USER GUIDE

BUSA
BUSINESS UNITY SOUTH AFRICA

CCMA
COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

FREE ONLINE LABOUR ADVICE FOR SOUTH AFRICAN SMALL BUSINESSES

http://smelaboursupport.org.za

CCMA & BUSA Labour Advice App

THE WEB TOOL AND MOBILE APP OFFER:

- HOW TO GUIDES
- INFORMATION SHEETS
- CHECKLISTS
- USER-FRIENDLY TEMPLATES
- FLOW DIAGRAMS

CONTACT DETAILS & FURTHER ENQUIRIES

CCMA CALL CENTRE: 0861 161616

CCMA WEBSITE: www.ccma.org.za

BUSA WEBSITE: www.busa.org.za

#CCMAConnect

WHAT IS THE CCMA BUSA LABOUR ADVICE WEB TOOL AND MOBILE APP?

Employers and non-unionised employees are often confronted with high costs associated with accessing guidance on labour relations matters. The result thereof is that many small businesses are poorly equipped to comply with the administrative and legal requirements associated with the fair hiring and management of staff.

It is on this basis that BUSA and the CCMA embarked on the development of a free to use, self-service, web-based tool - the CCMA-BUSA Labour Advice Web Tool for Small Business— that provides users thereof with instant access to a wide range of labour relations information sheets and templates.

GET FREE ONLINE LABOUR SUPPORT AT
http://smelaboursupport.org.za
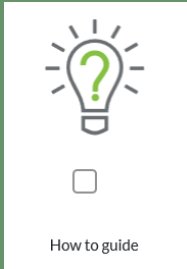# CCMA & BUSA Labour Advice App

OVERVIEW OF THE WEB TOOL AND MOBILE APP

The web tool and mobile app are largely structured to provide information, guidelines and tem-plates that focus on the following core areas:

- How to recruit, select, appoint and contract employees.
- How to manage employees during employment.
- How to end the employment relationship in a fair manner.

The documents and templates were developed by experienced labour law practi-tioners within the CCMA and BUSA and will be updated from time to time to en-sure that the information remains relevant and accurate. Information on the Na-tional Minimum Wage Act 9 of 2018 and the 2018 amendments to the Labour Relations Act 66 of 1995 and the Basic Conditions of Employment Act 75 of 1997 can also be found on the web tool and mobile app.
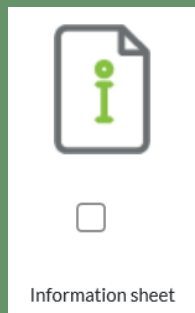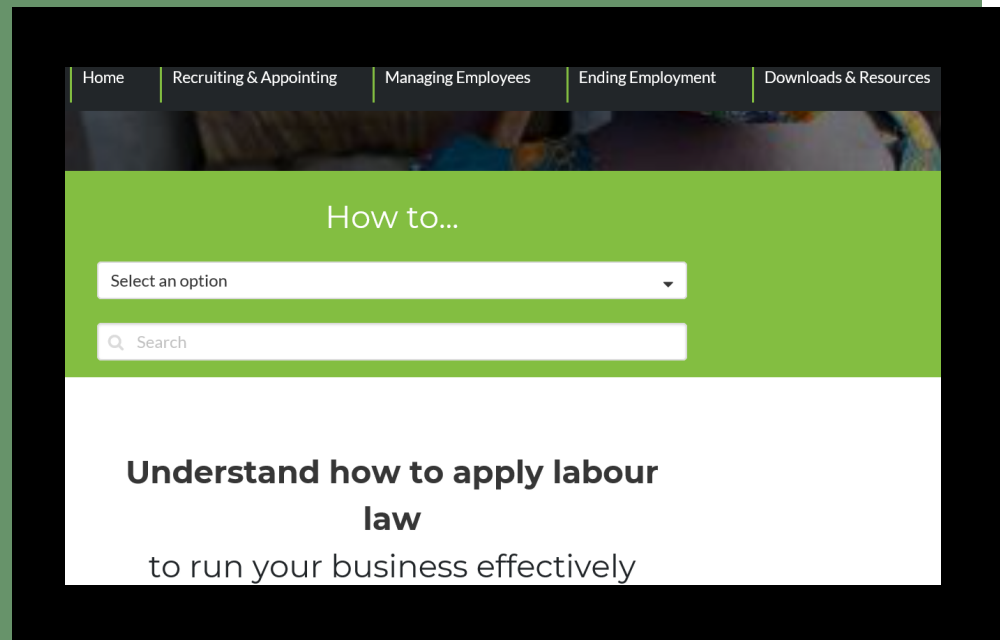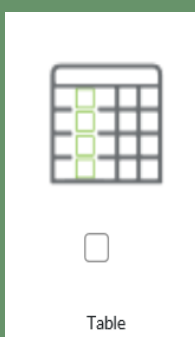
LABOUR SUPPORT FOR SMALL BUSINESS

HOW TO GUIDE

How to guide

TEMPLATE

Template

INFORMATION SHEET

Information sheet

TABLE

Table

Home	Recruiting & Appointing	Managing Employees	Ending Employment	Downloads & Resources

