



HAIRDRESSING & COSMETOLOGY BARGAINING COUNCIL (KWAZULU-NATAL)

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TO ALL EMPLOYERS / SALON OWNERS:

Whereas these times might be fairly 'tough', we have to point out to employers / salon owners that perhaps these are the times to consolidate and review where we are at. We are all anticipating that there will be a 'massive' recovery later in the year and certainly in the New Year, so that this is the time to 'get our house in order'.

Whereas we can't make it so very exciting, unfortunately, we have to have a look at some of the basics. Every employer must ensure compliance with at least the following:

EVERY EMPLOYEE MUST HAVE SOME CONTRACT OF EMPLOYMENT.

EVERY ESTABLISHMENT MUST HAVE AN ATTENDANCE REGISTER.

EVERY EMPLOYEE MUST RECEIVE A PAYSリップ:-

- EVERY PAYSリップ MUST SHOW THE EMPLOYER / SALON
- EVERY PAYSリップ MUST SHOW THE NAME OF THE EMPLOYEE
- EVERY PAYSリップ MUST SHOW THE BASIC / GROSS RATE OF PAY
- EVERY PAYSリップ MUST SHOW ALL DEDUCTIONS
- EVERY PAYSリップ MUST SHOW THE NETT PAY.

WHERE A COMMISSION AGREEMENT EXISTS, THIS MUST BE REDUCED TO WRITING TO AVOID ANY AMBIGUITIES. Commission employees are not expected to contribute to the UIF, but they must still contribute to all bargaining council benefits.

Every salon is required to have a Basic Conditions of Employment wall-chart. Whereas these are difficult to obtain, council has arranged to collect some from the Department of Labour when next available.

Every salon must have a 'FIRST AID BOX'. Employers must also ensure that the contents of the first aid box are carefully maintained and NOT ABUSED. ie – the first aid box is not just a handy source of headache tablets! Accordingly, the salon owner must take responsibility for the first aid equipment, and it follows that the owner is responsible for all aspects of safety compliance in the establishment. Salon owners / employers are WARNED that their responsibilities are quite onerous, and one can neither abdicate nor delegate them. Please feel free to contact council - or your legal advisor - for further full details.

Yours Faithfully
HCBCKZN

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SECRETARY to COUNCIL