



# SWAZILAND

## GOVERNMENT GAZETTE

VOL. XXXI]

MBABANE, Friday, September 3rd, 1993

[No. 976

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**GENERAL NOTICE NO. 62 OF 1993**

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**THE HUMAN SETTLEMENTS AUTHORITY ACT  
(Act No. 2 of 1988)**

**DECLARATION OF AN APPROVED HUMAN SETTLEMENT  
(Under Sections 5 and 11)**

It is hereby notified for general information that, in terms of the above Act HLANZE VILLAGE has been approved and declared as a human settlement by the Human Settlements Authority.

Hlanze Village is situated on a Portion of the Remainder of Portion 71 of Farm 61 in Big Bend as per General Plan No. S.G. S40/92.

**A.M. MBINGO**  
*Principal Secretary*

**GENERAL NOTICE NO. 63 OF 1993**

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**THE HUMAN SETTLEMENTS AUTHORITY ACT  
(Act No. 2 of 1988)**

**DECLARATION OF AN APPROVED HUMAN SETTLEMENT  
(Under Sections 5 and 11)**

It is hereby notified for general information that, in terms of the above Act, SIKHUNYANA TOWNSHIP has been approved and declared as a human settlement by the Human Settlements Authority.

Sikhunyana Township is situated on Portion 3 of Farm Gaberone No. 267, Manzini District as per General Plan No. S/14.

**A.M. MBINGO**  
*Principal Secretary*

**NOTICE**

Notice is hereby given that we intend applying for a Lost Title Deed being Government Grant No. 30/1971 dated on the 5th March, 1971 made in favour of Nathaniel Zukela Mthupha (born on the 14th June, 1916) now deceased in respect of:

**CERTAIN:** Lot No. 266 situate in the Pigg's Peak Township, Swaziland;

**MEASURING:** 1040 (Ten Thousand and Forty) Square Metres;

Any person having objection to the issue of such copy is hereby requested to lodge in writing with the Registrar of Deeds within two (2) weeks of last publication of this Notice.

C.J. LITTLER & CO.  
Applicant's Attorney  
Ground Floor Embassy House  
Johnstone Street  
MBABANE

E915 2 x 10. 9. 93

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**NOTICE**

Notice is hereby given that an application by Shoe Craft (Swaziland) (Pty) Ltd. of P.O. Box 614 Nhlangano for the grant of a General Dealer's Licence in terms of Order No. 20 of 1975 to trade under the style "FEETURE DISCOUNT SHOES" to operate on Plot No. 144, Prince Arthur Street Hlathikhulu in the Shiselweni District will be heard in the Regional Secretary's Office at Nhlangano on Tuesday the 29th day of September 1993 at 10.00 a.m.

Objections thereto if any must be lodged in writing with the Licensing Officer at P.O. Box 8 Nhlangano and Applicant's Attorneys Dhladhla & Partners P.O. Box 614 Nhlangano Corner of Seventh Street and Corner of Seventh Avenue not later than the 24th day of July 1993.

The Licensing Officer  
P.O. Box 8  
NHLANGANO

E913 3. 9. 93

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**NOTICE**

**ESTATE LATE LOKULA GODFREY MTSETFWA E.69/92**

Notice is hereby given that the first and final Liquidation and Distribution Account will lie open for inspection at the office of the Master of the High Court of Swaziland at Mbabane for a period of twenty (21) days from the date of appearance of this Notice.

Any person objecting to the account may lodge his objection in writing in duplicate with the Master of the High Court at any time before expiry of the said period.

WILLIAM F. MTHEMBU & ASSOCIATES  
Executrix's Attorneys  
2nd Floor Mandlenkosi Ecumenical House  
Esser Street  
P.O. Box 1301  
MANZINI

E916 3. 9. 93

**NOTICE**

**MATSAPHA MOTORS (PROPRIETARY) LIMITED  
(IN LIQUIDATION)**

Notice is hereby given that the ninth and tenth liquidation accounts in the above matter will be open for inspection at the office of the Master of the High Court, Mbabane for a period of twenty eight days from the date of publication of this notice.

**B.J. WATKINS**  
Liquidator

E908 2 x 10. 9. 93

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**NOTICE**

Notice is hereby given that I, Bhiekie Zacharia Maduma of Shiselweni Region intends to apply to the Honourable Minister of Justice of the Kingdom of Swaziland for authorisation to assume the surname Khaba after the fourth publication of this Notice in each of four consecutive weeks in the Times of Swaziland and Swazi Observer Newspapers, being two newspapers circulating in the Region where I reside and designated for this purpose by the Regional Secretary for the Shiselweni Region and in the Government Gazette.

The reason I want to assume the surname Khaba is because Maduma is my mother's surname.

Any person or persons likely to object to my assuming the surname Khaba should lodge their objections in writing with me at the address given below and with the Regional Secretary for Shiselweni Region.

Nhlangano Sun Hotel  
P/B Nhlangano  
Swaziland.

E846 4x3. 9. 93

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**NOTICE**

**ESTATE LATE WILLIAM MURRAY ESTATE NO. E. 165/92**

Debtors and Creditors in the above Estate are hereby called upon to lodge their claims with and pay their debts to the undersigned within thirty (30) days from date of publication of this Notice.

**ROBINSON, BERTRAM & CO.**  
Attorneys for Executors/Testamentary  
Executrix/Dative

Mbabane House  
Lot 17 Allister Miller Street  
P.O. Box 24  
MBABANE  
Swaziland

E907 3. 9. 93

**NOTICE**

**APPLICATION FOR LOST TITLE DEED**

Notice is hereby given that we intend to apply for a certified copy of Deed of Transfer No. 220/1972 and registered on the 21st August, 1972 held by Winston Twala in respect of:-

CERTAIN: Lot No. 73 situate in Ngwane Park Township, District of Manzini, Swaziland;

MEASURING: 2640 (Two Six Four Zero) Square Metres.

Any person having objection to the issue of such copy is hereby required to lodge it in writing with the Registrar of Deeds within three (3) weeks from the date of the last publication of this notice.

DATED AT MANZINI ON THIS 17TH DAY OF JUNE, 1993.

