

WIETA				
	Code Principle	Fair Working Hours and Conditions	Date	May 2016
	Subject	Written Particulars of Employment	Benchmark Ref	07.01(a)
	Legal reference	Basic Conditions of Employment Act, No. 75 of 1997: Sectoral Determination 13: Farm Worker Sector, South Africa		

## SECTION 9 – SECTORAL DETERMINATION 13: FARM WORKER SECTOR

### 9. WRITTEN PARTICULARS OF EMPLOYMENT

- (1) An employer must supply a farm worker, when the farm worker starts work with the following particulars in writing-
  - (a) the full name and address of the employer;
  - (b) the name and occupation of the farm worker, or a brief description of the work for which the farm worker is employed;
  - (c) the place of work, and where the farm worker is required or permitted to work at various places, an indication of this;
  - (d) the date on which employment began;
  - (e) the farm worker's ordinary hours of work and days of work;
  - (f) the farm worker's wage or the rate and method of payment;
  - (g) the rate of pay for overtime work;
  - (h) any other cash payments that the farm worker is entitled to;
  - (i) any food or accommodation payment that the farm worker is entitled to and the value of the food or accommodation calculated in accordance with clause 8;
  - (j) any other payment in kind received by the farm worker;
  - (k) how frequently wages will be paid;
  - (l) any deductions to be made from the farm worker's wages;
  - (m) the leave to which the farm worker is entitled to; and
  - (n) the period of notice required to terminate employment, or if employment is for a specific period, the date when employment is to terminate.
  
- (2) If a farm worker is not able to understand the written particulars, the employer must ensure that they are explained to the farm worker in a language and in a manner that the farm worker understands.
  
- (3) The employer must revise the written particulars if there is any change in the farm worker's terms of employment.
  
- (4) An employer must retain a copy of the written particulars while the farm worker is employed and for three years thereafter.