim being instituted.
- 5.3. The payment period shall be limited to:-

- 5.3.1. 33 (thirty three) days in a 3 (three) year cycle for being absent from the workplace for any period of time less than 6 (six) days ("the six day period"); and
- 5.3.2. 33 (thirty three) days in a 3 (three) year cycle for being absent from the workplace for a continued period of 7 (seven) days and more ("the seven day period").

("the payment cycle")

- 5.4. The following shall apply to the payment cycle:
- 5.4.1. a member shall not be able to transfer any days from the six day period to the seven day period or vice versa;
- 5.4.2. a member may claim against the SPF during any part of the payment cycle, limited to the number of days set forth in clause 5.2 above.
- 5.5. A member will only be able to institute a claim against the SPF during the payment period, if:-
- 5.5.1. the member is in possession of a medical certificate issued by a registered medical practitioner or registered traditional healer ("the practitioner"), clearly stating:-

5.7.1.

5

5.5.1.1.	the name, address and capacity of the practitioner issuing the medical certificate;
5.5.1.2.	the specific diagnosis and nature of the illness;
5.5.1.3.	the date upon which the member consulted with the practitioner;
5.5.1.4.	the period that the member will be absent from work due to the illness.
5.6.	The SPF may, if necessary, communicate with and call on the practitioner to amplify or clarify any aspect mentioned on the medical certificate or, in its sole and absolute discretion, refer the member to a practitioner of its own choice and at its own costs, to verify the illness or duration thereof, mentioned on the medical certificate. No claim shall be paid until such time that the SPF has finalised its own investigation as envisaged in this clause, should it elect to do so.
5.7.	A claim against the SPF shall be calculated on the basis of the lesser of:-

illness or injury; or

the duration for which the member is absent from work due to

- 5.7.2. the duration that the member may be absent from work due to illness, as indicated on the medical certificate.
- 5.8. Notwithstanding anything contained in these rules to the contrary, the Bargaining Council, in its sole and absolute discretion may refuse or repudiate any claim made by a member against the SPF.

# 6. Benefits

# 6.1. Illness and Injury

6.1.1. A member may claim the Basic salary or wage from the SPF for the period absent from work due to illness or injury, within the payment period.

### 6.2. Maternity benefit

- 6.2.1. Female members of the SPF may institute a claim against the SPF for a maternity benefit which will be limited to:-
- 6.2.1.1. 30% (thirty percent) of the monthly Basic salary or wage of a female member, payable on a monthly basis;
- 6.2.1.2. a period not exceeding 4 (four) months;
- 6.2.1.3. no more than 4 (four) children.

6.3.2.2

6.3.2.3.

6.3.2.5

7

6.3.2 the following provision shall apply to a claim in respect of a maternity benefit:-

6.3.2.1 the female member shall only be entitled to claim the maternity benefit upon the child being born;

the maternity benefit will be paid in arrears, the first payment of which will be made on the last day of the month in which the child is born;

the maternity benefit will only apply for such period of time that the female member is absent from the workplace i.e should the female member elect to return to the workplace prior to the expiry of the 4 month period envisaged in clause 6.2.1.2 above, the maternity benefit will lapse upon the female member's return to the workplace;

should a child be stillborn, the 4 (four) month period as envisaged in clause 6.2.1.2 above will be limited to 2 (two) months, unless the Bargaining Council is favoured with a written motivation by a Phycologist or a Medical Practitioner justifying an increased period of absence, in which event the Bargaining Council may, in its sole and absolute discretion, increase the period, which period will not exceed the 4 (four)

months. For purposes of this clause 6.3.2.5 "stillborn" is defined as a child that is delivered after 24 (twenty four) weeks and weighs less that 500 (five hundred) grams.

- 6.3.2.6 nothing contained in these rules shall be construed as to limit any female member claiming a maternity benefit, from not being able to also claim a maternity or other benefit during the payment period, from any other source, whatsoever.
- 6.3.2,7 a female member may only claim against the SPF for a maternity benefit after being a contributing member thereto for a continuous period of 12 (twelve) months i.e if the child is born after the 12 (twelve) month period.

# 6.3. Limitation on claims

- 6.3.1. A member shall have no claim against the SPF as a result of any illness or injury, should such illness or injury have been occasioned by:-
- 6.3.1.1. attempted suicide or intended self-injury;
  - 6.3.1.2. the member being a participant in any sport or activity which
    the Bargaining Council, in its sole and absolute discretion,
    considers to be an extreme sport or activity, including but not

limited to, skydiving, motocross or motorcycle races, car races, rallies, paragliding, rock-climbing etc.

# 7. Contributions to SPF

- 7.1. The following contributions shall be made to the SPF:-
- 7.1.1. Employer: an Employer that employs a member of the SPF shall contribute an amount equal to what is agreed by the parties to the Bargaining Council, from time to time, of the Employee's monthly Basic salary or wage, to the SPF ("the Employer's contribution");
- 7.1.2. Employee: an Employee who is a member of the SPF shall contribute an amount equal to what is agreed by the parties to the Bargaining Council, from time to time, of the applicable Basic salary or wages, to the SPF ("the Employee's contribution");
- 7.1.3. Working employer: a Working employer that is a member of the SPF shall contribute an amount equal to what is agreed by the parties to the Bargaining Council, from time to time, of the monthly Basic salary or wage of a qualified stylist, which shall be determined by the Basic salary or wage of the area in which the Working employer operates an Establishment ("the Working employer's contribution");

- 7.1.4. a Legal owner that is member of the SPF shall contribute an amount equal to what is agreed by the parties to the Bargaining Council, from time to time, of the Basic salary or wage of a qualified stylist, which shall be determined by the Basic salary or wage of a qualified stylist in the area in which the Working employer operates an Establishment ("the Legal owner contribution").
- 7.2. The Contribution recorded in clause 7.1 above, shall be due and payable to the SPF, on a monthly basis.
- 7.3. An Employer, Working employer and Legal owner, as the case may be, shall by no later than the seventh day of the month following the month in respect of which the payment is due, pay to the Bargaining Council the Employer's contribution, Employee's contribution, Working employer's contribution or Legal owner's contribution.

# 8. Procedure to institute claim against SPF

- 8.1. Any claim against the SPF shall be submitted by no later than 90 (ninety) days after the date upon which the illness or injury occurs.
  - 8.2. The Bargaining Council, in its sole and absolute discretion, may grant condonation for a claim being institute outside the period stated in clause 8.1 above.

8.3.	A claim against the SPF shall be submitted in the following manner and
	form:-
8.3.1.	on the claim form attached to these rules, duly completed;
8.3.2.	be accompanied by:
8.3.2.1.	the original or certified copy of the medical certificate;
8.3.2.2.	a certified copy of the member's identity document;
8.3.2.3.	written confirmation of the Employer, Working employer or
	Legal owner, stating the period of absence;
8.3.2.4.	salary advice slip / payslip indicating both the member's gross and nett salary and proof that the contributions to the SPF have
	been deducted;
8.3.2.5.	a birth certificate of the child born in the event of a female
	member claiming a maternity benefit.
8.4.	The claim form duly completed together with the supporting documents
	recorded in the clause 8.3 above, shall be delivered to the SPF.
8.5.	In the event of a member claiming for the SPF on more than one occasion

in any calendar year, the documents to be submitted by the member shall

be limited to the duly completed claim form and the original or certified copy of the medical certificate.

- 8.6. Any claim instituted against the SPF which:-
- 8.6.1. is submitted on a claim form which is not duly completed or is illegible;
- 8.6.2. is not accompanied by any of the aforesaid supporting documentation;
- 8.6.3. the medical certificate or any part thereof is blank or illegible will not be processed.
- 8.7. The SPF will execute its best endeavours to make payment to the member or a person claiming a death grant, as the case may be, in respect of a claim instituted, within 30 (thirty) days of the claim being submitted or the date upon which the member has fully complied with the requirements set forth in clause 8.3 above, whichever is the latter.

# Compliance with collective agreement

- 9.1. No claim against the SPF will be entertained if an Employer is in arrears in respect of any of the Employer's contribution or member's contribution to the SPF.
- 9.2. The SPF, in its sole and absolute discretion may, notwithstanding a member being in arrears elect to entertain a claim instituted against the SPF, in which event the SPF may apply set off against any amount due and owing by the member to the SPF against an approved claim paid by the SPF to the member.
- 9.3. Should application be made by any person to be exempt from the provisions of the collective agreement or these rules, the exemption will only apply as from the date upon which the Exemption board hands down its decision to grant exemption.

# 10. Special provisions relating to membership

10.1. Should a Working employer or a Legal owner become a member of the SPF at any time prior to the 1st of January 2017, a 8 (eight) month waiting period will be applicable i.e. the SPF will not entertain any claim instituted by a Working employer or a Legal owner against the SPF within a period of 8 (eight) months after becoming a member and any claim instituted thereafter up and to including the 31st of December 2016, will be paid out

pro-rata to the number of months that the Working employer or Legal owner has been a member of the SPF.

# 11. Administration

- 11.1. The Management Committee will be appointed by the Board at the Board's Annual General Meeting ("AGM").
- The Management Committee shall consist of the chairperson and vice-chairperson of the Board, 2 (two) representatives nominated by the employer party to the Bargaining Council and 2 (two) representatives, nominated by the employee party to the Bargaining Council and the Chief Executive Officer of the Bargaining Council. The Chief Executive Officer of the Bargaining Council shall have no voting powers on the Management Committee.
- 11.3. Each of the chairperson, vice-chairperson and representatives nominated to the Management Committee, shall appoint an alternate.
- 11.4. The Management committee shall appoint from among them, a chairperson and vice-chairperson, which may differ from the chairperson and vice- chairperson of the Board. The term of office of the chairperson, vice-chairperson and representatives (and their alternates) serving on the Management Committee shall be the same term as the Chairperson and vice-chairperson appointment to the Board and shall terminate upon such

date that the Chairperson and vice-chairperson's appointment to the Board, terminates.

- 11.5. The Chairperson, vice-chairperson or a representative of the Management
  Committee may resign as such by furnishing the Board with 30 (thirty)
  calendar days of his / her intention to do so.
- 11.6. The Chairperson, vice-chairperson or a representative of the Management Committee's appointment as such may be terminated by a decision of the Board. Should the Chairperson's appointment be terminated in terms of this clause 11.6, the vice-chairperson shall take over the responsibilities of the Chairperson for the remainder of the term set-forth in clause 11.4 above. In such event the representatives to the Management Committee shall appoint a new vice-chairperson from amongst them for the remainder of such term.
- 11.7. In the event of a representative of the Management Committee resigning or his / her appointment as such being terminated, the representative's, alternate will replace the person so resigning or appointment being terminated, to the Management Committee.
- 11.8. All resolutions by the Management Committee shall be passed with a majority vote.
- 11.9. The Bargaining Council will consider and authorise claims instituted by members against the SPF.

- 11.10. The Board, mandated by the parties to the Bargaining Council, shall have the power to make and alter rules governing the SPF.
- 11.11. Any disputes emanating from the Bargaining Council refusing, repudiating or partly refusing or partly repudiating any claim instituted against the SPF by a member or any dispute as to the interpretation, meaning, intention or provisions of these rules shall be resolved as follows:-
- 11.11.1. a person aggrieved by the decision of the Bargaining Council may lodge an appeal to the Management Committee;
- 11.11.2. all appeals shall be lodged within 14 (fourteen) days as from the date upon which the Bargaining Council's decision has been made available and shall be heard by the Management Committee with 30 (thirty) days of being lodged.
- 11.11.3. any appeal shall be in writing and shall contain the following:-
- 11.11.3.1. grounds of appeal;
- 11.11.3.2. all supporting documentation which will be used in support of the appeal;
- 11.11.3.3. any other relevant information or documentation that may assist the Management Committee to arrive at a conclusion.
- 11.11.4. an appeal, in the sole and absolute discretion of the Management

  Committee, may be amplified by oral argument;

- 11.11.5. The Management Committee's finding on appeal shall be in writing and shall be made available to the person lodging such appeal within 14 (fourteen) days from such appeal being heard. The Management Committee's finding on appeal shall be final and binding.
- 11.12. All expenses incurred in connection with the administration of the SPF shall be a charge against the SPF. The Management Committee shall have the power to appoint committees or sub-committees to delegate to such sub-committees such powers as are not inconsistent with the collective agreement or these rules.
- 11.13. The Management Committee may cause to:-
- 11.13.1. Open a bank account/s for retaining members' contributions;
- 11.13.2. invest funds of the SPF not immediately required to meet any claims or charges from time to time which includes, but will not be limited to, investing in immovable property;
- 11.13.3. from time to time borrow and/or obtain an overdraft from any bank or financial institution for such sum of money required for purposes of meeting its obligations as envisaged in these rules.

- 11.14. The Management Committee's powers as set forth in clause 11.13 above shall be limited to the extent that only the Board may elect:
- 11.14.1. at which financial institutions a bank account/s may be opened;
- 11.14.2. by which broker and where funds of the SPF may be invested.
- The Audit Committee of the Board shall appoint auditors to audit the books of account and financial statements of the SPF, annually. The audited financial records of the SPF shall be presented to, considered and approved by the Board at its AGM, where after it will be signed off by the Chairperson of the Management Committee. The Chairperson of the Management Committee shall in his / her Chairperson's report address the AGM on the activities of the SPF. The audited financial records of the SPF shall be open for inspection to any member of the SPF during office hours at the Bargaining Council's head office as indicated in the collective agreement.
- 11.16. A member shall be entitled to copies of the financial records after the inspection thereof against first paying a photocopying charge levied by the Bargaining Council, in its sole and absolute discretion.
- 11.17. The Management Committee may, from time to time as and when necessary instruct actuaries to attend to actuarial calculations for purposes of ensuring that the SPF has sufficient funds to meet its

- obligations and to ensure sustainability. The expense relating to the appointment of the actuaries shall be borne by the SPF.
- 11.18. The SPF shall have the legal capacity to enter into any agreement and to sue or to be sued in its own name.
- 11.19. Any profits or losses incurred in the day to day activities of the SPF or the realisation of any investment shall be borne by the SPF.
- 11.20. The Management Committee shall meet at least on 3 (three) occasions per calendar year, which meetings shall take place at least 2 (two) months prior to Board meetings scheduled for that calendar year, so as to enable the Chairperson to report on the activities and financial status of the SPF, during Board meetings.
- 11.21. The Management Committee shall ensure that the SPF, at all material times, has sufficient funds to settle any claims that may arise in the ensuing 4 (four) calendar months, predicated on the historical claims that arose in the same time period i.e the same 4 (four) calendar months, in the previous calendar year, plus 10% (ten percent).

### Liquidation and dissolving of SPF

12.1. The SPF will continue ad infinitum until liquidated or dissolved by virtue of a resolution of the Board.

- 12.2. In the event of the Board resolving to liquidate or dissolve the SPF, the funds retained in the SPF after settlement of any administration and liquidation expenses, shall be paid in equal shares to the Employer party/s and Employee/s to the Bargaining Council.
- 12.3. In the event of the Bargaining Council being wound up or dissolved, the Board shall, on the date upon which the Bargaining Council is being wound up or dissolved, appoint 3 persons nominated by the employer party to the Bargaining Council and 3 persons appointed by the employee party to the Bargaining Council, as trustees of the SPF ("the trustees").
- 12.4. The trustees shall liquidate or dissolve the SPF in which event the funds of the SPF shall be paid in equal shares to the Employer party/s and Employee/s to the Bargaining Council.

### 13. Indemnity

13.1. The members of the Board, Management Committee or any person and/or entity employed by the Management Committee, shall not be liable for any actions by taken by and/or debt and/or liability of the SPF and are hereby indemnified by the SPF against any losses and/or expenses incurred by it as a result of or arising from the bona fide execution of their duties as such.

Rules of the SPF as at 10 October 2016



## ANNEXURE "H1"

REMUNERATION / BASIC SALARY / WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 101 - BEING THE PROVINCE OF GAUTENG, EXCLUDING THE MAGISTERIAL DISTRICTS OF ALBERTON, PRETORIA, WONDERBOOM, BRONKHORSPRUIT (KUNGWINI) AND CULLINAN

	EOHCB Subscriptions			R 458.00														
	Bargaining Levy			R 458.00														
	Basic establishment charge			R 99.41														
	Total minimum charge			R 180.52														
	One Man Band / Rent A Chairs			R 206.00														
Wark	Work Code Description	20	2016 Salary	2017 Salary 6% increase	Un	Union or Agency Fee	8 Emp	BC Fee Employer	8 8	BC Fee Employee	National Pension Fu	National National Pension Fund	Nati	National nsion Fund	National SPF Employer	al SPF wer	Natio	Vational SPF Employee
2002	Barber - Trainee	œ	2,084.28	R 2,209.33	02	108.00	œ	26.51	000	75.55	8 13	132.56	R 13	132.56	×	11.05	200	11.05
2004	Barber - Junior	œ	2,679.79	R 2,840,57	00	108.00		26.51	200	75.55	8 17	170.43	R	170.43	R	14.20		14.20
2006	Barber - Senior	œ	4,466.31	R 4,734.29	æ	108.00	ac	26.51	05	75.55	R 28	284.06	R 28	284.05	8 2	23.67	œ	23.67
3020	Beauty Therapist / Health and skincare therapist - Unqualified	œ	3,703.39	R 3,925.59	8	108.00	00	26.51	œ	63.62	R 23	235.54	R 23	235.54	8	19.63	nc	19.63
3014	Beauty Therapist / Health & Skincare Therapist	œ	4,254.31	R 4,509.57	a	108.00	oc.	26.51	oc	63.62	R 27	270,57	R 27	270.57	8 2	22.55	nc.	22.55
3022	Cleaner - Beauty	œ	2,853.87	R 3,025.10	8	108.00	000	26.51	00	63.62	R 18	181.51	R 18	181.51	200	15.13	05	15.13
2010	General Assistant	œ	2,996.57	R 3,176.36	000	108.00	oc.	15.91	œ	31.81	R 19	190.58	R 15	190.58	000	15.88	00	15.88
2012	General Assistant after 5 years	œ	3,146.12	R 3,334.89	00	108.00	000	15,91	000	31.81	R 20	200.09	R 20	200.002	00	16.67	or.	16.67
2014	General Assistant after 10 year's	œ	3,295.70	R 3,493.44	04	108.00	αc	15,91	000	31.81	R 20	209.61	R 26	209.61	800	17.47	05	17.47
2020	Hairdresser - after 1st year qualified	œ	5,320.72	R 5,639.97	000	108.00	œ	26.51	oc	75.55	33	338.40	8 33	338.40	8	28.20	or.	28.20
2022	Hairdresser - Qualified	œ	7,592.85	R 8,048.43	04	108.00	oc.	26.51	00	75.55	R 48	482.91	R 48	482.91	St.	40.24	or	40.24
2024	2024 Hairdresser - Qualified - after 5 years	æ	7,972.62	R 8,450.98	000	108.00	œ	26.51	000	75.55	R SC	507.06	R SC	507.06	K	42.25	000	42,25
2026	Hairdresser - Qualified - after 10 years	oc.	8,352.39	R 8,853.53	000	108.00	00	26.51	02	75.55	R 53	531,21	8	531.21	8	44.27	0%	44.27
2046	LEARNER - Entry Level	œ	2,122.60	R 2,249.95	000	108.00	œ	15.91	000	31.81	R 13	135.00	R 13	135.00	R	11.25	œ	11.25
2048	LEARNER - Level 2	×	2,451.62	R 2,598.72	œ	108.00	oc.	15.91	000	31.81	R 15	155.92	R 15	155.92	8	12.99	oc.	12.99
2050	LEARNER - Level 3	œ	2,766.35	R 2,932.33	œ	108.00	oc.	19.83	oc.	43.75	R 17	175.94	R 17	175.94	R	14.66	œ	14.66
2052	2052 LEARNER - Level 4	œ	3,026.46	R 3,208.05	œ	108.00	00	19.89	000	43.75	R 15	192.48	R 15	192.48	E.	16.04	œ	16.04
4000	4000 STUDENTS - Entry Level	œ	2,122.60	R 2,249.95	04	108.00	ac.	15.91	000	31.81	R 13	135,00	R	135.00	K	11.25	00	11,25
4001	STUDENTS - Module 2 (Level 1 & 2)	œ	2,451.62	R 2,598.72	œ	108.00	oc.	15.91	000	31.81	R 15	155.92	12	155.92	2	12.99	nz.	12.99
4002	STUDENTS - Module 4 (Level 3 & 4)	œ	2,766.35	R 2,932,33	8	108.00	æ	19.89	oc.	43.75	R 17	175.94	2	175.94	E C	14.66	×	14.56
4003	STUDENTS - Module 6 (Level 5 & 6)	œ	3,026,46	R 3,208.05	œ	108.00	ox.	19.89	000	43.75	R 15	192.48	8 19	192.48	8	16.04	×	16.04
3032	3032 Manager - Beauty	œ	7,191.62	R 7,623.12	8	108.00	œ	26.51	000	63.62	R 45	457.39	R 45	457.39	8	38.12	×	38.12
2060	2060 Manager - Hairdresser	œ	7,556.42	R 8,009.81	02	108.00	00	26.51	ac	75.55	R 48	480.59	R 48	480.59	R	40.05	02	40.05

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Work	Work Code Description	2	2016 Salary	201	2017 Salary 6% increase	Um	Union or Agency Fee	BC Fee Employer	BC Fee mployer	SC Emp	8C Fee Employee	National Pension Fund		National Pension Fund		National SPF Employer		lational SP Employee	National SPF Employee
2062	Manager - Hairdresser after 5 years	æ	7,933,59	œ	8,409,61	R	108.00	R	26.51	00	75.55	R 50	504.58	R 504.58	88	-1	42.05	8 4	42.05
2064	Manager - Hairdresser after 10 years	æ	8,313.36	æ	8,812.16	R	108.00	R 2	26.51	æ	75.55	R 52	528.73	R 528.73	73 R		44.06	9	44.06
3030	Manager - only (Beauty Establishment)	α	5,431.04	œ	5,756.90	R	108.00	× ×	26.51	œ	63.62	R 34	345.41	R 345,41	11 R	Q.	28.78	000	28.78
2054	Manager - only (Hairdressing)	o:	5,703.09	04	6,045.27	8	108.00	8	26.51	04	75.55	R 36	362.72	R 362.72	72 R		30.23	00	30.23
2056	Manager - only (Hairdressing) after 5 years	æ	5,987.91	oc.	6,347.18	R 1	108.00	8	26.51	œ	75.55	R 38	380.83	R 380.83	33 R		31.74	oc.	31.74
2058	Manager - only (Hairdressing) after 10 years	œ	6,274.04	œ	6,650.49	8	108.00	R	26.51	04	75.55	R 39	399.03	R 399,03	J3 R		33.25	02	33,25
3036	Manicurist / Pedicurist / Wax Technician -Unqualified	æ	1,563.81	œ	1,657.64	×	108.00	æ	26.51	æ	63.62	8	99.46	R 99.46	16 R		8.29	æ	8:29
3040	Nail technician - Unqualified	oc.	2,430.35	œ	2,576.17	8	108.00	8	26.51	nc.	63.62	R 15	154.57	R 154.57	57 R		12.88	E C	12.88
3084	Nail Technician - Certified	œ	2,501.13	æ	2,651.20	8	108.00	000	26.51	000	63.62	R 15	159.07	R 159.07	07 R		13.26	8	13.25
3038	Nail technician - Qualified	œ	2,917.99	œ	3,093.07	R 1	108.00	R	26.51	œ	63.62	R 18	185.58	R 185.58	58 R		15.47	R	15.47
3087	Massage Therapist - One Year Qualified	œ	3,710.00	œ	3,932.60	05	108.00	8	26.51	8	63.62	R 23	235.96	R 235.96	36 R		19.66	8	19.66
2067	Operator - Trainee	æ	3,186.46	œ	3,377.64	8	108.00	or.	15.91	œ	31.81	R 20	202.66	R 202.66	56 R		16.89	04	16.89
2068	Operator	æ	4,835.59	at	5,125.73	œ	108.00	8	15.91	œ	31.81	R 30	307.54	R 307.54	54 R		25.63	04	25.63
2070	Operator - after 5 years	ж	5,077.51	ot:	5,382.16	œ	108.00	or.	15.91	œ	31.81	R 32	322.93	R 322.93	93 R		26.91	R	26.91
2072	Operator - after 10 years	œ	5,319.42	000	5,638.58	8	108.00	or.	15.91	œ	31.81	R 33	338.32	R 338.32	32 R		28.19	R	28.19
2074	Operator - Multi skilled	œ	5,350.63	œ	5,671.66	R	108.00	æ	15.91	00	31.81	R 34	340.30	R 340.30	30 R	-	28.36	R	28.36
2076	Operator - Multi skilled - after 5 years	œ	5,618.55	oc.	5,955.66	DC.	108.00	000	15.91	00	31,81	R 35	357.34	R 357.34	34 R	100	29.78	oc.	29.78
2078	Operator - Multi skilled - after 10 years	œ	5,885.17	œ	6,238.28	R	108.00	R	15.91	00	31.81	R 37	374.30	R 374.30	30 R		31.19	00	31.19
3042	Receptionist - Beauty Establishment	04	4,902.27	œ	5,196.40	8	108.00	8	26.51	DC.	53.62	R 31	311.78	R 311.78	78 R		25.98	00	25.98
2082	Receptionist - Hairdressing salon	œ	5,297.30	œ	5,615.13	R	108.00	000	26.51	nc	63.62	R 33	336.91	R 336.91	91 R	ď	28.08	oc oc	28.08
2084	Receptionist - Hairdressing salon - after 5 years	œ	5,562.62	œ	5,896.37	R	108.00	000	26.51	oc.	63.62	R 35	353.78	R 353.78	78 R		29.48	000	29.48
2086	Receptionist - Hairdressing salon - after 10 years	œ	5,826.64	œ	6,176.24	8	108.00	R	26.51	oc.	63.62	R 37	370.57	R 370.57	57 R	-3	30.88	oc.	30,88
3048	Somatologist - 3 Years	œ	4,466.31	œ	4,734.29	R 1	108.00	8	26.51	nc	63.62	R 28	284.06	R 284.06	D6 R	Ľ	23.67	nc nc	23.67
3052	Somatologist - B Tech - 4 years	œ	4,883.17	œ	5,176.16	or or	108.00	R	26.51	04	63.62	R 31	310.57	R 310.57	57 R	10	25.88	000	25.88
3054	Somatologist - B Tech Laser	æ	5,240,47	œ	5,554,90	R	108.00	×	26.51	00	63.62	R 33	333.29	R 333.29	29 R		27.77	ac.	27.77
1012	Specific Skilled Stylist	œ	3,012.16	œ	3,192.89	8	108.00	R	26.51	DC.	75.55	R 19	191.57	R 191.57	57 R		15.96	æ	15.96
1014	Specific Skilled Stylist - after 5 years	8	3,163.02	œ	3,352.80	R 1	108.00	R	26.51	œ	75.55	R 20	201.17	R 201.17	-	R 16	16.76	8	16.76
1016	Specific Skilled Stylist - after 10 years	×	3,313.91	œ	3,512.74	×	108.00	œ	26.51	œ	75.55	R 21	210.76	R 210.76	-	R 17	17.56	DC.	17.56
1000	Specific Skilled Stylist - doing only one of the following: Braiding, Platting, Cutting	œ	2,211.00	œ	2,343,66	œ	108.00	oc.	26.51	œ	75,55	R 14	140.62	R 140.62		11	11.72	m	11,72
1002	Specific Skilled Stylist - doing only one of the following: Braiding, Platting, Cutting after 5 years	œ	2,321.55	œ	2,460.84	α. ~	108.00	00	26.51	00	75,55	R 14	147.65	R 147.65		R 12	12,30	oc.	12.30
1004	Specific Skilled Stylist - doing only one of the following: Braiding, Platting, Cutting after 10 years	×	2,432.10	œ	2,578.02	oc.	108.00	EX.	26.51	oc	75,55	R 15	154.68	R 154.68		R 12	12.89	nc.	12.89



