

DRAFT

1.  
NIC rep

Ab.3.7

CONDITIONS OF EMPLOYMENT FOR ALL ECC WORKERS

ALL ECC EMPLOYEES SHALL BE ACCOUNTABLE TO REGIONAL EXECUTIVES WHILE IN REGIONS AND TO THE NATIONAL COMMITTEE. THE NATIONAL COMMITTEE HAS DISCRETIONARY POWER TO INTERPERET AND AMMEND THESE CONDITIONS.

1. OFFICE HOURS

Regional part-time workers work for 4 hours per day, 5 days a week, excluding lunch hours.

National full- time employees have no specified hours, and should determine work hours with review groups in each centre.

2. LEAVE

All employees are entitled to a total of 3 weeks (21 days) leave, plus the period between Christmas and New Year. This leave is non-accumulative.

All applications for leave must be made in writing to the N.C. or regional Exec with the following time constraints.

Less than 10 days leave: 7 days in advance

10 days leave or more : 14 days in advance

3. SICK LEAVE

Except with the consent of the N.C., sick leave shall not be granted for a period of longer than 30 working days on full pay during any 12 month period of service.

If sick leave beyond the said period is granted, then the N.C. shall have have entire discretion as to:

(a) the rate of pay, if any, the employee shall receive during the excess period

(b) the extent to which such leave shall serve as qualifying for annual leave.

For any absence, due to illness, in excess of 2 working days, the employee shall be re required to submit a medical certificate.

4. MEDICAL AID

(At present, employees may submit doctor's bills and Chemist accounts to ECC for reimbursment.. This would not include payment for major operations, glassesetc)

We reccommend that the possibility of joining a medical aid scheme in which ECC pays the employers contribution be investigated as a matter of urgency.

## 5. TRAVEL AND SUBSISTENCE

Travel costs for National Organisers between centres will be reimbursed. An effort should be made to travel as cheaply as possible.

National Secretary may claim proportional petrol costs for travel in the course of duty.

## 6. REDUNDANCY

Should any member of staff become redundant, s/he shall be given 3 months notice or pay in lieu of service.

## 7. STUDY LEAVE

Study leave will be granted on the basis of 2 days for preparation plus the day of writing the examination. The maximum amount of leave that will be granted for study leave will be 10 working days. Applicants for study leave must organise their study leave in such a way as to be acceptable to N.C. or Regional exec.

## 8. STAFF LOANS

Advances of salary can be made in certain circumstances in consultation with N.C. Such advances of salary may not exceed one month's salary at any one time. The loan will be interest free if repaid within 6 months. It will be subject to commercial rates of interest if it remains unpaid after 6 months.

## 9. GRIEVANCE PROCEDURE

A grievance is any dissatisfaction or feeling of injustice brought to the attention of the employee or the organisation's N.C. or Regional EXEC.

Grievances will be resolved at the earliest possible stage and as speedily as possible at the Regional Exec or N.C. and appropriate action taken.

## 10. JOB DESCRIPTIONS

All staff members of the ECC shall have an explicit job description. These will be worked out in the region for part-time regional employees. The National workers job descriptions are included in the Structures and employees report.

## 11-SALARIES

Salaries will be reviewed annually to coincide with the organisation's financial year. The objective will be to adjust salary ranges in order, wherever possible, to preserve the purchasing power of ECC employees.

Two salary scales are applicable: one for Part-time employees and one for Full-time employees.

## 12. BONUS

A bonus will be paid on an annual basis in December. This bonus will be determined annually in relation to the financial position of the ECC.

*Up to 13% increase.*

IN THE EVENT OF DETENTION

In the event of the detention of an ECC employee the following principles will apply:

1. The detainee will be maintained as a staff member for the full duration of his or her detention.
2. For the first full month of detention, the detainee will receive a full salary.
3. After the first full month of detention, all expenses and pocket-money requirements as determined by the detainee's support group, will be covered by ECC. This situation will continue for the duration of the detention.
4. The resumption of work after release from detention will be determined by the N.C.
5. For the period of the detention, the organisation has the power to employ a temporary replacement.

*Restricted*

**Collection Number: AG1977**

**END CONSCRIPTION CAMPAIGN (ECC)**

**PUBLISHER:**

*Publisher:- Historical Papers Research Archive*

*Location:- Johannesburg*

©2013

**LEGAL NOTICES:**

**Copyright Notice:** All materials on the Historical Papers website are protected by South African copyright law and may not be reproduced, distributed, transmitted, displayed, or otherwise published in any format, without the prior written permission of the copyright owner.

**Disclaimer and Terms of Use:** Provided that you maintain all copyright and other notices contained therein, you may download material (one machine readable copy and one print copy per page) for your personal and/or educational non-commercial use only.

People using these records relating to the archives of Historical Papers, The Library, University of the Witwatersrand, Johannesburg, are reminded that such records sometimes contain material which is uncorroborated, inaccurate, distorted or untrue. While these digital records are true facsimiles of paper documents and the information contained herein is obtained from sources believed to be accurate and reliable, Historical Papers, University of the Witwatersrand has not independently verified their content. Consequently, the University is not responsible for any errors or omissions and excludes any and all liability for any errors in or omissions from the information on the website or any related information on third party websites accessible from this website.

This document is part of a collection held at the Historical Papers Research Archive at The University of the Witwatersrand, Johannesburg, South Africa.