How to…

Select an option ▾

🔍 Search

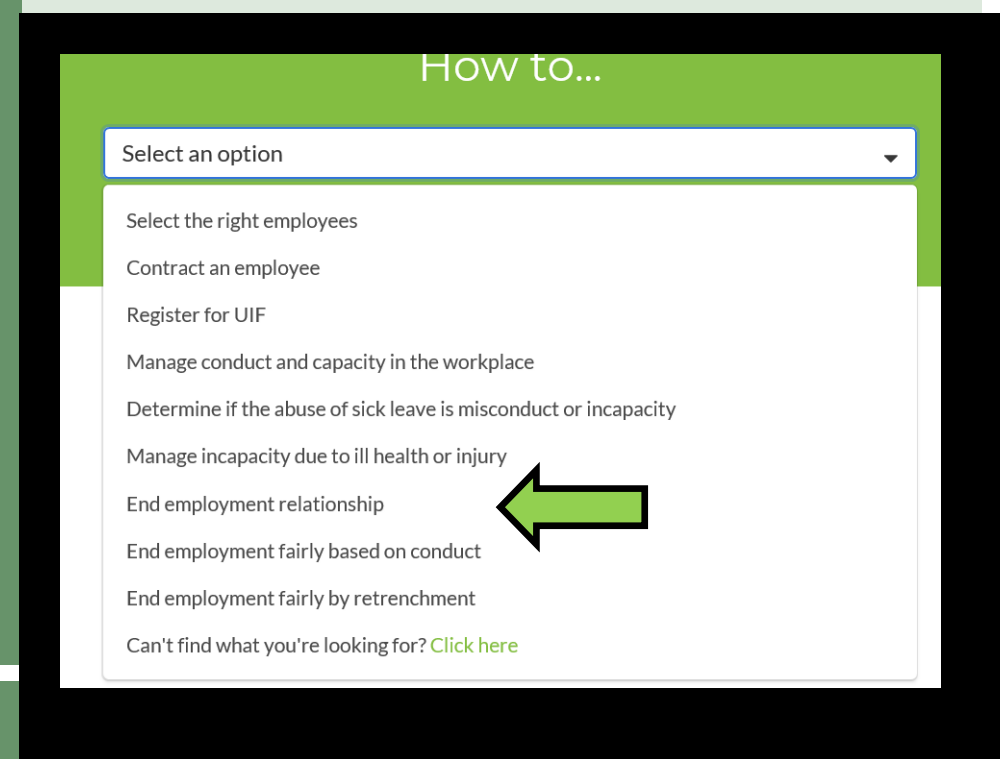### Understand how to apply labour law
to run your business effectively

HOW TO USE THE WEB TOOL

1. Select a topic from the main menu:
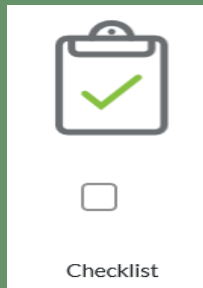
* Recruiting and appointing

* Managing employees

* Ending employment

* Downloads and resources

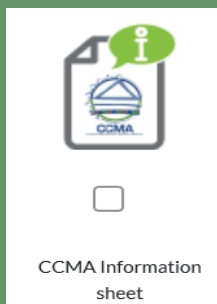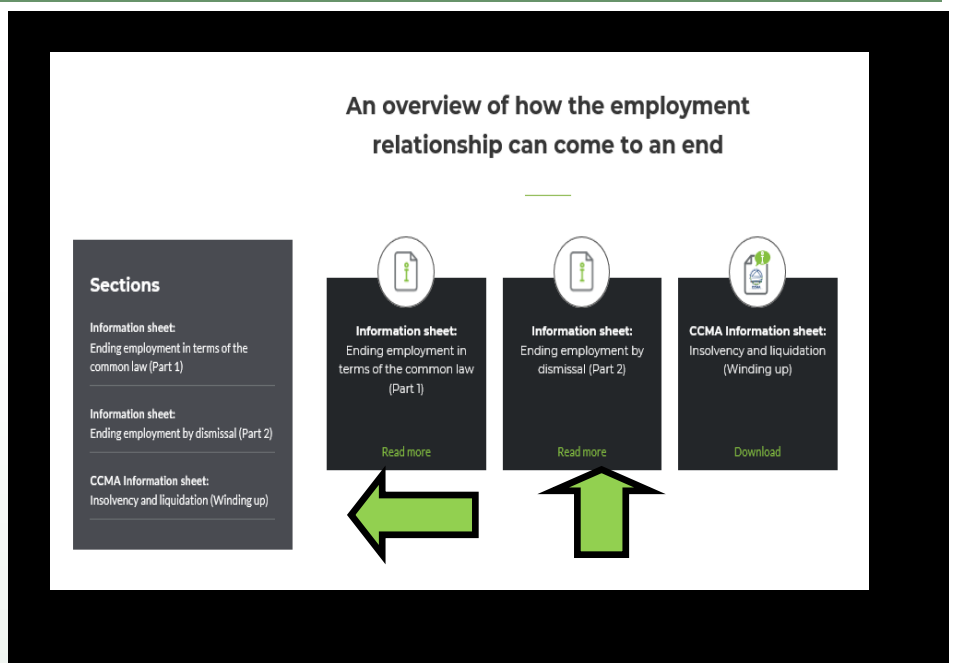2. From the dropdown menu, select the topic by clicking on one of the options provided:

How to…

Select an option ▾

Select the right employees

Contract an employee

Register for UIF

Manage conduct and capacity in the workplace

Determine if the abuse of sick leave is misconduct or incapacity

Manage incapacity due to ill health or injury

End employment relationship

End employment fairly based on conduct

End employment fairly by retrenchment

Can't find what you're looking for? Click here

CHECKLIST

Checklist

FLOW DIAGRAM

Flow diagram

CCMA INFORMATION SHEET

CCMA Information sheet

GUIDELINE

Guideline

3. Choose one of the options by:

* Clicking on one of the icons, or

* Selecting a menu item from the menu bar

HOW TO USE THE TEMPLATES

1. Select Downloads & Resources

2. Filter by 'Template'

3. Select Template to download, then 'Open' or 'Save' it.