

## **Employment Act & Its Practical Applications (2 Days)**

The Employment Act is the key legislature governing employment relations in Singapore. The Employment Act spells out the rights and obligations of employers and employees and the basic terms and conditions of employment.

It is essential and beneficial for any HR Professionals, Directors or Managers, Supervisor, Executives to have an in-depth understanding of its interpretation and application to minimize disputes on employment issues with their employees.

This workshop is designed to provide participants an opportunity to discuss issues and learn practical tips on how to handle and resolve employment issues and disputes in accordance with the latest employment law requirements.

### **What you will learn**

At the end of the workshop, you will expand and strengthen your skills and knowledge to succeed as a competent and self-confident HR professional and you will also be able to answer questions such as:

- What are the latest changes to the Employment Act?
- Can the company take action against the “new” employee who fails to report to work on the date stated in the employment contract?
- When is a contract is deemed to be breached?
- What is the difference between termination and dismissal?
- Can employer dismiss an employee who is an under-performer?
- Is Annual Wage Supplement (AWS) compulsory under the Employment Act?
- Who is eligible for the extended Government-Paid Maternity Leave?
- What is the rate of payment for overtime work?
- Can the company forfeit employees annual leave?

### **Course Outline**

- **Scope of the Employment Act**
    - When and why the Employment Act was enacted
    - Coverage of the Act: Who are covered and who are not covered
    - Definition of "employee" versus "executive/manager"
  - **Contract of Service**
    - Contractual Rights
    - Contract of Service versus Contract for Service
-

- **Payment of Salary**
  - Basic rate of pay versus Gross rate of pay
  - Salary Period & Formulae (new)
  - Salary deductions (new) & time of payment
  
- **Rest Day, Hours of Work, Holidays, and Other Conditions of Service**
  - Shift & Non Shift Work & Overtime (new)
  - Rest Day & Public Holidays (new)
  - Annual leave, Sick leave & Hospitalization leave
  - Childcare leave, Infant Care Leave
  - Medical expense liability of the employer (new)
  
- **Maternity Protection and Benefits**
  - Maternity Leave Entitlement
  - Extended Maternity Leave
  - Eligibility and conditions
  
- **Termination and Dismissal**
  - Unfair Dismissal Protection (new)
  - Termination of Contract
  - Dismissal for misconduct
  - Difference between Termination and Dismissal
  - Consequences of wrongful dismissal
  - Inquiry Procedures
  
- **Other Provisions**
  - Retrenchment (new) & Retirement Benefits
  - Salary deductions (new) & time of payment
  - Various types of statutory pro-family leaves
  - 2014 Employment Act amendments

## **Methodology**

We will employ a combination of lectures, case studies and group discussions to provide for an impactful learning experience.

## **Who Should Attend**

HR Managers, HR Executives, HR Business Partners, Line Managers, Supervisors, Team Leaders and those who want to learn more about Employment Act applications.

---



## **Workshop Trainer (Jude Teo)**

With well over 20 years of extensive hands-on Human Resource experience in the Pharmaceutical, Petrochemical, Electronic and Medical Devices / Instruments and Aerospace Industry, Jude is experienced in all aspects of human resources including the setting up of new HR departments, the recruitment & selection process, compensation and benefits, performance management, development of effective HR policies, development of HR work flow processes and Organizational Development.

Prior to starting his own consulting firm, Jude served as the Head of Human Resources for various multinational companies from the pharmaceutical, chemicals and medical instrument companies. He had also successfully led several new multinational start-up projects formulating HR & HRD Strategies and Policies to support new business needs of the Company and ensuring the Employment Act and relevant government regulatory requirements are met.

He has a wealth of knowledge and experience in HR and co-founded The HR III Pte. Ltd. To provide professional and reliable training, recruitment and human resource cost effective services to companies.

## **Administrative Details**

Course Time	2 days (9:00 – 5:00pm)
Course Fees	S\$ 750 nett. (GST is not applicable) It includes course materials, tea breaks and lunch.
Class Size	Min 5 to start class
Venue	167 Jalan Bukit Merah Tower 4 #02-14 Connection One Singapore 150167 (Note: Venue may be subject to change)
Online Registration	<a href="http://www.hr3.com.sg">www.hr3.com.sg</a>

---