MASINA, MAZIBUKO AND CO.  
Applicant's Attorneys  
1st Floor, Central Chambers Building  
Nkosehlhaza Street  
P.O. Box 592  
MANZINI

E906 3. 9. 93

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**NOTICE**

**CHANGE OF NAME ACT NO. 67 OF 1962 (IN TERMS OF SECTION 5)**

Notice is hereby given that I Josiah Mkhweli, follower of Chief Songelwako Gwebu, Induna Ndabaze/we Gamedze of Bulunga Area of Manzini Region would like to assume the surname Dlamini after the fourth publication of this Notice in the Swazi Observer, and the Swaziland Government Gazette for the reason that the surname Dlamini is my natural surname.

Any objection should be lodged in writing to me through my Attorneys Maphalala and Company, P.O. Box 1631, Matsapha and the Regional Secretary, P.O. Box 13, Manzini.

E848 4 x 3. 9. 93

SUPPLEMENT TO  
THE  
SWAZILAND GOVERNMENT  
GAZETTE

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VOL. XXXI]

MBABANE, Friday, September 3rd, 1993

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

THE REGULATION OF WAGES (MANUFACTURING AND PROCESSING INDUSTRY)  
ORDER, 1993  
(Under Section II)

In exercise of the powers conferred on him by Section II of the Wages Act, 1964 the Minister for Labour and Public Service hereby make the following Order:-

*Citation and Commencement.*

1. This Order may be cited as the Regulation of Wages (Manufacturing and Processing Industry) Order, 1993 and shall be deemed to have come into effect on the 21st May, 1993.

*Application.*

2. This order shall apply to all persons employed in the Manufacturing and Processing Industries including the Manufacture of bricks, dry cleaning and laundry, garment making, knitting, shoe Manufacture, Timber Processing and weaving who are engaged in the occupation specified in the First Schedule.

*Interpretation.*

3. In this order, unless the context otherwise requires:-

"Aligner" means an employee who aligns a finished product before final inspection with the aid of electronic test equipment;

"A.J.A. Operator" means an employee who operates an automatic junior stitcher sewing machine;

"Artisan" means an employee who is in possession of a Trade Test Certificate signed by a Trade Testing Officer appointed by the Government;

"Assembler soldering" means an employee who solders and assembles components by hand;

"Assembler - bottom components" means an employee who assembles good quality bottom components such as soles and insolves into specific batches according to the box loading plan;

"Assembler-socks" means an employee who assembles good quality socks into batches according to article and size;

"Assembler-upper components" means an employee who assembles good quality upper components such as vamps, quarters, etc into specific batches to the box loading plan;

"Assistant foreman baker" means an employee who is capable of manufacturing bread, adjusting bakery machinery and supervising the workers under his control;

"Assistant foreman confectioner" means an employee who is capable of manufacturing and decorating several lines of confectionery, adjusting bakery machinery and supervising the workers under his control;



"Bagger" means an employee who puts the folded garment in the provided plastic bag;

"Baker" means an employee who is capable of manufacturing bread;

"Baker assistant" means an employee who assists a baker;

"Backseam-reducer" means an employee who reduces the backseam join on leather quarters by means of a machine;

"Binder assistant" means an employee who receives printed matter from the machine for collating, stitching, padding, rounding corners, punching, folding, counting, numbering or perforating;

"Boiler operator" means an employee who operates a boiler;

"Box folder" means an employee who folds and erects boxes ready for use;

"Box labeller" means an employee who labels boxes with the information required to identify the contents thereof;

"Box preparer" means an employee who collects and prepares boxes accordingly;

"Blower" means an employee who carries out blowing duties in the manufacture of glassware according to specification;

"Cabinet fitter" means an employee who fits accessories to a television cabinet;

"Canteen assistant" means an employee who assists the canteen supervisor in preparing, cooking and dishing - up food in the employee canteen;

"Canteen cashier" means an employee who assists the canteen supervisor in the control of cash receipt and also assists in the preparing, cooking and dishing-up of food in the employee canteen;

"Carder" means an employee who operates a carder machine and carries out simple lubrication on it;

"Carton sealer" means an employee who seals cartons of finished goods for despatch to customers;

"Casual labourer" means an employee who is not employed for more than twenty four hours at a time;

"Cattle buyer" means an employee who buys livestock for his employer;

"Charge hand" means an employee who assists a supervisor to supervise employees;

"Chassis fitter" means an employee who fits chassis components to television sets;

"Cementer" means an employee who applies adhesives to a surface by means of either a brush or machine;

"Chef" means an employee who is responsible for the cooking of food for the employee canteen;

"Checker" means an employee who checks and records outgoing and incoming goods;

"Cleaner" means an employee who is responsible for the cleaning of a factory, offices, toilets or canteen;

"Clerk/storeman (with Junior Certificate)" means an employee engaged in general clerical duties, who holds a Junior Certificate of education;

"Clerk/stores assistant" means an employee engaged in general clerical duties or storekeeping duties who holds a Senior Certificate of education;

"Clicker-high frequency" means an employee who cuts and high frequency welds components;

"Clicker-insoles/toepuffs/counters" means an employee who cuts insoles, toepuffs or counters by means of a clicking press;

"Clicker-linings/trims/socks/velcro" means an employee who cuts linings, trims, or velcro by means of a clicking press;

"Clicker-textile" means an employee who cuts suede split by means of a clicking press;

"Clicker-textile" means an employee who cuts textile by means of a clicking press;

"Coilwinder" means an employee mainly engaged in winding coils;

"Components-assembler" means an employee engaged in fitting electronic components on PC boards and includes an employee engaged in pre-assembly work;

"Compositor" means an employee engaged in the setting of type including the operation of typesetting and typelasting into position for printing and the making of rubber stamps;

"Confectioner assistant" means an employee who assists a confectioner;

"Cook" means an employee who is engaged in cooking and issuing food to other employees;

"Copy-typist" means an employee who is engaged in typing and is capable of typing a minimum of 25 words per minute, filing, checking and recording incoming mail;

"Counter inserter" means an employee who dips and inserts the counter stiffener into the pocket at the heel of a machine;

"Counter moulder" means an employee who mould the newly inserted counter stiffener over a mould by means of a machine;

"Darkroom attendant" means an employee who makes negatives, including the spotting and obliteration of all marks and pinholes;

