



## LABOUR LAW, INDUSTRIAL RELATIONS RETAINER

On a retainer you will have a labour law specialist on call. We will ensure that we do everything to minimise your risk in terms of labour disputes, compensation awards and litigation.

Retainers are most useful for businesses that do not have a full-time HR or IR Managers to attend to legal compliance in terms of employment matters. We assist and advise in-house HR managers and senior management in more complex matters.



# SERVICES AND BENEFITS

- Auditing and updating employment documentation
- Drafting of offers and contracts of employment
- E-mail or telephonic support and personal consultations
- Drafting of job profiles
- Drafting of company policies, procedures, memorandums, letters, referrals etc.
- Chairing of disciplinary and incapacity hearings
- Counselling of employees
- Negotiating settlement and separation agreements
- Advise on discipline, dismissals, transfers, poor work performance, ill health etc.
- Assisting with restructuring and retrenchments
- Provide and draft all template forms
- Assist and advise on performance management
- Assist with preparation of CCMA/BC matters
- Negotiate with trade unions
- Draft recognition agreements.
- Training of line managers.
- Preferential professional hourly fees
- Preferential recruitment fees

*\*Excluded from retainer fee:*

Litigation at Bargaining Councils, CCMA or Labour Courts

# PACKAGES

- Up to 4 hours per month	R3000.00
- Up to 8 hours per month	R5600.00
- Up to 12 hours per month	R7800-00



# FEES

- Any service provided within the agreed retainer hours shall be billed at the preferential professional fee of R750-00 per hour. Any services rendered outside the agreed hours shall be billed at the normal professional fee of R1500-00 per hour
- Travel will be billed at R6-00 per km
- Flights and subsistence will be for the clients account
- Fees shall be payable in advance and thereafter on the 25<sup>th</sup> of each month.
- A detailed invoice and activity report shall be submitted by the Consultant by no later than the 25 of each month.

# ACTIVITY REPORT

An activity report will be included in the monthly invoice which will indicate the following:

- Date of service
- Time allocated to the activity 9:00-11:00
- Details of service/item/activity rendered
- Hours utilised

# RETAINER HOURS

- The minimum hours for services on retainer are 4 hours per month.
- Hours not utilised shall not accrue to the next month.
- Services rendered outside the agreed hours shall be billed at normal fees.

# CANCELLATION

- Both parties may cancel the retainer agreement with two month's written notice.
- Fixed term retainers shall automatically expire on the agreed date without notice being required.

# CONTACT DETAILS

Director – Labour Law & Industrial Relations

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Establishing a retainer agreement with an attorney or a lawyer is having the comfort of immediate legal advice at your fingertips before running into problems.