

SUPPLEMENT TO

THE

SWAZILAND GOVERNMENT

GAZETTE

VOL. LII]

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LEGAL NOTICE NO. 04 OF 2014**THE ELECTRICITY ACT, 2007
(Act No. 1 of 2007)****APPOINTMENT OF BOARD MEMBERS FOR THE SWAZILAND
ELECTRICITY COMPANY) NOTICE, 2014
(Under Section)**

In exercise of the powers conferred by Section 5 of the Electricity Act, 2007, read in conjunction with Section 6 of the Public Enterprises (Control and Monitoring) Act, 1989, the Minister for Natural Resources and Energy hereby makes the following notice:-

Citation and Commencement

1. This notice may be cited as the appointment of the Board of Directors of the Swaziland Electricity Company Notice, 2014.
2. This Notice shall be deemed to have come into force on the 8th January, 2014.

Appointment of Board Members

3. The following persons are appointed as members of the Board of Directors for the Swaziland Electricity Company with effect from 8th January, 2014 for a period not exceeding two (2) years:-

- | | | |
|---------------------------|---|-----------|
| a) Mr. Qhawe Edgar Mavuso | - | Chairman; |
| b) Mr. Henry D. Shongwe | - | Member. |

SENATOR JABULILE MASHWAMA
MINISTER FOR NATURAL RESOURCES AND ENERGY

LEGAL NOTICE NO. 06 OF 2014

THE WAGES ACT, 1964
(Act No. 16 of 1964)

THE REGULATION OF WAGES (MICRO-MONEY LENDERS)
INDUSTRY ORDER, 2014
(Under Section 11)

In exercise of powers conferred by Section 11 of the Wages Act, the Minister for Labour and Social Security hereby makes the following Order:-

Citation and Commencement

1. This Order may be cited as the Regulation of Wages (Micro-Money Lenders Industry) Order, 2011 and shall be deemed to have come into force on the 1st November 2013.

Application

2. (i) This Order shall apply to all persons employed in the Micro-Money Lending sector in respect of basic conditions of employment and where such order is silent, the provisions of relevant legislation shall be applicable.

(ii) In terms of this order a Micro-Money Lender means a person or institution lending money to another between E001.00 up to E5 000 or any higher amounts as the case may be.

Interpretation

3. In this Order unless the context otherwise requires -

“cleaner” means an employee who performs cleaning duties and may be called upon in some organizations to also serve refreshments to clients provided that this latter function is not routine or regular;

“debt collector” means an employee who performs field duties of physical visits to clients, for the purpose of collecting debts or giving reminders to debtors;

“office assistant/administrator” means an employee engaged in carrying out simple routine tasks in the employer’s office;

“junior clerk” means an employee who is a holder of a junior certificate of education and is engaged in general clerical duties;

“senior clerk” means an employee who is a holder of a GCE O’Level or SGCSE certificate and is engaged in general clerical duties;

“redundancy” shall have the same meaning as in the Employment Act, 1980 (as amended) or its successor.

“continuous service” means a service only interrupted by death, retirement, ill-health, sale of business not of a going concern or discharge of the employee concerned. Provided that an employee who is re-engaged within two months of this discharge shall be deemed to be in continuous service in the employment of the new owner.

Basic Minimum Wage

4. (1) The basic minimum wage to be paid to the employee specified in the First Schedule shall-

- (i) be calculated at a rate not less than that specified in the schedule; and
- (ii) not be reduced by any amount for housing, meal allowance, accommodation or transport which the employer may provide.

(2) An employee who at the date of the commencement of this Order is in receipt of a higher wage or enjoys better conditions of employment than those prescribed by the Order shall not suffer a reduction in such wage or condition by reason of this Order coming into operation.

Hours of Work

5. An employee shall work forty-five (45) hours a week, spread over six (6) days exclusive of meal breaks. Where there is need for variation of these hours, such must be agreed upon between the employer and employee.

