SAGE 2018 Performance Sharing (MOM - Employment Category)

Employment Standards Enforcement
Labour Relations & Workplaces Division
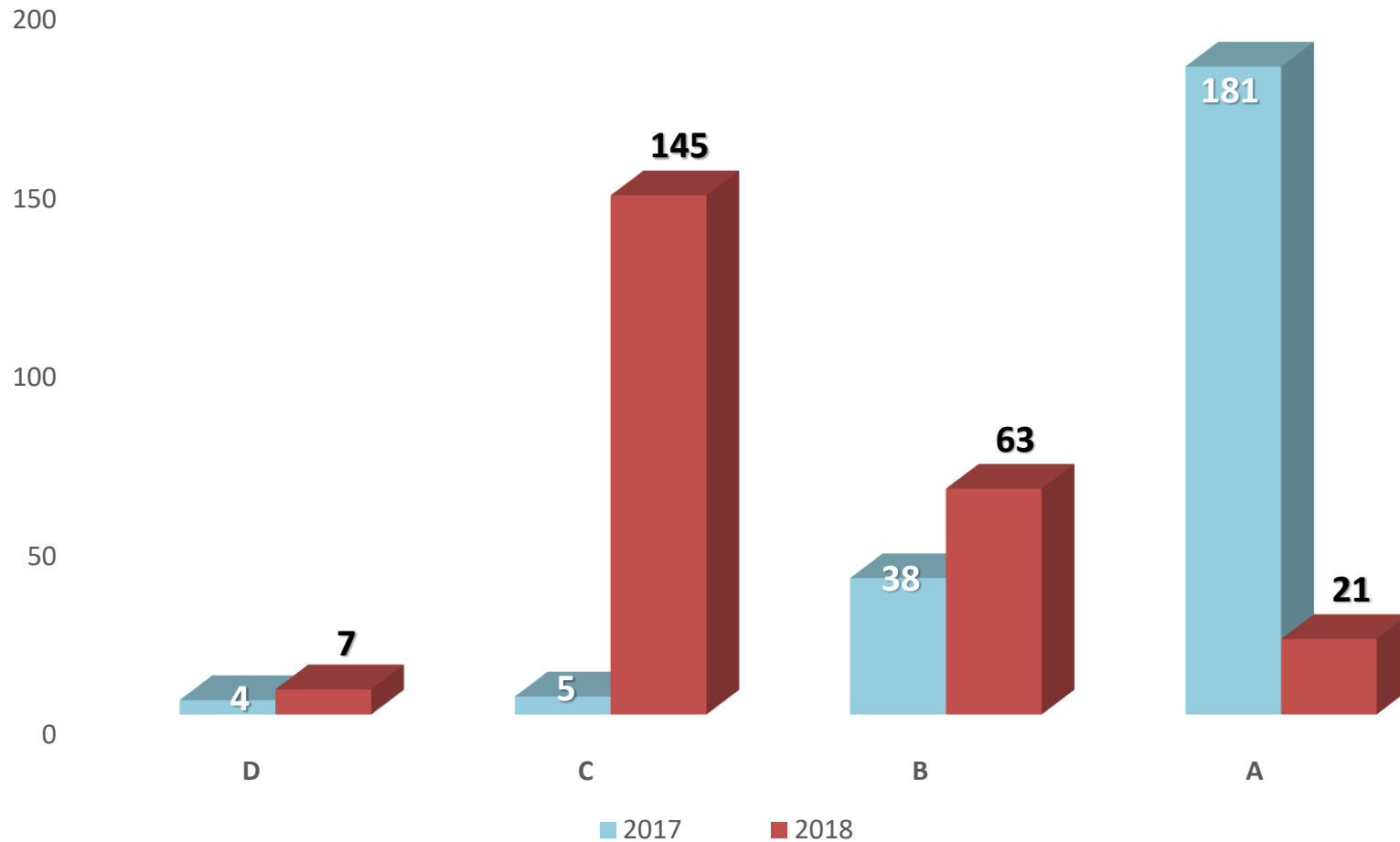6 December 2018