"De-boner" means an employee engaged in dissecting carcass;

"D-Ring inserter" means an employee who inserts D-Rings into the shoe facing prior to being stitched;

"Design draughtsman's assistant" means an employee who assists a draughtsman to design mechanical layouts

"Despatch clerk" means an employee who selects and packs goods according to customers' order;

"Divider operator" means an employee who operates a divider machine and who checks the weight of dough pieces;

"Dough mixer" means an employee who operates a dough mixer, including the adding of ingredients into the dough;

"Dough panner" means an employee who places dough pieces into pans;

"Driver (H.D.V.)" means an employee in possession of a current heavy duty driving licence who is in charge of a vehicle of over one and one half tons tare weight whose duties include handling cargo to and from the tailboard, and the daily maintenance and cleaning of such vehicle;

"Driver (L.D.V.)" means an employee in possession of a current driving licence who is in charge of a motor vehicle of less than one and one half tons tare weight whose duties include handling cargo to and from the tailboard, and the daily maintenance and cleaning of such vehicle;

"Driver messenger" means an employee who is mainly engaged in carrying messages, who delivers and collects mail by vehicle or motor cycle and performs simple routine tasks in an office;

"Driver salesman" means an employee in possession of a current driving licence who sells and delivers bread, confectionery or other articles by motor vehicle and who is responsible for accepting written orders for goods and the collection and safe custody of cash for C.O.D. Sales, and who also canvass for orders;

"Driver salesman assistant" means an employee who marks components to assist closing department by means of a marking machine;

"Electrical maintenance assistant" means an employee who assists an electrician in improving and repairing electrical installation;

"Engraver" means an employee who engraves, smoothens, polishes the finished glassware, and carries out duties related thereto;

"Engraver assistant" means an employee who engraves, smoothens, polishes the finished glassware and carries out duties given by the engraver;

"Entrepreneur" means a person who carries on business under financial assistance, policy and guidance of the small enterprises development company;

"Entrepreneur assistant grade I" means an employee who is capable of performing the work of an entrepreneur without the assistance of such an entrepreneur;

"Entrepreneur assistant grade II" means an employee who assists a person who is capable of carrying out the work of the entrepreneur in the entrepreneur's workshop;

"Final aligner and tester" means an employee mainly engaged in the final alignment and testing of finished products, using electronic test equipment;

"Final inspector/final tester" means an employee mainly engaged in the final inspection or testing of finished products, if necessary, using electronic equipment;

"Finisher" means an employee who smoothens, trims carpets and makes knots on the fringes to make such carpets adaptable for sale;

"Fitter" means an employee who repairs and maintains machinery;

"Foam attacher" means an employee who attaches foam to the topline of the quarters for collar padding;

"Foam strip cutter" means an employee who cuts foam into trips by means of a machine;

"Folder" means an employee who folds the garment after pressing;

"Flour sifter" means an employee who sifts flour;

"Foreman baker" means an employee engaged in supervising capacity who is capable of carrying out all processes relating to the manufacture of bread;

"Foreman confectioner" means an employee engaged in supervisory capacity who is capable of carrying out all processes relating to the manufacture of confectionery;

"Forklift operator" means an employee mainly engaged in operating a forklift;

"General labourer" means an employee engaged on unskilled work;

"Grinder" means an employee who grinds, smoothens, and polishes a finished glassware product;

"Handyman" means an employee who does not hold a trade test certificate, who carries out simple repairs and supervises and allocates work to subordinate staff under his control;

"Hand trimmer" means an employee who trims by means of a pair of scissors, all excess threads, bindings and tapes after all closing operations have been done;

"Heel seat laster" means an employee who lasts the heelpart of a shoe by means of a machine;

"Hole perforator" means an employee who punches holes by means of a press;

"Hoist operator" means an employee who operates a dough hoist;

"Insole attacher" means an employee who attaches the insole to the last by means of a tacking machine;

"Insole moulder/stamper" means an employee who moulds or stamps insoles by means of a machine;

"Inspector" means an employee with not less than six months experience as an assembler who inspects the work on a production line;

"Invoice clerk" means an employee who prepares invoices to customers for goods supplied;

"Jumper" means an employee who has knowledge of several jobs and who is able to relieve any other worker on a production line;

"Kardex clerk/storeman" means an employee who operates a kardex system of stock control;

"Kiln operator" means an employee who is capable of operating and maintaining a kiln;

"Laboratory assistant" means an employee who generally carries out unskilled work in a laboratory or who assists a laboratory technician;

"Laboratory technician" means an employee qualified to carry out all duties allocated to him in a laboratory;

"Lacer" means an employee who inserts and ties laces for footwear;

"Last prepare" means an employee who prepares and loads lasts onto the conveyor according to the uppers loaded;

"Last transporter" means an employee who returns last to last-bins after delasting;

"Layer" means an employee who lays the material for cutting a garment manufacture;

"Learner finisher" means an employee who is learning on the job to become a finisher and who has not completed six months in the case of the weaving industry or three months for other industries;

"Learner craftsperson" means an employee who is learning on the job to become a potter, screenprinter, silversmith or any craftwork for a period not less than three or more than six months;

"Learner machine operator" means an employee with three months or less continuous service of operating a machine for other industries or not more than six months in the weaving industry;

"Learner Spinner" means an employee who is learning on the job to become a weaver and who has not completed six months in the case of the weaving industry or three months for other industries;

"Leather baler" means an employee who bales leather for storage purposes;

"Leather sorter" means an employee who sorts leather by means of the point system;

"Line feeder" means an employee mainly engaged in feeding the assembly line with components;

"Loader/packer" means an employee who packs bread or confectionery, or who loads bread and confectionery into or off a vehicle or who packs finished products into cartons, concluding the transfer of goods materials from large to smaller containers;

"Lubricator" means an employee who has the responsibility of lubricating and greasing machines;

"Machinist" means an employee who operates an electrical sewing machine to manufacture clothing/garment;

"Machinist attendant" means an employee, other than a learner machine operator, who attends and operates a guillotine machine, bending machine, spot welding machine or any other machine requiring similar skills;

"Machine operator" means an employee, other than a learner machine operator, engaged in operating a machine;