Overtime Payment

6. (1) An employee who is required to be on duty and work in excess of the hours specified in Regulation 5, shall be entitled to be paid for such overtime at the rate of one and a half times the employee's normal hourly rate of wages, provided that time worked on Saturdays after normal time, shall be paid at one and half times the hourly rate, and on Sundays and public holidays shall be paid at twice the employee's basic hourly rate.

(2) An employee shall not be required to work overtime against his will unless it is understood by both parties that such overtime is necessary. Such overtime worked, may not exceed eight (8) hours a week.

Annual Leave

7. (1) On completion of twelve months' continuous service, an employee shall be entitled to an annual leave of twenty one (21) working days with full pay;

(2) Where employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement, or after a period of employment following the completion of a year in respect of which the paid annual holiday has been taken, the employer shall on or before the date of such termination pay to the employee a sum equal to not less than one day's wages for each completed month of such period.

Sick Leave

8. (1) After three months of continuous employment and subject to production of a medical certificate signed by a medical practitioner as defined under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave of up to a maximum of fourteen days on full pay and thereafter to sick leave of up to a maximum of fourteen days on full pay in every period of twelve months continuous service.

(2) Notwithstanding sub-regulation (1)

- (i) a certificate issued by a registered nurse shall be accepted in place of a medical certificate if a medical practitioner is not available.
- (ii) sick leave for an employee who has less than three months continuous service shall be at the discretion of the employer.

Maternity Leave

9. (1) A female employee, whether married or unmarried who has been in continuous employment of her employer for twelve months or more shall be entitled to twelve week's maternity leave, so arranged that she gets six weeks before the date of confinement the other six weeks form the date of confinement but only a month shall be on full pay and the remaining months shall be at the discretion of the employer, upon delivering to the employer-

- (a) a certificate issued by a medical practitioner or a midwife stating the expected or actual date of confinement; or
- (b) such other evidence in support of the entitlement to maternity leave,

(2) a female employee shall not be entitled to the maternity leave provided for under sub-regulation (1) for two (2) consecutive years.

Compassionate Leave

10. (1) An employee who has completed the probation period shall be entitled to compassionate leave as follows:

- | | |
|-----------------------------------|----------------------------------|
| Widow | - 30 working days with full pay; |
| Widower | - 15 working days with full pay; |
| Biological/legally adoption Child | - 6 working days with full pay; |
| Biological parents | - 6 working days with full pay; |

(2) Entitlement to compassionate leave of other relatives in addition to the above shall be at the discretion of the employer.

Written Particulars of employment to be provided

11. An employer shall within two calendar months of engagement, give each employee a completed copy of the form in the Second Schedule of this Order.

Paid Public Holidays

12. (1) The following shall be public holidays with full pay

- Ascension Day;
- Christmas Day;
- Good Friday;

Easter Monday;

Incwala Day;

King's Birthday;

Somhlolo Day;

Umhlanga Day;

National Flag Day;

Workers Day;

July 22;

New Year's Day and;

National Secondary Election's Day

(2) Where a public holiday falls on a Sunday, the following day shall be deemed to be a public holiday;

Retirement Age

13. The retirement age for an employee shall be fifty (50) years. However, an employee may apply for early retirement at the age of forty five (45) years.

Payment of Severance Allowance

14. Severance allowance shall be paid in appropriate cases to an employee in terms of section 34 of the Employment Act, 1980 or as its successor.

Pay Day

15. An employee's wages shall be paid in terms of Part VI of the Employment Act, 1980.

Redundancy

16. When an employee has been employed for a period of two years or more and his employment is terminated for operational reasons or reasons beyond the control of either the employer or the employee he will be paid either: .

- (a) a redundancy payment equal to two-thirds of his monthly wage multiplied by four;
or
- (b) severance allowance in terms of the Employment Act, 1980 or as its successor whichever is greater, but the employee will not be entitled to be paid both severance allowance and redundancy pay.

Transport

17. An employee who by nature of his employment is required to be on duty on any day after 6 pm or is required to start work before 6.30 am shall be provided, free of charge, with transport between his place of work and his place of residence or such point on a public road as may be mutually agreed upon between the employer and the employee.

