

LABOUR RELATIONS TERMINOLOGY

TERM LIST - 29thAUGUST2019

TERM	DEFINITION	SESOTHO EQUIVALENT
Adjudication	Process for settling grievances by a third party when they arise out of the interpretation or application of a collective agreement or arbitral award, or out of disciplinary action resulting in financial loss or penalty.	Boahlodi/Ho ahlola
Agreement	Contract between the union acting as the bargaining agent and the employer, covering wages, hours of work, working conditions, benefits, rights of workers and union, and procedures to be followed in settling disputes and grievances	Tumellano
Appeal	Procedure for seeking redress from Public Service Commission against: appointments to a job made by closed competition or job appointments made without competition.	Boipiletso/ Ho ipiletsa
Arbitration	A method of settling negotiating disputes through the intervention of a third party whose decision is final and binding..	Bonamodi
Bargaining Agent	Union designated by a labour relations board or similar government agency e.g. Public Service Staff Relations	Moemedi wa thethetso/dipuisano/ditherisano
Bargaining Unit	Group of workers in a craft, department, determined by a labour relations board or similar body as appropriate for representation by a union for purpose of collective bargaining.	Yuniti ya thethetso/dipuisano/ditherisa no
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Base Rate	The lowest rate of pay, expressed in hourly terms, for the lowest paid qualified worker classification in the bargaining unit.	Sekepele sa moputso
Benefit	Non-Wage benefits, such as paid vacations, pensions, health and welfare provisionsetc, the cost of which is borne in whole or in part by the employer.	Kuno
Blue-Collar Workers	Production and maintenance workers as contrasted to office and professional personnel.	Basebetsi ba tlhahiso
Certification	Official designation of a labour relations board or similar government agency of a union as sole and exclusive bargaining agent, following proof of majority support among employees in a bargaining unit.	Netefatso
Check-Off	A clause in a collective agreement authorizing an employer to deduct union dues and sometimes other assessments and transmit these funds to the union.	Tumellano ya kgulo
Classification Plan	A job evaluation method based on a comparison of jobs against money.	Moralo wa tlhophiso
Closed Shop	A provision in a collective agreement whereby all employees in a bargaining unit must be union members in good standing before being hired and new employees hired through the union.	Dipehelo tsa tumellano
Coalitions	An organised group of different organizations who come together for a common purpose and/or to carry out a joint campaign.	Tshebedisano
Collective Bargaining	Method of determining wages, hours and other conditions of employment through direct negotiations between the union and the employer.	Thethetso/Dipuisano/ Ditherisano tsa Mohiri le Mekgatlo ya basebetsi Tharollo le Bonamodi
Conciliation And Mediation	A process which attempts to resolve labour disputes by compromise or voluntary agreement.	

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Contracting Out	Practice of employer having work performed by an outside contractor and not by regular employees in the union.	Tshebediso ya mofani wa ditshebeletso ya ikemetseng
Contract Proposals	Proposed changes to the collective agreement put forward by the union or the employer and subject to collective bargaining	Tshisinyo ya setlamo/kontraka
Cost-Of-Living Allowance	Periodic pay increase based on changes in the Consumer Price Index.	Kabo ya ditjeo tsa bophelo
Dues	Periodic payments by union members for the financial support of their union	Ditefelo
Federation Of Labour	A Federation grouping local unions and labour councils in a given province.	Federeishene ya Basebetsi
Employment Equity	A comprehensive program designed to overcome discrimination in employment experienced by members of equity groups.	Tekano ya Mosebetsi
Grievance	A written complaint against management by one or more employees or a union concerning an alleged breach of the collective agreement or an alleged injustice.	Tletlebo/Sello/Kgwao
Homeworking	A work performed in the home instead of a normal place of work such as offices and factories.	Ho sebeletsa lapeng
Injunction	A court order restraining an employer or union from committing or engaging in certain acts.	Taelo ya Lekgotla la Dinyewe
Job Evaluation Plan	A measurement tool that is used to evaluate work and establish relativity among positions.	Moralo wa Tekolo ya Mosebetsi