MINISTRY OF MANPOWER
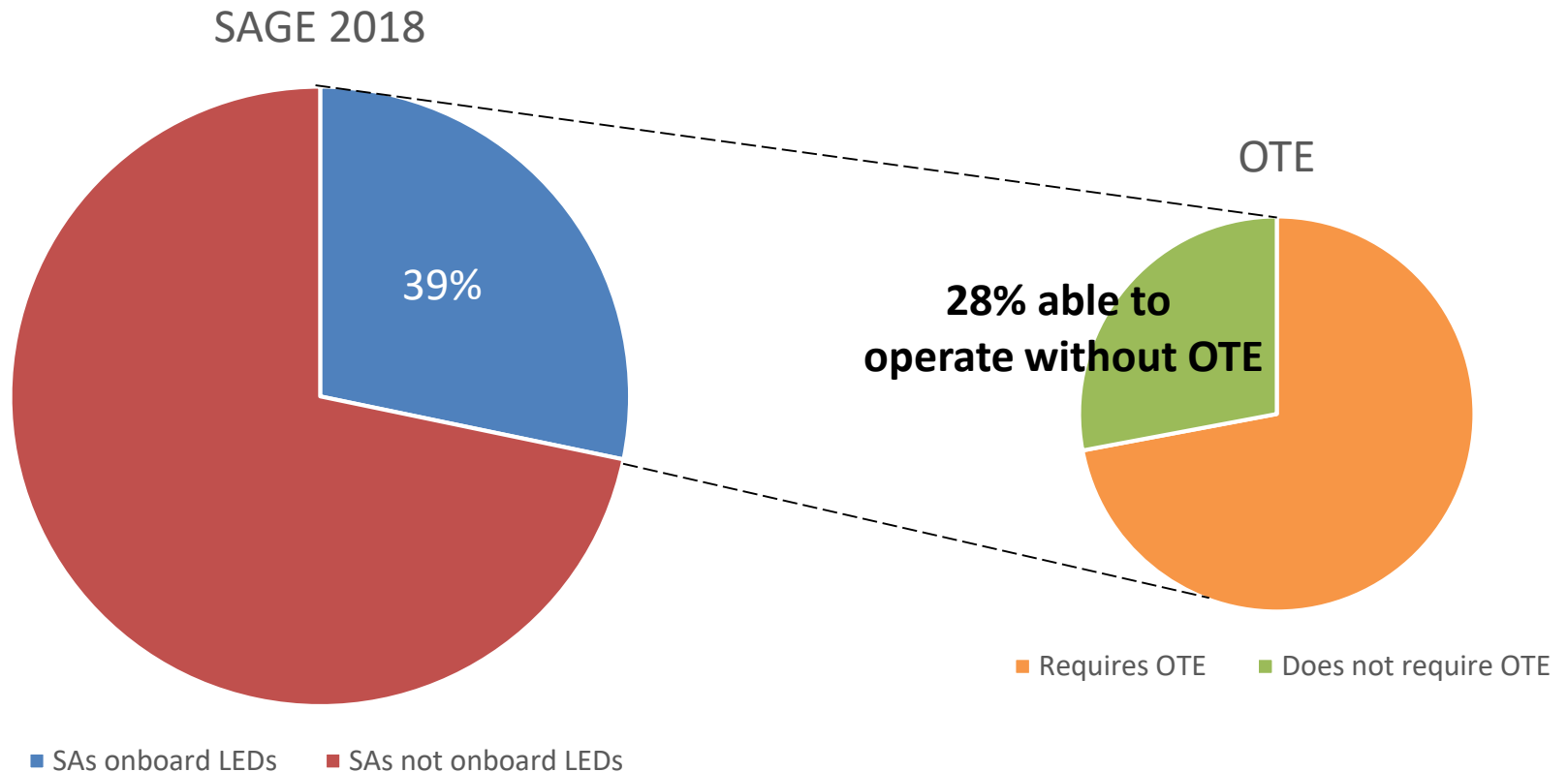
A Great Workforce A Great Workplace