Revocation of Legal Notice No. 136 of 2011

18. The Regulation of Wages (Micro and Money Lenders) Industry Order, 2011 is hereby revoked.

FIRST SCHEDULE
**BASIC MINIMUM WAGE
(EMALANGENI PER MONTH)**

	A Urban Areas	B All other areas
Cleaner	E1470.98	E1250.32
Office Assistant/Administrator	E1765.17	E1470.98
Junior Clerk	E2500.66	E2206.47
Senior Clerk	E4412.93	E3971.64
Debt Collector	E2943.13	E2500.66

(A) Bhunya, Big Bend, Bulembu, Luyengo, Matata, Malkerns, Manzini, Mbabane (including establishment situated along and within 5 km on either side of the Mbabane-Manzini main road reaching 20 Km from Mbabane), Matsapha, Mhlambanyatsi, Mhlume, Ngwenya, Nhlangano, Piggs Peak, Sidvokodvo, Simunye, Siteki, Tabankulu, Tshaneni, Vuvulane, Nsoko, Lavumisa, Mankayane, Lomahasha and Hlatikhulu.

N.B The areas mentioned in (A) above are, for purpose of this Order deemed to be Urban Areas:

SECOND SCHEDULE

(Regulation 11)

WRITTEN PARTICULARS OF EMPLOYMENT

1. Name of Employer
2. Name of Employee
3. Date Employment began

4. Wage and method of calculation
5. Interval at which wages are paid
6. Normal hours of work
7. Short description of employee's work
8. Probation period
9. Annual Holiday Entitlement
10. Paid public Holiday
11. Payment during sickness
12. Maternity Leave (if employee female)
13. Nursing break entitlement (for female employee)
14. Notice employee entitled to receive
15. Notice employer required to give
16. Pension Scheme, Provident Fund Gratuity Scheme etc. (if any, other than N.P.F. Scheme)
.....
.....
17. Nominated beneficiary
18. Any other matter either party wishes to include

Notes:

- (a) An Employee is free to join a union or staff association, which is recognized by the undertaking.

The address of the Union or Staff Association is:

- (b) The grievance procedure in this undertaking requires that a grievance should be first referred to:

- (c) When any heading is inapplicable enter nil

Signed Employer
..... Employee
..... Witness
..... Date

SEN. WINNIE K. MAGAGULA
MINISTER FOR LABOUR AND SOCIAL SECURITY

LEGAL NOTICE NO. 07 OF 2014

THE WAGES ACT, 1964
(Act No. 16 of 1964)THE REGULATION OF WAGES (HOTEL, ACCOMMODATION, CATERING
AND FAST FOODS TRADES) ORDER, 2014
(Under Section 11)

In exercise of the powers conferred by Section 11 of the Wages Act, 1964, the Minister for Labour and Social Security hereby makes the following Order.

Citation and Commencement

1. This Order may be cited as the Regulation of Wages (Hotel, Accommodation, Catering and Fast Foods Trades) Order, 2014 and shall be deemed to have come into force on the 1st December 2013.

Application

2. This Order shall apply to all persons specified in the First Schedule employed in the Hotel, Accommodation, Catering, Casino, Fast Foods, Bed & Breakfast and Game Reserves Trades.

Interpretation

3. In this Order unless the context otherwise requires -

“assistant house keeper” means a person who-

- (a) assist and carries out instructions of a Housekeeper or the Management particularly with regard to the maintenance of linen, blankets and soft furnishings;
- (b) supervises room maids and similar staff; and
- (c) is responsible for the cleaning of such areas of the establishment as are designated by the management;

“assistant waiter/ waitress” means a person who assist a waiter/ waitress in carrying out her duties and reports directly to him/her;

“attendant” means a person working in a Casino and who is responsible for assisting clients when playing gambling machines, serve beverages and is responsible for cleanliness of the gambling area.