Work	2089 Worki	2139 Rent A		,		S S			
Work Code Description	Working Employer (in Salon with Staff)	Rent A Chair / One Man Band (No Staff)	NOTES	CASUAL EMPLOYEE	PART TIME EMPLOYEE	WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND	PENSION FUND	DAILY RATE CALCULATION	
2016 Salary	R 7,592.85	R 7,592.85		An employee w Remuneration / of employment	An employee worker and employee worker and employment of employment should the Coursalary of the Full fraceived, ther days worked an	- 1	Pension Fund ( Contributions p	Basic Salary / \\ Basic Salary / \\ Basic Salary / \\ Basic Salary / \\\ Basic Salary / \\	
2017 Salary 6% increase	R 8,048.43	R 8,048.43		An employee who substitutes for any permanent employee who is sick or on leave. Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	An employee who works 1 or 2 or 3 days per week.  Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment.  Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.  If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week) Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week) Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week) Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	
Union or Agency Fee	+	R 108.00		any permar ages shall b	r 3 days per rages shall b re lower calc or that Job C will be chang ount of days reads	oloyer (Work	e paid by all	26 working d 21.67 workin 17.33 working d 13 working d	
BC Fee Employer	20	R 206.00		ent employe e calculated	week e calculated ulated salar ategory will in	Code 2089	Employees e 6% of the	ays = Daily g days = Da g days = Da ays = Daily ays = Daily	
BC Fee Employee	oc.	· oc		se who is s	at the pres y from the apply.	AND 2139)	will be 6% Basic Sala	Rate (when ily Rate (willy Rate (willy Rate (will) Rate (when Rate (when	
National Pension Fund	8	oc.		ck or on lear scribed DAIL	scribed DAIL Employer (S	, is voluntan	of the Basic ry of the Em	employee v nen employe nen employe	
National National Pension Fund Pension Fund	- 8	oc.		ve Y rate for tha	Y rate for the alon owner), for the actual	y for SPF fron	Salary of the ployee.	vorks a 6 day	
National SPF Employer	R 120.73	R 241.45		t category	at category then the	n 1 January	Employee,	week) day week) week)	
National SPF Employee	oc	i oc						_	

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Work Code	Work Code Description	2016 Salary	2017 Salary 6% increase	Union ar Agency Fee	BC Fee Employer	BC Fee Employee	National Pension Fund	National National Pension Fund Pension Fund	National SPF Employer	National SPF Employee
	COMMISSION EABNERS	All Stylist will b	All Stylist will be paid 40% commission	nission						
		NO STOCK DE	NO STOCK DEDUCTIONS ARE ALLOWED	ALLOWED						
		BC = Bargaining Council	ig Council							
=11-00-00000		EE = Employee	0)							
	ABBREVIATION DESCRIPTIONS	ER = Employer								
		SBF = Sick Benefit Fund	nefit Fund							
		SPF = Sick Pay Fund	y Fund							
2	COUNCIL I EVIES EOD NEW SALONS EDONA DATE OF	Effective from temployees reg	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	blication of the	nis Agreeme Moation, wi	nt, council I Il be as folic	evies for ner	w salons an	8	
5	PUBLICATION OF THIS AGREEMENT	1. Employers	1. Employers to deduct 1.3% Council Levy from each employee's basic salary.	Council Levy	from each 6	employee's	basic salany.			
		2. Employers basic salary, i	<ol><li>Employers to contribute 1,3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.</li></ol>	% Council Li employee er	evy, calculat nployed.	ed on the b	asis of each	individual em	s,ee/old	



## ANNEXURE "H2"

REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 102 BEING EAST LONDON, PORT ALFRED, AND ALL OF THE MAGISTERIAL DISTRICTS OF THE EASTERN CAPE PROVINCE (EXCLUDING PORT ELIZABETH, UITENHAGE AND HUMANSDORP

				AR	HUMBINGORF.				١		-				١				
	EOHCB Subscriptions	suo		œ	354.00														
	Bargaining Levy	evy		œ	458.00														
	Basic establishment charge	rge		œ	99.41														
L	Total minimum charge	00		oc	180.52														
	One Man Band / Rent A Chairs	airs		œ	206.00														
Work Code	Work Code Description		2016 Salary	22	2017 Salary 6% increase	Union or Agency Fee	Fee	BC Fee Employer	9 19	BC Fee Employee		National Pension Fund (ER)		National Pension Fund (EE)		Vational SP Employer	National SPF Employer	Natio	National SP Employee
2002 Barb	2002 Barber - Trainee	000	2,084.28	8	2,209.33	R 108	108.00 R	26.51	23	2	75.55	R 132	132.56	R 132.56	.56 R	1.5	11.05	ox.	11.05
2004 Barb	2004 Barber - Junior	œ	2,679.79	02	2,840.57	R 108	108.00 R	i.	26.51	8 7	75.55	R 170	170.43	R 170.43	.43 R		14.20	000	14.20
2006 Barb	2006 Barber - Senior	œ	4,466.31	02	4,734.29	R 108	108.00 R		26.51	8 7	75.55	R 284	284.06	R 284.06	.06 R	10	23.67	00	23.67
3020 Beau	3020 Beauty Therapist / Health and skincare therapist - Unqualified	04	3,144.28	8	3,332.93	R 108	108.00 R	26.51	51	8	53.62	R 196	199.98	R 199.98	98 86		16.66	oc.	16.66
3014 Beau	3014 Beauty Therapist / Health & Skincare Therapist	00.	3,509.80	8	3,720.39	R 108	108.00 R	26.51	51	R	63.62	R 22:	223.22	R 223.22	.22 R		18.60	oc.	18.60
3022 Clean	3022 Cleaner - Beauty	04	2,354.44	00	2,495.71	R 108	108.00 R	26.51		8	63.62	R 149	149.74	R 149.74	.74 R		12.48	00	12,48
2010 Gent	2010 General Assistant	8	2,426.90	R	2,572.52	R 108	108.00 8		15.91	8	31.81	R 154	154.35	R 154.35	35 28		12.86	åc.	12.86
2012 Gent	2012 General Assistant after 5 years	œ	2,547.85	100	2,700.72	R 108	108.00 R	131	15.91	8	31.81	R 16.	162.04	R 162.04		o≤	13.50	ac	13.50
2014 Gent	2014 General Assistant after 10 years	00	2,670.11	ex H	2,830.31	R 108	108.00 R		15.91	m m	31.81	R 16	169.82	R 169.82		20	14.15	oc	14.15
2020 Hair	2020 Hairdresser - after 1st year qualified	œ	4,570.27	7	4,844.49	R 108	108.00 R	E.	26.51	8 7	75.55	R 29(	290.67	R 290.67		R 2	24.22	ac	24.22
2022 Hain	2022 Hairdresser - Qualified	8	5,489.78	00	5,819.17	R 108	108.00 R	-31	26.51	R 7	75.55	R 34	349.15	R 349.15		R 2	29.10	oc.	29,10
2024 Hain	2024 Hairdresser - Qualified - after 5 years	œ	5,764.21	82	6,110.06	R 108	108.00 R		26.51	R 7	75.55	R 36	366.60	R 366.60		200	30.55	toc	30.55
2026 Hain	2026 Hairdresser - Qualified - after 10 years	oc.	6,038.64	ox.	6,400.96	R 108	108.00 R		26.51	R 7	75.55	R 38	384.06	R 384.06		m	32.00	oc.	32.00
2046 LEAF	2046 LEARNER - Entry Level	œ	2,101.75	8	2,227.85	R 108	108.00 R	1.5	15.91	ec.	31.81	R 13.	133.67	R 133.67		2	11.14	oz.	11.14
2048 LEAF	2048 LEARNER - Level 2	œ	2,402.19	02	2,546.32	R 108	108.00 R		15.91	3	31.81	R 15	152.78	R 152.78		X	12.73	DC.	12.73
2050 LEAF	2050 LEARNER - Level 3	æ	2,697.42	2 8	2,859.27	R 108	108.00 R		19.89	R 4	43.75	R 17	171.56	R 171.56		000	14.30	œ	14.30
2052 LEAF	2052 LEARNER - Level 4	œ	2,928.92	2	3,104.65	R 108	108.00 R		19.89	R 4	43.75	R 18	186.28	R 186.28		oc.	15.52	œ	15.52
4000 STU	4000 STUDENTS - Entry Level	œ	2,101.75	200	2,227.85	R 108	108.00 R		15.91	8	31.81	R 13	133.67	R 133.67		CC	11.14	æ	11.14
4001 STU	4001 STUDENTS - Module 2 (Level 1 & 2)	œ	2,402.19	8	2,546.32	R 108	108.00 R		15.91	8	31.81	R 15	152.78	R 152.78		E E	12,73	ric.	12.7
4002 STU	4002 STUDENTS - Module 4 (Level 3 & 4)	œ	2,697.42	2 R	2,859.27	R 108	108.00 R		19.89	R	43.75	R 17	171.56	R 171	171.56	W W	14.30	oc	14.30
4003 STU	4003 STUDENTS - Module 6 (Level 5 & 6)	α.	2,928.92	2 R	3,104.65	R 108	108.00 R		19.89	R 4	43.75	R 18	186,28	R 186	186.28	oc oc	15.52	- 1	15.5
3032 Mar	3032 Manager - Beauty	œ	5,936.80	0	6,293.00	R 108	108.00 R	- 1	26.51	0	63.62	R 37	377.58	R 377	377.58	02	31.47	œ	31.4



Work Code Description	22	2016 Salary	2017 Salary 6% increase	Vinion ar Agency Fee	a E	BC Fee Employer	BC Fee Employee		National nsion Fund (ER)	National National Pension Fund Pension Fund (ER) (EE)		National SPF Employer		National SPF Employee
2060 Manager - Hairdresser	œ	5,573.02	R 5,907.41	R 108.00	œ	26.51	R 75.55	200	354.44	R 354,44	oc.	29.54	or	29.54
2062 Manager - Hairdresser after 5 years	×	5,851.35	R 6,202.43	3 R 108.00	œ	26.51	R 75.55	or.	372.15	R 372.15	oc.	31.01	00	31.01
2064 Manager - Hairdresser after 10 years	œ	6,129.68	R 6,497.46	3 R 108.00	œ	26.51	R 75.55	oc.	389.85	R 389.85	-	32.49	-	32.49
3030 Wanager - only (Beauty Establishment)	R	4,480.60	R 4,749.43	3 R 108.00	oc.	26.51	R 63.62	000	284.97	R 284.97	-	23.75		23.75
2054 Wanager - only (Hairdressing)	œ	3,739.19	R 3,963.54	R 108.00	œ	25.51	R 75.55	α.	237.81	R 237.81	000	19.82	-	19.82
2056 Manager - only (Hairdressing) after 5 years	œ	3,926.48	R 4,162.07	7 R 108.00	œ	26.51	R 75.55	DC.	249.72	R 249.72	2	20.81		20.81
2058 Manager - only (Hairdressing) after 10 years	æ	4,113,76	R 4,360.59	3 R 108.00	œ	26.51	R 75.55	or:	261.64	R 261.64	-	21.80	-	21.80
3034 Manicurist / Pedicurist / Wax Technician	œ	1,984.83	R 2,103.92	2 R 108.00	œ	26.51	R 63.62	œ	126.24	R 126.24	ox.	10.52	œ	10.52
3036 Manicurist / Pedicurist / Wax Technician -Unqualified	04	1,290,14	R 1,367.54	1 R 108.00	8	26.51	R 63.62	œ	82.05	R 82.05	000	6.84	1	5.84
3040 Nail technician - Unqualified	es:	2,005.03	R 2,125.33	8 R 108.00	œ	26.51	R 63.62	œ	127.52	R 127.52	2	10.63	-	10.63
3084 Nail Technician - Certified	S.	2,063.44	R 2,187.25	R 108,00	ec;	26.51	R 63,62	œ	131.23	R 131.23	00	10.94	ac	10.94
3038 Nail technician - Qualified	8	2,407.34	R 2,551.79	9 R 108.00	œ	26.51	R 63.62	œ	153.11	R 153.11	oc tot	12,76	œ	12.76
3087 Massage Therapist - One Year Qualified	œ	2,438.00	R 2,584.28	8 R 108.00	œ	26.51	R 63,62	oc	155.06	R 155.06	100	12,92	œ	12.92
2067 Operator - Trainee	œ	2,209.71	R 2,342.29	B 108.00	æ	15.91	R 31.81	nc	140.54	R 140.54	2	11,71	oc	11.71
2068 Operator	000	2,710.43	R 2,873.06	8 R 108.00	oc.	15.91	R 31.81	oc.	172.38	R 172.38	00	14.37	oc.	14.37
2070 Operator - after 5 years	œ	2,845.69	R 3,016.43	1 R 108.00	œ	15.91	R 31.81	œ	180.99	R 180.99	00	15.08	œ	15.08
2072 Operator - after 10 years	000	2,982.26	R 3,161.19	8 T08.00	æ	15.91	R 31.81	o:	189.67	R 189.67	7 8	15.81	œ	15.81
2074 Operator - Multi skilled	R	3,312.60	R 3,511.35	5 R 108,00	×	15.91	R 31.81	œ	210.68	R 210.68	02	17.56	œ	17.56
2076 Operator - Multi skilled - after 5 years	œ	3,477.78	R 3,686.44	R 108,00	œ	15.91	R 31.81	œ	221.19	R 221.19	00	18.43	œ	18.43
2078 Operator - Multi skilled - after 10 years	æ	3,644.25	R 3,862.90	R 108,00	æ	15.91	R 31.81	00	231.77	R 231.77	2	19.31	oc	19.31
3042 Receptionist - Beauty Establishment	æ	4,044.37	R 4,287.03	8 R 108.00	×	26.51	R 63.62	œ	257.22	R 257.22	2	21.44	-	21.44
2080 Receptionist- First year of experience	œ	4,130.67	R 4,378.51	R 108.00	cc	26.51	R 63.62	n:	262.71	R 262.71	2	21.89	œ	21.89
2082 Receptionist - Hairdressing salon	œ	4,927.94	R 5,223.62	2 R 108.00	ď	26.51	R 63.62	œ	313.42	R 313.42	N	26.12	0%	26.12
2084 Receptionist - Hairdressing salon - after 5 years	cc	5,173.75	R 5,484.18	3 R 108.00	œ	26.51	R 63.62	DC.	329.05	R 329.05	ic.	27.42	œ	27.42
2086 Receptionist - Hairdressing salon - after 10 years	×	5,422.15	R 5,747.48	8 R 108.00	œ	26.51	R 63.62	œ	344.85	R 344.85	€ 10	28.74	-	28.74
3048 Somatologist 3 Years	œ	3,684.71	R 3,905.79	3 R 108.00	œ	26.51	R 63.62	œ	234.35	R 234.35	82	19.53	oc	19.53
3052 Somatologist 8 Tech - 4 years	œ	4,028.61	R 4,270.33	R 108.00	œ	26.51	R 63.62	œ	256.22	R 256.22	8	21,35	œ	21.35
3054 Somatologist - B Tech Laser	×	4,323.39	R 4,582.79	R 108.00	œ	26.51	R 63.62	œ	274.97	R 274.97	7 8	22,91	-	22.91
1012 Specific Skilled Stylist	œ	2,148.57	R 2,277.48	3 R 108.00	œ	26.51	R 75.55	œ	136.65	R 136,65	æ	11.39	œ	11.39
1014 Specific Skilled Stylist - after 5 years	œ	2,256.53	R 2,391.92	2 R 108.00	œ	26.51	R 75.55	00	143.52	R 143.52	2	11.96	œ	11.96
1016 Specific Skilled Stylist - after 10 years	×	2,363.16	R 2,504.95	R 108.00	œ	26.51	R 75.55	œ	150.30	R 150.30	0	12,52	œ	12.52
Specific Skilled Stylist - doing only one of the following: Braiding, 1000 Platting, Cutting	ο <u>ς</u>	1,400.73	R 1,484.77	, R 108.00	000	26.51	R 75.55	00	89.09	89.09	02	7.47	oc	7.42



Wark Code	Work Code Description	20	2016 Salary	201	2017 Salary 6% increase	Age C	Union or Agency Fee	8C Emp	8C Fee Employer	BC Empl	BC Fee Employee	Pension Fur (ER)	nud pun	Pension Fund Pension Fund (ER) (EE)		National SPF Employer	Natio	National SPF Employee
1002	Specific Skilled Stylist - doing only one of the following: Braiding, 1002 Platting, Cutting after 5 years	CX.	1,470.96	œ	1,470.96 R 1,559.22 R 108.00 R 26.51 R 75.55 R 93.55 R 93.55 R 7.80 R 7.80	00	08.00	00	19.91	ox.	5.55	R 93.	55	93.55	oc	7.80	ioc	7.80
1004	Specific Skilled Stylist - doing only one of the following: Braiding, 1004 Platting, Cutting after 10 years	œ	1,541.20 R	oc	1,633.67	oc.	R 108.00 R 26.51 R 75.55 R 98.02 R	05	15'91	00	5.55	R 98.	02	1 98.02 R	oc.	8.17	oc	8.17
2089	:089 Working Employer (in Salon with Staff)	œ	5,489.78	000	5,819.17	œ		oc.	4	20	10.	æ		*	oc	87.29	000	
2139	2139 Rent A Chair / One Man Band (No Staff)	œ	5,489.78 R	œ	5,819.17 R 108.00 R 206.00	œ	00.80	3 26	00.90	oc.	9	œ	,	*	oc.	174.58	œ	

011011	Transfer (Antonomia) interpretation and the contract of the co
	An employee who substitutes for any permanent employee who is sick or on leave
CASUAL EMPLOYEE	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment
	An employee who works 1 or 2 or 3 days per week
	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment
PART TIME EMPLOYEE	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.
	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.
KING EMPLOYERS AND RENT-A-CHAIR / ONE-WAN- BAND	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017
PENSION FUND	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.
	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)
DAILY RATE CALCULATION	Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week) Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week)
	Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)

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Work Code	Work Code Description	2016 Salary	2017 Salary 6% increase	Union ar Agency Fee	BC Fee Employer	BC Fee Employee	National National Pension Fund Pension Fund (EE) (EE)		National SPF Employer	National SPF Employee
	SICK PAY FUND	Sick Pay Fund Employee, Co	Sick Pay Fund Contributions to be paid by all Employees will be 1/2% of the Basic Salary of the Employee. Employee.	b be paid by	all Employe	es will be 1/2 be 1/2% of t	% of the Bas he Basic Sal	ic Salary of t	ne ployee.	
	COMMISSION EARNERS	All Stylist will b	All Stylist will be paid 40% commission NO STOCK DEDUCTIONS ARE ALLOWED	nmission RE ALLOWE						
		BC = Bargaining Council	ng Council							
		EE = Employee	Φ							
	ABBREVIATION DESCRIPTIONS	ER = Employer	· bear							
		SBF = Sick Benefit Fund	nefit Fund							
		SPF = Sick Pay Fund	y Fund							
8	COUNCIL EVIES FOR NEW SALONS FROM DATE OF	Effective from employees re	Effective from the date of the publication of this Agreement, council levies for new salons employees registered after the date of publication, will be as follows.	oublication of he date of p	this Agreer ublication,	nent, counc	il levies for n	ew salons a	and	
5	PUBLICATION OF THIS AGREEMENT	Employers     Employers     Employers     basic salary,	<ol> <li>Employers to deduct 1.3% Council Levy from each employee's basic salary.</li> <li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.</li> </ol>	.3% Council Le	vy from eac Levy, calcu employed.	h employee lated on the	's basic salar basis of eac	y. n individual e	mployee's	



### ANNEXURE "H3"

REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 103 BEING KIMBERLEY AND ALL OF THE OTHER MACHERIAL DISTRICTS OF THE NORTHERN CAPE.

