

ADVANCED WORKSHOP: CCMA RULES

CONTENT

Serving & filing documents

- What is meant by “filing” and “serving” of documents?
- How are time periods calculated?
- How does one apply for condonation for late filing?
- What is the employer to do if it receives an application for condonation?

Con-arb

- What is con-arb and when is it used?
- How does one object to con-arb?
- Should one object to it?
- The pitfalls and advantages of con-arb

Applications

- When is a formal application necessary?
- How does one bring or oppose an application?
- Who must make an affidavit in support of an application?
- What must an affidavit contain?
- When can one apply for variation or rescission of orders?

Pre-arbitration conferences

- Why have them?
- What should be contained in the minutes?

Arbitrations

- What should one disclose?
- How does one secure attendance of witnesses?
- How does one make objections and what can one object to?
- When must one file statements?
- Do's and don'ts at arbitration
- Postponements and no shows
- Points *in limine*
- Making a favourable impression

General

- Jurisdictional issues: when does the CCMA not have jurisdiction?
- How and when do I join parties in the dispute?
- When can I expect a cost award against me or in my favour?

TARGET GROUP

HR/IR managers, line managers appearing at the CCMA or bargaining councils and union representatives.

DURATION

½ day