“barman / bar lady” means a person other than a junior barman / lady or a cocktail barman who-

- (a) prepares and serves drinks other than cocktails, to wine stewards, bar stewards, waiters and guests in a public bar;
- (b) collects payment of the beverages;
- (c) is responsible for stocks and monies under his control; and
- (d) is responsible for the cleanliness of the bar and its surroundings;

“bar steward” means a person who accepts orders for drinks and serves drinks to customers;

"basic minimum wage" means the basic minimum wage payable to an employee excluding allowances in cash or in kind and overtime payments;

"banqueting waiter" means a person who sets up and prepares a banqueting area for functions, conferences, meetings and banquets, serves food, beverages and cigarettes and clears the room ready for setting up the next function;

"billing clerk" means a person who prepares and controls guests accounts, receives and acts upon reception reports and may also be required to carry out the duties of a receptionist;

"butcher" means a person who prepares and cuts meat, fish and or poultry in its raw state and carries out associated duties assigned by the Head Chef or Assistant Chef;

"cashier" means a person who prepares bills of accounts, operates an accounting machine, cash register or a manual accounting system and is responsible for cash under his control;

"casino administration clerk" means a person responsible for daily banking and other clerical duties;

"casino cashier" means a person who issue smart cards to clients and is responsible for casino computer programme, data and any related accounting duties;

"casino waiter" means a person who serves food, beverages and cigarettes e.t.c ordered by guests, prepares and polishes casino tables, empties ashtrays and assists in setting of tables;

"chips frier" means a person whose principal responsibility is working as a deep fat frier;

"cleaner" means a person who carries out the cleaning of any area or item required by a supervisor;

"cocktail barman" means a person other than a barman, who -

- (a) prepares and serves cocktails and drinks;
- (b) collects payments for drinks
- (c) is responsible for all the stocks and monies under his control; and
- (d) is responsible for the cleanliness of the bar and its surroundings

"continuous service" means service in the employment of an employer interrupted only by death, retirement, or discharge of the employee concerned. Provided that an employee who is re-engaged within two months of his discharge shall be deemed to be in the continuous service of that employer;

"count accounts" means a person responsible for counting money and gambling chips;

"chef de partie / cook" means a person who-

- (a) compiles menus in consultation with the management;
- (b) prepares food;
- (c) supervises and allocates work in the kitchen;
- (d) checks the arrival of food stuffs and raw material to be used in the kitchen particularly in regard to weight and quality; and

(e) is responsible for the cleanliness and general hygiene of the kitchen;

“clerk” means a person who carries out clerical duties and is responsible for all monies and documents under his control;

“dealer / croupier” means a person who deals with cards, spinning wheel in a casino and has acquired more than six months experience;

“driver” means a person who is in possession of a valid driver’s licence to drive a vehicle allocated to him, ensures that it is clean and carries out simple maintenance or service tasks on it;

“gaming floor security” means a person working in the casino who is responsible for handling of keys and cleaning of the machines;

“guest relations officer” means a person working at a casino front desk, assisting customers, marketing of casino promotions and maintaining data base;

“handyman” means a person who carries out maintenance work, supervises and allocates tasks to employees under his supervision and is responsible for all tools and stores under his control;

“head porter” means a person in charge of the porters’ desk who supervises porters and luggage porters and carries out all duties allocated to him by reception staff or management;

“head waiter / waitress” means a person who-

- (a) is in charge of the dining room, and supervises waiters and dining room staff;
- (b) arrange table reservation for individual customers or parties;
- (c) ensures that high standard of service is maintained and deals with customers complaints concerning food or service; and
- (d) may also be required to take customers orders and pass them to the waiter;

“house keeper” means a person who-

- (a) is responsible for cleaning bedrooms and public areas in a hotel or other accommodation establishment and for the cleanliness and repair of all linen, blankets and soft furnishings under his control and advising management on the durability and replacement thereof; and
- (b) supervises room maids and other staff;

“kitchen assistant” means an unskilled person employed to assist in a kitchen.