"Master screenprinter" means an employee who is capable of cutting screen mixing pigments and has thorough knowledge of screenprinting techniques;

"Master potter" means an employee who is skilled in making pots to any specification, who has a general knowledge of glazing and firing techniques;

"Master silversmith" means an employee who is capable of working silver to any specification;

"Mechanical assistant" means an employee mainly engaged in the mechanical assembly of television and radio accessories and placement of products in the appropriate area for assemble or despatch;

"Melter" means an employee who melts glasses in a glass factory;

"Messenger" means an employee engaged in carrying messages, collecting and delivering mail, or carrying out simple task in an office;

"Mono caster attendant" means an employee who attends a monotype caster under the supervision of a key board operator;

"Office clerk" means an employee who does general duties;

"Painter" means an employee who cleans and paints equipment, machines and buildings;

"Packer" means an employee who packs garments which are finished into cartons;

"Personnel clerk" means an employee who controls and updates personnel records;

"PC board trimmer" means an employee mainly engaged in trimming access components lead on soldered boards;

"Picture tube assembler" means an employee mainly engaged in preparing picture tubes for the assembly line;

"Plant assistant" means an employee who assists a plant attendant;

"Plant attendant" means an employee mainly engaged in operating a galvanizing plant and, if necessary, taking charge of the plant;

"Potter" means an employee who makes pots by hand or on pot wheels;

"Presser attendant" means an employee who operates a pressing machines to iron materials or clothing;

"Proof reader" means an employee who reads and checks printers proof for errors and marks them for correction;

"Quality controller" means an employee mainly engaged in checking the quality and making reports on finished products;

"Quality section controller" means an employee who checks and controls the quality of goods leaving their section;

"Rebate clerk" means an employee who controls the stocks and documentation for a rebate store;

"Receiver-second stock" means an employee who checks, receives and controls the stock of factory; seconds;

"Repair's assistant" means an employee with a basic knowledge of electronics mainly engaged in making simple repairs on PC board;

"Recutter" means an employee who arranges, re-cuts and repairs poor quality work;

"Riveter/Buckler" means an employee who attaches rivets or bucklers;

"Rougher-uppers" means an employee who reduces the bumps on the lasting margin by means of a roughing machine;

"Rougher-sole margin" means an employee who roughs the sole margin on rubber soles;

"Runner" means an employee who performs unskilled duties such as conveying from one point to the other, materials used in garment manufacture;

"Saw sharpener" means an employee who sharpens saw and carries out simple maintenance work on them;

"Salesman" means an employee engaged in promoting the sales of an employer's products;

"Stacker" means an employee who packs erected boxes into cartons and stacks, ready for transportation to the factory;

"Seasonal labourer" means an employee engaged for the duration of a season to carry out unskilled work, canning fruit and vegetables;

"Security guard or Watchman" means an employee mainly engaged in the protection and security of his employer's premises;

"Senior Watchman" means an employee who is in charge of other watchmen;

"Sewing machinist I" means an employee who has more than six months experience and turns stitches collars, stitches toecaps, facing, O/S counters, D-rings and attaches bindings;

"Sewing machinist II" means an employee who has more than six months experience and stitches backseams, side flashes, collars toughes, velcro, brand tags and zig-zags pieces together;

"Screenprinter" means an employee who screenprints by hand pulling a squeegee;

"Semi-skilled kiln hand" means an employee who has limited knowledge in operating kiln and packs it according to specification;

"Silver-smith" means an employee who is capable of working silver by hand;

"Side-laster" means an employee who lasts the waist section of a shoe by means of a shoe;

"Size painter" means an employee who colour-codes components according to size by means of a brush;

"Skiver-uppers/toepuffs" means an employee who skives or reduces the thickness of the edge of components by means of skiving machine;

"Slaughterman" means an employee engaged in stunning, bleeding, skinning eviscerating and splitting livestock;

"Spinner" means an employee who carries out spinning operation of wool or other materials according to specification;

"Soaking attendant" means an employee who operates solder bath, prepares fluxes, and checks solder levels;

"Socker" means an employee who applies adhesives and inserts socks into finished footwear;

"Sole chlorinator" means an employee who chlorinates or halogenates a sole prior to cement application;

"Sole presser" means an employee who, by means of a press, ensures that there is good bond between sole and upper;

"Sole spotter" means an employee who places the precemented upper and sole accurately together prior to pressing;

"Sorter R" means an employee who sorts goods into racks by item and size ready for despatch;

"Sorter" means an employee who puts together according to sizes the material, which is to be sewn;

"Shoe boxer" means an employee who packs finished footwear into boxes;

"Shoe repairer" means an employee who repairs subquality footwear;

"Shop assistant" means an employee who assists a shop supervisor in the stock control, displays and selling of products in a retail shop;

"Stonehand" means an employee with the knowledge of composition who places jobs set out by a compositor into steel frames locking them into printing machines ready for printing;

"Stamper" means an employee who stamps logos/information onto components by means of a stamping machine;

"Staple extractor" means an employee who removes staples from the insole of a shoe;

"Sticker attacher" means an employee who attaches stickers to indicate size or customer code;

"String lacer" means an employee who strings uppers for toelasting;

"Strips cutter" means an employee who cuts material into strips by means of a machine;

"Supervisor" means an employee who supervises other employees under his control;

"Switchboard operator" means an employee whose duties consists wholly or mainly in the operation of a telephone switchboard;

"Tablehand" means an employee who prepares material and places them on the table for cutting or weaving according to specification;

"Tester" means an employee who tests the function of assembled PC Boards using electronic equipment;

"Textile preparer" means an employee who folds and prepares materials into a set number of layers ready for cutting;

"Trimmer" means an employee who uses the clippers to clean the garment when the sewing part is finished;

"Toecap positioner" means an employee who precements toecaps into position prior to toecap stitching;

"Toelaster" means an employee who pulls the toe of the shoe over the last by means of a toelasting machine;

"Toelaster feeder" means an employee who supplies the toelaster with uppers and on completion replaces them back to the conveyor;

"Toepuff positioner" means an employee who positions and presses a toepuff onto the upper by means of a heated press;

"Tool Setter" means an employee who fits and sets tools on a machine;

