

“Labor Law” Training program (English Material)

Course length: 15 Hours @ 3 days

Introduction

LAW in general is a body of rules or principles, prescribed by the authority concerned to maintain the balance between two parties or more, recognized as binding on the societies' members.

Good table manners forced by parents are actually one of the laws at home.

LAW is also a binding rule or principle of conduct viewed as an expression of the divine will or as derivable from conscience, reason, or nature; as the law of nature; any governing source in business, art, games, language, or the like; as the law of supply and demand, the law of gravitation...etc.

In today's world, managers face complex and challenging pressures and opportunities. They must ensure the proper understanding of the provisions of Labor Law. They have to work on finding ways for matching the organizational objectives with the individual objectives so as to guarantee the long-term effectiveness of the organizations for which they work. Effectiveness, which is mainly dependent on the skillful workforce, can be maintained through the support of the HR Manager to other managers including advice and providing consultation on manpower issues.

Who should attend

The program is designed to benefit:

- HR Managers and Specialists who are deeply involved in handling labor relations assignments.
- Managers holding middle management positions who are challenged with the daily problems raised by workers.
- Production & Line Supervisors who are normally exposed to work problems because of workers' behavior
- Management Consultants.

Course Outline

First Day

- Introduction to labor legislation
 - The industrial revolution and the emergence of labor legislation
 - The role of labor law in Egypt
- General provisions
 - Scope of application

- Definitions and importance thereof
- Categories covered by the law
- Liabilities of employers and duties of employees
- Termination of business and reasons behind
- Individual Labor Contract
 - Registration procedures and employment procedures
 - Major conditions of the Employment Contract
 - Probation Period: Objective and proper application
 - Employment of Foreigners: Reciprocal Treatment, Work Permit,
 - Different types of Visa (residence visa)
 - Case Study

Second Day:

- Organizing of Work
 - Employment of Females
 - Employment of Juveniles
 - Handicapped and Apprenticeship Programs
 - Reasons behind developing specific provisions for these categories
 - Importance of apprenticeship programs to the community
- Working Hours
 - The 48 hrs. Versus 42 hrs. Per week
 - Maximum limits imposed and reasons behind
 - Working hours in remote areas
 - How to calculate working hours either in normal activities or in hazardous activities
 - Overtime payments and compensation for excess hours at remote areas
 - How to develop Time Sheet that can fit for the specific activity
 - Case Studies on working hours and overtime payments
- Leaves and Benefits provided
 - Annual and Incidental Leaves... Carry over balances and policies for handling
 - Sick Leave (limits imposed on salary)...Chronic diseases and relation with the provisions of the Social Security Law
 - Financial dues entitled to the sick person + benefits provided
- Safety and Occupational Health
 - Objectives and Scope of application
 - Roles, Powers, and Functions of concerned Committees

Third Day:

- Employees' Duties and Disciplinary Regulations
 - Employee Duties
 - Employers' Obligation
 - Cases of Dismissal and procedures to be followed
 - Role, Powers, and functions of the Tri-Partite Committee

- Collective Labor Relations
 - Role of Labor Union Committees and Trade Unions
 - Collective Bargaining & Collective Agreements
 - Arbitration
 - The Role of the General Federation for Egyptian Workers

- Termination of Work Relationship
 - Reasons of Termination
 - Impact of the type of employment contact

- General Discussions