	EOHCB Subscriptions Bargaining Levy	ial ~		as as	380.00													
	Basic establishment charge	J wil		œ	99.41													
		ad.		00	180.52													
	One Man Band / Rent A Chairs	val.		ne	206.00													
Work Code	Work Code Description	20	2016 Salary	203	2017 Salary 6% Increase	Union or Agency Fee		Agency Fee	8C Fee Employer	. 6	8C Fee Employee	Pensio	National Pension Fund (ER)	National Pension Fund (EE)		New National SPF Employer		New National SPF Employee
2002	2002 Barber - Trainee	oc.	2,084.28	œ	2,209.33	R 108.00	œ	85.00	R 26	26.51 R	75.55	m	132.56	R 132.56	96 R	11,05	œ	11.05
200	2004 Barber - Junior	œ	2,679.79	n:	2,840.57	R 108.00	œ	85.00	R 26	26.51 R	75.55	œ	170.43	R 170.43	20	14.20	ex:	14.20
200	2006 Barber - Senior	œ	4,466.31	oc	4,734.29	R 108.00	œ	85.00	R 26	26.51 R	75.55	DC.	284.06	R 284.06	36 8	23,67	ec.	23.67
3021	3020 Beauty Therapist / Health and skincare therapist - Unqualified	8	2,553.54	œ	2,706.75	R 108.00	æ	85.00	R 26	26.51 R	63.62	oc.	162,41	R 162.41	11	13.53	oc	13,53
301.	3014 Beauty Therapist / Health & Skincare Therapist	or.	2,850.38	œ	3,021,41	R 108.00	œ	85.00	R 26	26.51 R	63.62	oc.	181.28	R 181.28	28 R	15.11	ıκ	15,11
302	3022 Cleaner - Beauty	æ	1,912.10	œ	2,026.83	R 108.00	œ	85.00	R 26	26.51 R	63.62	œ	121.61	R 121.61	51 8	10.13	œ	10.13
201	2010 General Assistant	œ	1,302.04	œ	1,380.16	R 108.00	óc.	85.00	R 15	15.91 R	31.81	ex	82.81	R 82.81	33	6.90	ec.	6.90
201	2012 General Assistant after 5 years	ĸ	1,364,88	œ	1,446.77	R 108.00	œ	85.00	R 15	15.91 R	31.81	œ	86.81	R 86.81	83	7.23	æ	7.23
201	2014 General Assistant after 10 years	x	1,404.54	oc.	1,488.92	R 108.00	ix	85.00		15.91 R	31.81	œ	89.33	R 89.33	33	7,44	ce	7.44
202	2020 Hairdresser - after 1st year qualified	œ	2,632.39	œ	2,790.34	R 108.00	ís:	85.00	R 26	26.51 8	75.55	œ.	167.42	R 167.42	42 R	13,95	130	13.95
202	2022 Hairdresser - Qualified	œ	3,111.00	œ	3,297.66	R 108.00	œ	85.00	R 26	26.51 8	75.55	04	197.86	R 197.86	36 R	16,49	æ	16.49
202	2024 Hairdresser - Qualified - after 5 years	ex.	3,267.08	oc.	3,463.10	R 108.00	ic.	85.00	R 26	26.51 R	75.55	œ	207.79	R 207.79	79 R	17.32	oc.	17.32
202	2026 Hairdresser - Qualified - after 10 years	œ	3,423.15	æ	3,628.54	R 108.00	DC.	85.00	R 26	26.51 8	75.55	oc.	217,71	R 217.71	71 R	18.14	iz.	18.14
204	2046 LEARNER – Entry Level	×	1,516.87	00	1,607.88	R 108.00	œ	85.00	R 15	15,91 R	31.81	oc	96.47	R 95.47	47 R	8.04	DC.	8.04
204	2048 LEARNER - Level 2	ox.	1,664.76	DC.	1,764.65	R 108.00	0 R	85.00 R	$\cap$	15.91 R	31.81	oc	105.88	R 105.88	88	8.82	œ	8.82
205	2050 LEARNER - Level 3	ex.	1,958.68	œ	2,076.20	R 108.00	82	85.00 R		19.89 R	43.75	oc	124.57 R	R 124.57	S7 R	10.38	esc.	10.38
205	2052 LEARNER - Level 4	œ	2,161.57	œ	2,291.27	R 108.00	œ	85.00 R		19.89 R	43.75	ó<	137.48	R 137.48	82	11.46	άC	11.46
400	4000 STUDENTS - Entry Level	8	1,516.87	oc.	1,607.88	R 108.00	80	85.00 R		15.91 R	31.81	oc	96.47	R 96.47	£7 R	8.04	oc.	8.04
400	4001 STUDENTS - Module 2 (Level 1 & 2)	×	1,664.76	æ	1,764.65	R 108.00	œ	85.00	R 15	15.91 R	31.81	oc.	105.88	R 105.88	88 8	8.82	rist'	8.82
400	4002 STUDENTS - Module 4 (Level 3 & 4)	œ	1,958.68	00	2,076.20	R 108.00	00	85.00	R 19	19.89 R	43.75	oc.	124.57	R 124.57	57 8	10.38	œ	10.38
400	4003 STUDENTS - Madule 6 (Level 5 & 6)	R	2,161.57	oc.	2,291.27	R 108.00	oc.	85.00	R 19	19.89 R	43.75	œ	137.48	R 137.48	48 R	11.46	œ	11.45
303.	3032 Manager - Beauty	R 2	4,821.40	oc.	5,110.68	R 108.00	œ	85.00	R 26	26.51 R	63.62	œ	306.64	R 306.64	54 R	25.55	œ	25.55
206	2060 Manager - Hairdresser	×	4,961.75	œ	5,259,46	R 108,00	000	85.00	R 26	26.51 R	75.55	œ	315.57	R 315.57	57 8	26.30	DC.	26.30
206.	2062 Manager - Hairdresser after 5 years	×	5,208.86	œ	5,521.39	R 108.00	œ	85.00	R 26	26.51 R	75.55	œ	331.28	R 331.28	28 R	27.61	000	27.61
205	2064 Manager - Hairdresser after 10 years	œ	5,458.58	œ	5,786.09	R 108.00	oc.	85.00	R 26	26.51 R	75.55	œ	347.17	R 347.17	17 8	28.93	oc.	28.93
303	3030 Manager - only (Beauty Establishment)	œ	3,638.79	oc.	3,857.12	R 108.00	cc	85.00	R 26	26.51 R	63.62	oc	231.43	R 231.43	43 R	19.29	82	19.29
205	2054 Manager - only (Hairdressing)	æ	3,839.33	nc.	4,069.69	R 108.00	æ	85.00	R 26	26.51 R	75.55	DC.	244.18	R 244.18	18 R	20.35	αc	20.35
205	2056 Manager - only (Hairdressing) after 5 years	K	4,030.53	200	4,272,37	R 108.00	8	85,00 R		26.51 R	75.55	œ	256.34 R	R 256.34	34 %	21,36	oc.	21.36
205	2058 Manager - only (Hairdressing) after 10 years	100	4,224.32	×	4,477.78	R 108.00	oc.	85.00	R 26	26.51 R		×	268.67	R 258.57	67 8	22.39	DC.	22.39
303	3034 Manicurist / Pedicurist / Wax Technician	æ	1,527.42	œ	1,619.06	R 108.00	œ	85.00	8 26	26.51 R	63.52	oc.	97.14	R 97.14	2 71	8 10	α	x 10



Work Code Description	2016 Salary		2017 Salary 6% Increase	Union or Agency Fee		Agency Fee	SC Fee Employer		BC Fee Employee	National Pension Fund (ER)		National Pension Fund (EE)	New National SPE Employer		New National SPF Employee
3036 Manicurist / Pedicurist / Wax Technician -Unqualified	R 1,047.75	7.75 R	1,110.61	R 108.00	00 R	85.00	R 26.51	51 8	63.62	R 66.64	œ	55.64	50	5,55 R	5,55
3040 Nail technician - Unqualified	R 1,528.33	3.33 R	1,726.03	R 108.00	00 R	85.00	R 26.51	51 R	63,62	R 103,56	œ	103.56	00	,63 R	8.63
3084 Nail Technician - Certified	R 1,675.76	S.76 R	1,776.31	R 108.00	00 B	85.00	R 26.51	51 8	63.62	R 106.58	œ	106.58	00	88	8.88
3038 Nail technician - Qualified	R 1,955.05	5.05 R	2,072.36	R 108:00	00 R	85.00	R 26.	26.51 R	63.62	R 124.34	œ	124.34	R 10	10.36 R	10.36
3087 One Year Qualified Message Therapist	R 2,438.00	3.00 R	2,584.28	R 108.00	00 R	85.00	R 26.	26.51 R	63.62	R 155.06	œ	155.06	R 12	12.92 R	12,92
2067 Operator - Trainee	R 1,637.85	7.85 R	1,736.12	R 108.00	00 R	85.00	R 15.	15.91 R	31.81	R 104.17	ΩC	104.17	80	8.68 R	8,68
2068 Operator	R 2,206.34	5.34 R	2,338.72	R 108.00	00 R	85.00	8 15.	15.91 R	31.81	R 140.32	ác.	140.32	R 11	11.69 R	11.69
2070 Operator - after 5 years	R 2,317.65	7.65 R	2,456.71	R 108.00	90 R	85.00	R 15.	15.91 R	31.81	R 147,40	os:	147.40	R 12	12.28 R	12,28
2072 Operator - after 10 years	R 2,427.62	7.62 R	2,573.28	R 108.00	00 R	85.00	R 15.	15.91 R	31.81	R 154.40	62	154,40	R 12	12.87 R	12.87
2074 Operator - Multi skilled	R 2,731.09	1.09 R	2,894.96	R 108.00	00 R	85.00	R 15.	15.91 R	31.81	R 173.70	œ	173.70	R 14	14.47 R	14.47
2076 Operator - Multi skilled - after 5 years	R 2,866,26	5.26 R	3,038.23	R 108.00	8	85.00	8 15	15.91 R	31.81	R 182.29	oc	182.29	R 15	15.19 R	15,19
2078 Operator - Multi skilled - after 10 years	R 3,002.75	2.75 R	3,182.91	R 108.00	8 00	85.00	R 15	15.91 R	31.81	R 190.97	œ	190.97	R 15	15.91 R	15.91
3042 Receptionist - Beauty Establishment	R 3,284.52	4.52 R	3,481,59	R 108.00	00 8	85.00	R 26,	26.51 R	63,62	R 208.90	×	208.90	8 17	17.41 R	17.41
2082 Receptionist - Hairdressing salon	R 2,754.65	1.65 R	2,919.93	R 108.00	00 R	85.00	R 26.	26.51 R	63.62	R 175.20	œ	175.20	R 14	14.60 R	14.60
2084 Receptionist - Hairdressing salon - after 5 years	R 2,892.52	2.52 R	3,066.07	R 108.00	00 R	85.00	8 26	26.51 R	63,62	R 183.96	DC.	183.96	8 15	15.33 R	15.33
2086 Receptionist - Mairdressing salon - after 10 years	R 3,030.37	3.37 R	3,212,19	R 108,00	00 R	85.00	R 26.	26.51 R	63.62	R 192,73	æ	192.73	R 16	16.06 R	16.05
3048 Somatologist 3 Years	R 2,992.43	2.43 R	3,171,98	R 108.00	00 R	85.00	R 26.	26.51 R	63.62	8 190.32	œ	190.32	R 15	15.86 R	15.86
3052 Somatologist B Tech - 4 years	R 3,271.72	1.72 R	3,468.03	R 108.00	00 R	85.00	R 26	26.51 R	63.62	R 208.08	cs:	208.08	R 17	17.34 R	17.34
3054 B Tech Laser Somatologist	R 3,511.11	1.11 8	3,721.78	R 108.00	00 R	85.00	R 26.	26.51 R	63.62	R 223.31	œ	223.31	8 18	18.61 R	18.61
1012 Specific Skilled Stylist	R 1,827.33	7.33 R	1,936.97	R 108.00	00 8	85.00	R 26	26.51 R	75.55	R 116.22	œ	116.22	8	9.68 R	9.68
1014 Specific Skilled Stylist - after 5 years	R 1,918.37	8.37 R	2,033.47	R 108.00	00 R	85.00	R 26.	26.51 R	75.55	R 122.01	œ	122.01	R 10	10.17 R	10.17
1016 Specific Skilled Stylist - after 10 years	R 2,009.41	9.41 R	2,129.97	R 108.00	8 00	85.00	R 26	26.51 R	75.55	R 127.8	.80 R T	127.80	R 10	10.65 R	10.65
Specific Skilled Stylist - doing only one of the following: Braiding, 1000 Platting Cutting	R 1117.21	2 2 2 2	1 184 34	R 108.00	00	85.00	8 26	50	75.55	R 71.05	oc.	71.05	tri ec	60	5.92
Specific Skilled Stylist - 'doing only one of the following: Braiding,	1	1		b			46	5	75		0	70.70		-	2
Specific Skilled Stulist - doing only one of the following: Braiding	1	+	V	î			3	1	2			2015		-	
1002 Platting, Cutting after 5 years	R 1,173.12	3.12 R	1,243.51	R 108.00	00 R	85.00	R 26.	523	75.55	R 74.6	61 R	74.61	80	6.22 R	6.22
2089 Working Employer (in Salon with Staff)	R 3,111.00	1.00 8	3,297.66	œ	06		nc.	25	ř	œ	ĸ	ŀ	R 49	49.45 R	ĵ
2139 Rent A Chair / One Man Band (No Staff)	R 3,111.00	1.00 R	3,297.66	R 108.00	00 R		R 206.00	.00 R		or.	ce		80 08	20 00	

### NOTES

	An employee who substitutes for any permanent employee who is sick or on leave
CASUAL EMPLOYEE	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of



Code	Work Code Description	2016 Salary	2017 Salary 6% Increase	Union ar Agency Fee	Agency Fee	BC Fee Employer	BC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	New National SPE Employer	New National SPF Employee
		An employee w Remuneration employment	An employee who works 1 or 2 or 3 days per week Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	or 3 days p Wages shall	er week be calculated	at the pres	cribed DAIL	Y rate for tha	at category o	70	
	PART TIME EMPLOYEE	Should the Cou Full Time positi If received, the worked and no	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.  If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	Category will swill be char	apply.  rged accordinked.	ry from the E	employer (S	calon owner).	then the sa	ary of the days	
	WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND	Contributions for	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017	nployer (Wor	k Code 2089	AND 2139),	is voluntar	y for SPF troi	m 1 January	2017	
	PENSION FUND	Pension Fund Contributions p	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	be paid by a	Il Employees be 6% of the	will be 6% o	of the Basic	Salary of the ployee.	Employee.		
	DAILY RATE CALCULATION	Basic Salary / Salary	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week) Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week) Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week) Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	y 26 working y 21.67 work y 17.33 working	days = Daily ing days = Da ing days = Da days = Daily	Rate (when sily Rate (wh sily Rate (wh Rate (when Rate (when	employee v en employe en employe	vorks a 6 day se works a 5 se works a 4 o	r week) day week) day week) r week)		
	SICK PAY FUND	Sick Pay Fund Contributions p	Sick Pay Fund Contributions to be paid by all Employees will be ½% of the Basic Salary of the Employee. Contributions payable by all Employers will be ½% of the Basic Salary of the Employee.	o be paid by mployers will	all Employees be 1/2% of the	will be 1/2% Basic Salar	of the Basi y of the Em	c Salary of th	e Employee		
	COMMISSION EARNERS	Qualified Hairdresse of 30% commission. Qualified Hairdresse 40% Commission	Qualified Hairdressers / Stylists, which are employees and employed on or after 2010, whom will receive a minimum of 30% commission. Oualified Hairdressers / Stylists, which are employees and employed prior to 2010, whom will receive a minimum 40%. Commission	s, which are	employees ar	nd emplayed	on or after	. 2010, whom will	will receive	a minimum ninimum	
		NO STOCK DI	NO STOCK DEDUCTIONS ARE ALLOWED	RE ALLOWE	Q						
		BC = Bargaining Council	g Cauncil								
		EE = Employee	a.								
	ABBREVIATION DESCRIPTIONS	ER = Employer									
		SBF = Sick Benefit Fund	nefit Fund								
		SPF = Sick Pay Fund	Fund								
	COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	Effective from registered after 1. Employers	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.  1. Employers to deduct 1.3% Council Levy from each employee's basic salary.	subfication of subfication, council Let 28% Co	this Agreeme will be as follo	ent, council i ows. employee's	evies for n basic salar	ew salons a	nd employ	99 00 00	
		in respect of e	<ol> <li>Employers to contribute 1.3% Council Levy, calcurated on the basis of each individual employee's basis salary, in respect of each employee employed.</li> </ol>	employed.	Levy, calcula	ned on the p	asis or eac.	n individual e	mployee's p	asic salary,	

# BARGAINING COUNCIL

### ANNEXURE "H4"

# REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 104 BEING PORT ELIZABETH, UITENHAGE AND HUMANSDORP.

EOHCB Subscriptions Bargaining Levy Basic establishment charge Total minimum charge	One Man Band / Rent A Chairs	Total minimum charge	Basic establishment charge	Bargaining Levy	EOHC® Subscriptions
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Work Code	Work Code Description		2016 Salary	2017 Salary	ď	Union or Agency Fee	m	BC Fee Employer	iii iii	SC Fee Employee	National Pension Fund (ER)		National Pension Fund (EE)		New National SPF Employer		New National SPF Employee
2002 Ba	2002 Barber - Trainee	05	2,084.28	R 2,209.33	33	108.00	oc.	26.51	œ	75.55	R 132.56	S6 B	132.56	900	11.05	ac in	11.05
2004 Ba	2004 Barber - Junior	000	2,679.79	R 2,840.57	7 8	108.00	œ	26.51	œ	75.55	R 170.43	13 R	170.43	ox.	14.20	2	14.20
2006 Ba	2006 Barber - Senior	Œ	4,466.31	R 4,734.29	8	108.00	œ	26.51	œ	75.55	R 284.06	36 R	284.05	00	23,67	7 8	23.67
3020 Be	3020 Beauty Therapist / Health and skincare therapist - Unqualified	000	2,872.59	R 3,044.94	4 R	108.00	α¢	26.51	œ	63.62	R 182.70	70 R	182.70	8	15,22	00	15.22
3014 Be	3014 Beauty Therapist / Health & Skincare Therapist	œ	3,620.42	R 3,837.64	4	108.00	DC.	26.51	œ	63.62	R 230.25	25 R	230.26	100	19.19	œ	19.19
3022 CI	3022 Cleaner - Beauty	ec.	2,428.64	R 2,574.36	8	108.00	oc	26.51	oc	63.62	R 154.46	46 R	154,46	20	12.87	2	12.87
2010 6	2010 General Assistant	DC.	2,579.08	R 2,733.82	2 R	108.00	oc.	15.91	œ	31.81	R 164.03	33 R	164,03	20	13.67	7 8	13.67
2012 6	2012 General Assistant after 5 years	200	2,707.82	R 2,870.29	9	108.00	R	15.91	œ	31.81	R 172.22	22 R	172.22	2 8	14.35	82	14.35
2014 G	2014 General Assistant after 10 years	DC.	2,837.87	R 3,008.15	55	108.00	α	15.91	œ	31.81	R 180.49	49 R	180.49	ac.	15.04	oc st	15.04
2020 Hz	2020 Hairdresser - after 1st year qualified	oc.	4,436.31	R 4,702.49	9 R	108.00	æ	26.51	oc.	75.55	R 282.15	15 8	282.15	80	23.51	ex.	23.51
2022 His	2022 Hairdresser - Qualified	000	5,037.18	R 5,339.41	13	108.00	œ	26.51	cc	75.55	R 320.36	36 R	320.36	EC.	26.70	S	26.70
2024 Hz	2024 Hairdresser - Qualified - after 5 years	œ	5,289.50	R 5,606.87	7 R	108.00	R	26.51	oc	75.55	R 336.41	41 R	336.41	α <u>:</u>	28.03	8	28.03
2026 Hi	2026 Hairdresser - Qualified - after 10 years	oc.	5,541.32	R 5,873.80	OR	108.00	œ	26.51	œ	75.55	R 352.43	43 R	352.43	00	29.37	7 R	29.37
2046 LE	2046 LEARNER - Entry Level	Œ	2,101,75	R 2,227.85	5 R	108.00	œ	15.91	×	31.81	R 133.67	57 R	133.67	7 8	11.14	20	11.14
2048 LE	2048 LEARNER - Level 2	DC.	2,425.60	R 2,571.13	8	108.00	oc.	15.91	œ	31.81	R 154.27	27 R	154.27	7 8	12.86	oc.	12.86
2050 LE	2050 LEARNER - Level 3	04	2,722.13	R 2,885.46	8 9 8	108.00	æ	19.89	œ	43.75	R 173.13	13 %	173.13	00	14.43	œ	14.43
2052 LE	2052 LEARNER - Level 4	04	2,957.54	R 3,134.99	8	108.00	œ	19.89	œ	43.75	R 188.10	10 R	188.10	æ	15.67	200	15.67
4000 ST	4000 STUDENTS - Entry Level	œ	2,101.75	R 2,227.85	25	108.00	œ	15.91	œ	31.81	R 133.67	57 8	133.67	20	11.14	EX.	11.14
4001 ST	4001 STUDENTS - Module 2 (Level 1 & 2)	R	2,425.60	R 2,571.13	3 8	108.00	œ	15.91	œ	31.81	R 154.27	27 B	154.27	7	12.86	80	12.86
4002 ST	4002 STUDENTS - Module 4 (Level 3 & 4)	R	2,722.13	R 2,885.46	6 R	108.00	œ	19.89	œ	43.75	R 173.13	13 R	( 173.13	œ	14.43	œ	14.43
4003 57	4003 STUDENTS - Module 6 (Level 5 & 6)	000	2,957.54	R 3,134.99	9 R	108.00	α	19.89	œ	43.75	R 188.10	10 R	188.10	8	15.67	7 8	15.67
3032 M	3032 Manager - Beauty	œ	6,123.89	R 6,491.32	2 8	108.00	œ	26.51	œ	63.62	R 389.48	-	R 389.48	00	32.46	8	32.46



Work Code Description		2016 Salary	2017 Salany	2	Union or Agency Fee		8C Fee Employer	5	BC Fee Employee	National Pension Fund (ER)		National Pension Fund (EE)	New C	New National SPF Employer	New h	New National SPF Employee
2060 Manager - Hairdresser	œ	5,712.18	R 6,05	6,054.91	R 108.00	88	26.51	œ	75.55	R 363.29	9 R	363.29	œ	30.27	œ	30.27
2062 Manager - Hairdresser after 5 years	æ	5,998.32	R 6,35	6,358.22	R 108.00	00 R	26.51	œ	75.55	R 381.49	oc on	381.49	oc	31.79	œ	31.79
2064 Manager - Hairdresser after 10 years	oc.	6,283.15	R 6,66	6,660.14	R 108.00	00 R	26.51	œ,	75.55	R 399.61	oc.	399.61	œ	33.30	R	33,30
3030 Manager - only (Beauty Establishment)	œ	4,621.80	R 4,89	4,899.11	R 108.00	00 R	26.51	œ	63.62	R 293.95	2	293.95	œ	24.50	8	24.50
2054 Manager - only (Hairdressing)	ésc.	4,705.53	â	4,987.86	R 108.00	00 R	26.51	œ	75.55	R 299.27	œ	299.27	œ	24.94	K	24.94
2056 Manager - only (Hairdressing) after 5 years	óc	4,940.95	R 5,23	5,237.40	R 108.00	00 R	26.51	×	75.55	R 314.24	nc	314,24	œ	26.19	œ	26.19
2058 Manager - only (Hairdressing) after 10 years	œ	5,176.35	R 5,48	5,486.93	R 108.00	00 R	26.51	М	75.55	R 329.22	2 R	329.22	œ	27.43	×	27.43
3034 Manicurist / Pedicurist / Wax Technician	8	2,047.38	R 2,17	2,170.22	R 108.00	00 R	26.51	oc.	63.62	R 130.21	oc ert	130.21	œ	10.85	×	10.85
3036 Manicurist / Pedicurist / Wax Technician - Unqualified	œ	1,330.79	R 1,41	1,410.63	R 108.00	00 R	26.51	œ	53.62	R 84.64	Δ.	84.64	oc.	7.05	R	2.05
3040 Nail technician - Unqualified	œ	2,068.23	R 2,19	2,192.32	R 108.00	00 R	26.51	œ	63.62	R 131.54	8	131.54	oc.	10.96	œ	10.96
3084 Nail Technician - Certified	œ	2,128.47	R 2,25	2,256.18	R 108.00	00 R	26.51	œ	63.62	R 135.37	7 8	135.37	œ	11.28	000	11.28
3038 Nail technician - Qualified	œ	2,483.20	R 2,63	2,632.19	R 108.00	00 R	26.51	œ	63.62	R 157.93	20	157.93	œ	13.16	œ	13.16
3087 Massage Therapist - One Year Qualified	œ	2,438.00	R 2,58	2,584.28 R	R 108.00	00 R	26.51	œ	63.62	R 155.06	6 R	155.06	œ	12.92	œ	12.92
2057 Operator - Trainee	œ	2,367.08	R 2,50	2,509.10	R 108.00	00 R	15.91	òς	31.81	R 150.55	5 R	150.55	nč.	12.55	œ	12.55
2068 Operator	æ	3,009.56	œ	3,190.14	R 108.00	00 R	15.91	œ	31.81	R 191,41	13	191.41	05	15.95	œ	15.95
2070 Operator - after 5 years	œ	3,160.44	R 3,35	3,350.07 R	R 108.00	00 R	15.91	œ	31.81	R 201.0	201.00 8	201.00	œ	16.75	oc.	16.75
2072 Operator - after 10 years	œ	3,310.00	R 3,50	3,508.60	R 108.00	00 R	15.91	œ	31.81	R 210.52	2	210.52	œ	17.54	000	17.54
2074 Operator - Multi skilled	œ	3,477.78	R 3,68	3,686.44	R 108.00	00 R	15.91	œ	31.81	R 221.19 R	ω ω	221.19	œ	18.43	200	18.43
2076 Operator - Multi skilled - after 5 years	œ	3,652.06	R 3,87	3,871.18	R 108.00	00 R	15.91	œ	31.81	R 232.27	7	232.27	œ	19.36	œ	19.36
2078 Operator - Multi skilled - after 10 years	K.	3,826.34	R 4,05	4,055.92	R 108.00	.00 R	15.91	œ	31.81	R 243.35	5 R	243.35	œ	20.28	cc	20.28
3042 Receptionist - Beauty Establishment	~	4,171.83	R 4,42	4,422.14	R 108.00	.00 R	26.51	œ	63.62	R 265.33	83	265.33	oc	22.11	000	22.11
2080 Receptionist - First year of experience	8	3,765.20		3,991.12	R 108.00	00 R	26.51	a:	63.62	R 239.47	7 R	239.47	DC.	19.96	oc.	19.96
2082 Receptionist - Hairdressing salon	8	4,558.57	R 4,83	4,832.09	R 108.00	-	26.51	α	63.62	R 289.93	33	289.93	œ	24.16	bc.	24.16
2084 Receptionist - Hairdressing salon - after 5 years	æ	4,786.17	R 5,07	5,073.33	R 108.00	.00 R	26.51	òc.	63.62	R 304.40	8	304.40	œ	25.37	œ	25.37
2086 Receptionist - Hairdressing salon - after 10 years	œ	5,015.07	R 5,31	5,315.98	R 108.00	.00 R	26,51	œ	63.62	R 318.96	8	318.96	œ	26.58	œ	26.58
3048 Somatologist 3 Years	K	3,800.82	R 4,02	4,028.87	R 108.00	.00 R	26.51	œ	63.62	R 241.73	m	241.73	œ	20.14	×	20.14
3052 Somatologist B Tech - 4 years	~	4,155.58	R 4,40	4,404.92	R 108.00	8 00°	26.51	œ	63.62	R 264.29	8	264.29	œ	22.02	œ	22.02
3054 Somatologist - B Tech Laser	R	4,459.63	R 4,72	4,727.21	R 108.00	.00 R	26.51	œ	63.62	R 283.63	23	283.63	αc	23.64	EC.	23.64
1012 Specific Skilled Stylist	R	2,191.50	R 2,32	2,322,99	R 108.00	8 00	26.51	œ	75.55	R 139.38	oc. ∞	139.38	œ	11.61		11.61
1014 Specific Skilled Stylist - after 5 years	æ	2,300.75	R 2,43	2,438.80	R 108.00	.00 R	26.51	œ	75,55	R 146.33	83	146.33	œ	12.19	œ	12.19
1016 Specific Skilled Stylist - after 10 years	82	2,411.29	R 2,555.	55.97	R 108.00	.00 R	26.51	œ	75.55	R 153.3	36 R	153.36	oc.	12.78	œ	12.78
Specific Skilled Stylist - daing only one of the following:				î					L L P			0000		153	ò	121
Toou Braiding, Piatting, Cutting	×	1,428.05	×	1,513./4	N 108.00	NO.	70'07	2	(3.35	N 30.02	2	20.02	8	1.31	4	