"Unlaster" means an employee who removes the last from the finished shoe;

"Upper brusher" means an employee who brushes finished footwear so as to clean and improve the look of the shoe;

"Upper cleaner" means an employee who cleans finished footwear by means of various cleaning materials;

"Upper primer" means an employee who primes the nylon upper at the lasting margin to ensure cement adhesion;

"Upper splitter" means an employee who splits uppers by means of a splitting machine;

"Upper spotter" means an employee who places the correct upper onto the last prior to toelasting;

"Upper/Bottom preparer" means an employee who loads the sewn and corresponding bottom components onto the making conveyor;

"Utility" means an employee who has the knowledge of several jobs and who is able to relieve other workers on a production line;

"Weaver" means an employee who carries out duties either by operating hand loom or other equipment to manufacture the required goods;

"Wage clerk" means an employee who prepares and controls wage payments according to the time worked;

"Washer" means an employee who washes and dries material or wool and if necessary, moth-proof the wool;

"Weights clerk" means an employee who weighs cartons of finished goods prior to despatch;

"Workshop assistant" means an employee who assists the fitter and handyman in general maintenance;

#### *Basic Minimum Wage.*

4. The basic minimum wage inclusive of rations or cash in lieu thereof to be paid to employees specified in the First Schedule shall be calculated at a rate not less than that specified therein provided that:-

- (a) An employee who, at the date of commencement of this Order, is in receipt of a higher wage than that prescribed by this Order, shall not suffer any reduction in such wage by reason of this Order;
- (b) Where no definition of an employee's duties exist, such employee shall be paid a basic minimum wage not less favourable than that applicable to a general labourer;
- (c) Nothing in this section shall prevent an employer, if he so wishes from:-
  - (i) supplying cooked or uncooked food to an employee in addition to his basic wage;
  - (ii) providing free transport or free accommodation to an employee.



*Statement of conditions of employment.*

5. (1) The employer shall provide an employee with a written statement at commencement of his employment, stating whether he is employed permanently or seasonally, the conditions of his employment, the starting wage, including the learning period.

(2) The learning period referred to in subsection (1) shall be:-

(a) six months in the case of the weaving industry;  
and

(b) three months in the case of other occupations.

*Hours of work.*

6. (1) Employees other than security guards and casual labourers the normal working week shall consists of not more than forty-eight hours of work.

(2) The normal working week for security guards shall consists of not more than six shifts of twelve hours each.

(3) The normal hours of work for a casual labour shall consist of eight hours per day.

*Overtime.*

7. (1) An employee who is engaged otherwise than on shifts work or as a security guard and is required to work in excess of the normal hours specified in section 6 shall be paid as follows:-

(a) for time worked in excess of the normal hours on a weekday, payment shall be at one and a half times his basic hourly wage;

(b) time worked on a Sunday or a public holiday specified in the Second Schedule payment shall be at twice his hour rate.

(2) An employee employed on shift work, or as a security guard who is required to work on his rest day or on a public holiday specified in the Second Schedule, may be paid for such overtime or alternatively, be given an equivalent amount of time off in lieu of overtime payment.

(3) The basic hourly wage of an employee on a weekly wage shall be calculated by dividing such wage by the number of hours he normally works in a week.

(4) The basic hourly wage of a casual labourer shall be calculated by dividing his daily wage by eight.

*Public Holiday.*

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

Incwala

Good Friday

Easter

Christmas Day

Boxing Day

Reed Dance Day

Somhlolo Day

King's Birthday

New Year's Day

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

(3) An employee who is absent without leave on the working day before or the working day after a public holiday, shall not be entitled to any payment in respect of that public holiday in terms of this Section.

*Annual Leave.*

9. An employee shall have fourteen calendar days' leave with full pay after each period of twelve months' continuous service with an employer;

Provided that in the case of a security guard annual leave shall be twenty-one calendar days with full pay after each period of twelve months continuous service with an employer.

*Sick leave.*

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

(2) Notwithstanding sub-section (1)

(i) An employee shall not be entitled to the benefits thereto if the sickness or accident causing his absence was caused by his own negligence or misconduct.

(ii) A certificate issued by a Regional Secretary or registered nurse shall be accepted in place of a medical certificate if a medical Practitioner is not available.

*Written particulars to be provided.*

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

*Continuous service.*

12. (1) Continuous service is service in the employment of the employer interrupted only by the 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.

(2) Where, following upon a change of ownership of an establishment or undertaking an employee enters the service of the new owner without interruption, his service shall be deemed to be continuous service in the employment of the new owner.

*Short time.*

13. (1) If an employer finds it necessary for reasons beyond his control to employ an employee on short time, he may do so subject to the labour Commissioner consenting in writing to such an arrangement, and on the understanding that the employer intends resuming full time working within three weeks.

(2) Where an employee has been placed on short time under sub-section (1) he shall be paid not less than fifty percent of his weekly wages where he is employed for periods which, in aggregate, are equivalent to or less than fifty percent of his normal weekly hours of work.

(3) No reduction shall be made in an employee's earnings where the employee has been placed on short time, and works, in aggregate, more than fifty percent of his normal weekly hours of work during any week he has been placed on short time.

*Termination of employment after three Months.*

14. Where the employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement the employer shall pay to the employee a sum not less than one day's wages for each completed month of such period.

*Piece work.*

15. An employee engaged on piece work shall be entitled to wages and continuous of employment not less than those specified in this Order.

*Reimbursement of expenses.*

16. A salesman, driver or salesman's assistant shall be reimbursed all expenses reasonably incurred on lodging and meals for periods of absence from his place of residence on duty.

*Lay-off.*

17. (1) Due to circumstances beyond his control an employer may lay-off employees for up to fourteen working days, without pay provided that at the end of this period he shall either re-employ the employees in their original jobs, or give them notice of termination of service in accordance with the provisions of the Employment Act, 1980.

(2) During the period of any lay-off, the employer shall not engage other employees to replace the employees he has laid off;

(3) The employer shall give:-

(a) a permanent employee fourteen days' notice before the lay-off;

(b) a seasonal employee twenty-four hours notice before the lay-off.

(4) An employer may apply for a temporary exemption for a specified period according to the circumstances of the enterprise, from the application of Section 12 (3) (a), after consultation with the employees organisation, for a reduction of the period of notice to be given to employees, before lay-off.

