

AD HOC EMPLOYMENT SERVICES PACKAGES

We are passionate about aiding the preservation of key relationships. We aim to provide accurate and valuable advice to employees. In line with our goal of assisting entrepreneurs to build their business, whilst ensuring compliance and averting risk, we have developed a range of retainer packages aimed at suiting the needs of a variety of businesses, regardless of industry or size.



EMPLOYEE SERVICES:

DESCRIPTION	FEE (VAT excl)
Once Off File opening / FICA and Sign -up / Registration Fee	R 1250.00
Initial Consultation Fee	R 1150.00
Follow up Consultation Labour Advice and Referral (CCMA or Bargaining Council)	R 1950.00
Conciliation Fee (Excludes Consultation but Includes Preparation and availability during CCMA or Bargaining Council)	R 2495.00
Condonation Application	R 3950.00
Referral and Preparation for Arbitration (note the attorney will advise if more time is required)	R 3950.00
Arbitration (Half Day Fee)	R7500.00
Arbitration (Day Fee)	R 10 950.00

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www.schoemanlaw.co.za

MANAGING SPECIFIC WORKPLACE RISKS / INCIDENTS

Should you prefer only to deal with incident / risk management specifically, the Firm shall consider your matter, type of work, deadlines and your best interests prior to proposing or tailoring the most suitable solution to any employment incident/misconduct threatening your business. As a guideline, we offer the following packages:

DESCRIPTION	FEE (VAT included)
Package 1: Poor Work Performance During Probation (Consultation(s) – per Employee) – limited to 5 hours *	R7762.50 (fixed fee)
Package 2: Poor Work Performance After Probation (Consultation(s) – per Employee) – limited to 3 hours *	R5692.50 (fixed fee)
Package 3: Poor Work Performance both During Probation / After Probation (hearing – per Employee) – per day *	R9775.00 (fixed fee)
Package 4 : Retrenchment Consultations with Employees and preparation of the required documentation (Note: 3 consultations have been provided for) – limited to 8 hours in total *	R14375.00 (fixed fee)

** Any additional time is billed at the representative's normal hourly rates.*

Services Included:

- All the documents required.

RECURRING EMPLOYMENT SERVICES PACKAGES

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ONCE - OFF COSTS:

DESCRIPTION	FEE (VAT excl.)
Once Off File opening / FICA and Sign -up / Registration Fee	R 1250.00
Employment Compliance Assessment	R 4 250.00
Initial Consultation Fee (in addition to the above)	R 1000.00

NOTE: Any necessary / identified reviews, redrafting or creation and improvements to documents will be quoted separately. We offer a range of affordable options.

BENEFITS OF CONDUCTING AN ASSESSMENT

- You will know exactly where your employment risk lies, and which issues are most pressing, alternatively, get the assurance that everything is in order.
- Once our assessment is complete, we can assist you in addressing all the identified legal risks, in an effective way that suits both your pocket and supports your most ambitious goals.

RECURRING COSTS:

DESCRIPTION	FEE (VAT excl.) per month
** Bronze Package: 1 – 5 employees (12 months)	R1950 per month
** Silver Package: 6 – 15 employees (12 months)	R2550 per month
Platinum Package: 16 – 25 employees (12 months)	R4250 per month
Premium Package: 25+ employees (12 months)	R8500 per month

Note: Disbursements such as travel cost and sheriffs' fees and Labour Court excluded

*** We also offer a convenient solution through Contracts4Biz for Clients who do not foresee employment-related disputes and require new agreements, reviews or advice at a reduced*

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fee. Where the Employer's needs are broader than employment services we also offer comprehensive gap analysis services and retainers to serve holistically.

- **Bronze:** 1 hour per month of employment legal advice/guidance on Zoom/Teams/Telephone Support, 5 Written Warnings per year and 3 Disciplinary Hearings at CCMA/ Bargaining Council Conciliation(s) or Arbitration per year (ie contract term)
- **Silver:** 2 hours per month of employment legal advice/guidance on Zoom/Teams/Telephone Support, 8 Written Warnings per year and 4 Disciplinary Hearings at CCMA/ Bargaining Council Conciliation(s) or Arbitration per year (ie contract term)
- **Platinum:** 4 hours per month of employment legal advice/guidance on Zoom/Teams/Telephone Support, 12 Written Warnings per year and 8 Disciplinary Hearings at CCMA/ Bargaining Council Conciliation(s) or Arbitration per year (ie contract term)
- **Premium:** 6 hours per month of employment legal advice / guidance on Zoom/Teams/Telephone Support, 15 Written Warnings per year and 12 Disciplinary Hearings at CCMA/ Bargaining Council Conciliation(s) or Arbitration per year (ie contract term)
- *Any additional time is billed at the representative's normal hourly rates or as per our ad hoc employment services rate card.*

For an appointment, please call 0214255604 or click
<https://outlook.office365.com/owa/calendar/SchoemanLawInc@schoemanlaw.co.za/bookings/>

For more information please email us at: enquiries@schoemanlaw.co.za

Click [here](#) for a list of all our legal services.

We also distribute a convenient (free) monthly electronic newsletter containing the latest legal updates, interesting facts and news regarding our practice. To subscribe, please go to our website.

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