R 1,499.58 R 1,589.56 R 108.00 R 26.51 R 75.55 R 5,037.12 R 5,339.41 R 108.00 R 26.51 R 75.55 R 5,037.12 R 5,339.41 R 108.00 R 26.51 R 75.55 R 5,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 5,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 108.00 P 26.50 P R - R 2,037.18 R 5,339.41 R 108.00 P 26.50 P R - R 2,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 P R 5,037.18 R 5,339.41 R 108.00 P 26.00 P R - R 2,037.18 R 5,339.41 R 108.00 P R 26.51 R 75.55 P R 2,037.18 P 2,339.41 R 108.00 P R 26.51 R 75.55 P R 2,037.18 P 2,339.41 R 108.00 P R 26.00 P R 206.00 P R - R 2,037.18 P Sic Salary / Wages shall be calculated at the present employment.  Should the Council not receive the lower calculated salary from the salary of the Full Time position for that Job Category will apply. If received, then the deductions will be changed accordingly to the ledgys worked and not the full amount of days worked.  Contributions for a Working Employer (Work Code 2089 AND 2139 2017  Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary / Wage divided by 21.67 working days = Daily Rate (where Basic Salary / Wage divided by 17.33 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Basic Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working days = Daily Rate (where Salary / Wage divided by 13 working	1,499.58 R 1,589.56 R 108.00 R 26.51 R 75.55 R 95.37 1,571.12 R 1,665.39 R 108.00 R 26.51 R 75.55 R 99.92 5,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 99.92 5,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 99.92 1,000.71.12 R 1,665.39 R 108.00 R 26.51 R 75.55 R 99.92 2,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 99.92 2,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 99.92 2,037.18 R 5,339.41 R 108.00 R 26.51 R 75.55 R 99.92 2,037.18 R 5,339.41 R 108.00 R 26.51 R 76.55 R 99.92 2,037.18 R 5,339.41 R 108.00 R 26.51 R 76.55 R 99.92 2,037.18 R 5,339.41 R 108.00 R 26.51 R 76.55 R 99.92 R 90.00 R 26.00 R 2 R 26.51 R 75.55 R 99.92 R 90.00 R 26.00 R 2 R 26.51 R 75.55 R 99.92 R 90.00 R 26.00 R 2 R 26.51 R 76.55 R 99.92 R 90.00 R 26.00 R 2 R 26.51 R 76.55 R 99.92 R 90.00 R 26.00 R 2 R 26.51 R 76.55 R 99.92 R 99.92 R 90.00 R 26.00 R 2 R 26.51 R 76.55 R 99.92 R 99.92 R 90.00 R 2 R 26.51 R 76.55 R 99.92 R 99.92 R 90.00 R 2 R 99.92 R 90.00	R 1,571.12 R 1,565.39 R 108.00 R 26.51 R 75.55 R 95.37	R 1,589.56 R 108.00 R 26.51 R 75.55 R 95.37 R R 5,339.41 R - R - R - R - R - R - R - R - R - R
union or agency fee Employeer Employee Employee Employee Employee Employee Employee R 1,589.56 R 108.00 R 26.51 R 75.55 R 5,339.41 R - R - R - R - R - R - R - R - R - R	Linkon or BC Ree Employer Fig. 1,589.56 R 108.00 R 26.51 R 75.55 R 95.37 R 5,339.41 R - R - R - R - R - R - R - R - R - R	actr Salary Agency Fee Employer Employee Pension Fund Fension Fund (Es)  1,589.56 R 108.00 R 26.51 R 75.55 R 95.37 R 95.37 R 5,339.41 R 108.00 R 26.51 R 75.55 R 95.37 R 95.37 R 95.37 R 5,339.41 R 108.00 R 206.00 R - R - R - R - R - R - R - R - R - R	4 1,589.56 R 108.00 R 26.51 R 75.55 R 99.92 R 95.37 R 7.95 R 95.37 R 95.37 R 7.95 R 95.39 R 108.00 R 26.51 R 75.55 R 99.92 R 99.92 R 8.33 R 7.95 R 95.39 R 108.00 R 26.51 R 75.55 R 99.92 R 99.92 R 8.33 R 7.95 R 95.39 R 108.00 R 26.50 R 2 R 2 R 2 R 2 R 2 R 2 R 2 R 2 R 2 R
Union or BC Fee Employer Employee Employee Employee Employer Employer Employer Fee Employer Fee Employee Who is Si Nages shall be calculated at the preson any permanent employee who is Si Nages shall be calculated at the preson any permanent employee who is Si Nages shall be calculated at the preson any permanent employee who is Si Nages shall be calculated at the preson any permanent employee who is Si Nages shall be calculated at the preson any permanent employee who is Si Nages shall be calculated at the preson any be paid by all Employees will be 6% of the Basic Sala ployers will be 6% of the Basic Sala ployers will be 6% of the Basic Sala (Work Code 2089 AND 2139) and Si Norking days = Daily Rate (Where 17.33 working days = Daily Rate (Where 13 working days = Daily Rate (Where 14 where 15 working days = Daily Rate (Where 15 working days = Da	Union or BC Fee Employee Rension Fund Agency Fee Employee Employee R 108.00 R 26.51 R 75.55 R 95.37 R 108.00 R 26.51 R 75.55 R 99.92 R 108.00 R 206.00 R - R - R - R - R - R - R - R - R - R	Union or BCRee Employee Employee Fernion Fund (EB)  R 108.00 R 26.51 R 75.55 R 95.37 R 95.37 R 95.37 R 108.00 R 26.51 R 75.55 R 99.92 R 99.92 R 99.92 R 108.00 R 206.00 R R - R - R - R - R - R - R - R - R -	Lulion or Sc Fee Employee Fee Fee National Agency Fee Employer (Em)  R 108.00 R 26.51 R 75.55 R 95.37 R 95.37 R 7.95  R 108.00 R 26.51 R 75.55 R 95.37 R 95.37 R 7.95  R 108.00 R 26.50 R - R - R - R - R 80.09  R 108.00 R 206.00 R - R - R - R 160.18  R 108.00 R 206.00 R - R - R - R 160.18  Or 3 days per week  Nages shall be calculated at the prescribed DAILY rate for that category or 3 days per week  Nages shall be calculated at the prescribed DAILY rate for that category or 3 days per week  Nages shall be calculated at the prescribed DAILY rate for that category or 3 days per week  Nages shall be calculated at the prescribed DAILY rate for that category or 3 days per week  Nages shall be calculated at the prescribed DAILY rate for that category or 3 days per week  Nages shall be calculated at the prescribed DAILY rate for that category or 3 days per week  See paid by all Employees will be 6% of the Basic Salary of the Employee.  26 working days = Daily Rate (when employee works a 6 day week)  17.33 working days = Daily Rate (when employee works a 5 day week)  18 working days = Daily Rate (when employee works a 3 day week)
R 26.51 R 75.55 R 26.50 R - R - R - R - R - R - R - R - R - R	Employer Employee Pension Fund (ER)  R 26.51 R 75.55 R 95.37  R 26.51 R 75.55 R 99.92  R 26.51 R 75.55 R 99.92  R 26.51 R 75.55 R 99.92  R 26.50 R - R - R - R - R - R - R - R - R - R	Employee Stree Rension Fund (EE)  R 26.51 R 75.55 R 95.37 R 95.37  R 26.51 R 75.55 R 99.92 R 99.92  R 26.51 R 75.55 R 99.92 R 99.92  R 206.00 R - R - R - R - R - R - R - R - R - R	Employee Employee Fension fund Fension Fund SPF Employee (EE)  R 26.51 R 75.55 R 95.37 R 95.37 R 7.95  R 26.51 R 75.55 R 99.92 R 99.92 R 8.33  R - R - R - R - R - R - R 160.18  R 206.00 R - R - R - R 160.18  The reaction of the prescribed DAILY rate for that category of a calculated at the prescribed DAILY rate for that category town the Employer (Salon owner), then the Category will apply.  Ged accordingly to the lower amount for the actual amount of worked.  Code 2089 AND 2139), is voluntary for SPF from 1 January of the Basic Salary of the Employee.  Daily Rate (when employee works a 6 day week)  days = Daily Rate (when employee works a 9 day week)  days = Daily Rate (when employee works a 3 day week)  Il Employees will be 16% of the Basic Salary of the Employee.
R 75.55 R 8	BC Fee Pension Fund (ER)  R 75.55 R 95.37  R 75.55 R 99.92  R 75.55 R 95.37  R 75.55 R 95.3	Bacee Rensional Pensional (EB)  R 75.55 R 95.37 R 95.37 R 95.37  R 75.55 R 99.92 R 99.92  R 7 R 7 R 7 R 7 R 7 R 7 R 7 R 7 R 7 R	Employee (ER) National National Employee (ER) (ER) (ER) (ER) (ER) (ER) (ER) (ER)
	National Pension Fund (ER)  R 95.37  R 99.92  Orthe Basic  Then employee In employee	R 95.37 R 95.3	National Pension Fund Sept Employer (Etc.)  R 95.37 R 95.37 R 7.95  R 99.92 R 8.33  R - R - R 80.09  R - R 160.18  Scribed DAILY rate for that category cribed DAILY rate for that category of the Basic Salary of the Employee.  It is woluntary for SPF from 1 January of the Employee.  Then employee works a 6 day week) hen employee works a 8 day week) hen employee works a 3 day week)  The employee works a 3 day week)  The employee works a 3 day week)  The employee works a 5 day week)



rk Code	Work Code Description	2016 Salary	2017 Salary	Union or Agency Fee	8C Fee Employer	BC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	New National SPF Employer	New National SPF Employee
	COMMISSION EARNERS	All Stylist will be NO STOCK DE	All Stylist will be paid 40% commission NO STOCK DEDUCTIONS ARE ALLOWED	nission E ALLOWED						
		BC = Bargaining Council	g Council							
***************************************		EE = Employee								
	ABBREVIATION DESCRIPTIONS	ER = Employer								
		SBF = Sick Benefit Fund	refit Fund							
		SPF = Sick Pay Fund	/ Fund							
		Effective from temployees reg	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	ublication of the date of pul	nis Agreeme olication, wi	int, council I	evies for nei	w salons a	ס	,
	COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	1. Employers 1	1. Employers to deduct 1.3% Council Levy from each employee's basic salary.	Council Levy	from each 6	s'eavoidme	basic salary.			
		2. Employers the basic salary, in	<ol> <li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.</li> </ol>	3% Council L n employee e	evy, calculat mployed.	led on the b	asis of each	individual er	nployee's	

SPF Employer SPP Employe

14.20 23.67 19.63

14.20 23.67 19.63 22.55

oc oc.

11.05

oc.

457.67

14.94

œ

10.26

123.10 145.48

14.94

R 163.43

ex



### ANNEXURE "H5"

# REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 105 BEING THE MAGISTERIAL DISTRICT OF ALBERTON

458.00	458.00	99.41	180.52	206.00
œ	œ	oc.	œ	œ
EOHCB Subscriptions	Bargaining Levy	Basic establishment charge	Total minimum charge	One Man Band / Rent A Chairs

						Shakan me		200		2000	Na	National	Z	National	Als
Work Code Description		2016 Salary	2	2017 Salary	A	Agency Fee	ùi.	Employer	m	Employee	Pensi	ion Fund (ER)	Pen	Pension Fund Pension Fund (ER) (EE)	0,
r - Trainee	œ	2,084.28	œ	2,209.33 R 108.00 R	œ	108.00	oc.	26.51	ex.	75.55	ex.	132.56 R		132.56	cc.
r - Junior	œ	2,679.79	œ	2,840.57	œ	108.00	ex	26.51	oc.	75.55	W.	170.43	oc.	170,43	DC.
r-Senior	æ	4,466.31	œ	4,734,29	œ	108.00	oc	26.51	œ	75.55	R 2	284.06	œ	284.06	CC
y Therapist / Health and skincare therapist - Unqualified	œ	3,703.39	×	3,925.59 R	œ	108.00 R	œ	26.51	00	63.62	ac.	235.54 R	oc.	235.54	00
y Therapist / Health & Skincare Therapist	000	4,254.31	œ	4,509.57 R 108.00 R	œ	108.00	DC.	26.51 R	oc.	63.62 R	R	70.57	oc.	270.57 R 270.57	000
er - Beauty	œ	2,853.87	œ	3,025.10 R 108.00 R	œ	108.00	œ	26.51 R	œ	63.62 R		181.51 R		181.51	02
al Assistant (//)	œ	1,749.04	æ	1,853.98	œ	108.00	œ	15.91	oc.	31.81	œ	111.24	œ	111.24	Œ
al Assistant after 5 years	tx.	1,837.02	ď	1,947.24 R	œ	108.00	œ	15.91	nc	31.81	8	116.83	óc	116.83	8
al Assistant after 10 years	æ	1,925.01	oc.	2,040.51 R	œ	108.00 R	œ	15.91 R	œ	31.81	000	122.43 R	oc.	122.43 R	Œ
esser - after 1st year qualified	œ	3,529.60	œ	3,741.37 R	nc.	108.00 R	ec	26.51	œ	75.55	000	224.48	œ	224.48	000
esser - Qualified	œ	4,710.08	œ	4,992.68 R	œ	108.00	or.	26.51	oc.	75.55	8 2	299.56	œ	299.56	000
esser - Qualified - after 5 years	œ	4,945.12	œ	5,241.83 R	oc	108.00 R	œ	26.51 R	oc.	75.55 R		314.51 R	œ	314,51	oc
esser - Qualified - after 10 years	×	5,180.16	œ	5,490.97 R 108.00 R	œ	108.00	œ	26.51	œ	75.55	oc.	329.46 R		329.46	00.
ER - Entry Level	ĸ	1,935.52	æ	2,051.65 R 108.00 R	œ	108.00	00	15.91 R	DC.	31.81 R	8	23.10	œ	123.10 R 123.10	ac
6	2	2 200 0		00000	£	400.00	c	40.00	0	20 00	2	CA 02	t	CA TAK & CA TAK & CA AC	0

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Work Code Work Code Description		2016 Salary	2017 Salary	, v	Union or Agency Fee		BC Fee Employer	ធា	8C Fee Employee	National Pension Fu (ER)	le du	National National Pension Fund Pension Fund (EE) (EE)		New National New National SPF Employer SPF Employee	nal Ne	w Nation Employ
2060 Manager - Hairdresser	oc.	6,126.92	R 6,49	6,494.53	R 108	108.00 R	26.51	œ	75.55	R 389.67	-	R 389.67	57 R	32.47	7	32.47
2062 Manager - Hairdresser after 5 years	œ	6,432.85	R 6,81	6,818.83	R 108	108.00 R	26.51	œ	75.55	R 409.13	-	R 409.13	3 R	34.09	99 R	34.09
2064 Manager - Hairdresser after 10 years	œ	6,738.80	R 7,14	7,143.13	R 108	108.00 R	26.51	œ	75.55	R 428.59		R 428.59	83 83	35.72	2 8	35.72
3030 Manager - only (Beauty Establishment)	œ	5,431.04	R 5,75	5,756.90	R 108	108.00 R	26.51	α	63.62	R 345,41		R 345.41	II R	28.78	8	28.78
2054 Manager - only (Hairdressing)	œ	4,959.56	R 5,25	5,257.13	R 108	108.00 R	26.51	×	75.55	R 315.	43	R 315.43	13 R	26.29	o. ⊙	26.29
2056 Manager - only (Hairdressing) after 5 years	œ	5,156.84	R 5,46	5,466.25	R 108	108.00 R	26.51	œ	75.55	R 327.	25	R 327.97	37 R	27.33	ec ro	27.33
2058 Manager - only (Hairdressing) after 10 years	œ	5,402.65	R 5,72	5,726.81	R 108	108.00 R	26.51	oc	75.55	R 343.61		R 343.61	51 R	28.63	R 8	28.63
3034 Manicurist / Pedicurist / Wax Technician	œ	2,405.85	Ö	2,550.20	R 108	108.00 R	26.51	œ	63.62	R 153.01	-	R 153.01	)1 R	12.75	32	12.75
3036 Manicurist / Pedicurist / Wax Technician -Unqualified	œ	1,563.81		1,657.64	R 108	108.00 R	1 26.51	œ	63.62	R 99	99,46	R 99.46	16 R	8.29	8.	8.29
3040 Nail technician - Unqualified	o:	2,430.35	R 2,57	2,576.17	R 108	108.00 R	1 26.51	æ	63.62	R 154	54.57	R 154.57	S7 R	12.88	88	12.88
3084 Nail Technician - Certified	œ	2,501.13	R 2,65	2,651.20	R 108	108.00 R	1 26.51	tx.	63.62	R 159	159.07	R 159.07	37 8	13.26	32	13.25
3038 Nail technician - Qualified	œ.	2,917.99	R 3,09	3,093.07	R 108	108.00 R	1 26.51	oc.	63.62	R 185	185.58	R 185,58	88	15.47	17 R	15.47
3087 Massage Therapist - One Year Qualified	œ	3,710,00	R 3,93	3,932.60	R 108	108.00 R	26.51	œ	63.62	R 235	235.96	R 235.96	36 R	19.66	86 R	19.66
2067 Operator - Trainee	œ	1,662.39	R 1,76	1,762.13	R 108	108.00 R	15.91	œ	31.81	R 105	105.73	R 105.73	73 R	8.81	SI R	8,81
2068 Operator	œ	3,285.37	R 3,48	3,482.50	R 108	108.00 R	15.91	œ	31.81	R 208	208.95	R 208.95	35 R	17.41	13	17.41
2070 Operator - after 5 years	œ	3,449.51	R 3,65	3,656.48	R 108	108.00 R	15.91	00	31.81	R 215	219.39	R 219.39	39 R	18.28	80	18.28
2072 Operator - after 10 years	œ	3,613.64	R 3,83	3,830,45	R 108	108.00 R	15.91	cc	31.81	R 225	229.83	R 229.83	83	19.15	22	19.15
2074 Operator - Multi skilled	œ	3,733.13	R 3,99	3,957.12	R 108	108.00 R	15.91	or.	31.81	R 237	237.43	R 237.43	43 R	19.79	8 8	19.79
2076 Operator - Multi skilled - after 5 years	œ	3,919.59	R 4,15	4,154.77	R 108	108.00 R	15.91	cc	31.81	R 249	249.29	R 249.29	29 R	20.77	77 R	20.7
2078 Operator - Multi skilled - after 10 years	œ	4,106.05	R 4,35	4,352,41	R 108	108.00 R	15.91	æ	31.81	R 263	261.14	R 261.14	14 R	21.76	76 R	21.76
3042 Receptionist - Beauty Establishment	œ	4,847.68	R 5,13	5,138.54	R 108	108.00 R	3 26.51	×	63.62	R 308	308.31	R 308.31	31   8	25.69	S3	25.69
2082 Receptionist - Hairdressing salon	oc.	3,369.41	R 3,57	3,571.58	R 108	108.00 R	3 26.51	œ	63,62	R 214	214.29	R 214.29	29 R	17.86	36 R	17.86
2086 Receptionist - Hairdressing salon - after 10 years	oκ	3,706.87	R 3,97	3,929.29	R 108	108,00 R	3 26.51	00	63.62	R 235	235.76	R 235.76	76 R	19.65	22	19.65
2084 Receptionist - Hairdressing salon - after 5 years	œ	3,537.49	R 3,74	3,749,73	R 108	108.00 F	R 26.51	œ	63.62	R 224	224.98	R 224.98	98	18.75	75	18.75
3048 Somatologist 3 Years	œ	4,466.31	R 4,73	4,734.29	R 108	108.00 R	3 27.51	œ	66.02	R 284	284.06	R 284.06	D6 R	23.67	87 8	23.67
3052 Somatologist B Tech - 4 years	œ	4,883.17	R 5,13	5,176.16	R 108	108.00 R	3 27.51	ď	66.02	R 310	310.57	R 310.57	S7 R	25,88	88 R	25.88
3054 Somatologist - B Tech Laser	œ	5,240.47	R 5,55	5,554.90	R 108	108.00	R 26.51	œ	63.62	w.	333.29	R 333,29	29 R	27.77	77 R	27.77
1012 Specific Skilled Stylist	œ	2,111.46	R 2,2	2,238.14	R 108	108.00 R	R 27.51	DC.	78.40	œ	134.29	R 134.29	29   8	11.19	19 R	11.19
1014 Specific Skilled Stylist - after 5 years	αc	2,217.82	R 2,3	2,350.89	R 108	108.00	R 27.51	cc.	78.40	œ	141.05	R 141.05	35.8	11,75	75 R	11.75
1016 Specific Skilled Stylist - after 10 years	82	2,322.86	R 2,46	462.23	R 108	108.00	R 27.51	œ.	78.40	R 147	147.73	R 147.	.73 R	12	31 8	12.31
Specific Skilled Stylist - doing only one of the following:		1		T							13	3				
1000 Braiding, Platting, Cutting	œ	1,369.55	R 1,4	,451.72	R 108	108.00	R 27.51	×	78,40	R 87.	9	R 897	51		7.26 R	7.26
Specific Skilled Stylist - doing only one of the following: 1004 Braiding, Platting, Cutting after 10 years	œ	1,506.12	œ	1,596.49	oc.	108.00	R 27.51	œ	78.40	œ	95.79	R 95.79	79 R	10	7.98 R	7.98

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de Wark Code Description Snoritir Citilad Stylict - Hoing only one of the following:	2016 Salary	2017 Salary	Union or Agency Fee	BC Fee Employer	SC Fee Employee		National ension Funi (ER)	National National Pension Fund Pension Fund (ER) (EE)	l Spur	New National New National SPF Employer SPF Employee	22 Ac.	S S
opecific Salited actions - doing only one of the following:	R 1,437.84	R 1,524.11	R 108.00	R 27.51	œ	78.40 R	91.45	R 91.45	45	7	8	7.62 R
089 Working Employer (in Salon with Staff)	R 4,710.08	R 4,992.68	oz.	8	œ	,	oc.	ec.	or.	74.89	80	89 R
139 Rent A Chair / One Man Band (No Staff)	8 4,710.08	R 4,992.68	R 108.00	R 206.00	o:	1	1	oc.	EX.	149.78	78	78 R
NOTES											- 1	1
CASUAL EMPLOYEE	An employee w	An employee who substitutes for any permanent employee who is sick or on leave of employment	or any permi	anent empl	oyee who	is sick	or on lea	we			1	
	An employee w Remuneration / of employment	An employee who works 1 or 2 or 3 days per week Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	or 3 days pa	er week be calcula	red at the	Drescr	ibed DAII	. Y rate for	that c	ategory		
PART TIME EMPLOYEE	Should the Cousalany of the Fu	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.	the lower carefor that Job	Sategory N	ulany from the will apply.		ployer (S	Salon owne	ar), the	in the		12
	If received, the days worked a	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	s will be cha nount of day	nged accol	dingly to the	90 00	er amoun	it for the ac	Sinai a	mount		= T
WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND	Contributions f 2017	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017	nployer (Wo	rk Code 20	89 AND 2	(38),	s volunta	y for SPF	from	Janua		2 1
PENSION FUND	Pension Fund Contributions p	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	be paid by a	all Employe be 6% of t	es will be the Basic S	5% of salary	the Basic of the En	Salary of ployee.	in ein	nployee		2 1
	Basic Salary /	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)	y 26 working	days = Da	ily Rate (w	hen e	mployee	works a 6	day w	sek)		
DAILY RATE CALCULATION	Basic Salary /	Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week)	y 21.67 work	ing days =	Daily Rate	(whe	n employ	ee works a	5 day	(week)		
	Basic Salary /	Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week)	y 17.33 work	ang days =	Daily Rate	(whe	n employ	ee works a	a 4 day	(week)		
	Basic Salary /	Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	y 13 working	days = Da	ily Rate (w	men e	mployee	works a 3	day w	(X)		
SICK PAY FUND	Sick Pay Fund Employee. Co	Sick Pay Fund Contributions to be paid by all Employees will be 1/2% of the Basic Salary of the Employee. Employee.	be paid by	all Employ	ees will be	1/2% of the	if the Bas Basic Sal	ic Salary o ary of the E	of the Emplo	99		
COMPANY OF TAXABLE STATE OF TAXABLE STAT	All Stylist will b	All Styllst will be paid 40% commission	noission									,
COMMISSION EARNERS	NO STOCK D	NO STOCK DEDUCTIONS ARE ALLOWED	RE ALLOWE	Q								



Code	Work Code Description	2016 Salary	2017 Salary	Union or Agency Fee	BC Fee Employer	BC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	National National New National New National Pension Fund SPF Employer SPF Employee (ER)	New Nation SPF Employ
		BC = Bargaining Council	ig Council							
		EE = Employee	m							
	ABBREVIATION DESCRIPTIONS	ER = Employer								
_		SBF = Sick Benefit Fund	nefit Fund							
		SPF = Sick Pay Fund	y Fund						BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	
	TO THE RESIDENCE AND ASSESSED.	Effective from employees reg	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	sublication of he date of pu	this Agreem Iblication, w	ent, council	levies for ner	w saions a	no.	
	COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	1. Employers	1. Employers to deduct 1.3% Council Levy from each employee's basic salary.	Council Lev	y from each	employee's	basic salary.			
		2, Employers basic salary, i	2, Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.	.3% Council I.	Levy, calcula employed.	ted on the t	asis of each	individual er	mplayee's	



ANNEXURE "H6"

# REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE FOR DIVISION 106 BEING THE ENTIRE WESTERN CAPE PROVINCE

	Rareaining Com	T	1															
	CarSammis	>		nc	458.00													
	One Man Band / Rent A Chairs	Lin]		oc.	206.00													
Work Code	Work Code Description	,,,	2016 Salary	2017 Inc	2017 Salary 6% Increase	Union or Agency Fee	BC Fee Employer	8C Fee Employee		National Pension Fund (ER)	National Pension Fund (EE)		National SPF Employer	National SPF Employee		SBF Employer	587 5m	Employee
2000 Barber - starting 1 month	onth	02	2,501.13	R 2	2,651.20	R 108.00	R 62.52	R 62.	.52 R	159.07	R 159.07	×	13.26	R 13.26	8 8	150.00	R 15	150.00
2002 Barber - Trainee		œ	2,739,34	8	2,903.70	R 108.00	R 62.52	R 52.	.52 R	174.22	R 174.22	œ	14.52	R 14.5	.52 B	190.00	oc ac	190.00
2004 Barber - Junior		œ	3,215.74	ex.	3,408.69	R 108.00	R 62.52	R 62.52	52 R	204.52	R 204.52	oc	17.04	R 17.6	.04 R	190.00	R 19	90.00
2006 Barber - Senior		œ	4,406.76	R	4,671.16	R 108.00	R 62.52	R 62.	52 R	280.27	8 280.27	oc.	23.36	R 23.3	36 8	252.00	8 2	252,00
3020 Beauty Therapist / L	3020 Reauty Therapist / Health and skincare therapist - Unqualified	œ	4,098.74	9.	4,344.66	R 108.00	R 62.52	R 62.	.52	260.68	R 260.68	cc	21.72	R 21.72	22	7	oc.	(
3014 Beauty Therapist /	3014 Beauty Therapist / Health & Skincare Therapist	œ	5,661.12	8	6,000,79	R 108.00	R 62.52	R 62.	52 R	360.05	R 360.05	œ	30.00	R 30.00	90	i	ec.	,
3022 Cleaner - Beauty		œ	2,993.85	8	3,173.48	R 108.00	R 62.52	R 62.	.52 R	190,41	R 190.41	œ.	15.87	R 15.87	87 8	0	ic.	0
2010 General Assistant	S	×	3,064.48	8	3,248.35	R 108.00	R 62.52	R 62.	62.52 R	194.90	R 194.90	αc	16.24	R 16.24	000	150.00	R 35	150.00
2018 Hairdresser - No trade test	de test	œ	3,881.52	8	4,114.41	R 108.00	R 62.52	R 62.	62.52 R	246.86	R 246.86	nc.	20.57	R 20.57	87 R	190,00	8 19	190.00
2020 Hairdresser - after 1st year qualified	st year qualified	×	4,387.70	8	4,650.96	R 108.00	R 62.52	R 62.	62.52 R	279.06	R 279.06	20	23.25	R 23.25	22	252.00	8 2	252.00
2022 Hairdresser - Qualified	C Page Page Page Page Page Page Page Page	æ	6,237.35	8	6,611.59	R 108.00	R 62.52	R 62.	62.52 R	396.70	R 396.70	oc.	33.06	R 33.06	36	252.00	8 2	252.00
2028 Hairdressing Assista	2028 Hairdressing Assistant - Entrance (special needs)	æ	2,513.05	R 2	2,663.83	R 108.00	R 62.52	R 62.	62.52 R	159.83	R 159.83	oc.	13.32	R 13.32	32 B	190.00	RIS	190.00
2030 Hairdressing Assista	2030 Hairdressing Assistant - Skilled (special needs)	œ	2,835.81	8	3,005.96	R 108.00	R 62.52	R 62.	.52 R	180.36	R 180.36	æ	15.03	R 15.03	88	190.00	8 15	190.00
2046 LEARNER - Entry Level	vel	×	2,295.78	8	2,433.53	R 108.00	R 32.46	R 32.	32,45 R	146.01	R 146.01	ò:	12.17	R 12.17	8	150.00	8	150.00
2048 LEARNER - Level 2		œ	2,625.85	8	2,783.40	R 108.00	R 32,46	R 32.	32.46 R	167.00	R 167.00	œ	13.92	R 13.92	32	150.00	200	150.00
2050 LEARNER - Level 3		œ	2,837.77	8	3,008.03	R 108.00	R 32.46	R 32.	32.46 R	180.48	R 180.48	oc.	15.04	R 15.04	× ×	150.00	E.	150.00
2052 LEARNER - Level 4		×	3,065.80	82	3,249.74	R 108.00	R 32,46	R 32.	32.46 R	194.98	R 194.98	-	16.25	R 15.25	25.	150.00	8 15	50.00
3028 Make-up Artist Trainee	- 681	œ	3,880.59	8	4,113.43	R 108.00	R 62.52	R 62.	62.52 R	246.81	R 246.81	œ	20.57	R 20.57	8 78		cc	1
3026 Make-up Artist		œ	5,515.48	8	5,846.41	R 108,00	R 62.52	R 62.	62.52 R	350.78	R 350.78	ex	29.23	R 29.23	33	ý	ec.	į.
3032 Manager - Beauty		œ	8,794.21	00	9,321.86	R 108.00	R 62.52	R 62.	62.52 R	559.31	R 559.31	oc.	46.61	R 46.51	500	150.00	E.	150.00
2060 Manager - Hairdresser	er	œ	7,428.36	8	7,874.07	R 108.00	R 62.52	R 62.	62.52 R	472.44	R 472.44	oc.	39.37	R 39.37	87 R	252.00	R 2	252.00
2054 Manager - only (Hairdressing)	dressing)	œ	6,282.61	8	6,659.57	R 108.00	R 62.52	R 62.	62,52 R	399,57	R 399.57	DC.	33.30	R 33.30	30 R	252.00	R 28	252.00
3036 Manicurist / Pedicu	3036 Manicurist / Pedicurist / Wax Technician - Unqualified	α	2,250.86	R 2	2,385.91	R 108.00	R 62.52	R 62.	62.52 R	143.15	R 143.15	oc.	11.93	R 11.93	33	3	DC.	
3034 Manicurist / Pedicurist / Wax Technician	ist / Wax Technician	œ	3,199.19	23	3,391.14	R 108.00	R 62.52	R 62,	62,52 R	203.47	R 203.47	œ	16.96	R 16.96	80	Y	oc.	
3087 Massage Therapist - One Year Qualified	One Year Qualified	œ	3,710.00	es.	3,932.60	R 108.00	R 62.52	R 62.	62.52 R	235.96	R 235.96	OC.	19.66	R 19.6	66 R		oc.	1
3040 Nail technician - Unqualified	qualified	×	3,389.75	00	3,593.14	R 108.00	R 62.52	R 62	62.52 R	215.59	R 215.59	o:	17.97	R 17.97	87 R		OS.	,
3084 Nail Technician - Certified	tified	œ	3,491.45	im im	3,700.94	R 108.00	R 62.52	oc.	62.52 R	222.06	R 222.06	or.	18.50	R 18,50	800		oc.	
3038 Nail technician - Qualified	alified	œ	5,515.48	oc	5,846.41	R 108.00	R 62.52	œ	62,52 R	350.78	R 350.78	œ	29.23	R 29.23	23	k	ac.	÷
2068 Operator		œ	4,251.93	R 4	4,507.04	R 108.00	R 62.52	R 62.	62.52 R	270.42	R 270.42	αt	22.54	R 22.54	S4 R	190.00	8	190.00

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BARGAINING	20.000

de	2016 Salary	2017 Salary 6% Increase	-	Union or Agency Fee	BC Fee Employer	ec yver	8C Fee Employee	Pensi	National Pension Fund (ER)	National Pension Fund (EE)		National SPE Employer		National SPF Employee	SBF Employer		saf Employee
0042 Receptionist - Beauty Establishment	R 5,464.12	R 5,791.97	.97 R	108.00	or.	62.52 R	62.52	œ	347.52	R 347.52	.52 R	28.96	19	28.96	oc oc	0.	OK.
1080 Receptionist - (Hairdressing) First year of experience	R 3,770.76	R 3,997.00	.00 R	108.00	OC.	62.52 R	62.52	×	239.82	8 239	239.82 R	19.99	ου ου	19.99 R	R 150.00	00 R	150.00
1082 Receptionist - Hairdressing salon	R 4,952.25	œ	5,249.38 R	108.00	oc.	62.52 R	62.52	œ	314,96	R 314	314.96 R	26,25	S	26.25	R 190,00	00 R	190.00
1139 Rent A Chair / One Man Band (No Staff)	R 6,237.35	R 6,611.59	.59 R	108.00	R 20	206.00 R	d	×	,	oc.	000	99.17	7 8	٠	R 252,00	00 R	1 252.00
3048 Somatologist 3 Years	R 6,541.47	R 6,933.96	.96 R	108.00	8	62.52 R	62.52	œ	416.04	R 415.04	.04 R	34.67	7	34.67	œ	20	42
1052 Somatologist B Tech - 4 years	R 7,194.88	R 7,626.57	.S7 R	108.00	8 6	62.52 R	62.52	œ	457.59	R 457.59	.59 R	38.13	æ	38.13	oc.	OC.	
1000 STUDENTS - Entry Level	R 2,295.78	R 2,433.53	.53 R	108.00	os.	32.46 R	32.46	œ	146.01	R 146	146.01 R	12.17	CK.	12.17	œ	00 R	150.00
1001 STUDENTS - Module 2 (Level 1 & 2)	R 2,625.85	œ	2,783.40 R	108.00	8	32.46 R	32.46	œ	167.00	R 167	167.00 R	13,92	54	13,92	R 150.00	-	R 150,00
NOO2 STUDENTS - Module 4 (Level 3 & 4)	R 2,837,77	R 3,008:03	.03 R	108.00	oc:	32.46 R	32.46	œ	180.48	R 180	180.48 R	15.04	4	15.04	R 150.00		R 150.00
3003 STUDENTS - Module 6 (Level 5 & 6)	R 3,065.80	R 3,249.74	.74 R	108,00	8	32,46 R	32.46	œ	194,98	R 194	194.98 R	16.25	8	16.25	R 150.00	00 R	150,00
2089 Working Employer (in Salon with Staff)	R 6,237.35	R 6,611.59	55	к	oc.	nc.	a.	œ		oc.	000	198.35	5	ì	R 252.	252.00 R	\$ 252.00
NOTES																	
CASUAL EMPLOYEE	An employee who substitutes for any permanent employee who is sick or on leave category of employment	who substitt	utes for	any per	nanent	employ	ee who i	sick	or an le	ave							
	An employee who works 1 or 2 or 3 days per week	who works	1 0120	r 3 days	ber we	S. S.							<u> </u>				
	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment.	/ Basic Sal	ary/W	ages sha	ll be co	alculated	at the p	rescril	Sed DA	ILY rate	for the	te					
PART TIME EMPLOYEE	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.	ouncil not re full Time po	ceive the	e lower	calcula b Cate	ted sala gory will	ny from the apply.	E Em	oloyer (	Salon o	wner),	then th	Q)				
	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	en the dedu	ctions v	will be ch	anged nount	according of days	ngly to th worked.	e lowe	ramon	nt for th	e actu	·et					
WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND	Contributions for a Working Employer (Work Code 2089 AND 2159), is voluntary for SPF from 1 January 2017	for a Worki	ng Emp	loyer (W	ork Co	de 2089	AND 21	39), 18	volunta	ary for S	PF fro	E					
PENSION FUND	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	Contributions	ns to b	e paid by	all Em	ployees ars will b	will be 6 se 6% of	% of t	ne Basi Sic Sal	c Salan ary of th	of the Emp	loyee.					
	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)	Wage divic	led by 2	26 workir	g days	= Daily	Rate (w)	ien en	ployee	works	B day	week)					
	Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a week)	Wage divid	led by 2	21.67 WO	rking d	sys = D	aily Rate	(when	emplo	yee wor	S a S	5 day					
DAILY RATE CALCULATION	Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week)	Wage divid	led by	7.33 WO	rking d	ays = Do	ally Rate	(when	emplo	yee wor	S a 4	day					
	Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	Wage divic	led by	3 workir	ig days	= Daily	Rate (w)	ne u eu	ployee	works	3 day	week)					
SICK PAY FUND	Sick Pay Fund Contributions to be paid by all Employees will be 1/2% of the Basic Salary of the Employee. Contributions payable by all Employees will be 1/5% of the Basic Salary of the Employee.	d Contributi ontributions	payabl	e by all E	y all En Employ	ployee	s will be	12% of the B	the Ba asic Sa	sic Sala lary of t	ny of th	e oloyee.					

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Vork Code	-Work Code Description	2016 Salany	2017 Salary 6% Increase	Union or Agency Fee	8C Fee Employer	BC Pee Employee	National Pension Fund (ER)	National Pension Fund (EE)	National SPF Employer	National SPF Employee	58F Employer SBF Employee	SBF Employe
	LEARNERS	Deductions for	Deductions for Learners pertaining to SPF, SBF and PF is voluntary.  Deductions for Learners pertaining to SPF, SBF and PF will be compulsary from 1 January 2018	ining to SPF,	SBF and P	F is volunta F will be co	ry. mpulsary fro	m 1 January	2018			
	SICK BENEFIT FUND CONTRIBUTIONS											
	EMPLOYEE CATEGORY		SCHEME "C"									
	ADULT DEPENDANT (each)											
	CHILD DEPENDANT (each)		R 90.00									
	+	BC = Bargaining Council	ng Council									
		EE = Employee	۵									
	ABBREVIATION DESCRIPTIONS	ER = Employer	_									
		SBF = Sick Benefit Fund	nefit Fund									
		SPF = Sick Pay Fund	y Fund									
		Effective from employees re	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	publication of the date of p	f this Agree ublication,	ment, cound will be as fo	il levies for.	new salons	and	poroconocido e territorio		
8	COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	1. Employers 2. Employers	<ol> <li>Employers to deduct 1.3% Council Levy from each employee's basic salary.</li> <li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary in respect of each employee employed.</li> </ol>	% Council Le 1.3% Council espect of eac	vy from eac Levy, calcu	th employee lated on the employed.	's basic sale basis of ea	ny. ch individual				

### ANNEXURE "H7"

# REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 107 BEING THE PROVINCE OF THE FREE STATE.

EOHCB Subscriptions	Bargaining Levy	Basic establishment charge	Total minimum charge	One Man Band / Rent A Chairs

458.00	99.41	180.52	206.00
00	D¢.	DC.	œ

380.00

oc.

Work Code	Work Code Description		72	2016 Salary	2017 Sa Incr	2017 Salary 6% Increase	U Age	Union or Agency Fee	B E	8C Fee Employer	Emp	BC Fee Employee	Pensic	National Pension Fund (ER)	Na Pensi	National Pension Fund (EE)	New h SPF En	New National SPF Employer	New SPFE	New National SPF Employee
2002	2 Barber - Trainee		oc.	2,084.28	R 2,	2,209.33	or.	108.00	œ	26.51	oc.	75.55	00	132.56	8	132.56	oκ	11.05	00	11.05
2004	2004 Barber - Junior		œ	2,679.79	R 2,	2,840.57	nc.	108.00	œ	26.51	oc.	75.55	R.	170.43	8	170.43	oc	14.20	00	14.20
2006	5 Barber - Senior		æ	4,466.31	R 4	4,734.29	œ	108.00	000	26.51	or.	75.55	8 2	284.06	2	284.06	000	23.67	œ	23.67
3020	Beauty Therapist / Health and skincare therapist - Un	Unqualified	œ	2,477.32	R 2,	2,625.95	œ	108.00	nc	26.51	DC.	63.62	a.	157.56	X	157.56	oc	13,13	α	13,13
3014	3014 Beauty Therapist / Health & Skincare Therapist		œ	2,765.31	R 2,	2,931.23	000	108.00	oc.	26.51	œ	63.62	œ	175.87	×	175.87	æ	14.66	œ	14.66
3022	2 Cleaner - Beauty		œ	1,855.01	R 1,	1,966.31	000	108.00	06	26.51	000	63.62	8	117.98	8	117.98	oc.	9.83	œ	9.83
2010	D General Assistant	(11)	œ	1,339.70	R I	1,420.08	œ	108.00	œ	15.91	00	31.81	or.	85.21	nc	85.21	oc.	7.10	œ	7,10
2012	2 General Assistant after 5 years	1	æ	1,407.29	8	1,491.73	000	108.00	œ	15.91	œ	31.81	œ	89.50	œ	89.50	or.	7.46	200	7.46
2014	4 General Assistant after 10 years		œ	1,446.25	R 1,	1,533.03	m	108.00	æ	15.91	oc.	31.81	œ	91.98	œ	91.98	oc.	7.67	œ	7.67
2020	2020 Hairdresser - after 1st year qualified		œ	2,632.39	8 2,	2,790.34	000	108.00	œ	26.51	œ	75.55	a	167.42	oc.	167.42	œ	13.95	œ	13.95
2022	2022 Hairdresser - Qualified	C	oc.	3,111.00	R 3,	3,297.66	æ	108.00	000	26.51	œ	75.55	02	197.86	nc nc	197.86	œ	16.49	œ	16.49
2024	2024 Hairdresser - Qualified - after 5 years		œ	3,267,08	8	3,463.10	œ	108,00	×	26.51	oc.	75.55	8	207.79	000	207.79	œ	17.32	oc.	17.32
2026	2026 Hairdresser - Qualified - after 10 years		œ	3,423.15	8	3,628.54	000	108.00	œ	26.51	œ	75.55	8	217.71	05	217.71	œ	18.14	œ	18.14
2046	2046 LEARNER - Entry Level		œ	1,437.81	R 1,	1,524.07	œ	108.00	œ	15.91	œ	31.81	œ	91,44	œ	91.44	oc.	7.62	DC.	7.62
2048	2048 LEARNER - Level 2		œ	1,437.81	R 1,	1,524.07	œ	108.00	œ	15.91	04	31.81	œ	91.44	œ	91.44	oc.	7.62	α	7.62
2050	2050 LEARNER - Level 3	- Common	æ	1,950.89	R 2,	2,067.94	œ	108.00	oc.	19.89	83	43.75	K	124.08	oc.	124.08	or.	10.34	oc.	10.34
2022	2052 LEARNER - Level 4		œ	2,161.57	R 2	2,291.27	œ	108.00	œ	19.89	oc.	43.75	8	137.48	oc.	137.48	ne	11.46	œ	11.46
4000	4000 STUDENTS - Entry Level		œ	1,437.81	C.	1,524.07	æ	108.00	œ	15.91	æ	31.81	œ	91.44	œ	91.44	ior.	7.62	œ	7.62
4001	4001 STUDENTS - Madule 2 (Level 1 & 2)		œ	1,662.15	8	1,761.88	oc	108.00	R	15.91	8	31.81	00	105.71	α	105.71	DC.	8.81	œ	8.83
4002	4002 STUDENTS - Module 4 (Level 3 & 4)		×	1,950.89	8 2	2,067.94	α	108.00	œ	19.89	œ	43.75	000	124.08	oc.	124.08	oc.	10,34	œ	10,34
4003	4003 STUDENTS - Module 6 (Level 5 & 6)	5/3	×	2,161.57	R 2,	2,291.27	oc.	108.00	æ	19.89	œ	43.75	00	137.48	œ	137.48	or.	11,46	œ	11.46
3032	3032 Manager - Beauty	, Y	œ	4,677.48	R 4	4,958.13	œ	108.00	œ	26.51	œ	63.62	œ	297.49	02	297.49	cx.	24,79	000	24.79

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Work Code Description	28	2016 Salary	2017 Salary 6% Increase	ry 6% se	Union or Agency Fee		8C Fee Employer	Se Brown	BC Fee Employee	National Pension Fund (ER)		National Pension Fund (EE)	New N SPF Em	New National SPF Employer	New N	New National SPF Employee
2060 Manager - Hairdresser	oc.	4,961.75	R 5,2	5,259.46	R 108.00	00 R	26.51	œ	75.55	R 315.57	00	315.57	oc.	26.30	000	26.30
2062 Manager - Hairdresser after 5 years	æ	5,208.86	R 5,5	5,521.39	R 108.00	30 R	26.51	œ	75.55	R 331,28	8	331.28	oc.	27.61	OC.	27.61
2064 Manager - Hairdresser after 10 years	oc.	5,458.58	R 5,7	5,786.09	R 108.00	30 R	26.51	œ	75.55	R 347,17	7 8	347.17	or:	28.93	04	28.93
3030 Manager - only (Beauty Establishment)	œ	3,530.17	R 3,7	3,741.98	R 108.00	30 R	26.51	œ	63.62	R 224.52	œ	224.52	œ	18.71	œ	18.71
2054 Manager - only (Hairdressing)	×	3,839.33	R 4,0	4,069.69	R 108.00	30 R	26.51	œ	75.55	R 244.18	00	244.18	œ	20.35	œ	20.35
2056 Manager - only (Hairdressing) after 5 years	œ	4,030.53	R 4,2	4,272.37	R 108.00	30 R	26.51	ĸ	75.55	R 256,34	oc st	256.34	œ	21.36	000	21.36
2058 Manager - only (Hairdressing) after 10 years	×	4,224.32	R 4,4	4,477.78	R 108.00	30 R	26.51	ec.	75.55	R 268.67	7	268.67	œ	22.39	000	22.39
3034 Manicurist / Pedicurist / Wax Technician	œ	1,563.81	R 1,6	1,657.64	R 108.00	30 R	26.51	oc.	63,62	R 99.46	8	99.46	or.	8.29	œ	8.29
3036 Manicurist / Pedicurist / Wax Technician - Unqualified	×	1,016.48	R 1,0	1,077.46	R 108.00	30 R	26.51	œ	63.62	R 64.65	8	64.65	oc.	5.39	oc.	5.39
3040 Nail technician - Unqualified	œ	1,579.73	R 1,6	1,674.51	R 108.00	30 R	26.51	×	63.62	R 100.47	20	100.47	œ	8.37	œ	8.37
3084 Nail Technician - Certified	æ	1,625.73	R 1,7	1,723.27	R 108.00	30 R	26.51	æ	63.62	R 103,40	00	103.40	a:	8.62	000	8.62
3038 Nail technician - Qualified	œ	1,862.98	R 1,9	1,974.76	R 108,00	30 R	26.51	œ	63.62	R 118.49	œ	118.49	ac.	9.87	œ	9.87
3087 Massage Therapist - One Year Qualified	œ	2,438.00	R 2,5	2,584.28	R 108.00	30 R	26.51	×	63.62	R 155.06	ec 19	155.06	00	12.92	DC	12.92
2067 Operator - Trainee	œ	1,637.85	R 1,7	1,736.12	R 108.00	30 R	15,91	œ	31.81	R 104.17	8	104.17	n	8.68	ec	89.8
2068 Operator	œ	2,261.98	R 2,3	2,397.70	R 108.00	30 R	15.91	æ	31.81	R 143.86	œ	143.86	œ	11.99	1	11.99
2070 Operator - after 5 years	R	2,374.63	R 2,5	2,517.11	R 108.00	30 R	15.91	œ	31.81	R 151.03	œ	151.03	æ	12.59	œ	12.59
2072 Operator - after 10 years	œ	2,487.26	R 2,6	2,636.50	R 108.00	00 R	15.91	œ	31.81	R 158.19	8	158.19	œ	13.18	800	13.18
2074 Operator - Multi skilled	œ	2,796.02	R 2,9	2,963.78	R 108.00	00 R	15.91	œ	31.81	R 177.83	oc m	177.83	œ	14.82	00	14.82
2076 Operator - Multi skilled - after 5 years	œ	2,936.48	R 3,1	3,112.67	R 108.00	00 R	15.91	œ	31.81	R 186.75	æ	186.76	œ	15.56	œ	15.56
2078 Operator - Multi skilled - after 10 years	ĸ	3,075.62	R 3,2	3,260.16	R 108.00	00 R	15.91	œ	31.81	R 195.61	cc	193.61	œ	16.30	05	16.30
3042 Receptionist - Beauty Establishment	œ	3,186.48	R 3,3	377.67	R 108.00	00 R	26.51	œ	63.62	R 202.66	0C	202.66	œ	16.89	00	16.89
2082 Receptionist - Hairdressing salon	œ	2,754.65	R 2,9	919.93	R 108.00	00 R	26.51	oc.	53,62	R 175.20	0 8	175.20	œ	14.60	oc.	14.60
2084 Receptionist - Hairdressing salon - after 5 years	æ	2,892.52	R 3,0	70.330	R 108.00	00 R	26.51	œ	53.62	R 183.96	02	183,96	DC.	15.33	OC.	15.33
2086 Receptionist - Mairdressing salon - after 10 years	×	3,030.37	R 3,2	3,212.19	R 108.00	00 R	26.51	œ	63.62	R 192.73	ec m	192.73	×	16.06	000	16.05
3048 Somatologist 3 Years	œ	2,903.11	R 3,0	,077.29	R 108.00	00 R	26.51	œ	63.62	R 184.64	4 R	184.64	œ	15.39	œ	15.39
3052 Somatologist B Tech - 4 years	œ	3,174.05	R 3,3	364.50	R 108.00	00 R	26.51	ex	63.62	R 201.87	7 R	201.87	œ	16.82	nc.	16.82
3054 Somatologist - B Tech Laser	œ	3,406.31	R 3,6	69'019'	R 108.00	00 R	26.51	œ	63.62	R 216.64	4	216.64	oc.	18.05	00	18.05
1012 Specific Skilled Stylist	œ	1,490.25	R 1,5	1,579.67	R 108.00	00 R	26.51	œ	75.55	R 94.78	00	94.78	œ	7.90	DK.	7.90
1014 Specific Skilled Stylist - after 5 years	oε	1,917.07	R 2,0	2,032.10	R 108.00	00 R	26.51	œ	75.55	R 121,93	23	121.93	œ	10.16	oc.	10.16
1016 Specific Skilled Stylist - after 10 years	œ	2,009.41	R 2,1	2,129.97	R 108.00	00 R	26.51	œ	75.55	R 127.8	.80 R	127.80	œ	10.65	œ	10.65
Specific Skilled Stylist - doing only one of the following: Braiding, 1000 Platting, Cutting	oc.	1,117.21	R 1,1	1,184.24	R 108.00	00 8	26.51	œ	75.55	R 71.05	ic ic	71,05	oc	5.92	ΩC	5.92
Specific Skilled Stylist - doing only one of the following: Braiding.		******							i.	77 77		20 87	c	500	0	200
1002 Platting, Cutting after 5 years	×	1,1/5.11	×	1,245.50	N TOS.OU	200	20.31	ĸ	13.33	7 /4.0	-	14.01	-	D.64	2	100