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Job Security	A provision in a collective agreement protecting a worker's job, as in the introduction of new methods or machines.	Tshireletso ya Mosebetsi
Jurisdictional Dispute	A dispute between two or more unions as to which one shall represent a group of employees in collective bargaining	Ngangisano ya boemedi ba molao
Labour Council	Organization composed of locals of CLC-affiliated unions in a given community or district.	Lekgotla la Basebetsi
Labour Relations Board	A board established under provincial or federal labour relations legislation to administer labour law as bargaining agents, investigation of unfair labour practices and other functions prescribed under the legislation.	Lekgotla la dikamano tsa basebetsi
Layoffs	Temporary, prolonged or final separation from employment as a result of lack of work.	Phomotso
Lock-Out	A phase of a labour dispute in which management refuses work to employees or closes its establishment in order to force settlement on its terms.	Ho kwalla kantle
Organizing	A plan to organize unorganized workers to form part of a union.	Ho thaotha/ Ho hlophisa
Organizing Model	The organizing model is an approach to running the local that puts membership involvement at the centre of each union activity.	Motlolo wa tlhophiso

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Overtime	Hours worked in excess of a regular number of hours fixed by statute or union contract.	-feta dihora tsa tshebetso
Overtime Rate	Higher rate of pay for overtime hours worked	Sekepele sa ho feta dihora tsa tshebetso
Pay Equity	It incorporates the principle of equal pay for work of equal value which is the requirement to pay males and females within the same organization the same salary for work that is judged to be of equal value.	Tekano ya moputso
Picketing	Patrolling near employer's place of business by union members to publicize the existence of a labour dispute, persuade workers to join a strike	Ho Piketa
Premium Pay	A wage rate higher than straight time, payable for overtime work, work on holidays or scheduled days off, or for work under extraordinary conditions	Tefo e Menahaneng
Privatisation	This is the transfer of publicly owned resources and services from government ownership to private ownership	-Poraefete
Raiding:	An attempt by one union to induce members of another union to defect and join its ranks.	Fereha
Rand Formula:	A Union security clause in a collective agreement stating that the employer agrees to deduct an amount equal to the union dues from all members of the bargaining unit,	Tumellano ya kgulo
Re-Opener Clause	A provision calling for re-opening a collective agreement at a specified time prior to its expiration for bargaining on stated subjects such as a wage increase, pension, health and welfare.	Polelwana ya pula ya dipuisano hape
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Seniority	Term used to designate an employee's status relative to other employees, as in determining order of lay-off, promotion, transfer, vacations etc.	Boholo
Shift	The stated daily working period for a group of employees	Tjhifi
Shift Differential:	Added pay for work performed at other than regular daytime hours.	Tefo ya ditjhifi
Shop Steward	A union official who represents a specific group of members and the union in union duties, grievance matters	Moemedi wa basebetsi/Shopstiwate
Slowdown	A deliberate lessening of work effort without an actual strike, in order to force concessions from the employer.	Tshebetso ka monyebe
Split Shift	Division of an employee's daily working time into two or more working periods, to meet peak needs.	Karolo ya ditjhifi
Strike	A cessation of work or a refusal to work or to continue work by employees in combination, to agree to terms or conditions of employment.	Ho ipilaetsa/ Seteraeke
Strike Vote	Vote conducted among members of a union to determine whether or not to go on strike.	Voutu ya ho ipilaetsa/ ya seteraeke
Technological Change	New production techniques, change of work processes such as homeworking/teleworking and outside normal work locations.	Phethoho ya Theknoloji
Total Quality Management	A complete re-organizing of the work process and the workplace by application of principles of "teamwork" and work "teams" that is supposed to involve the worker and give them greater control in their work.	Taolo ya kakaretso ya boleng

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Trade Union	Workers organized into a voluntary association, or union, to further their mutual interests with respect to wages, hours, working conditions and other matters of interest to the workers.	Mokgatlo wa Basebetsi
Union Label/Bug	A tag, imprint or design affixed to a product to show it was made by union labour.	Letshwao la Mokgatlo wa Basebetsi
Union Shop	A place of work where every worker covered by the collective agreement must become and remain a member of the union.	Sebaka sa Tshebetso
White Collar Workers	Term applied to workers in offices and other non-production phases of industry.	Basebetsi ba Tsamaiso/Taolo
Workforce Adjustment	This is a process that is used to deal with a workforce whose jobs are abolished or otherwise disappear.	Tokiso ya Mesebetsi
Working Conditions	Conditions pertaining to the workers' job environment, such as hours of work, safety, paid holidays and vacations, rest periods, etc.	Maemo a Tshebetso