

USER GUIDE



FREE ONLINE LABOUR ADVICE
FOR SOUTH AFRICAN SMALL
BUSINESSES

<http://smelaboursupport.org.za>



THE WEB TOOL OFFERS:

- 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

WHAT IS THE CCMA BUSA LABOUR ADVICE WEB TOOL?

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>

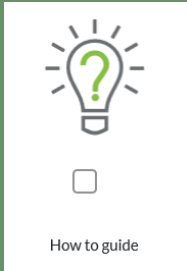
OVERVIEW OF THE WEB TOOL

The web tool is largely structured to provide information, guidelines and templates 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 practitioners within the CCMA and BUSA and will be updated from time to time to ensure that the information remains relevant and accurate. Information on the National 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.

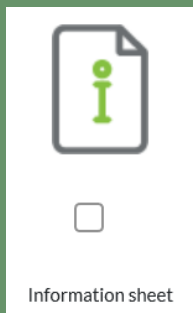
HOW TO GUIDE



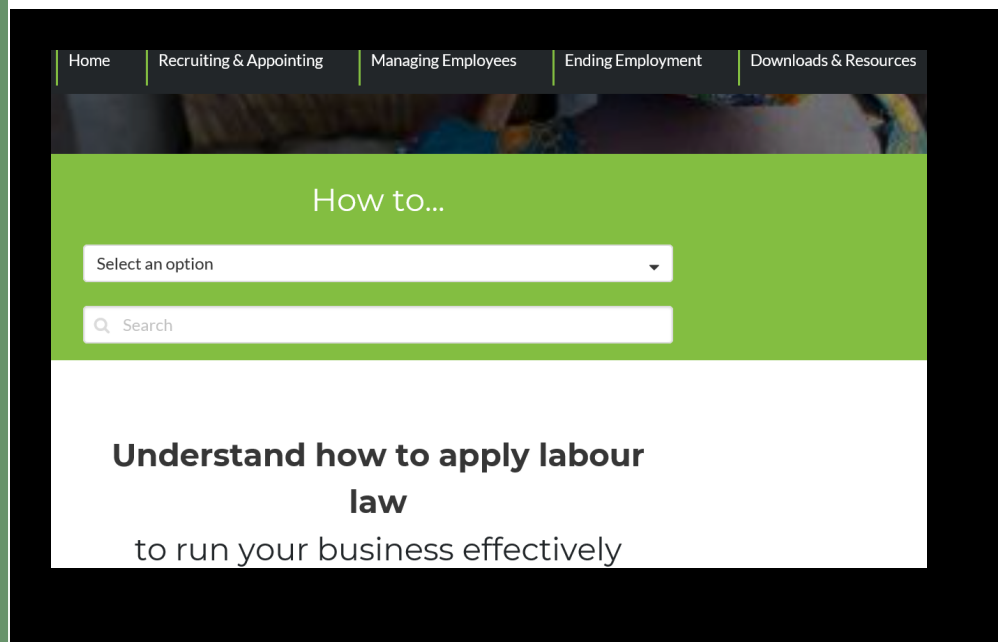
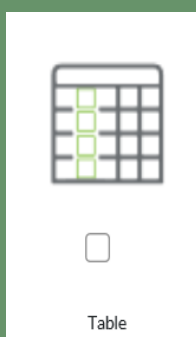
TEMPLATE