Work Code

Work Code Description	2	2016 Salary	202	2017 Salary 6% Increase	Union of Agency Fee	BC Fee Employer		BC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	New National SPF Employer		New National SPF Employee
Specific Skilled Stylist - doing only one of the following: Braiding, 04 Platting Cutting after 10 years	000	1,227.76	DC.	1,301.42	R 108.00	R 26.51	51 8	75.55	R 78.09	R 78.09	R 5.51	cc:	6.51
89 Working Employer (in Salon with Staff)	œ	3,111.00	œ	3,297.66							R 49,45	10	
39 Rent A Chair / One Man Band (No Staff)	œ	3,111.00	œ	3,297.66	R 108.00						R 98.93	m	
NOTES						0						T	
CASUAL EMPLOYEE	An e Rem of er	An employee w Remuneration of employment	/ho si	ubstitutes file Salary /	An employee who substitutes for any permanent employee who is sick or on leave Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY of employment.	anent em	ploye	e who is si	ck or on lea cribed DAII	An employee who substitutes for any permanent employee who is sick or on leave Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment.	af category		
	An e Ren of er	An employee w Remuneration / of employment	who w	rorks 1 or 2	An employee who works 1 or 2 or 3 days per week Remuneration / Basic Salary / Wages shall be calc of employment	er week I be calcu	ated	at the pres	cribed DAII	An employee who works 1 or 2 or 3 days per week. Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	at category		
PART TIME EMPLOYEE	Sho	uld the Cou	uncil	not receive ne position	Should the Council not receive the lower calculated salary from salary of the Full Time position for that Job Category will apply.	alculated :	salary will a	from the pply.	Employer (S	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.	then the		
	If re days	seived, the	nd no	deduction of the full at	If received, then the deductions will be changed accodays worked and not the full amount of days worked.	inged acci	ording.	lly to the fo	wer amour	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked.	al amount	*ō	
WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND		rributions f	or a	Working Er	nployer (Wo	ork Code 2	6807	AND 2139)	, is volunta	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017	m 1 Janua	8	
PENSION FUND	Per Per	sion Fund tributions p	Cont	ributions to ble by all Er	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	all Employ be 6% of	the B	vill be 6% sasic Salar	of the Basic y of the En	Pension Fund Contributions to be paid by all Employees will be 8% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	e Employee		
	Bas	c Salary /	Wag	e divided b	y 26 warking	days = D	aily F	tate (when	employee	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)	y week)		
DAILY RATE CALCULATION	Bas Bas	ic Salary /	Wag	e divided b	y 21,67 worl y 17,33 worl	king days		y Rate (w	nen employ	Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week) Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week)	day week)		
×	Bas	ic Salary /	Wag	e divided b	y 13 working	g days = [	Saily F	Rate (wher	employee	Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	y week)		
SICK PAY FUND	Siol	r Pay Fund	Con	tributions to	Sick Pay Fund Contributions to be paid by all Employees will be ½% of the Basic Salary Contributions payable by all Employers will be ½% of the Basic Salary of the Employee.	all Emplo	yees of the	will be 1/29 Basic Sala	s of the Bas	Sick Pay Fund Contributions to be paid by all Employees will be ½% of the Basic Salary of the Employee. Contributions payable by all Employers will be ½% of the Basic Salary of the Employee.	he Employe	0	



Work Code

Work Code Description	2016 Salary	2017 Salary 6% Increase	Union or Agency Fee	8C Fee Employer	8C Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	New National SPF Employer	New Na SPF Emp
8									
COMMISSION EARNERS	Qualified Hairdressers / Styl a minimum of 30% commiss Qualified Hairdressers / Styl minimum 40% Commission NO STOCK DEDUCTIONS	Qualified Hairdressers / Stylists, which are employees and employed on or after 2010, whom will receive a minimum of 30% commission.  Qualified Hairdressers / Stylists, which are employees and employed prior to 2010, whom will receive a minimum 40% Commission  NO STOCK DEDUCTIONS ARE ALLOWED	, which are e , which are e E ALLOWED	mployees ar	d employed	d on or after 2	2010, whom 0, whom wil	will receive receive a	
	BC = Bargaining Council	ng Council							_100/44-44-4000
	EE = Employee	Φ							
ABBREVIATION DESCRIPTIONS	ER = Employer	No.							
	SBF = Sick Benefit Fund	mefit Fund							
	SPF = Sick Pay Fund	bund In							
	Effective from employees re	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	ublication of the date of pu	this Agreem	ent, council	levies for ne lows.	w salons a	pus	
COUNCIL LEVIES FOR NEW SALONS FROM DATE OF	1. Employers	1. Employers to deduct 1.3% Council Levy from each employee's basic salary.	Council Lev	y from each	employee's	basic salary			
	2. Employers basic salary,	<ol><li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.</li></ol>	3% Council I h employee e	Levy, calcula employed.	ited on the	basis of each	individual e	mployee's	

## ARGAINING (COUNCIL Hairdressing - Cosmetology - Scauty & Skineare Industry

## ANNEXURE "H8"

# REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE IN DIVISION 108 BEING THE NORTH-WEST PROVINCE.

EOHCB Subscriptions	Bargaining Levy	Basic establishment charge	Total minimum charge	One Man Band / Rent A Chairs
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354.00	458.00	99.41	180.52	206.00
20	00	oc.	œ	æ

Work Code Description		PA.	2016 Salary	2017 Salary 6% increase	Union ar Agency Fee	Fee	BC Fee Employer	BC Fee Employee		National Pension Fund (ER)	National Pension Fund (EE)		National SPF Employer	Natio	National SPF Employee
2002 Barber - Trainee		×	2,074.45	R 2,198.91	R 108	108.00 R	26.51	R 75.55	22	131.93	R 131.93	æ	10.99	000	10.99
2004 Barber - Junior		æ	2,667.15	R 2,827.17	R 108	108.00 R	26.51	R 75.55	2	169.63	R 169.63	200	14.14	nc.	14.14
2006 Barber - Senior		œ	4,445.24	R 4,711.96	R 108	108.00 R	26.51	R 75.55	8	282.72	R 282.72	2 R	23.56	oc	23.56
3020 Beauty Therapist / Health and skincare therapist - Unqualifi	apist - Unqualified	œ	2,882.89	R 3,055,87	R 108	108.00 R	26.51	R 63.62	2 R	183.35	R 183.35	ec so	15.28	oc.	15.28
3014 Beauty Therapist / Health & Skincare Therapist	nist	oc.	3,218.02	R 3,411.11	R 108	108.00 R	26.51	R 63.62	2 B	204.67	R 204.67	7 8	17.06	m	17.06
3022 Cleaner - Beauty		oc.	2,214.61	R 2,347.49	R 108	108.00 R	26.51	R 63.62	12 R	140.85	R 140.85	oz.	11.74	rac	11.74
2010 General Assistant	(//)	œ	1,901.52	R 2,015,61	R 108	108.00 R	15.91	R 31.81	3	120.94	R 120.94	4 R	10.08	DC.	10.08
2012 General Assistant after 5 years		×	1,996.85	R 2,116.66	R 108	108.00 R	15.91	R 31.81	er Er	127.00	R 127.00	8	10.58	000	10.58
2014 General Assistant after 10 years		œ	2,090.89	R 2,216.35	R 108	108.00 R	15.91	R 31.81	11 8	132.98	R 132.98	80	11.08	œ	11.08
2020 Hairdresser - after 1st year qualified		œ	3,921.55	R 4,156.84	R 108	108.00 R	26.51	R 75.55	85	249.41	R. 249.41	04	20.78	nc.	20.78
2022 Hairdresser - Qualified	~	bc.	5,227.87	R 5,541.55	R 108	108.00 R	26.51	R 75.55	02 22	332.49	R 332.49	00	27.71	α:	27.71
2024 Hairdresser - Qualified - after 5 years		œ	5,488.12	R 5,817.41	R 10	108.00 R	26.51	R 75.55	83	349.04	R 349.04	00	29.09	DC.	29.09
2026 Hairdresser - Qualified - after 10 years		œ	5,750.93	R 6,095.99	R 108	108.00 R	26.51	R 75.55	SS	365.76	R 365.76	8	30.48	oc	30.48
2046 LEARNER - Entry Level		æ	1,663.18	R 1,762.97	R 10	108.00 R	15.91	R 31.81	31 R	105.78	R 105.78	83	8.81	oc	8.8
2048 LEARNER - Level 2		œ	1,920.85	R 2,036.10	R 10	108.00 R	15.91	R 31.81	31 R	122.17	R 122.17	7 8	10.18	œ	10.18
2050 LEARNER - Level 3		œ	2,224.87	R 2,358.36	R 10	108.00 R	19.89	R 43.75	75 R	141.50	R 141,50	0 8	11.79	œ	11.79
2052 LEARNER - Level 4		cc.	2,487.69	R 2,636.95	R 10	108.00 R	19.89	R 43.75	35	158.22	R 158.22	N	13,18	oc.	13.18
4000 STUDENTS - Entry Level		œ	1,663.18	R 1,762.97	R 10	108.00 R	15.91	R 31.81	31 R	105.78	R 105.78	0C	8.81	œ	8.81
4001 STUDENTS - Module 2 (Level 1 & 2)		œ	1,920.85	R 2,036.10	R 10	108.00 R	15.91	R 31.81	31 R	122.17	R 122.17	7	10.18	œ	10.18
4002 STUDENTS - Module 4 (Level 3 & 4)		œ	2,224.87	R 2,358.36	R 10	108.00 R	19,89	R 43.75	75 R	141.50	R 141.50	8	11.79	œ	11.79
4003 STUDENTS - Module 6 (Level 5 & 6)	513	æ	2,487.69	R 2,636.95	R 10	108.00 R	19.89	R 43.75	32	158.22	R 158.22	20	13.18	00	13.18
3032 Manager - Beauty	+	œ	5,443.26	R 5,769.86	R 10	108.00 R	26.51	R 63.62	S2 8	346.19	R 346.19	8	28.85	œ	28.85

k	1		arc Industry
			Beauty 2, Skint
Z C L			ssing · Cosmetology ·
1	(0 < 0	ログアプロ	Printer Hairdre

Work	Work Code Description		2016 Salary	2017 Salary 6% increase		Union or Agency Fee	BC Fee Employer	ar kt	8C Fee Employee	Pens	National Pension Fund (ER)	National Pension Fund (EE)		National SPF Employer	Nat	National SPF Employee
2060 N	2060 Manager - Hairdresser	m	5,510.01	R 5,840.61	œ	108.00	R 26.51	51 R	75.55	tic.	350.44	R 350.4	44 R	29.20	ČC.	29,20
2062 N	2062 Manager - Hairdresser after 5 years	æ	5,785.75	R 6,132.89	000	108.00	R 26.51	51 R	75.55	oc	367.97	R 367.97	7 8	30.66	ex.	30.66
2064 N	2064 Manager - Hairdresser after 10 years	œ	6,061.40	R 6,425.08	œ	108.00 F	R 26.51	51 R	75.55	œ	385.50	R 385.50	O R	32,13	œ	32.13
3030 N	3030 Manager - only (Beauty Establishment)	×	4,108.12	R 4,354.60	œ	108.00 F	R 26.51	S1 R	1 63.62	œ	261.28	R 261.28	00	21.77	œ	21.77
2054 N	2054 Manager - only (Hairdressing)	æ	4,574.72	R 4,849.21	œ	108.00 F	R 26,51	51 R	75.55	oc.	290.95	R 290.95	S	24.25	œ	24.25
2056 N	2056 Manager - only (Hairdressing) after 5 years	æ	4,804.04	R 5,092.28	œ	108.00 F	R 26.51	51 R	75.55	œ	305.54	R 305.54	4 R	25.46	œ	25,46
2058 N	2058 Manager - only (Hairdressing) after 10 years	02	5,032,05	R 5,333.98	oc.	108.00 F	R 26.51	51 R	75.55	oc:	320.04	R 320.04	24 CK	26.67	œ	26.67
3034 N	3034 Manicurist / Pedicurist / Wax Technician	œ	1,819.82	R 1,929.01	œ	108.00	R 26.51	51 R	\$ 63.52	œ	115.74	R 115.74	4 8	9.65	œ	9.65
3036 N	3036 Manicurist / Pedicurist / Wax Technician - Unqualified	œ	1,182.89	R 1,253.86	œ	108.00	R 26.51	51 R	( 63.62	oσ	75.23	R 75.23	82	6.27	œ	6.27
3040 N	3040 Nail technician - Unqualified	œ	1,838.35	R 1,948.65	æ	108.00	R 26.51	51 R	( 63.62	œ	116.92	R 116,92	2 8	9.74	œ	9.74
3084 N	3084 Nail Technician - Certified	œ	1,891.90	R 2,005.41	000	108.00	R 26.51	51 R	\$ 63.62	00	120.32	R 120.32	12 8	10.03	œ	10.03
3038 N	3038 Nail technician - Qualified	œ	2,207.21	R 2,339.64	œ	108.00	R 26.	26.51	R 53.62	or.	140.38	R 140.38	80	11.70	200	11.70
3087 A	3087 Massage Therapist - One Year Qualified	×	2,426.50	R 2,572.09	200	108.00	R 26.	26.51 R	1 63.62	œ	154.33	R 154,33	33	12.86	œ	12.86
2067	2067 Operator - Trainee	æ	2,525.06	R 2,676.56	2	108,00	R 15.91		R 31.81	œ	160.59	R 160.59	9 8	13.38	oc.	13.38
2068 C	2068 Operator	œ	3,499.00	R 3,708.94	nc	108.00	R 15.91		R 31.81	œ	222.54	R 222.54	8	18.54	-	18.54
2072 C	2072 Operator - after 10 years	œ	3,848.12	R 4,079.01	œ	108.00	R 15.	15.91	R 31.81	oc.	244.74	R 244.74	2	20,40	000	20.40
2070 C	2070 Operator - after 5 years	œ	3,674.20	8 3,894.65	œ	108.00	R 15.	15.91	R 31.81	œ	233.68	R 233.68	88	19.47	œ	19,47
2074 C	2074 Operator - Multi skilled	04	4,141.85	8 4,390.36	02	108.00	R 15.	15.91	R 31.81	000	263.42	R 263.42	12 R	21.95	20	21.95
2076 C	2076 Operator - Multi skilled - after 5 years	œ	4,349.27	R 4,610.23	000	108.00	R 15.	15.91	R 31.81	œ	276.61	R 276.61	21	23.05	DC.	23.05
2078 C	2078 Operator - Multi skilled - after 10 years	04	4,555.40	R 4,828.72	000	108.00	R 15	15.91	R 31.81	ac	289.72	R 289.72	72 B	24.14	CC.	24.14
3042 R	3042 Receptionist - Beauty Establishment	œ	3,708.15	R 3,930.63	04	108.00	R 26.	26.51	R 63.62	œ	235.84	R 235.84	34 R	19.65	œ	19.65
2082 R	2082 Receptionist - Hairdressing salon	œ	3,701.26	R 3,923,33	ec.	108.00	R 26.	26.51	R 63.62	ex.	235.40	R 235.40	04 04	19.62	œ	19.62
2084 R	2084 Receptionist - Hairdressing salon - after 5 years	8	3,886.78	R 4,119.98	S S	108.00	R 26.	26.51	R 63.62	oc	247.20	R 247.20	80 07	20.60	oc,	20.60
2086 F	2086 Receptionist - Hairdressing salon - after 10 years	000	4,071.00	R 4,315.26	R	108.00	R 26.	26.51	R 63.62	œ	258.92	R 258.92	32 R	21.58	oc.	21.58
3048 5	3048 Somatologist 3 Years	œ	3,378.38	R 3,581.09	8	108.00	R 26,	26.51	R 63.62	oc.	214.87	R 214.87	37 R	17.91	œ	17.91
3052 8	3052 Somatologist B Tech - 4 years	αc	3,581.87	R 3,796.79	8	108.00	R 26	26.51	R 63.62	œ	227.81	R 227.81	31 8	18.98	œ	18.98
3054 8	3054 Somatologist - B Tech Laser	œ	3,963.97	R 4,201.81	82	108.00	R 26	26.51	R 63.62	oc.	252.11	R 252.11	11	21.01	oc.	21.01
1012 5	1012 Specific Skilled Stylist	œ	1,811.33	R 1,920.01	8	108.00	R 26	26.51	R 75.55	DC.	115.20	R 115.20	20 R	9,60	oc	9.60
1014 5	1014 Specific Skilled Stylist - after 5 years	Œ	1,901.52	R 2,015.61	00	108.00	R 26	26.51	R 75.55	nc.	120.94	R 120.94	34	10.08	000	10.08
1016 5	1016 Specific Skilled Stylist - after 10 years	œ	1,992.99	R 2,112.57	00.	108.00	R 26.	27	R 75.55	œ	126.75	R 126.75	72	10.56	02	10.56
10001	Specific Skilled Stylist - doing only one of the following: Braiding 1000 Platting, Cutting	0Z	1,238.03	R 1,312,31	nc.	108.00	R 26	26.51	R 75.55	000	78.74	R 78.74	74	6.55	œ	6.56



Work

Work Cade Description		2016 Salary	2017 Salary 6% increase	5% increase	Union or Agency Fee	Fee	8C Fee Employer	ae A	8C Fee Employee		National Pension Fund (ER)		National Pension Fund (EE)		National SPF Employer		National SPF Employee	
Specific Skilled Stylist - doing only one of the following: Braiding, 22 Platting, Cutting after 5 years	20 60	1,299.88	82	1,377.87	R 108	108.00	R 2	26.51	R 75.55	- 1	R 82.	82.67	R 82.67	N 8		6.89		
Specific Skilled Stylist - doing only one of the following: Braiding, 19 Platting, Cutting after 10 years	oc bh	1,363.01	oc.	1,444.79	R 108	108.00	R 2	26.51	R 75.55		86	86.69	R 86.69	ac 55		7.22 R	Ar	
39 Working Employer (in Salon with Staff)	œ	5,227.87	oc.	5,541.55	œ	9	œ	,	œ	oc	100	,	oc.	œ	83.12	12 8	~	
39 Rent A Chair / One Man Band (No Staff)	DC.	5,227.87	000	5,541.55	or.	108.00	R 20	206.00	8	ΩC		1	8	OC.	166.25	25 R		
NOTES																		
CASUAL EMPLOYEE	An e Rem emp	An employee who substitutes for any permanent employee who is sick or on leave Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	ho substitu Basic Sal	ary / Wag	ny perm jes sha	lanen Il be o	r empl	oyee ted at	who is si the pres	ck ar	on lea	Y rat	e for tha	ut cat	egory	· ****		
	Ane	An employee who works 1 or 2 or 3 days per week	ho works	or 2 or	3 days	Der we	sek Xek									-		
	Вет етр	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	Basic Sal	ary / Wag	ges sha	ll be	salcula	ted at	the pres	cribe	d DA	-V rai	e for the	at cat	egony	φ.		
PART TIME EMPLOYEE	Shou	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.	ncil not re	ceive the	lower of that Job	alouls Cate	ated sa	ulary f	om the F	DE L	oyer (S	alon	owner),	then	0			
	lf rec	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	the dedu	ctions wil	I be cha	ys wo	accor rked.	dingl	to the lo	wer	amoun	t for t	he actua	a m	onu			
WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND	Contr 2017	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017	ır a Workir	ig Emplo	yer (Wo	ž. Č	ode 20	89 AN	D 2139)	is v	oluntar	y for	SPF from	T I	annan			
PENSION FUND	Pen	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	Sontributio ayable by	ns to be all Emplo	paid by yers wi	all Er	nploye	es wil	l be 6% ( sic Salar	of the	Basic the Em	Sala	y of the	H H	oloyee.			
	Basi	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)	Vage divid	led by 26	working	g day	s = Da	Ily Ra	re (when	emb	loyee	vorks	a 6 day	Wee	2	*******		
DAILY RATE CALCILI ATION	Basi	Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week)	Vage divid	led by 21	.67 wor	king o	ays =	Daily	Rate (wr	nen e	mploye	ow ee	rks a 5	dayv	veek)			
	Basi	Basic Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week)	Vage divid	led by 17	.33 wor	king c	ays =	Daily	Rate (wh	e ue	mploy	ow ee	TKs a	day v	(yeek)			
	Basi	Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	Vage divic	led by 13	working	gday	s = Da	ily Ra	ne (when	emp	loyee	works	a 3 day	Wee	(X			
SICK PAY FUND	Sick	Sick Pay Fund Contributions to be paid by all Employees will be 1/2% of the Basic Salary of the Employee. Contributions payable by all Employers will be 1/2% of the Basic Salary of the Employee.	Contribution ayable by	ons to be all Emplo	paid by	all E	mploy /2% of	ses w the B	II be 1/2% usic Sala	of the	the En	ic Sal	ary of th	e E	ploye	ei.		



Work Code Description			Agency Fee	Employer	Employee	(ER)	Yenston Fund (EE)	Employer	National SPF Employee
	Qualified Haird minimum of 30	Qualified Hairdressers / Stylists, which are employees and employed on or after 2010, whom will receive a minimum of 30% commission.	ich are emp	loyees and e	o peacod or	n or after 20	10, whom wil	l receive a	
COMMISSION EARNERS	Qualified Hairdressers / Sty minimum 40% Commission NO STOCK DEDUCTIONS	Qualified Hairdressers / Stylists, which are employees and employed prior to 2010, whom will receive a minimum 40% Commission NO STOCK DEDUCTIONS ARE ALLOWED	ich are emp	loyees and e	emplayed p	ior ta 2010,	whom will re	ceive a	
	BC = Bargaining Council	ig Council							
	EE = Employee	a)							
ABBREVIATION DESCRIPTIONS	ER = Employer								
	SBF = Sick Benefit Fund	nefit Fund							
	SPF = Sick Pay Fund	y Fund							
TO THE RESIDENCE IN CLIENTS OF CHILD INCIDENCE	Effective from employees re	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	ate of public	Agreement, cation, will b	council levies as follows	les for new	salons and		produces
COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	1. Employers	1. Employers to deduct 1.3% Council Levy from each employee's basic salary.	uncil Levy fr	om each em	ployee's ba	sic salary.			
	2. Employers basic salary.	<ol> <li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.</li> </ol>	Council Levy	y, calculated loved.	on the bas	s of each in	dividual emp	oyee's	



ANNEXURE "H9"

REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE HAIRDRESSING FOR DIVISION 199 BEING THE ENTIRE KWA-ZULU NATAL PROVINCE