Restricted

Outline of Presentation

1. Security Agencies Grading Exercise 2018 – Final Results on the Employment Category

2. SAs on-board the Lean Enterprise Development Scheme (LEDs)

3. Breaches of the Employment Legislations (EA, CPF Act, EFMA, WSHA and WICA)

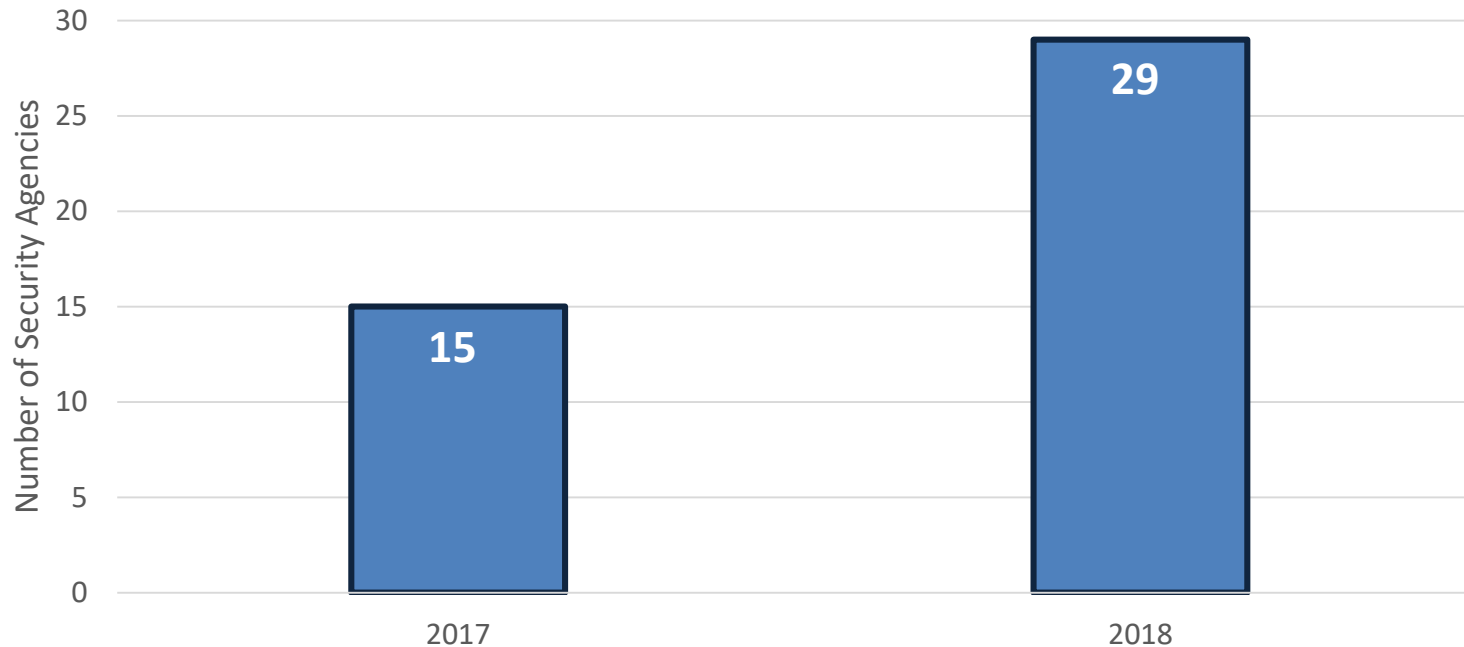4. Observations from SAGE 2018

5. Gentle Reminders

1. SAGE 2018 – Final Results on the Employment Category

	D	C	B	A
2017	4	5	38	181
2018	7	145	63	21

■ 2017 ■ 2018

2. SAs on-board the Lean Enterprise Development Scheme (LEDs)

SAGE 2018

OTE

39%

28% able to operate without OTE

■ SAs onboard LEDs ■ SAs not onboard LEDs

■ Requires OTE ■ Does not require OTE

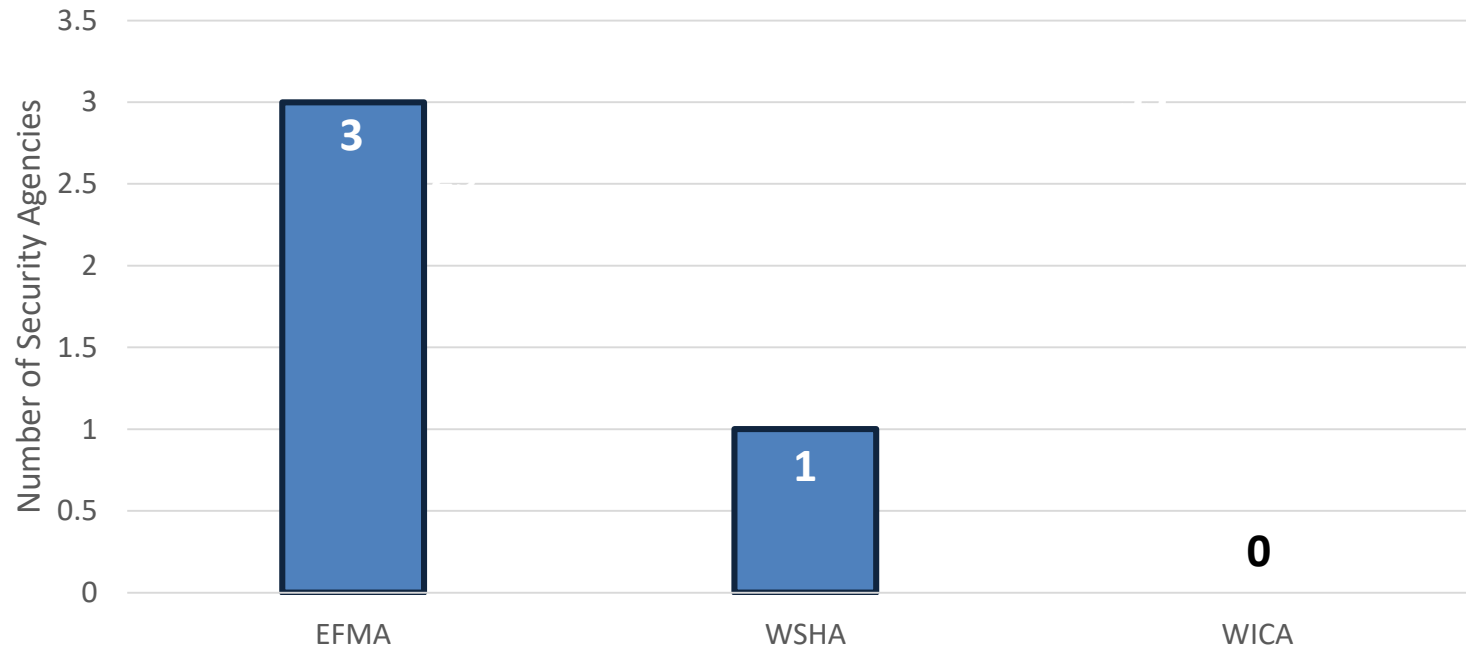# 3. Breaches of the Employment Legislations (EA and CPF Act)

- Compared to the last grading cycle, there was an increase of <u>14</u> security agencies found to have breached the Employment Act and/or CPF Act.

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3. Breaches of the Employment Legislations (EFMA, WSHA and WICA)

- Incidence of breaches to three other MOM employment legislations – EFMA, WSHA and WICA

4. Observations from SAGE 2018

Best Practices:

a) Reduction in the number of working days per week, from 5.5/6 days to 5 days

b) Longer official breaks of 1.5 to 2 hours given

c) Offering shorter shifts of 6 to 8 hours

d) Use of Technology

5. Gentle Reminders

a) **Calculation of overtime hours**
Any work performed beyond 8 hours a day or 44 hours a week is considered overtime.

b) **Calculation of payment for work done on rest day and PH**
Take note of the average number of days your officer is required to work in a week as it would affect the payment amount.

c) **Provision of 1 rest day per week**
Other than the rest day, the other days of the week which your officer does not need to work are not considered as a rest day.