*Trade testing.*

18. (1) An employer shall grant unpaid leave to an employee who requests to undergo a trade test at the Swaziland College of Technology or any similar institution to enable him to take tests.

(2) An employee undergoing a trade test shall furnish the employer with the results of his examination.

*Revocation of Legal Notice No. 84 of 1992.*

19. The Regulation of Wages (Manufacturing and Processing Industry) Order, 1992 is hereby revoked.

S13

FIRST SCHEDULE

(Paragraph 4)

BASIC MINIMUM WAGE

(Emalangen per week)

Learner Craftsperson  
Learner Finisher  
Learner Machine Operator  
Learner Spinner  
Learner Weaver  
Casual Labourer  
Seasonal Labourer  
Carder  
Checker  
Cleaner  
Cook

53-96

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Engraver's Assistant  
Entrepreneur's Assistant  
Finisher  
Grinder  
Loader  
Potter  
Runner  
Trimmer  
Bagger  
Learner Machine Operator

69-03

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Screenprinter  
Semi skilled kiln hand  
Silversmith  
Spinner  
Tablehand  
Presser (garment)  
Washer  
Weaver  
Layer  
Sorter  
Presser  
Folder  
Packer  
Box folder  
Canteen Assistant  
Carton Sealer  
Painter

72-87

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Upper Primer  
Backseam Reducer  
D-ring Insertter  
Foam Attacher

Hand Trimmer	
Lacer	
Stacker	75-95
Receiver-Second Stock	
Sorter	
Textile preparer	
Toecap Positioner	
Toelaster Feeder	
Upper Brusher	
Workshop Assistant	

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Assemble socks	
Box Preparer	
Cementer	
Edward Marker	
Foam Strip cutter	
Hole perforator	
Lubricator/Riveter/Buckler	79-77
Sewing Machinist II	
Shoe Boxer	
Sole Chlorinator	
Stamper	
Staple extractor	
String lacer	
String Cutter	
Toepuff Positioner	
Unlaster	
Upper Cleaner	

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Assembler-Bottom Components	
Box labeller	
Canteen assistant/Cashier	
Insole Moulder/stamper	
Last Preparer	
Last Transporter	
Rougher-sole Margin	81-30
Shoe Repairer	
Sticker attacher	
Upper splitter	
Weighs Clerk	

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Coil Winder	
Component Assembler	
Copy Typist	
Dough Panner	
Driver Salesman's Assistant	
Entrepreneur's Assistant Grade I	
Flour sifter	
General Labourer	82-85
Hoist Operator	

Learner machine operator (other than knitting and weaving)  
 Loader/Packer  
 Messenger 82-85  
 PC Board Trimmer  
 Plant Assistant  
 Security Guard/Stonehand  
 Machinist

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Assembler (soldering)  
 Binder Assistant  
 Compositor  
 De-Boner  
 Dark Room Attendant  
 Mechanical Assembler  
 Mono Caster Attendant  
 Proof Reader  
 AJS Operator  
 Assembler Upper-Components 85-90  
 Counter Inserter  
 Counter Moulder  
 Leather Baler  
 Loader F.O.F.  
 Recutter  
 Sewing Machinist I  
 Shop Assistant  
 Skiver-Upper/Toepuffs  
 Socker

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Slaughterman  
 Driver/Messenger  
 Laboratory Assistant 89-75  
 Presser Attendant  
 Electrical Maintenance Assistant  
 Office Clerk  
 Rougher Uppers  
 Senior Watchman  
 Sole Presser

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Cabinet Fitter  
 Chassis Fitter  
 Clerk/Stores Assistant 95-10  
 Driver (L.D.V.)  
 Forklift Operator  
 Picture Tube Assembler  
 Soakline Attendant  
 Switchboard Operator  
 Utility

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Baker's Assistant  
 Blower

Confectioner's Assistant	96-65
Dough Mixer	
Engraver	
Divider Operator	

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Clicker-High Frequency	
Clicker Insolers/Toepuffs/Counters	
Clicker-Linings/Trims/Socks/Velcro	
Despatch Clerk	
Heelseat Laster	98-19
Invoice Clerk	
Leather Sorter	
Quality Controller	
Sole Spotter	

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Kiln Operator	
Melter	
Saw Sharpener	99-72
Design Draftsman's Assistant	
Inspector	
Machine Operator	
Machine Attendant	
Solder Bath Attendant	
Tester	

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Boiler	
Driver (H.D.V.)	
Kardex Clerk/Storeman	102.03
Aligner	
Final Inspector/Tester	

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Clicker-textile	
Rebater Controller	103-56
Repairer's Assistant	

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Liner Feeder	
Quality Controller	
Repairer's Assistant	106-63

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Baker	
Confectioner	
Handy-Man	
Chef	
Clicker-Suede Split	111-99

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Chargehand	
Final Aligner and Tester	
Jumper	
Plant Attendant	
Tool Setter	115-83
Fitter	
Personnel Secretary	

Sewing Mechanic  
Toelaster

Clerk/Storeman (with Junior Certificate)  
Driver Salesman

122-73

Artisan Grade III

Cattle buyer

Master Screenprinter

132-71

Master Potter

Master Silversmith

Salesman

Assistant Foreman Confectioner

Assistant Foreman Baker

158-78

Clerk/Storeman (with Senior Certificate)

Artisan Grade II

218-61

Foreman Baker

Foreman Confectioner

233-96

Artisan Grade I

320-67

Laboratory Technician

339-03

Supervisor

25% above the wage to the  
highest paid employee  
Under his direct supervision.

## SECOND SCHEDULE

### Section II

#### 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 .....
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 employee required to give .....
15. Pension Scheme (if any, other than N.P.F. Scheme) .....
16. Any other matter either party wishes to include .....