“junior field guide” means a person who guides and helps guests and provide interpretation to tourist and visitors;

“labourer” means a person who, under supervision, carries out manual work including irrigation, and who if so required, works as a pump house attendant;

“laundry worker” means a person who carries out laundry work involving the use of machinery other than flat irons;

“linen keeper” means a person who is responsible for the control and issue of linen and other stocks and cleaning materials in a linen room;

"lounge / pool waiter / waitress" means a person who serves food, beverages, cigarettes e.t.c and clears / cleans tables in the lounge or pool area;

"luggage porter" means a person who carries out instructions given to him by a head porter, porter or reception staff, or the management and carries luggage's;

"porter" means a person who-

- (a) carries out the duties allocated to him by reception staff;
- (b) conducts guests to their room;
- (c) performs other duties as may be required by the management including the cleaning of shoes, selling newspapers and the collection of mail;

"receptionist" means a person who checks guests in and out of the establishment, and allocates rooms to guests and submit accounts to them for payment;

"room maid" means a person who cleans and prepares rooms for use by guests and who carries out associated duties allocated by the management, a housekeeper or assistant housekeeper;

"room service person" means a person who has knowledge of all items on the room service menu, who sets up room service trays, prepares the room area for service, delivers food and beverage orders to guests bedrooms and offices, and clears bedrooms, corridors and offices of dirty cookery, cutlery, glasses and trays;

"security guard" means a person with a working knowledge of the laws relating to the sale of liquor and the industry, who is responsible for the security of premises belonging to the establishment in which he is employed and carries out investigation and prepares reports as required by the management.

"short order cook" means a person who is responsible for the preparation and production of short orders and simple food on the instructions of management or a cook;

"stores assistant" means a person who, under the instruction of a storeman, checks and accounts for all items coming into, or being issued from a store and is responsible for the receipt and custody of all stores under his control;

"supervisor" means a person responsible for the supervision of any employees placed under his control by management;

"surveillance officer" means a person responsible for monitoring security camera in the control room;

"telephonist" means a person who operates a switchboard, who keeps a record of all outgoing calls ensuring that they are correctly charged to the person responsible for their payment and who receives and records guests' messages;

"tour guide / field guide" means a person responsible for guiding and providing information to tourist and visitors in a game reserve;

"tractor driver" means a person who operates a tractor and implements assigned to him in order to carry out given tasks and who carries out simple maintenance of the tractor;

"trainee dealer / croupier" means a person who deals with cards and spinning wheels in a casino and who has less than six months experience;

“trainee field guide” means a person who is responsible for providing information to tourists and has less than one year experience;

“trainee technician” means a person who has less than six months experience and is responsible for repair of machines;

“inspector” means a person who works in the casino and oversees the dealers/ croupiers;

“waiter/waitress” means a person who -

- (a) has knowledge of all items on the menu, and receives orders from customers in the dining room;
- (b) prepares and serves sandwiches, salads, snacks and other light refreshments throughout the establishment; and
- (c) is responsible for preparation of tables and cleaning of the work/working station;

“wine steward” means a person who presents a wine list to guests, and advises on and serves wine and other drinks and serves light refreshment and snacks throughout the establishments;

“valet” means a person who is responsible for ironing, pressing, collection and the delivery of guests’ garments;

“watchman” means a person who guards the property of his employer against fire, theft and illegal entry and who watches or guards against any other irregularities;

Basic minimum wage

4. (1) The employees specified in the First Schedule shall be paid a basic minimum wage not less than that specified therein, which shall not be reduced by any amount for housing or accommodation.

(2) Any employee who, at the date of the commencement of this Order is in receipt of a higher wage, or enjoys better conditions of employment than those prescribed by the Order shall not suffer a reduction in such wage or condition by reason of this Order coming into operation.

Rations

5. (1) At his expense, an employer shall supply weekly rations to an employee in accordance with the scale specified in the Third Schedule. This may also be in a form of meals supplied while the employee is on duty.

(2) Notwithstanding sub-regulation (1) an employer, with the consent of the employee and after notifying the Commissioner of Labour, may pay the employee in lieu of rations meals, such allowances as may be approved by the Commissioner of Labour from time to time.

