

## **MBA INDUSTRIAL RELATIONS SERVICES**



The MBA is pleased to be able to offer members a comprehensive Labour Relations Consultancy.

All members can now also benefit from **free** telephonic consultations with our full time labour lawyer as well as access to a range of recommended standard employment documents and other labour related advice.

The MBA also assists members with disciplinary hearings, representation at the CCMA & BIBC, and other more complicated Labour matters.

*Let us handle your labour matters on your behalf so that you can focus on your core business.*

### **Specialised Consultation**

Our in-house labour lawyer is available to assist you with specific building industry labour advice and we are now also able to relieve you of the additional burden by handling your labour matters on your behalf. As your employers' organisation we are also entitled to represent you at the Bargaining Council and the CCMA.

Over and above the free service, this specialised service is available to members, at an hourly rate of **R 650 /hr** (Incl. VAT). Travel costs will be charged from the nearest MBA Office based on our standard travel Rate/km.

### **Monthly Retainer Options**

Members who would like the peace of mind of knowing that help is always at hand and would like to make use of the MBA's IR service on a more regular basis can enjoy further **discounted rates** by signing up for one of the following monthly retainer options.

#### **Retainer - Option 1**

- **R 460 p.m.** (Incl. VAT)
- 1 hr FREE consultation per month as per the description of services below

**Non-members**

**R 690**

#### **Retainer - Option 2**

- **R 1 270 p.m.** (Incl. VAT)
- 3 hr FREE consultation per month as per the description of services below

**R 1 910**

#### **Retainer - Option 3**

- **R 1 950 p.m.** (Incl. VAT)
- 5 hrs FREE consultation per month as per the description of services below

**R 2 940**

## **Terms & Conditions**

- Additional hours are billed at a discounted rate for subscribers. (Currently **R 580** per hour (Incl. VAT)). (Non-Member **R 860**)
- Travel will only be charged from the nearest MBA office at a competitive subsidised Rate/km.
- There will be no travel charged to subscribers for the first 50 km from the nearest MBA office.

## **Description of Retainer Services**

- Telephonic Labour relations advice;
- Representation at CCMA/Bargaining Councils hearings;
- Trade union negotiations behalf of employers;
- Comprehensive Labour documentation audits;
- Disciplinary hearings (chairperson or initiator) and drafting of charges;
- Poor work performance and incapacity enquiries;
- Condonation and rescission applications and any other relevant documents;
- Retrenchments;
- Grievances;
- Strikes and Lockouts;
- Letters of appointment;
- Employment Contracts;
- Training/Workshops;

**Gerhard Olivier**

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East Cape Master Builders Association

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