Notes (a) 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

S.B. CEKO  
Principal Secretary  
Ministry of Labour and Public Service

LEGAL NOTICE NO. 138 OF 1993

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RATING ACT, 1967

APPOINTMENT OF A VALUATION COURT

(Under Section 17)

In exercise of the powers conferred on him by Section 17, the Rating Act, 1967, the Minister for Housing and Urban Development hereby appoints the following persons as members of the Valuation Court for Manzini Urban Area:

President: Mr. Stanley Maphalala

Member: Mr. Wilson Sukumani

Member: Mr. Meshack Masuku

Alternative Member: Mr. William Dlamini

The sitting fees shall be as follows:

President: - E150 per sitting

Member: - E100 per sitting

with effect from the 5th August 1993 to the 31st March 1994.

A.M. MBINGO  
*Principal Secretary*

LEGAL NOTICE NO. 140 OF 1993

THE WAGES ACT, 1964 NO. 16 OF 1964  
THE REGULATION OF WAGES (HOTEL AND CATERING TRADES) ORDER, 1993  
(Under Section 11)

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

*Citation.*

1. This Order may be cited as the Regulation of Wages (Hotel and Catering Trades) Order, 1993 and shall be deemed to have come into force on the 1st August, 1993.

*Interpretation.*

2. In this Order, unless the context otherwise requires:-

"Assistant Housekeeper" means a person who -

- (a) assists and carries out the instruction of a Housekeeper or the Management particularly in regard to the maintenance of linen, blankets and soft furnishings;
- (b) Supervises room maid 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 assists a waiter/waitress and carries out the duties of a waiter/waitress under his direction;

"Barman" means a person other than a junior 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 and accounts for the payment of the drinks;
- (c) is responsible for all stocks and monies under his control; and
- (d) is responsible for the cleanliness of the bar and its surroundings.

"Bar stewards" means a person who accepts orders for drinks and serves them throughout the establishment;

"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 banqueting areas for functions, conferences, meetings and banquets, serves food beverages and cigarettes and clears the room ready for setting up the next functions.

"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 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 all cash under his control;

"Casino waiter" means a person who serves food, beverages and cigarettes etc. ordered by guests, prepares and polishes casino tables, empties ashtrays and assists in setting.

"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 and accounts for the correct payment of the drinks;
- (c) is responsible for all stocks and monies under his control; and
- (d) is responsible for the cleanliness of the bar and its surroundings.

"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 the foodstuffs and raw materials 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;

"Dressmaker" means a person with a working knowledge of material in common use including their cost, and designs, layout cuts and sews uniforms, and carries out the duties of a seamstress when so required;

"Driver" means a person who is in possession of a licence to drive a vehicle allocated to him and who cleans the vehicle and carries out simple maintenance tasks on it;

"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" means a person who -

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

"Housekeeper" means a person who -

- (a) is responsible for cleaning bedrooms and public areas in a hotel 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;

"Labourer" means a person who, under supervision, carries out manual work including

irrigation, an who if so required, works as pump house attendant;

"Laundry worker Grade I" 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 etc. 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;

"Porter" means a person who -

- (a) carries out the duties allocated to him by reception staff;
- (b) conducts guests to their rooms;
- (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 into and out of the establishment, and allocates rooms to guests and submits 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 tray, prepares the room area for service, delivers food and beverage orders to guests' bedrooms and offices, and clears bedrooms, corridors and offices of dirty crockery cutlery, glasses and trays;

"Seamstress" means a person who repairs and alters uniforms, soft linen and furnishings and who carries out associated duties by the management, a housekeeper or assistant housekeeper;

"Security guard" means a person with a working knowledge of the laws relating to the sale of liquor and the hotel industry, who is responsible for the security of premises belonging to the establishment in which he is employed and carries out and prepares report on investigations 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 the management or cook;

"Stores assistant" means a person who, under instructions, 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 place under his control by the management;

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

"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;

"Waiter/waitress" means a person who -

- (a) has knowledge of all items on the menu, and receives orders from customers in dining room; and

- (b) prepares and serves sandwiches, salads, snacks and other light refreshments throughout the establishment;
- (c) is responsible for preparation of table 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 refreshments and snacks throughout the establishment;

"Valet" means a person who is responsible for ironing, pressing, collection and the delivery of the 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.

#### *Application.*

3. This Order applies to persons specified in column one of the First & Second Schedule employed in the Hotel and Catering Trades.

#### *Basic minimum wage.*

4. 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.

#### *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.

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

7. (1) Overtime 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 two hundred and thirty fourth  $1/(234)$  of the employee's basic minimum wage.

#### *Annual leave.*

8. (1) After twelve months' continuous service with an employer, an employee shall be entitled to twelve working days paid leave which period shall exclude any public holidays specific in Paragraph 12 which occur during that leave:

Provided that:-

- (a) after two years of continuous service with an employer an employee shall be entitled to eighteen 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 one working days annual leave with full pay.

(2) Any employee who goes on annual leave, in addition to the payment for that 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 remained on the employer's premises.

*Sick Leave.*

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

(2) Notwithstanding sub-section (1)

(i) An employee shall not be entitled to the benefits if the sickness or accident causing his absence was caused by his own negligence or misconduct.

(ii) A certificate issued by a Regional Secretary or registered nurse shall be accepted in place of a Medical certificate if a Medical Practitioner is not available.

(3) An employee may, on production of evidence that she is about to give birth to a child, take the sick leave provided for in this section as part of maternity leave.

(4) Where an employer grants four or more weeks paid maternity leave, an employee may not take sick leave provided for in this section as part of maternity leave.

*Written particulars to be provided.*

10. An employer shall on engagement of an employee, give such employee a completed copy of the form at the fourth Schedule of this Order.

*Continuous service.*

11. (1) Continuous service is service in the employment of the employer interrupted only by the 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.

(2) Where, following upon a change of ownership of an establishment or undertaking an employee enters the service of the new owner without interruption, his service shall be deemed to be continuous service in the employment of the new owner.

12. The following shall be public holidays with full pay.

Christmas Day

Boxing Day

Incwala Day

Umhlanga (Reed Dance) Day

Good Friday

The King's Birthday

National Flag Day

Somhlolo (Independence) Day

Public holiday (22nd July)

*Termination of employment after three months.*

13. Where the employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement the employer shall pay to the employee a sum not less than one day's wages for each completed month of such period.

*Rest Day*

14. (1) An employee shall be entitled to either one rest day with full pay in every period of seven days, provided that with the agreement of his employer, he may accumulate two such rest days in any period of seven days.

