

EMPLOYMENT SERVICES PACKAGES

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.



Our retainer agreements offer the following benefits:

- Financial certainty - our retainer agreements constitute a fixed account for a fixed amount of time, save for any disbursements, for example Advocate's fees.
- Peace of mind that your employment risks are curtailed / mitigated.
- Any employment related work can be processed through the retainer.
- We are a Firm of Attorneys and any employment work, as well as legal work (see our service offering for parameters), can be done inhouse and there is no need for outsourcing. Furthermore, we are members of the Law Society and, as such, are bound by the standards set by the Law Society. Clients are, and can be, assured of our standard of quality and accountability.
- Direct access to Attorneys who are experts in the field, not a call centre.
- Retainer Clients enjoy an additional priority when returning calls, messages or rendering services within our 48-hour response time.
- Our retainer agreements are flexible and can be adjusted to suit the changing needs of the business from month 3 into the agreement.

ONCE - OFF COSTS:

DESCRIPTION	FEE (VAT included)
Once Off File opening / FICA and Sign -up / Registration Fee	R 1 092.50
Qualifying *small business assessment (per business)	R 2 590.00
**High Level assessment (per entity)	R 7 590.00
Initial Consultation Fee (in addition to the above)	R 900.00

**A "small business" is any business (i) whose annual turnover for the last financial year was less than R1 million or (ii) is a newly established business that has not yet had financial statements prepared for the financial year and (iii) has no more than 1 shareholder / owner / partner.*

***A High Level assessment considers all the documents provided and on face value thereof commentary / recommendation is provided.*

BENEFITS IN CONDUCTING AN ASSESSMENT:

- You will know exactly where your risk lies, and which issues are most pressing, alternatively, get the assurance that everything is in order.
- During this assessment, we assess your business holistically; from founding documents (constitution), overall legal compliance, business contracts, BBBEE, data protection, corporate governance and human resources policies.
- Once our assessment is complete, we will structure and propose a monthly (fixed) fee agreement (retainer agreement) and tailor-made project plan. Accordingly, 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.
- Another benefit of our approach is that, as a valued retainer Client, you will receive no account surprises.
- In addition to no surprises, we also render fully itemised accounts, so you can accurately measure the value exchange between us.
- The agreement may even be structured in such a way that you have your very own legal non-executive director.
- Incorporated into our agreement, you will also have a standard monthly meeting with your attorney so he / she can report back on progress made, next steps, update you on the latest legal developments or changes that could affect you, and to advise you on any questions you may have or challenges you may be facing.

MANAGING YOUR EMPLOYMENT NEEDS HOLISTICALLY

The Firm shall consider your matter, type of work, deadlines and your best interests prior to proposing or tailoring the most suitable package for your business. Therefore, as a guideline, we offer the following packages:

DESCRIPTION	FEE (VAT excl.)
Package 1: 1 – 5 Employees	R 1 350 per month (fixed fee)
Package 2: 6 – 10 Employees	R 300 per employee per month Plus R 550 (fixed fee)
Package 3: 10 – 15 Employees	R 245 per employee per month

Package 4: 16 – 25 Employees

R150 per employee per
month
Plus R 550 (fixed fee)

Services Included:

- A maximum of 2 licences with unlimited access to the SchoemanLaw SME Self-Service Desk™
- Conducting Disciplinary, Grievance hearings or Mediations*;
- Representations at Conciliations, Arbitrations or Union Negotiations*;
- Dispute Resolution;
- Retrenchment consultations; and
- Compliance (limited to 5 hours of work per annum – any work in addition shall be conducted after a cost estimate proposal has been rendered and accepted).

** The first 4 hours are included, and any additional time is billed at the representative's normal hourly rates.*

For larger businesses, as a guideline, we offer the following packages:

DESCRIPTION	FEE (VAT excl.)
Package 4: 26 – 100 Employees	R 90 per employee per month
Package 6: 101 – 199 Employees	R80 per employee per month
Package 5: 200 and more Employees	R 75 per employee per month

**We recommend customised automation of various documents and compliance. We will prepare a bespoke cost estimate proposal following the assessment.*

Services Included:

- A monthly meeting with a Human Resources and Employment legal specialist;
- Quarterly training of the Client's HR Department;
- *Conducting Disciplinary, Grievance hearings or Mediations;
- *Representations at Conciliations, Arbitrations or Union Negotiations;
- Dispute Resolution; and
- Retrenchment consultations.

** The first 5 hours are included and any additional time is billed at the representative's normal hourly rates.*

Value added additions (applicable to all packages):

- Access to our boardroom for conducting any hearing; and
- Packages 3 and onwards include free wills for your Employees during National Wills Week.

MANAGING SPECIFIC 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 excl.)
Package 1: Poor Work Performance During Probation (Consultation(s) – per Employee) – limited to 5 hours *	R 6 750 (fixed fee)
Package 2: Poor Work Performance After Probation (Consultation(s) – per Employee) – limited to 3 hours *	R 4 950 (fixed fee)
Package 3: Poor Work Performance both During Probation / After Probation (hearing – per Employee) – per day *	R8 500 (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 *	R12 500 (fixed fee)

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

Services Included:

- All the documents required.

For an appointment please call: 0214255604

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

See <http://www.schoemanlaw.co.za/services/> 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.

Our attorneys are featured fortnightly on radio 786's FYI show and regularly on Rand en Sent on RSG. For regular updates on these shows, follow us on [facebook](#) or [twitter](#) and tune into the next show!