INFORMATION SHEET



TABLE

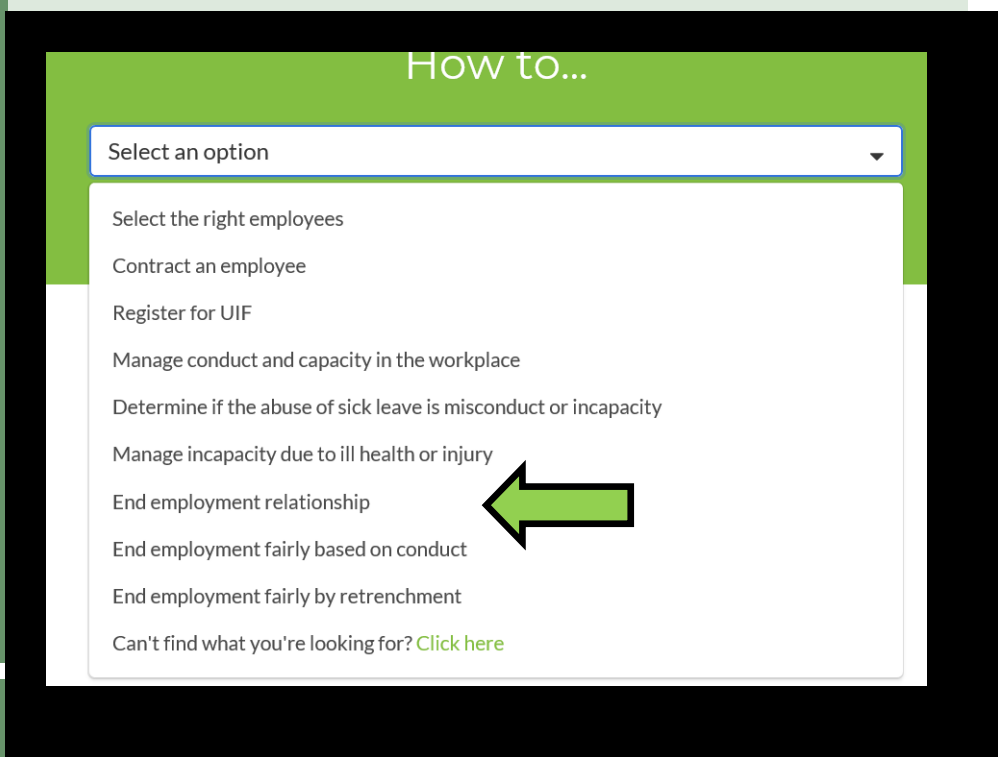


1. Select a topic from the main menu:

- * Recruiting and appointing
- * Managing employees
- * Ending employment
- * Downloads and resources



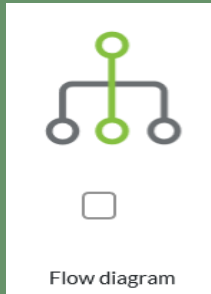
2. From the dropdown menu, select the topic by clicking on one of the options provided:



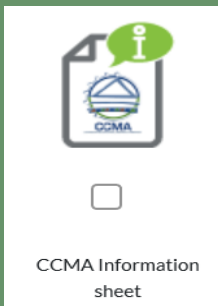
CHECKLIST



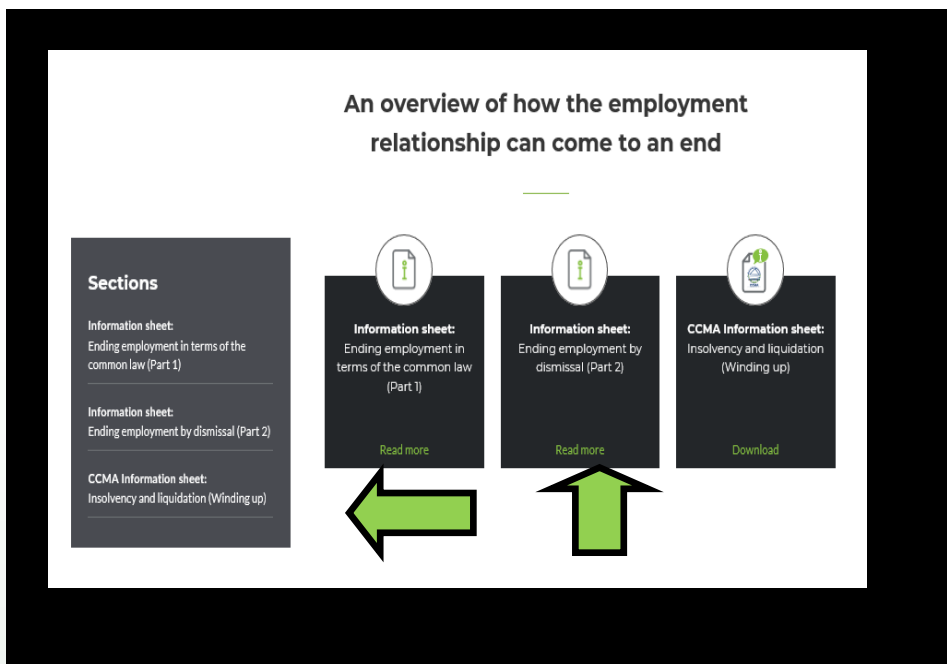
FLOW DIAGRAM



CCMA INFORMATION SHEET



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.