(2) Where an employee works on a rest day in order to accumulate two rest days as provided in sub-section (1) he shall be entitled to overtime payment for that day except for such time worked thereon as exceeds nine working hours.

*Casual work.*

15. A person employed on casual basis shall be paid for each hour worked not less than one two hundredth of the basic minimum wages as specified in First Schedule.

*Transport Arrangement.*

16. Where an employer does not provide accommodation for an employee and such employee is required to start work on or before 7.00 a.m. or to remain on duty after 5.30 p.m. 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 to the cost of public transport between the place of work and such other place as may be agreed by the employer and the employee.

*Uniforms.*

17. (1) Uniforms shall be provided by the employer to all employees who are handling foodstuff or drink 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).*

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

*Training period.*

19. No employee shall be engaged as a trainee for more than six months for jobs appearing in the Second Schedule, which shall also include the probation period of three months.

*Revocational of Legal Notice No. 22 of 1992.*

20. The Wages Regulation (Hotel and Catering Trades) Order, 1992 is hereby revoked.

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FIRST SCHEDULE

For the purpose of the 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, restaurant bar or club with a liquor licence; or which serves food, which is not included in Group A; and which is situated in Mbabane or Manzini urban areas or within 8 km, of the road joining Mbabane and Manzini.

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

Group D shall mean any hotel, motel restaurant or club undertaking without a liquor licence and any accommodation establishment or caravan park not included in Group A, B or C.

	A	B	C	D
Assistant Cook	478.00	375.00	299.00	242.00
Assistant housekeeper	355.00	318.00	307.00	307.00
Assistant Waiter/Waitress	275.00	242.00	220.00	220.00
Barman	520.00	427.00	297.00	-
Barsteward	297.00	232.00	221.00	-
Billing Clerk	641.00	419.00	370.00	-
Butcher	743.00	508.00	386.00	238.92
Cashier	378.00	375.00	365.00	365.00
Clerk	365.00	250.00	328.00	328.00
Cleaner	253.00	236.00	220.00	220.00
Cocktail Barman	580.00	488.00	452.00	-
Cook/Chef de partie	743.00	508.00	386.00	265.00
Dressmaker	413.00	329.00	275.00	-
Driver	353.00	333.00	321.00	291.94
Head Porter	386.00	375.00	350.00	-
Handyman	459.00	330.00	287.00	287.00
Head Waiter	582.00	330.00	301.00	301.00
Housekeeper	582.00	368.00	318.00	318.00
Junior Barman	418.00	318.00	287.00	-
Labour	252.00	237.00	220.00	220.00
Laundry Worker Grade I	300.00	242.00	220.00	220.00
Laundry Worker Grade II	265.00	232.00	217.00	217.00
Banqueting Waiter	337.00	265.00	242.00	-
Linen Keeper	289.00	275.00	279.00	272.00
Luggage Porter	252.00	237.00	220.00	-
Porter	365.00	297.00	246.00	-
Receptionist	390.00	424.00	374.00	-
Room Maid	252.00	237.00	220.00	220.00
Room Service Person	337.00	265.00	220.00	220.00
Seamstress	289.00	289.00	289.00	-
Security Guard	353.00	321.00	304.00	301.00
Short Order Cook	289.00	265.00	232.00	232.00
Storeman	669.00	511.00	340.00	316.00
Stores Assistant	331.00	335.00	273.00	271.00
Supervisor	297.00	275.00	265.00	265.29
Telephonist	337.00	258.00	242.00	242.00
Tractor Driver	301.00	301.00	297.00	259.00
Waiter/Waitress	337.00	265.00	242.00	242.00
Watchman	252.00	247.00	242.00	242.00
Wine Steward	337.00	265.00	242.18	-

Valet	331.00	220.00	220.00	-
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**TRAINING PERIOD**  
**SECOND SCHEDULE (EMALANGENI PER MONTH)**

	A	B	C	D
Trainee Assistant Housekeeper	282.00	271.00	266.00	242.00
Trainee Bar Steward	265.00	220.00	220.00	-
Trainee Billing Clerk	330.00	289.00	287.00	-
Trainee Cashier	316.00	297.00	287.00	-
Trainee handyman	337.00	311.00	254.00	254.00
Trainee Receptionist	332.00	311.00	287.00	-
Trainee Telephonist	283.00	237.00	220.00	220.00

**THIRD SCHEDULE**  
**(WEEKLY RATION SCALE)**

**Minimum Ration Scale.**

- |                               |           |
|-------------------------------|-----------|
| 1. Mealie Meal                | 6.36 Kg.  |
| Meat                          | 1.36 Kg.  |
| Sugar                         | 0.45 Kg.  |
| Dry Beans, Peas or Groundnuts | 0.68 Kg.  |
| Fresh Vegetables              | 0.90 Kg.  |
| Salt                          | 0.114 Kg. |

**2. Alternative-**

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

- (a) Mealie Meal.  
for every 9.53 Kgs of mealie, .45 Kgs of Bread, 373 grams of Rice or .23 Kgs of Sweet Potatoes;
- (b) Meat -
  - (i) For the First 249 grams of offal; or
  - (ii) For the First .45 Kgs of Fish or 249 grams of Cheese:
- (c) Fresh Vegetables -

For every .45 Kgs. of Fresh Vegetables, 45 Kgs of Fresh Fruit or a proportionate ratio of Dehydrated Vegetables;

**3. Permitted Variations.**

- (a) The Drink known as "Mahewu;" or
- (b) A proprietary vitamised drink, if either drink is issued in the week to the employee by the Employer.

## FOURTH SCHEDULE

## WRITTEN PARTICULARS OF EMPLOYMENT RECORDS

## Section 10.

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 Employee required to give .....
15. Pensions Scheme (if any, other than NPF Scheme) .....  
.....
16. Any other matter either party wishes to include .....  
.....
17. Accommodation Arrangement .....  
.....
18. Transport Arrangement .....
19. Agreed Transport delivery .....

## NOTES:

- (a) 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 required that a grievance should be First referred

to.....

.....

.....

- (c) When any hearing is inapplicable enter Nil

Signature: .....	Employer
.....	Employee
.....	Witness
.....	Date

S.B. CEKO  
Principal Secretary - Ministry of Labour