Hours of work

6. The normal working week shall consist of forty-eight hours (which shall exclude six hours duty free for meal breaks) spread over a period of six days.

Overtime payment

7. (1) Overtime work for all employees, other than those employed on casual basis, shall be paid for time worked in excess of forty-eight hours in any week, at one and half times the normal hourly rate.

(2) The normal hourly rate shall be not less than one over two hundred and thirty four (1/234) which is total hours per month of the employee's basic minimum wage.

(3) Where an employee has worked on a public holiday under Regulation 16 or on his off day he shall be paid double the normal hourly rate.

Annual leave

8. (1) After twelve months continuous service with an employer, an employee shall be entitled to a minimum of fifteen (15) working days paid leave which period shall exclude any public holidays specified in Regulation 16 which occur during that leave.

Provided that-

- (a) after two years of continuous service with an employer an employee shall be entitled to twenty one (21) working days annual leave with full pay; and
- (b) after three years of continuous service with an employer an employee shall be entitled to twenty three (23) working days annual leave with full pay.

(2) An employee who goes on annual leave, in addition to the payment for the leave, shall be paid an amount in cash equivalent in value to the rations he would have received during the period of his annual leave had he not taken leave.

(3) Where employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of employment, or after a period of employment following the completion of a year in respect of which the paid annual holiday has been taken, the employer shall, on or before the date of such termination, pay to the employee a sum equal to one day's wages for each completed month of such period.

Sick Leave

9. (1) After three consecutive months of service with an employer and subject to the production of a medical certificate signed by the Medical Practitioner as defined under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave of up to a maximum of fourteen days on full wages, and thereafter to a maximum of twenty one days on half wages in each period of twelve months continuous service.

(2) Notwithstanding Sub-Regulation (1) a certificate issued by a registered nurse shall be accepted in place of a Medical Practitioner's certificate if he is not available.

Maternity Leave

10. (1) Every female employee, whether married or unmarried, who has been in continuous employment of her employer for twelve months or more shall be entitled to twelve weeks maternity leave, so arranged that she gets six weeks before the date of confinement, the other six weeks from the date of confinement.

(2) An employee on maternity leave shall be paid at least thirty days wages, the rest of which at the discretion of the employer, provided that she produces-

- (a) a certificate issued by a Medical Practitioner or a midwife setting the expected or actual date of confinement; or
- (b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case;

- (c) a female employee shall not be entitled to the maternity leave provided for under sub-regulation (1) for two (2) consecutive years.

Compassionate Leave

11. (1) An employee who has completed the probation period shall be entitled to compassionate leave with full pay as follows:

Widow	- 37 working days;
Widower	- 7 working days;
Biological/ legally adopted Child	- 7 working days;
Biological parents	- 7 working days;

(2) Entitlement to compassionate leave of other relatives in addition to the above shall be at the discretion of the employer.

Written Particulars of employment to be provided

12. An employer shall on engagement of an employee give such employee a completed copy of the form in the Second Schedule of this Order.

Retirement Age

13. An employee shall retire at the age of 60, but may take early retirement at 50.

Payment of Severance

14. Severance allowance shall be paid to an employee as per section 34 of the Employment Act, 1980 as amended or its successor.

Continuous service

15. Where, following upon a sale, transfer or takeover of the business or undertaking an employee enters the service of a new employer without interruption, his services shall be deemed to be continuous service in the employment of the new employer.

Paid Public Holidays

16. (1) The following shall be public holidays with double the hourly rate of pay-

Boxing Day;

Christmas day;

Good Friday;

Incwala day;

King's birthday;

Somhlolo day;

Umhlanga day;

National Flag day;

Worker's day; and

National Secondary Election's day

Day off/ Rest day.

17. (1) An employee shall be entitled to a minimum of one day off with full pay in every period of seven days. An employee may in agreement with his employer accumulate two such rest days in any period of seven days.