(a) Calculation of OT hours

DATE	TIME IN –TIME OUT	BREAK (HR)	OT HRS
Mon	0800-2000	1	3
Tue	0800-2000	1	3
Wed	0800-2000	1	3
Thu	0800-2000	1	3
Fri	0800-2000	1	3
Sat	0800-2000	1	(7)
Sun	Rest Day	0	0
WEEKLY OT HRS			22
Example: For a security officer with a monthly basic salary of $1200, his weekly OT pay will be $207.69. Basic Salaryx12/52x44 x 22 OT hrs =$1200x12/2288 x 22 = $207.69			

DATE	TIME IN –TIME OUT	BREAK (HR)	OT HRS
Mon	0800-2000	1	2
Tue	0800-2000	1	2
Wed	0800-2000	1	2
Thu	0800-2000	1	2
Fri	0800-2000	1	3
Sat	0800-2000 (Work on Off Day)	1	(11)
Sun	Rest Day	0	0
WEEKLY OT HRS			22
Example: For a security officer with a monthly basic salary of $1200, his weekly OT pay will be $207.69. Basic Salaryx12/52x44 x 22 OT hrs =$1200x12/2288 x 22 = $207.69			

5.5/ 6 days work week

5 days work week

(b) Calculation of Payment for work done on Rest Day and PH

When do we use basic rate of pay?

Basic rate of pay is used to calculate pay for:
- Work on a rest day;
- Work on a public holiday; and
- Overtime work.

For a monthly-rated employee, the basic rate of pay for 1 day is calculated as follows:

$$\frac{12 \times \text{Monthly basic rate of pay}}{52 \times \text{Average no. of days an employee is required to work in a week}}$$

(b) Calculation of Payment for work done on Rest Day

Example:

John is a full-time Security Officer, and is paid a monthly basic salary of $1,100. He gets his rest day every Sunday. He was asked by his employer to work 12 hours on 2nd Dec 18 (Sunday), during which he was given a 1 hour break. Depending on the number of working days per week that John is scheduled, his pay for work done on his rest day is calculated as follows:

6 days work week	5.5 days work week	5 days work week
(a) For his <u>contractual working hours</u>, his daily rate of pay should be: $\dfrac{12 \times \$1,100}{52 \times 6} \times 2 = \$84.62$ (b) For his <u>extra 3 hours of overtime work</u>, he should be paid: $\dfrac{12 \times \$1,100}{52 \times 44} \times 1.5 \times 3 = \$25.96$ John should be paid a total of **$110.58**.	(a) For his <u>contractual working hours</u>, his daily rate of pay should be: $\dfrac{12 \times \$1,100}{52 \times 5.5} \times 2 = \$92.31$ (b) For his <u>extra 3 hours of overtime work</u>, he should be paid: $\dfrac{12 \times \$1,100}{52 \times 44} \times 1.5 \times 3 = \$25.96$ John should be paid a total of **$118.27**.	(a) For his <u>contractual working hours</u>, his daily rate of pay should be: $\dfrac{12 \times \$1,100}{52 \times 5} \times 2 = \$101.54$ (b) For his <u>extra 3 hours of overtime work</u>, he should be paid: $\dfrac{12 \times \$1,100}{52 \times 44} \times 1.5 \times 3 = \$25.96$ John should be paid a total of **$127.50**.

(b) Calculation of Payment for work done on PH

Example:

Susan is a full-time Senior Security Officer, and paid a monthly basic salary of $1,300. She gets her rest day every Sunday. She was asked by her employer to work on 6th Nov 18 (Deepavali). Depending on the number of working days per week that Susan is scheduled, her pay for work done on a Public Holiday is calculated as follows:

6 days work week	5.5 days work week	5 days work week
$\dfrac{12 \times \$1{,}300}{52 \times 6} = \$50$	$\dfrac{12 \times \$1{,}300}{52 \times 5.5} = \$54.55$	$\dfrac{12 \times \$1{,}300}{52 \times 5} = \$60$
Susan should be paid **$50**.	Susan should be paid **$54.55**.	Susan should be paid **$60**.

(c) Provision of 1 Rest Day per week

An employee is entitled to 1 rest day in a week

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1:	RD	Work	Work	Work	Work	Work	Work
Week 2:	Work	Work	Work	Work	Work	Work	RD

Longest possible interval between 2 Rest days: 12 days

*RD: Rest day

Thank You!