EOHCB Subscriptions Bangaining Levin	18 Subscriptions Bargaining Levy		354.00																	
Targer House Stop	Cipil	1									Scheme "A"		Scheme "B" Member only	-	Scheme "B" Member +1		Scheme "8" Member		Scheme "5"	.5" Member
Work Sale Description Code	SIR	Ange Stole	John Salany	Union or Agency Fee	ac Fee Employer	8Cfae Employee	National Pension Fund Pq.	Austional Aust Pursion Sund (r (88)	Appleant SPF scal	Contornal SPF 5	565°W Employee	Sale 'A'	Sair to Completed	Star is: Employee	Sup Text	523 '02' kmalerywe	Saf No.	Sar Yaz Dradityrec	Speries Employer	Sae last Employee
2900 Booker Terrores	0	S 7726 3.6 B		2 402 70 8 108 00 C		66.17 8	188.74 8	188.74 R	14.52 R	14.52 R	55,48 8	85,48 8	55.48 R	166.48 #	55.450	R 298.48	R 55.48 R	R 425.48 R	55.48	
2004 Barbar Limor	2 2	81175 8	A 030 03		66.12	56 12	262.60	282.60	20.20 R		49.80	79.80	49.80 R		10.0	292.80	R 49.80 R	R 420.30 R	49.80	
2005 Barber - Senior	in ac	715.88 8	6,059.89	5,716,88 R 5,059,89 R 108,00 R	56,12	66.12	393,89		30.30 R	30.30 R	1	8 07.68	39.70 R	344.70 R	39.70 8	282.70	R 38.70 R	410.70	R 39,70	R 549,70
Beauty Therapist / Health and skincare therapist-	ts	7 477 54 B	3 15.5 19 8	8 108.00 8	66.12.8	66 12	8 205.15 R	205.15 R	15,78 8	15.78 R	84.22 8	84.72 R	54.22 R		54.22 R	297.22 R	54.23	oc.		R 564.22
3014 Beauty Therapist / Health & Skincare Therapist	66	168.56 8	4,418.67		66.12	56.12	287.21	287,21	22.09 R	22.09 R	16.75	77.91	47.91 8		47.93		47.93	00	8 47.93 R	8 557.91
3022 Cleaner - Beauty	œ	.087.11 R	3,272.34	3,087,11 R 3,272,34 R 108,05 R	8 66.12 R	1 66.12 R	212.70 R	212.70 8	16.36 8	16.35 R	48.64 R		53.64 R	158,64 R		- 1				R 563.64
2010 General Assistant		117.63 R	2,244.68	2,117.63 R 2,244.68 R 105.00 R	\$4.10	1 54.10 R	145.90 R		11.22 R	11.22 R	53.78 8		58.78 R	163.78			58.78	65	58.78	- 1
2022 Hairdresser - no trade test		,513.50 R	3,724.31	3,513.50 R 3,724.31 R 108.00 R		1 66.12 8	. 242.08 R		13.62 R	60			\$1.38 R	156.38		- 1	51.38	00	51.38	21
2020 Hairdresser - After 1st year qualified	A R 3	.532.56 R	3,744.51	3,532,56 R 3,744,51 R 108.00 R	8 66.12 R	8 56.12 R	7 243.39 R	243.39 R	18.72 R		- 1	81.28	51,28 R	156.28	51.28	294.28	53.28	R 422.28	51.28	
2016 Handresser - Qualified	R S.	5,053.48 R	5,356.68	5,356.68 R 108.00 R	8 56.12 R	8 66,12 R	348,18 R	348.18 R	26.78 R			73.22	43.22 R	148.22	43.22	286.22	43.22	8 414.22	- 1	
2046 LEARNER - Entry Level	8 2	2,346.61 R	2,487,40	R. 2,487,40 R 108,00 R	8 66.12 R	8 66,12 R	151.68 R	151.68 8	12,44 R	12.44 8				162.56	57.56	300,56		428.55	57.58	
2048 LEARNER - Level 2		2,471.36 R	R 2,619,64 R	R 108.00 R	54,10	R S4.10 R	1 170.28 8	170.28 R	13.10 R	13.10 8					56.90	299.90	56.30	427.90	56.90	re!
2050 LEARNER - Level 3		2,714,32 R	2,877.18	R 2,877,18 R 108,00 R	56.12	8 66.12 R	1 187.02 R		14.39 8	14.39 R	11		55.61			298.61	55.61	426.51	55.61	is.
2052 LEARNER - Level 4		3,006.13 R	3,186.50	3,186.50 R 108.00 R		56.12	R 207.12 R	207.12 R	15.93 R	15.93 R	1		54.07	159.07		297.07		425.07	54.07	-
4000 STUDENTS - Entry Level		2.346.61 R	2,487,40	R 108.00 R	8 56.12 R	3 65.12 R	1 151.68 R	151,65 R	12.44 R	32.44 R		87.56	57.56	162.56		300,55		428.56	\$7.56	-
4001 STUDENTS - Module 2 (Level 1 & 2)			2,619,84	R 108.00	66.12	R 66.12	R 170.28 R		13.10 R	13.10 R	26,90		56.90	161.90		299.90		427.90		
4002 STUDENTS - Module 4 (Level 3 & 4)		2,714,32 8		2,877,18 R 108.00 R	66.12	R 66.12 R	( 187.02 R	187.02 R	14.39 R	14.39 R	55.61	85.61	55.61	150.61		298,61		425.61	55.61	
4003 STUDENTS - Module 6 (Level 5 & 6)		3,006.13 R	3,186.50 R	R 108.00 R	O	66.12	R 207.11 R	207.12 R	15.93 R	15.93 R		84.07	54.07	159.07				425.07	56,07	10
3028 Make-up Artist Trainee		2,977.54 R		R 108,00	66.12	R 66.12 F	R 205.15 R	205.15 R	15.78 R	15.78   8	54.22 R	11	59.22	159.22	1	297.22 R	~ I	ò:	R 54.22	
3026 Make-up Artist		4,168,56 R		4,418,57 R 108.00 R	66.12	R 86.12	R 287.21 R	287.21 R	22.09 R	22.09 R	47.91 R	77.91 R	47.91 R	152.91 R	47.91 R		8 47.91	8 418.91 8	11	557.91
3036 Maniquist / Pedicurist / Wax Technician - Unqualified	cs	305.63 R	1,905.63 R 2,019.96 R	R 108.00 R	\$4.10	R. 54.10	R 131.30 R	131.30 R	10.10 8	10,10 R	10.4			154,90	- 1	302.90	OK.	pet.		06
3034 Manicurist / Pedicurist / Wax Technician	œ	Z.858.44 R		3,029,94 R 108,00 R	66.12	R 56.12	R 196,95 R	156.95 R	15.15 8	15.15 R	m		1	159.85	54.85	297.85	П	00	ы	2
3040 Nail technician - Unqualified	8 3	3,009.00 R		R 108.00 R	66.12	R 66.12		207.32	15.95 R	15.95 8	54.95		1	159.05		297.05		425.05	1	cle
3084 Nail Technician - Certified	E 25	3,096,54 R		3,282,44 R 108,00 R	66,12	R 66.17		213.36	16.41 8	16.41 R	48.59	-1	1	158.59	53,53	550,03	1	420.39	N	2000.00
3038 Nail technician - Qualified	-01			00	66.12	56.12	279.01	279.01	- 1	21.45 R	48.54	78.54 8	48.54 %	153.54 X	48,58	231.54 0 300.00	2 46,54 5 5 00	0 97878 0	1	
3087 Massage Therapist - One Year Qualified	- 1			R 108.00 R	66.12	56.12		15/38	32.32	N 7677			10	205.00	31.33	200.000	1	0	1	
2067 Operator - Trainee		Z,613.09 R		2,769.88 R 108.00 R	55.12	21.00	A 180,04 K	143.04 X	13.03	25.05 A	25,420 B	Т	53.62	158.50	53.82	296.54		00	1	or
2068 Operator	- 11	3,08/.11 K		3,272,34 K 108,00 R	21.00	N 55.32			15.07					158.03		396.03	1	06	1	loc.
20/4 Operator - Multi skilled	2 0	5,000,00 G	0 2024.24 B		56.13	56.12		276.54	21.12			78.88	48.88	153.88	48.88	291.88	1	EC		₹ \$58.88
2002 becoming to be any Establishment				ca	66.17	KE 12					48.27	78.27	48.27	153.27		291.27		419.27	R. 48.27	8 558.27
2048 Comptologist 2 Vages				a	56.12	56.12	or	357.86		1	42.85	72.86	1	147.86	42,86	R 285.86	R 42.86	R. 413.86 R	R 42.85	R 552,86
2052 Comptofoolet & Tach - 2 years		5 775 43 R		R 108.00	56 12	66.12	la.	398.00	30.62	1		69.38 R	39.38	R 144.33	R 39.38	R 282.38	8 39.38	R 410.38 R	11	R 549.38
1012 Specific Skilled Shrlist		7,118,81 R		2,245.94 R 108.00 R	54.10	\$4.10	145.99	145.99 R	11.23 R		58.77 R	88.77 R	S8.77 R	163,77	R 58.77	R 301.77	R 58.77	R 429.77	8 58,77	R 568.77
Specific Skilled Stylist - doing only one of the Thomfollowine- Braidine, Plattine, Luttine	ac	2 109.29 8		8 108.00	54.10	8 54.10	R 145,33 R	145.33 8	31.18	11.38 R		88 88 88 88 88	58.82	163.82 R		8 301.82 R		F 429.82	58.82	R 566.82
2000 Washing Swedening to Calon with Reaffil	c os	S 053 48 B							80.35		E71	ac	175.00		R 313.00		R 441.00			
2139 Rent A Chair / One Man Band (No Staff)	65	5,053.48 R	R 5,053.48 R 5,356.68 R 108.00	R 108.00				CK.	100	ac.	170.00	ec			R 313.00		8 441.00		R 580,00	



13,89 15,78 21.46 31.56

National SPF Employee 10.77

18.95 26.17 13.84 14.84 22.24 21,01 31.61 13.47 14.57

13.97

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13.47



## ANNEXURE "H10"

REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE HAIRDRESSING COSMETOLOGY BEAUTY AND SKINCARE FOR DIVISION 112 BEING THE MAGISTERIAL DISTRICTS OF PRETORIA, WONDERBOOM - WORKING 40 HOURS

458.00 207.99 206.00

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Salon Charge

Bargaining Levy

EOHCB Subscriptions /Bargaining Levy

One Man Band / Rent A Chairs

458.00

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Work	Work Code Description	2016 Salary	2017 Salary	Weekly Rate	Daily Rate	Union or Agency Fee	Fee	BC Fee Employee	National Pension Fund (ER)	-	National Pension Fund (EE)	National SPF Employer		Vation
2000	2000 Barber - starting 1 month	R 2,620.24	R 2,777.45	R 640.95	R 128,19	œ	108.00	R 45.69	R 166.65	œ	166.65	R 13.8	89 R	-1
2002	2002 Barber - Trainee	R 2,977.54	R 3,156,19	R 728.36	R 145.67	œ	108.00	R 45.69	R 189.37	ac	189.37	R 15.78	78 R	
2004	2004 Barber - Junior	R 4,049.45	R 4,292.42	R 990.57	R 198.11	œ	108.00	R 82.96	R 257.55	œ	257.55	R 21.4	.46 R	
2006	2006 Barber - Senior	R 5,955.08	R 6,312.38	R 1,456.72	R 291.34	œ	108.00	R 82.96	R 378.74	œ	378.74	R 31.	.56 R	m
3020	3020 Beauty Therapist / Health and skincare therapist - Unqualified	R 3,575.71	R 3,790.25	R 874.68	R 174.94	02	108.00	R 82.96	R 227.42	œ	227.42	R 18.95	85	ed
3014	3014 Beauty Therapist / Health & Skincare Therapist	R 4,938.24	R 5,234.54	R 1,207.98	R 241.60	œ	108.00	R 82.96	R 314.07	œ	314.07	R 26.17	27	N
3022	3022 Cleaner - Beauty	R 2,612.21	R 2,768.94	R 638.99	R 127.80	æ	108.00	R 82.96	R 166.14	œ	166.14	R 13.84	34 R	4
2011	2011 General Assistant - Part Time	R 2,031.59	R 2,153.48	R 496.96	R 99.39	œ	108,00	R 45.69	R 129.21	œ	129.21	R 10.77	77 R	7
2010	2010 General Assistant	R 2,636.14	R 2,794.30	R 644.84	R 128.97	oc.	108.00	R 45.69	R 167.66	æ	167.56	R 13.97	37 8	-
2021	2021 Hairdresser - after 1st year qualified - Part Time	R 2,799.85	R 2,967.85	R 684.89	R 136.98	ĸ	108.00	R 82,96	R 178.07	œ	178.07	R 14.84	84 R	
2020	2020 Hairdresser - after 1st year qualified	R 4,196.66	R 4,448.46	R 1,026.57	R 205.31	α	108.00	R 82.96	R 266.91	000	266.91	R 22.24	24 R	
2023	2023 Hairdresser - Qualified - Part Time	R 3,963.65	R 4,201.47	R 969.58	R 193.92	œ	108.00	R 82.96	R 252.09	œ	252.09	R 21.01	01   8	100
2022	2022 Hairdresser - Qualified	R 5,963.73	R 6,321.55	R 1,458.83	R 291.77	oc.	108.00	R 82.96	R 379.29	œ	379.29	R 31.61	61 R	
2046	2046 LEARNER - Entry Level	R 2,541.67	R 2,694.17	R 621.74	R 124.35	œ	108.00	R 45.69	R 161.65	œ	161,65	R 13.47	47 8	
2048	2048 LEARNER - Level 2	R 2,748.24	R 2,913.14	R 672.27	R 134.45	ac	108.00	R 45.69	R 174.79	œ	174.79	R 14.57	S7 R	
2050	2050 LEARNER - Level 3	R 3,034.13	R 3,216,18	R 742.20	R 148.44	oc.	108.00	R 45.69	R 192.97	œ	192.97	R 16.08	08 R	
2052	2052 LEARNER - Level 4	R 3,346.49	R 3,547.28	R 818.61	R 163.72	œ	108.00	R 45.69	R 212.84	nc	212.84	R 17.74	74 R	
4000	4000 STUDENTS - Entry Level	R 2,541.67	R 2,694.17	R 621.74	R 124.35	œ	108.00	R 45.69	R 161.65	æ	161.65	R 13.47	47 R	
4001	4001 STUDENTS - Module 2 (Level 1 & 2)	R 2,748.24	R 2,913.14	R 672.27	R 134.45	ĸ	108.00	R 45.69	R 174.79	œ	174.79	R 14.57	S7 R	1
4002	4002 STUDENTS - Module 4 (Level 3 & 4)	R 3,034.13	R 3,215.18	R 742,20	R 148.44	œ	108.00	R 45.69	R 192.97	œ	192.97	R 16,08	08 R	
4003	4003 STUDENTS - Module 6 (Level 5 & 6)	R 3,346,49	R 3,547.28	R 818.61	R 163.72	œ	108.00	R 45.69	R 212.84	œ	212.84	R 17.74	74 R	
3028	3028 Make-up Artist Trainee	R 3,385.53	R 3,588.67	R 828.16	R 165.63	œ	108.00	R 82.96	R 215.32	œ	215.32	R 17.94	94 8	
3026	3026 Make-up Artist	R 4,812.55	R 5,101.30	R 1,177.23 R	R 235.45	00	108.00	R 82.96	R 306,08	œ	306.08	R 25,51	21.2	

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Work	Mark Code Description	2016 Salary	2017 Salary	Weekly Rate	Daily Rate	Union or Agency Fee	BC Fee Employee	S ma	National Pension Fund (ER)	National Pension Fund (EE)		National SPF Employer		National SPE Employee
3032	3032 Manager - Beauty	R 7,674.14	R 8,134.58	R 1,877.23	R 375.45	R 108.00	R 82.95	8	488.07	R 488.07	70	40.67	2	40.67
2060	2060 Manager - Hairdresser	R 7,937.36	R 8,413.61	R 1,941.62	R 388.32	R 108.00	R 86.56	8	504.82	R 504.82	32 B	42.07	8	42.07
2054	2054 Manager - only (Hairdressing)	R 7,748.43	R 8,213.34	R 1,895.40	R 379.08	R 108.00	R 85.56	8	492.80	R 492.80	30 R	41.07	2	41.07
3036	3036 Manicurist / Pedicurist / Wax Technician -Unqualified	R 1,963.55	R 2,081.37	R 480.32	R 96.06	R 108.00	R 82.96	10	124.88	R 124.88	88	10,41	oc.	10.41
3034	3034 Manicurist / Pedicurist / Wax Technician	R 2,791.05	R 2,958.52	R 682.74	R 136.55	R 108.00	R 82.96	8	177.51	R 177.	.51	14.79	000	14.79
3040	3040 Nail technician - Unqualified	R 3,013.11	R 3,193.90	R 737.06	R 147.41	R 108.00	R 82.96	8	191.63	R 191.63	33	15.97	œ	15.97
3084	3084 Nail Technician - Certified	R 3,103.51	R 3,289.72	R 759.17	R 151.83	R 108.00	R 82.96	33	197.38	R 197.38	88	16.45	20	16,45
3038	3038 Nail technician - Qualified	R 4,812.55	R 5,101.30	R 1,177.23	R 235.45	R 108.00	R 82.96	9	306.08	R 306.08	38 R	25.51	οc.	25.51
3087	3087 Massage Therapist - One Year Qualified	R 3,710.00	R 3,932.60	R 907.53	R 181.51	R 108.00	R 82.96	6 R	235.96	R 235.96	36 R	19.66	500	19.66
2066	2066 Operator - Trainee - Part Time	R 1,846.44	R 1,957.22	R 451,67	R 90.33	R 108,00	R 63.72	2	117.43	R 117.43	13	9.79	00 00	9.79
2067	2067 Operator - Trainee	R 2,770.90	R 2,937.16	R 677.81	R 135.56	R 108.00	R 63.72	2 R	176.23	R 176.23	33	14.69	oc.	14.69
2069	2069 Operator - Part Time	R 2,792.32	R 2,959.85	R 683.05	R 136.61	R 108.00	R 63.72	2	177.59	R 177.59	82	14.80	ex.	14.80
2068	2068 Operator	R 4,190.35	R 4,441.77	R 1,025.03	R 205.01	R 108.00	R 63.72	2	266.51	R 266.51	51 8	22.21	cc	22.21
3042	3042 Receptionist - Beauty Establishment	R 4,765.69	R 5,051.63	R 1,165.77	R 233,15	R 108.00	R 82.96	8 8	303.10	R 303.10	10 R	25,26	DC.	25.26
2083	2083 Receptionist - Hairdressing salon - Part Time	R 3,268.39	R 3,464.50	R 799.51	R 159,90	R 108.00	R 82.96	8	207.87	R 207.87	37 R	17.32	2	17.32
2082	2082 Receptionist - Hairdressing salon	R 4,905.75	R 5,200.10	R 1,200.03	R 240.01	R 108.00	R 82.96	16 R	312.01	R 312,01	)1 R	26.00	00	26,00
3048	3048 Somatologist 3 Years	R 5,708.05	R 6,050.53	R 1,396.29	R 279.26	R 108.00	R 82.96	16 R	363.03	R 363.03	33 R	30.25	oc lo	30.25
3052	3052 Somatologist B Tech - 4 years	R 6,277.15	R 6,653.78	R 1,535,50	R 307.10	R 108.00	R 82.96	96 R	399.23	R 399,23	23 R	33.27	20	33,27
1000	Specific Skilled Stylist - doing only one of the following: 1000 Braiding, Platting, Cutting	R 2,605.91	R 2,762.27	R 637.45	R 127.49	R 108,00	R 82.96	∞ 	165.74	R 165.74	74 8	13.81	o≃ ⊟	13,81
1001	Specific Skilled Stylist - doing only one of the following: 1001 Braiding, Platting, Cutting - Part Time	R 1,738.10	R 1,842.39	R 425.17	R 85.03	R 108.00	R 82.96	20	110.54	R 110.54	54	9.21	0C e-1	9.21
2089	2089 Working Employer (in Salon with Staff)	R 5,963.73	R 6,321.55	R 1,458.83	R 291.77						œ	94.82	2	
2139	2139 Rent A Chair / One Man Band (No Staff)	R 5,963.73	R 6,321.55	R 1,458.83	R 291.77	R 108.00					00	189.65	us	

### NOTES

	An employee who substitutes for any permanent employee who is sick or on
CASUAL EMPLOYEE	
	Remuneration / Basic Salary / Wages shall be calculated at the prescribed
	DALL Variation that a contract of a management

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Work	Wark Gode Description	2016 Salary	2017 Salary	Weekly Rate	Daily Rate	Union or Agency Fee	BC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	National SPF Employer	National SPE Employee
		An employee	who works 1	An employee who works 1 or 2 or 3 days per week	ber week						
		Remuneration / Basic Salary / DAILY rate for that category of at two thirds of the basic wage	n/Basic Salar that catego of the basic w	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment. 3 Days per week is calculated at two thirds of the basic wage.	ent. 3 Days	ated at the p	rescribed				
	PART TIME EMPLOYEE	Should the Council not in Employer (Saion owner Job Category will apply,	ouncil not rection owner), the will apply.	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.	of the Full 7	salary from the	for that				
		If received, the amount for the days worked.	en the deduc e actual amo	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	hanged acco	ordingly to the	e lower ount of				
	WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN-BAND	Contributions for a Working Employer (voluntary for SPF from 1 January 2017	for a Workin SPF from 1 J	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1 January 2017	Vork Code 2	089 AND 21	39), is				
	PENSION FUND	Pension Fund Basic Salary be 6% of the	Contribution of the Employ Basic Salary	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	y all Empioy tions payabl ree.	rees will be 6 e by all Empl	% of the oyers will				
		Basic Salary / Wage divided by employee works a 6 day week)	/ Wage dividents a 6 day w	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)	ing days = D	vally Rate (wh	neu				
	DAILY RATE CALCULATION	Basic Salary / Wage divided by employee works a 5 day week)	/ Wage dividence a 5 day w	Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week) Basic Salary / Wage divided by 17.33 working days = Daily Rate (when	orking days	= Daily Rate = Daily Rate	(when				
		employee works a 4 day week) Basic Salary / Wage divided by employee works a 3 day week)	rks a 4 day w / Wage dividirks a 3 day w	employee works a 4 day week) Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	ing days = D	Jaily Rate (wi	nen				
	SICK PAY FUND	Sick Pay Fun Basic Safary be 1/2% of the	d Contribution of the Employ Basic Salary	Sick Pay Fund Contributions to be paid by all Employees will be 1/2% of the Basic Safary of the Employee. Contributions payable by all Employers will be 1/2% of the Basic Safary of the Employee.	by all Emplo tions payabl yee.	yees will be e by all Emp	%% of the loyers will				
	COMMISSION EARNERS	Qualified minimum o	Hairdresser f 30% comm	Qualified Hairdressers / Stylists, which are employees will receive a minimum of 30% commission - THIS IS APPLICABLE ONLY TO AFRO SALONS	ich are emp IS APPLICA NS	loyees will re	ceive a				
		NO STOCK	DEDUCTION	NO STOCK DEDUCTIONS ARE ALLOWED	WED						

	COUNCIL	sauty & Skincare Industry
MATIONAL	BARGAINING	- Hairdressing - Cosmetology - Br

Krk Work Code Description	2016 Salary	2017 Salary	Weekly Rate	Daily Rate	Union or Agency Fee	BC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	National SPF Employer	National SPF Employee
	BC = Bargaining Council	ing Council								
	EE = Employee	99								
ABBREVIATION DESCRIPTIONS	ER = Employer	/er								
	SBF = Sick	SBF = Sick Benefit Fund								
	SPF = Sick Pay Fund	ay Fund								
	Effective from the for new salons a will be as follows.	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.	the publicatio	n of this Agn tered after t	sement, cour	noil levies sublication				
COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	1. Employe salary.	<ol> <li>Employers to deduct 1.3% Council Levy from each employee's basic salary.</li> </ol>	1.3% Council	Levy from e	ach employe	e's basic				
	2. Employe each individent	<ol> <li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary, in respect of each employee employed.</li> </ol>	ate 1.3% Cou	ncil Levy, ca y, in respect	lculated on to of each emp	ne basis of sloyee				

# BARGAINING COUNCIL

ANNEXURE "H11"

REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE HAIRDRESSING COSMETOLOGY BEAUTY AND SKINCARE FOR DIVISION 113 BEING THE MAGISTERIAL DISTRICTS OF PRETORIA, WONDERBOOM, RUSTENBURG, BRITS, MANKWE AND THE ENTIRE LIMPOPO AND MPUMALANGA PROVINCES -WORKING 45 HOURS

458.00 458.00 207.39 206.00

00 00 00 00

EOHCB Subscriptions Bargaining Levy

Salon Charge One Man Band / Rent A Chairs

Work Code Description	2016 Salary		2017 Salary	Weekly Rate	Daily Rare	Hourly Bate	Union or Agency Fee	8C Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)		Kational SPF Employee	National SPF Employed
2000 Barber - starting 1 month	R 2,669.67	roc	2,829.85 R	653.05	R 108.84	R 12.09	R 108.00	R 45.69	R 169.79	8	169.79 R	14.15	R 14.15
2002 Barber - Trainee	R 3,033.72	œ	3,215,74 R	742.10	R 123.68	R 13.74	R 108.00	R 45.69	R 192.94	œ	192.94 R	16.08	R 15.08
2004 Barber - Junior	R 4,125.86		373.41 R	1,009.26	R 168.21	R 18.69	R 108.00	R 82.96	R 262,40	es.	262.40 R	21.87	R 21.87
2006 Barber - Senior	R 6,067.44	æ	6,431.49 R	1,484.20	R 247.37	R 27,49	R 108.00	R 82,96	R 385.89	œ	385.89 R	32.16	R 32.15
3020 Beauty Therapist / Health and skincare therapist - Unqualified	R 4,098.74	×	4,344.67 R	R 1,002.62 F	R 167.10	R 18.57	R 108.00	R 82.96	R 260.58	200	260.68 R	21.72	R 21.72
3014 Beauty Therapist / Health & Skincare Therapist	R 5,661.12	oc.	-	1,384.81	R 230.80	R 25.64	R 108.00	82,96	R 350.05	bZ	350.05 R	30.00	R 30.00
3022 Cleaner - Beauty	R 2,993.85	DC.	3,173,48 R	732.35	R 122.06	R 13.56	R 108,00	R 82.96	R 190.41	×	190.41 R	15.87	R 15.87
2011 General Assistant - Part Time	R 2,069.90	06	2,194.10 R	506.33	R 84.39	R 9.38	R 108.00	R 45.69	R 131,65	×	131,65 R	10.97	R. 10.97
2010 General Assistant	R 2,685.88	œ	2,847.03 R	657.01	R 109.50	R 12.17	R 108.00 R	R 45.69	R 170.82	Я	170.82 R	14.24	R 14.24
2021 Hairdresser - after 1st year qualified - Part Time	R 2,852.69	oc.	3,023.85 R	697.82	R 116.30	R 12.92	R 108.00	R 82.96	R 181.43	ec.	181.43 R	15.12	R 15.12
2020 Hairdresser - after 1st year qualified	R 4,275,84	oc.	4,532.39	R 1,045.94 F	R 174.32	R 19.37	R 108.00	R 82.96	R 271.94	roc.	271.94 R	22.65	R. 22,66
2023 Hairdresser - Qualified - Part Time	R 4,038.43	œ	-	R 987.87	R 164.64	R 18.29	R 108.00	82.96	R 256.84	ex.	256,84 R	21.40	R 21.40
2022 Hairdresser - Qualified	R 6,076.25	œ	6,440.82 F	R 1,486.36	R 247.73	R 27.53	R. 108,00	R 82.96	R 386.45	o:	386.45 R	32,20	R 32,20
2046 LEARNER - Entry Level	R 2,589,63	œ	2,745.01 F	R 633.47	R 105.58	R 11.73	R 108.00	R 45.69	R 154.70	œ	164.70 R	13,73	R. 13,73
2048 LEARNER - Level 2	8 2,800.09	DC.	2,968.09 6	684.95	R 114.16	R 12.68	R 108.00	R 45.69	R 178.09	×	178,09 R	14.84	R 14.84
2050 LEARNER - Level 3	R 3,091.38	œ	3,276.87	R 756.21	R 126.03	R 14.00	R 108.00	R 45.59	000	œ	195.61 R	16.38	R 15.38
2052 LEARNER - Level 4	R 3,409.63	œ.	3,614.21	R 834,05	R 139.01	R 15,45	R 108.00	R 45,69	R 216.85	65	216.85 R	18.07	R 18.07
4000 STUDENTS - Entry Level	R 2,589.63	œ	2,745.01 F	R 633.47	R 105.58	R 11.73	R 108.00	I R 45.69	R 164.70	œ	164.70 R	13.73	R 13.73
4001 STUDENTS - Module 2 (Level 1 & 2)	R 2,800.09	œ	2,968.09 R	684.95	R 114.16 R	R 12.68	R. 108,00 R	I R 45.59	R 178.09	ο:	178.09 R	14.84	R 14.84
4002 STUDENTS - Module 4 (Level 3 & 4)	R 3,091.3	091.38 R 3	3,276.87 R	756.21	R 126.03 R	R 14.00 R	R 108.00 R	R 45,69	R 196.61	oc	196.61 R	16.38	R 16.38
4003 STUDENTS - Module 6 (Level 5 & 6)	R 3,409.63	œ	3,614.21	R 834.05	R 139:01	R 15.45	R 108.00	R 45.69	R 216.85		216.85 R	18,07	R 18.07
3028 Make-up Artist Trainee	R 3,880.59	œ	4,113,42 F	R 949.26	R 158.21	R 17.58	R 108.00	R 82.96	R 246.81	œ	245.81 R	20,57	R 20.57
3026 Make-up Artist	R 5,515.48	œ	5,846.41	R 1,349.18	R 224.86	R 24.98	R 108.00	R 82,96	R 350.78	Я	350.78 R	29,23	R 29.23
3032 Manager - Beauty	R 8,794.21	œ	9,321.86	R 2,151,21	R 358.54	R 39,84	R 108.00	R 82.96	R 559.31	04	559.31 R	46.61	R 45.61
2060 Manager - Hairdresser	R 8,087.57	œ	8,572,82 R	1,978.36	R 329.73	R 36.64	R 108,00	R 86.56	R 514.37	œ	514.37 R	42.86	R 42.86
2054 Manager - only (Hairdressing)	R 7,894.64	000	8,368.31 R	R 1,931.16 R	R 321.85	R 35.76	R 108,00	1 R 86.56	R 502.10	àc	502.10 R	41.84	R 41,84
3036 Manicurist / Pedicurist / Wax Technician -Unqualified	R 2,250.86	œ	2,385.91	R 550.60 R	R. 91.77	R 10.20 R	R 108.00	) R 82.96	R 143.15	œ.	143.15 8	11.93	R 11.93
3034 Manicurist / Pedicurist / Wax Technician	R 3,199.19	œ	3,391.14	R 782.58	R 130,43	R 14.49	R 108,00	1 R 82.96	R 203.47	ď	203,47 8	16.96	R 15.95
3040 Nail technician - Unqualified	R 3,389.75	œ	3,593.14	R 829.19	R 138,20	R 15,36	R 108.00	R 82.96	R 215.59	83	215.59 R	17.97	R 17.97
3022 Nail Terbuirian - Cartified	D 0 400 AE	0	2 700 04	05 05 07	4	-	100000	2000	2000			No. PA	03 04 0