Casual work

18. A person employed on casual basis shall be paid for each hour worked not less than one over two hundred (1/200) of the basic minimum wage specified in the First Schedule.

Transport arrangement.

19. Where an employer does not provide accommodation for an employee (including casuals) and such employee is required to start work on or before 7.00 am or to remain on duty after 5.30 pm, the employer shall either;-

- (a) provide free transport between the place of work and such other place not exceeding sixteen kilometres and accessible by road, as may be agreed by the employer and the employee concerned, or,
- (b) pay to the employee in addition to wages, an amount equivalent to the cost of public transport between the place of work and such other places as may be agreed by the employer and the employee.

Uniforms

20. (1) Uniforms shall be provided by the employer to all employees who are handling foodstuffs or drinks who are in direct contact with guests, but such uniforms shall remain the property of the employer.

(2) An employee shall, unless otherwise permitted by the employer, wear the supplied uniforms only during working hours.

Inclement weather (field workers only)

21. An employee who reports for work at the normal time, but who is prevented from working by inclement weather, shall receive full basic wages for the first day of such interruption and half basic wage for the subsequent two days of such interruption and thereafter receive no wage for the duration of interruption if it continues.

Training period

22. An employee shall not be engaged as trainee for more than six months inclusive probation for jobs appearing in the Second Schedule.

Revocation of Legal Notice No. 122 of 2012.

23. Legal Notice No. 122 of 2012 The Regulation of Wages (Hotel, Accommodation, Catering and Fast Foods Trades) Order, 2012 is hereby revoked.

FIRST SCHEDULE

BASIC MINIMUM WAGE

For the purpose of this schedule:

Group A shall mean any undertaking licenced under the Casino Act, 1963 or having 75 or more bedrooms for guests.

Group B shall mean any hotel, motel, guesthouse, bed & breakfast, lodge, restaurant, bar or club with or without a liquor licence or which serve food and beverages, which is not included in Group A; and which is situated in Mbabane or Manzini urban areas or within 8km, of the road joining Mbabane and Manzini.

Group C shall mean any hotel, lodge, bar, motel, bed & breakfast, restaurant or club with liquor licence which is not included in Group A or B.

Group D mean any hotel, take-away, motel, lodge, bed & bed & breakfast restaurant or guesthouse undertaking without a liquor licence and any accommodation establishment or caravan park not included in Group A, B or C.

(EMALANGENI PER MONTH)

	A	B	C	D
Assistant Cook	1506.25	1199.65	1025.15	795.00
Assistant housekeeper	1120.95	1043.00	1013.80	
Attendant officer	1684.80			
Bar steward	977.20	796.10	758.65	
Billing Clerk	2022.90	1334.70	1192.95	
Butcher	2345.25	1605.05	1231.50	815.35
Casino Admin Clerk	2246.40			
Casino Cashier	2246.40			
Cashier	1191.70	1195.25	1164.60	1164.60
Chipsfrier	1511.80	1195.25	1024.60	831.25
Clerk	1153.50	1067.10	1055.75	1055.75
Cleaner	857.00	810.00	754.75	754.75
Cocktail Barman	2037.50	1555.20	1443.60	
Count Account	1685.00			
Barman	1880.28	1398.60	1286.30	
Cook/Chef de partie	2345.25	1620.50	1247.50	833.49
Dealer/ croupier	2246.40			
Dressmaker	1304.65	1060.60	865.00	
Driver	1113.10	1066.00	1030.80	1000.20
Field Guide	1360.80			
Gaming floor security	2246.40			
Guest Relations Officer	2021.80			
Head Porter	1221.50	1195.60	899.30	
Handyman	1449.40	1061.40	983.88	983.88
Head Waiter	1834.90	1059.50	1011.65	1011.62
Housekeeper	1834.90	1176.15	1043.30	1043.30
Inspector	3931.20			
Junior Barman	1319.80	1043.30	985.00	
Junior field guide		1247.40		
Kitchen Assistant	1303.60	1000.20	955.00	907.20
Labourer	854.30	815.00	755.00	755.00
Laundry Worker	1050.80	1027.08	755.00	755.00

