

iRate IR, *Sorting your HR*

A one of a kind online discipline management system that empowers line managers to take control of their departments human capital discipline process, equipped with all legislative requirements as per South African Labour Law.

- iRate ensures that discipline applied is corrective, progressive, consistent and fair.
- iRate allows in time application of discipline, as it happens, and it's also building a file.



Why iRate ?

- It's worth noting that employers lose 60% of cases, and while the forum can be abused by disgruntled employees because an appeal to the CCMA is free, employers must still be careful not to dismiss an employee's gripe as frivolous or unfounded.
- Losing a CCMA case is not only costly in financial terms but can be damaging to an organization's reputation, and with only a 40% success rate for employers in defending cases, you are well advised not only to take the CCMA very seriously but to do all you can to avoid a CCMA case in the first place.

Top 4 Reasons Employers lose cases:

- Failing to follow the correct discipline procedures.
- Failing to act consistently.
- Failure to hold a procedurally fair hearing.
- Failure to keep a proper document trail of the entire disciplinary process.



Easy to use

iRate IR, Sorting your HR

ABOUT US LOGOUT

Menu COMPANY LOGO Default

New Offence Action

FIND EMPLOYEE Employee Name and Surname
Peter - Blue

Offence Date: 2018-06-01 Area: D - Developers Reporting to: Nicholas - De Nuzzo

Offence: PT - Poor Time Keeping Log Date Time: 2018-06-21 Logged By: Admin Super

Annotation

RESET ALL FIELDS **PROCESS OFFENCE**

Select all the employees supervisors that should be informed about the offence and an email will be sent to them containing all the relevant information.

iRate makes it simple to capture offences and apply the correct discipline procedures. Users can log in, create a new offence action, enters in all the required data, select the type of offence from a set of predefined offences and iRate will produce the correct result, be it a first time offence or a repeated offence, the correct disciplinary measure will be produced.



Offence Outcome

Offence: PT - Poor Time Keeping

Action: Record

Ruling: V - Verbal Warning

Template To Use: SID Verbal Warning Template.docx

iRate comes equipped with default templates customized with your company logo

Keeping the Paper Trail

Offence Status

Active

Closed

All

Company Employee Offences

Search

	First Name	Last Name	Offence	Offence Type	Offence Date	Logged Date	Validation Period	Validation Type	Disciplina	
DELETE	101	Nicholas	De Nuzzo	PT - Poor Time Keeping	W - Written Warning	2018-06-02	2018-06-20	3	Months	101 - 2
PREVIOUS OFFENCES										
EDIT										
DELETE	102	Peter	Blue	PT - Poor Time Keeping	V - Verbal Warning	2018-06-01	2018-06-21	90	Days	102 - 1
PREVIOUS OFFENCES										

iRate makes it easy to view all offences as well as any previous offences of the same type that have occurred

iRate ensures that a paper trail is kept by helping to build a stronger case and showing that the correct procedures were used and how the employee's offence levels progressed. Helping to build a stronger case against the employee, if they take you to the CCMA.

Previous Offences

First Name and Last Name	Documentation
Nicholas De Nuzzo	Default 6-20-2018 10 47 48 PM 101 - 1 SID Verbal Warning Template.docx

CLOSE

Users can download all documentation



Manage Disciplinary Hearings

The screenshot shows the iRate web application interface for creating a disciplinary hearing. The header includes the iRate logo and navigation links. The main form contains several input fields and dropdown menus for creating a hearing record. At the bottom, there are two buttons: 'RESET ALL FIELDS' and 'CREATE DISCIPLINARY HEARING'.

iRate enables users to set up disciplinary hearings easily. All the user has to do is enter the required data, and the selected employee will receive an email with the necessary information.

Disciplinary hearings will take the form of a step by step process whereby a user will need to enter an answer for each question. iRate will then inform the user of the next step based on the answer.

The screenshot shows the 'Pre-requisites' step in the disciplinary hearing process. It contains four questions with 'Yes' dropdown answers: 'Do you require the assistance of an interpreter or can we proceed in English?', 'Do you require the assistance of a representative?', 'When did you receive the notice to attend?', and 'Did you have enough time to prepare?'. At the bottom, there are buttons for 'POSTPONE HEARING' and 'PROCESS', and a summary showing 'Pre-requisites Result: Continue Hearing' and 'Pre-requisites Score: 100'.

The first step of the disciplinary hearing will inform you to either abandon the hearing or to continue with it.



iRate also provides all the necessary documentation needed in order to complete a disciplinary hearing successfully and legally.

- iRate makes it easy for managers to follow a companies disciplinary process.
- No training required as iRate will process the offence and produce the result accordingly.

DOWNLOAD HEARING TEMPLATE DOWNLOAD MISC FILES

Pre-requisites

Aggravation

Mitigation

CALCULATE RECOMMENDATION

Recommendations

Recommended Action: **Dismissal**

Total Score: **85**

Please Select Disciplinary Action To Be Taken:

Details Of Offence:

Once the disciplinary hearing process has been completed iRate will factor in all the scores and give a recommendation on what the outcome to the hearing should be.

Just like offences, iRate will store all disciplinaries as well as all relating documentation keeping a paper trail and enabling users to go back and view all information about that specific hearing.

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Menu ABOUT US LOGOUT COMPANY LOGO Default

Disciplinary Status: Open

Company Employee Disciplinaries

Search

	Employee Number	First Name	Last Name	Offence	Offence Type	Offence Date	Emails Sent	Disciplinary No	Disciplinary Created	Valid Till	Status	Recommended Action	Action Taken
SELECT	102	Peter	Blue	GN - Gross Negligence	Disciplinary Hearing	2018-06-01	Yes	102 - 1	2018-06-21		Open		

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iRate **Benefits**

- Keeps a proper document trail of the entire disciplinary process.
- Ensures that discipline applied is consistent.
- Ensures Managers follow the correct discipline procedure.
- Ensures that a procedurally fair hearing is held.

iRate reduces the cost of having to train supervisors on proper disciplinary procedures saving the company money and ensuring that no process is incorrectly handled.

By using iRate employers will have a stronger footing knowing that all the proper procedures and paper work has been done and stored correctly, and are easily accessible if needed.

It's like having a labor law consultant whenever needed, helping you to apply corrective, progressive, consistent and fair discipline.



iRate

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