Work Code Descriptions Code	A	2016 Salary	2017 Salary	Weekly Rate	Dally Rate	Hourly Rate	Union or Agency Ree	BC Pee Employee		National Pension Fund (ER)	Mational Pension Fund (EE)	National SPF Employer		National SPF Employee
3038 Nail technician - Qualified	æ	5.515.48 R	5,846,41	R 1.349.18	R. 224.86	8 24.98	R 108.00	R 82.96	36 R	350.78	R 350.78	R 29.23	m	29.23
3087 Massage Therapist - One Year Qualified	œ	-	-	907.53	151.26		oc.	000			R 235.96	R 19.66	86	19.66
2055 Operator - Trainee - Part Time	œ	1,881.27 R	1,994.14	460,19	76.70	8.52	R 108.00	R 63.72	72 R	119.65	R 119.65	R 9.97	17 B	9.97
2067 Operator - Trainee	82	2,823.18 R	2,992.57	R 690.60	R 115.10	8 12.79	R 108,00 R	R 63.72	72.8	179.55 R	R 179.55	R 14.56	20	14,96
2069 Operator - Part Time	82	2,845.00 R	3,015.70 R	695,94	R 115.99	R 12.89	R 108.00 R	R 63.72	72. 8	180.94	R 180.94	8 15.08	88 R	15.08
2068 Operator	œ	4,269.42 R	4,525.58	R 1,044.37	174.06	R 19.34	R 108.00	R 63.72	72 8	271.53	R 271.53	R 22.63	83	22.63
3042 Receptionist - Beauty Establishment	œ	5,464.12 R	5,791.97 R	1,336.62	R 222.77	R 24.75	R 108.00	R 82.95	82	347.52	R 347.52	R 28.95	95 R	28.96
2083 Receptionist - Hairdressing salon - Part Time	82	3,330.07 R	3,529.88	814.59	R 135.77	R 15.09	R 108,00 R	R 82,95	35 8	211.79	R 211.79	8 17.65	100	17.65
2082 Receptionist - Hairdressing salon	œ	4,998.31 R	5,298.21	R 1,222.67		R 22.64	R 108.00 R	R 82.96	96 R	317.89 R	R 317.89	R 26.49	19 R	26.49
3048 Somatologist 3 Years	œ	6,541,47 R	6,933.96 R	1,600.15	R 266.69 R	R 29.63	R 108.00 R	R 82,96	36 R	415.04 R	R 416.04	R 34.67	37 R	34.67
3052 Somatologist B Tech - 4 years	rc.	7,194,88 R	7,626.57 R	1,759.99	R 293.33	R 32.59	R 108.00 R	82.9E	36 R	457.59	R 457.59	R 38.13	3 B	38.13
Specific Skilled Stylist - doing only one of the following: Braiding,		202	2 762 37	2 50		0	00.001	20 63 05	0	165 74	0 165 76	12.81	2	12.83
Specific Skilled Stylist - doing only one of the following: Braiding.	wing: Braiding,	4,005,91, R	77,707,7		100.24	N 11.00	4	4						*3
1001 Platting, Cutting - Part Time	000	1,738.10 R	1,842.39 R	R 425.17 R	R 70.85 R	R 7.87	R 108.00 R	R 82.96	36 R	110.54	R 110.54	06	9.21 R	9.21
2089 Working Employer (in Salon with Staff)	oc.	6,076.25 R	6,440.82 R	R 1,486.36 R	247.73	R 27.53						R 96.61	:1	
2139 Rent A Chair / One Man Band (No Staff)	œ	6,076.25 R	6,440.82 R	R 1,486.35 R	247.73	R 27.53	R 108.00	470				R 193.22	22	
NOTES									ī					
The second secon	An	employee wh	o substitutes	An employee who substitutes for any permanent employee who is sick or on leave	nent employee	who is sick o	r on leave							
CASUAL EMPLOYEE	Rer	Remuneration / Basic Sicategory of employment	Sasic Salary /	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	be calculated a	it the prescrib	ed DAILY rat	e for that						
	An	employee wh	a works 1 ar	An employee who works 1 or 2 or 3 days per week	r week									
	Rei	nuneration / i	Sasic Salary oyment, 3 D	Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment. 3 Days per week is calculated at two thirds of the basic wage.	be calculated at s calculated at	It the prescrib two thirds of	ed DAILY rai	e for that e.						
PART TIME EMPLOYEE	She the	salary of the sceived, then	oil not receive Full Time post the deduction	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.  If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	culated salary ob Category wi ged accordingl	from the Empling apply.	sloyer (Salon amount for the	owner), then ne actual	, , ,					
WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN- BAND	1 91	ntributions for	a Working E	Contributions for a Working Employer (Work Code 2089 AND 2139), is voluntary for SPF from 1	k Code 2089 A	ND 2139), is	voluntary for	SPF from 1						
	27	January 2017							1					
PENSION FUND	9 H	ployee. Conf	ontributions tributions pay	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	Employees w	il be 6% of the 8a	e Basic Salar sic Salary of t	y of the he Employe	oi.					



Work	Work Code Description	2016 Salary	2017 Salary	Weekly Rate	Dally Rate	Hourly Sate	Union or Agency Fee	SC Fee Employee	BC Fee Employee Fund (ER)	National Pension Fund (EE)	National SPF Employer	National SPF Employee
	DAILY RATE CALCULATION	Basic Salary / Basic Salary / week) Basic Salary / week) Basic Salary /	Wage divided Wage divided Wage divided	by 26 working by 21.67 worki by 17.33 worki by 13 working	days = Daily R ng days = Dail ng days = Dail days = Daily R	iate (when emp y Rate (when e y Rate (when e	Basic Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week) Basic Salary / Wage divided by 21.67 working days = Daily Rate (when employee works a 5 day week) Basic Salary / Wage divided by 17.38 working days = Daily Rate (when employee works a 4 day week) Basic Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	a 5 day week) a 5 day a 4 day 3 day week)				
	SICK PAY FUND	Sick Pay Fund Employee, G	d Contributions ontributions pay	to be paid by a	all Employees	will be 1/2% of the Bar	Sick Pay Fund Contributions to be paid by all Employees will be ½% of the Basic Salary of the Employee. Contributions payable by all Employers will be ½% of the Basic Salary of the Employee.	of the Emplayee.				
<u></u>	COMMISSION EARNERS	Qualified Hair	Qualified Hairdressers / Stylists, which are en THIS IS APPLICABI NO STOCK DEDUCTIONS ARE ALLOWED	sts, which are S IS APPLICA ARE ALLOWE	employees wil BLE ONLY TO	Stylists, which are employees will receive a minim: THIS IS APPLICABLE ONLY TO AFRO SALONS VS ARE ALLOWED	Qualified Hairdressers / Stylists, which are employees will receive a minimum of 30% commission - THIS IS APPLICABLE ONLY TO AFRO SALONS NO STOCK DEDUCTIONS ARE ALLOWED	ommission -				
L		BC = Bargaining Council	ing Council									
-		EE = Employee	9									
	ABBREVIATION DESCRIPTIONS	ER = Employer	-									
_		SBF = Sick Benefit Fund	enefit Fund									
		SPF = Sick Pay Fund	ay Fund									
1	COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	Effective from employees not 1. Employers	Effective from the date of the publication of this Agreement, council levies for new employees registered after the date of publication, will be as follows.  1. Employers to deduct 1,3%. Council Levy from each employee's basic salary.	the date of p	this Agreement with the state of the state o	nt, council levie	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.  1. Employers to deduct 1.3%. Council Levy from each employee's basic salary.	กร and				
		employee's t	employee's basic salary, in respect of each employee employee	respect of each	h employee en	nployed.	<ol> <li>Employees to contribute 1.3% Countries Levy, calculated bit in a basis or each illustrated employee.</li> </ol>	ij				

# BARGAINING (COUNCIL

ANNEXURE "H12"

# REMUNERATION/BASIC SALARY/WAGE AND CONTRIBUTION SCHEDULE HAIRDRESSING COSMETOLOGY BEAUTY AND SKINCARE FOR DIVISION 114 BEING THE MAGISTERIAL DISTRICT OF BRONKHORSTSPRUIT AND CULLINAN

EOMCB Subscriptions	us	lac	458.00										
Bargaining Levy	*	ac	458.00										
Salon Charge	0.0	×	207.99										
One Man Band / Rent A Chairs	irs	00											
Work Code Description	20165	Salary	2017 Salany	Weekly Rate	Dally Rate	Hourly Rate	Union or Agency Fee	BC Fee Employer	SC Fee Employee	National Pension Fund (ER)	National Pension Fund (EE)	New National SPF Employer	New Naxianal SPF Employee
2000 Barber - starting 1 month	e-f	802.03 R	1,910.15	R 440.81	R 73.47	R 8,16	R 108.00	R 45.69	R 47.41	R 114.61	R 114.61	8 9.55	R 9,53
2002 Barber - Trainee	R 2	2,047.76 R	2,170.63	R 500.92	R 83.49	R 9.28	R 108.00	R 45.69	R 47.41	R 130,24	R 130.24	R 10.85	R 10.85
2004 Barber - Junior	R 2,	2,784.96 R	2,952.06	R 681.25	R 113.54	R 12.62	R 108.00	R 82.96	R 86.09	R 177.12	R 177.12	R 14.76	R 14.76
2006 Barber - Senior	R 4,	4,095.52 R	4,341,25	R 1,001.84	R 156.97	R 18.55	R 108.00	R 82.96	R 86.09	R 250.48	R 250,48	R 21.71	R 21.7.
3020 Beauty Therapist / Health and skincare therapist - Unqualified	R 2,	2,529.31 R	2,681.07	R 618.71	R 103.12	R 11.46	R 108.00	R 82.96	R 85.09	R 160.85	R 160.86	R 13,41	8 13.41
3014 Beauty Therapist / Health & Skincare Therapist	R 3,	3,492.69 R	3,702.25	R 854.37	R 142.40	R 15.82	R 108.00	I R 82.95	R 85.09	R 222.14	R 222.14	R 18.51	R 18.51
3022 Cleaner - Beauty		1,884.30 R	1,997.36	R 460.93	R 76.82	R 8.54	R 108.00 R	R 82,96	R 85.09	R 119.84	R 119.84	R 9.99	R 9.99
2011 General Assistant - Part Time	8	1,435.97 R	1,522.13	R 351.26	R 58.54	R 6.50	R 108.00 R	R 45.59	R 47.41	R 91.33	R 91.33	R 7.61	R 7.61
2010 General Assistant	R 1,	1,864.58 R	1,976.46	R 456.11	R 76.02	8 8,45	R 108.00	R 45.69	R 47,41	R 118.59	R 118,59	9.88	8 9.88
2021 Hairdresser - after 1st year qualified - Part Time	R	1,980,088 R	2,098.88	R 484.36	R 80.73	R 8.97	R 108.00	R 82.96	R 86.09	R 125.93	R 125.93	R 10,49	R 10.49
2020 Hairdresser - after 1st year qualified	R 2,	2,968.19 R	3,146.28	R 726.07	R 121.01	R 13,45	R 108.00	R 82.96	R 86.09	R 188.78	R 188.78	R 15.73	R 15.73
2023 Hairdresser - Qualified - Part Time	R 2,	2,803.93 R	2,972.17	R 685.89	R 114.32	R 12.70	R 108.00	R 82.96	R 86.09	R 178.33	R 178.33	8 14.86	R 14.86
2022 Hairdresser - Qualified	8 4	4,218.08 R	4,471.16	R 1,031.82	R 171.97	R 19.11	R 108.00	R 82.96	R 86.09	R 258.27	R 268.27	R 22.36	R 22.35
2046 LEARNER - Entry Level	8 1	1,797.84 R	1,905.72	R 439.78	8 73.30	R 8.14	R 108.00	8 45,69	R 47,41	R 114.34	R 114.34	R 9.53	R 9.53
2048 LEARNER - Level 2	R 1,	1,942.86 R	2,059.44	R 475.26	R 79.21	R 8.80	R 108.00	R 45.69	R 47.41	R 123.57	R 123.57	R 10.30	R 10.30
2050 LEARNER - Level 3	R 2,	2,145.62 R	2,274.36	R 524.86	R 87.48	R 9.72	R 108.00	R 45.69	R 47,41	R 136,46	R 136.46	R 11.37	R 11.37
2052 LEARNER - Level 4	R 2,	2,366.33 R	2,508.31	R 578.85	R 96.47	R 10.72	R 108.00	R 45.69	R 47.43	R 150.50	R 150.50	R 12.54	R 12.54
4000 STUDENTS - Entry Level	R 1,	1,797.84 R	1,905.72	R 439.78	R 73.30	R 8.14	R 108.00	R 45.69	R 47.41	R 114.34	R 114.34	R 9.53	R 9.53
4001 STUDENTS - Module 2 (Level 1 & 2)	13	1,942.86 R	2,059.44	R 475.26	R 79.21	R 8.80	R 108.00	R 45.69	R 47,41	R 123.57	R 123.57	R 10.30	R 10,30
4002 STUDENTS - Module 4 (Level 3 & 4)	R 2,	2,145.62 R	2,274.36	R 524.85	R 87.48	R 9.72	R 108,00	IR 45.69	R 47.43	R 135.46	R 136.46	R 31.37	R 11.37
4003 STUDENTS - Module 6 (Level 5 & 6)	R 2,	2,366.33 R	2,508.31	R 578.85	R 95.47	R 10.72	R 108.00	R 45.69	R 47.43	R 150.50	R 150.50	R 12.54	8 12.54
3028 Make-up Artist Trainee	R 2,	2,395.85 R	2,539.61	R 586.07	R 97.68	R 10.85	R 108.00	R 82.95	R 86.09	R 152.38	R 152.38	R 12.70	R 12.70
3026 Make-up Artist	R 3,	3,403.21 R	3,607.41	R 832.49	R 138.75	R 15.42	R 108.00		R 85.09	R 215,44	R 216,44	R 18.04	R 18.04
3032 Manager - Beauty	R 5,	5,426.92 R	5,752.54	R 1,327.52	R 221,25	R 24.58	R 108.00	1 R 82.96	R 86.09	R 345.15	R 345.15	R 28.76	8 28.76
2060 Manager - Hairdresser	R S,	5,614.27 R	5,951.12	R 1,373.35	R 228.89	R 25.43	R 108.00	R 86.55	R 89.83	R 357.07	R 357.07	R 29.76	R 29.76
2054 Manager - only (Hairdressing)	R 5,	5,530.88 R	5,862.73	R 1,352.95	R 225,49	R 25.05	R 108.00	R 85.55	R 89.83	R 351.76	R 351.76	R 29.31	R 29,31
3036 Manicurist / Pedicurist / Wax Technician -Unqualified	R J	1,388.50 R	1,471.81	R 339.65	R 56.61	R 6.29	R 108.00	) R 82,96	R 86.09	R 88.31	88.31	R 7.36	R 7.36
3034 Manicurist / Pedicurist / Wax Technician	R 1,	1,973,67 R	2,092.09	R 482.79	R 80.47	R 8.94	R 108.00 R	) R 82.96	8, 86,09	R 125.53	R 125.53	R 10.45	R 10.45
3040 Nail technician - Unqualified	R Z	2,091.70 R	2,217,20 R	R 511.67	R 85.28	R 9.48	R 108.00 R	R 82.96	R 86.09	R 133.03	R 133.03	R* 11.09	R 11,09
3084 Nail Technician - Certified	R 2,	2,154.45 R	2,283.72	R 527.02	R 87.84 R	R 9.76	R 108.00 R	R 82.96	R 86.09	R 137.02	R 137.02	8 11.42	R 11.42
3038 Nail technician - Qualified	R 3,	3,403.21 R	3,607.41	R 832.49 R	R 138.75 R	R 15.42 R	R 108,00 R	3 R 82.96	R 86.09	R 216.44	R 216.44	R 18:04	R 18.04



	5.08 R 1,383.39 R	319.75 R				١	L.,	5612 0	200	ı	-	0 503	
Establishment R R Sssing salon - Part Time R Sssing salon - R R R R R R R R R R R R R R R R R R	11.77.11	×	53,21 R	5.91	R 108.00	R 63,72	2	_	83,00	R 83.00	00 ×	2770	6,97
Establishment R R Sasing salon - Part Time R R Sasing salon R R R R R R R R R R R R R R R R R R R	77.110/2	479.34 R	79.89	8.88	R 108.00	R 63.72		66.1Z R	124.63		63 8	10.39 R	10,39
Establishment R assing salon - Part Time R assing salon R A years R - doing only one of the following: Braiding, R	R 2,093.44	483.10 R	80.52	8.95	R 108.00	R 63.72	2	66.12 R	125.61		61 R	10.47 R	10.47
Establishment Ressing salon - Part Time Ressing salon Ressing salon Ressing salon Ressing salon Ressing only one of the following: Braiding, Ressing only one of the following: Braiding,	oc.	724.82 R	120.80 R	13.42	R 108.00	R 63.72	2 B	66.12 R	188.45	R 188.45	45 R	15.70 R	15,70
R sssing salon - Part Time R R R R R R R R R R R R R R R R R R R	1,74 R 3,574.05 R	824.79 R	137.46 R	15.27	R 108.00	R 82.96	8 R	86.09 R	214.44	R 214.44	44 R	17.87 R	17.87
R A years R - doing only one of the following: Braiding, R	2.98 R 2,472,95 R	570.69 R	95.11 R	10.57	R 108.00	R 82.96	20	86.09 R	148.38	R 148.38	38 %	12.36 R	1236
A years - doing only one of the following: Braiding,	2.03 R 3,712,15 R	856.66 R	142.78 R	15.86	R 108.00	R 82.96	8	86.09 R	222,73	R 222.73	73 R	18.56 R	18.56
A years coing only one of the following: Braiding, R	5.36 R 4,278.55 R	987.36 R	164.56 R	18.28	R 108.00	R 82.56	8	86.09 R	256.73	R 256.71	71 R	23.39 R	23.39
ylist - doing only one of the following: Braiding,	3.37 R 4,706.79 R	1,086.19 R	181.03 R	20.11	R 108.00	R 82.96	82	86.09 R	282.41	R 282.41	41 R	23.53 8	23,53
	5.71 R 2,837.31 R	654.77 8	109.13 R	12.13	R 108.00	R 82,96	62	86.09 R	170.24	8 170.24	24 R	14.19 R	14.19
Specific Skilled Stylist - doing only one of the following: Braiding, 1,770.91 Platting, Cutting - Part Time	0.91 R 1,877.15 R	433.20 R	72.20 R	8.02	R 108.00	R 82.96	×	\$6.09 R	112.63	8 112.63	(0) (0)	60 60	9.39
with Staff	R 4,471.16	-	171.97	19.13							cc	70.73	
æ	R 4,471.16	-	171.97	19.11	R 108.00						œ	134.13	
CASUAL EMPLOYEE Remuneration employment	An employee who substitutes for any permanent employee who is sick or on teave Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment	ly permanent el es shall be calc	mployee who ulated at the	is sick or prescribe	on leave d DAILY rate	for that c	ategory	ő					
An employee Remuneratioi employment.	An employee who works 1 or 2 or 3 days per week Remuneration / Basic Salary / Wages shall be calculated at the prescribed DAILY rate for that category of employment. 3 Days per week is calculated at two thirds of the basic wage.	days per week es shall be calc alculated at two	ulated at the thirds of the	prescribe basic wag	d DAIL Y rate	tor that c	ztegon	ō					
PART TIME EMPLOYEE Should the C	Should the Council not receive the lower calculated salary from the Employer (Salon owner), then the salary of the Full Time position for that Job Category will apply.	lower calculated	d salary from apply.	the Emplo	oyer (Salon o	wner), the	in the s	alary					
If received, the days worked	If received, then the deductions will be changed accordingly to the lower amount for the actual amount of days worked and not the full amount of days worked.	be changed ac	cordingly to to	he lower a	mount for th	e actual a	mount	<b>*</b> 5					
WORKING EMPLOYERS AND RENT-A-CHAIR / ONE-MAN- Contributions BAND '2017	Contributions for a Working Employer (Work Gode 2069 AND 2139), is voluntary for SPF from 1 January 2017	ver (Work Code	2089 AND 2	139), is ve	oluntary for §	PF from	Janua	ry					
Pension Fund Contributions	Pension Fund Contributions to be paid by all Employees will be 6% of the Basic Salary of the Employee. Contributions payable by all Employers will be 6% of the Basic Salary of the Employee.	aid by all Empl	oyees will be of the Basic \$	6% of the Salary of the	Basic Salan he Employee	of the En	poloyee						
Basic Salary	Salary / Wage divided by 26 working days = Daily Rate (when employee works a 6 day week)	working days =	Daily Rate (v	when empl	oyee works	a 6 day we	sek)						
DAILY RATE CALCULATION Basic Salary	Salary / Wage divided by 21,57 working days = Daily Rate (when employee works a 5 day week)	67 working day	s = Daily Rate	ia nenw) e	mpiayee war	ks a 5 day	week)						
Basic	Salary / Wage divided by 17.33 working days = Daily Rate (when employee works a 4 day week)	33 working day	s = Daily Rate	e (when e	пріоуве мог	ks a 4 day	week)				ì		
Basic Salary	Salary / Wage divided by 13 working days = Daily Rate (when employee works a 3 day week)	working days =	Daily Rate (v	when empl	loyee works	a 3 day we	sek)						
SICK PAY FUND Contributions	Sick Pay Fund Contributions to be paid by all Employees will be 1/2% of the Basic Salary of the Employee. Contributions payable by all Employers will be 1/2% of the Basic Salary of the Employee.	paid by all Emp	loyees will be of the Basic	3 %% of th	e Basic Sala the Employe	ry of the E	mploye	gi					
COMMISSION EARNERS NO STOCK	Qualified Hairdressers / Stylists, which are employees will receive a minimum of 30% commission - THIS IS APPLICABLE ONLY TO AFRO SALONS NO STOCK DEDUCTIONS ARE ALLOWED	which are employees will receive a minimu APPLICABLE ONLY TO AFRO SALONS ALLOWED	yees will rece	ave a mini	mum of 30% VS	, commiss	ion - Ti	SI SI					



	BC = Bargaining Council
	EE = Employee
ABBREVIATION DESCRIPTIONS	ER = Employer
	SBF = Sick Benefit Fund
	SPF = Sick Pay Fund
	Effective from the date of the publication of this Agreement, council levies for new salons and employees registered after the date of publication, will be as follows.
COUNCIL LEVIES FOR NEW SALONS FROM DATE OF PUBLICATION OF THIS AGREEMENT	<ol> <li>Employers to deduct 1.3% Council Levy from each employee's basic salary.</li> <li>Employers to contribute 1.3% Council Levy, calculated on the basis of each individual employee's basic salary in respect of each employee employed.</li> </ol>