	A	B	C	D
Banquet Waiter	1073.50	900.70	800.30	
Linen Keeper	1080.00	1018.45	938.52	931.00
Luggage Porter	854.30	811.08	756.00	
Porter	1153.44	1018.45	841.32	
Receptionist	1334.90	1243.08	1195.56	
Room Maid	804.60	757.10	757.10	756.00
Room Service Person	1073.50	862.90	755.00	755.00
Seamstress	1056.84	989.30	989.30	
Security	1110.30	1078.00	1025.00	1025.00
Short Order Cook	980.00	908.30	795.00	795.00
Storeman	2109.25	1627.60	1096.20	1045.45
Stores Assistant	1080.00	1060.60	934.20	927.60
Supervisor	1008.65	938.95	909.50	909.50
Surveillance officer	2246.40			
Telephonist	1073.80	800.60	800.30	800.30
Tractor Driver	1047.60	1011.00	1009.26	887.92
Waiter/Waitress	1055.20	909.40	831.60	757.00
Watchman	1049.80	863.00	831.60	756.00
Wine Steward	1068.10	909.50	831.60	
Valet	1034.64	755.00	755.00	

TRAINING PERIOD
SECOND SCHEDULE (EMALANGENI PER MONTH)

Trainee Assistant Housekeeper	966.60	930.00	910.00	800.30
Trainee Bar Steward	909.36	754.90	754.90	
Trainee Billing Clerk	1061.65	989.30	965.50	
Trainee Cashier	1030.30	1018.45	964.55	
Trainee dealer/croupier	1734.50			
Trainee field guide	1058.40			
Trainee Handyman	1084.30	1071.40	877.00	872.65
Trainee Receptionist	1067.05	1020.60	873.20	873.20
Trainee Technician	1701.00			
Trainee Telephonist	970.90	812.20	755.00	755.00
Trainee Barman	909.40	755.00	755.00	

THIRD SCHEDULE

(Weekly Ration Scale)

Minimum Ration Scale

1. Mealie Meal	6.36kg
Meat	1.36kg
Sugar	0.45kg
Dry Beans, peas or groundnuts	0.68kg
Fresh Vegetables	0.90kg
Salt	0.114kg
Oil	0.75kg

2. Alternative -

The following weekly rations may be supplied in lieu of the items of food mentioned in paragraph 1 -

(a) Mealie Meal

9.53kg of mealie, 4.5kg of Bread, 373

Grams of rice or 0.23 kg of Sweet Potatoes;

(b) Meat

(i) 249 grams of offal; or

(ii) 0.45kg of Fish or 249 grams of Cheese

(c) Fresh Vegetables

0.45kg of Fresh Vegetables 0.45kg of Fresh Fruit or a proportionate ration of Dehydrated Vegetables;

3. Permitted Variations,

(a) The Drink known as "Mahewu", or

(b) Appropriately vitamised drink, if either drink is issued in the week to the employee
by the Employer.

SECOND SCHEDULE
(Regulation 10)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of employer
2. Name of employee
3. Date of Employment began
4. Wage and method of calculation
5. Interval at which wages are paid
6. Normal hours of work
7. Short description of employee's work
.....
8. Probation Period
9. Annual Holiday Entitlement
10. Paid Public Holidays

11. Payment during sickness
12. Maternity Leave (if employee female)
13. Notice employee entitled to receive
14. Notice employer required to give
15. Notice Scheme (if any, other than S N.P.F Scheme)
16. Any other matter either party wishes to include

Notes: (a) If an Industry Union is recognised by this undertaking any employee is free to join it.

The address of the Industry Union is:

(b) The grievance procedure in this undertaking requires that a grievance should be first referred to

(c) When any heading is inapplicable enter nil.

Signed Employer

..... Employee

..... Witness

..... Date

WINNIE MAGAGULA
MINISTER
MINISTRY OF LABOUR AND SOCIAL SECURITY