

# Employment Law & HR Management

Formulate Effective HR Policies, Procedures and Strategies with Comprehensive Understanding of Singapore Employment Law

Early Bird Discount!  
when you register by  
13 AUGUST 2010!

THURSDAY, 2 SEPTEMBER 2010 • 9.00AM – 5.00PM  
HOLIDAY INN SINGAPORE, ORCHARD CITY CENTRE

## ► Programme Outline ◀

### The HR Function – Legal Obligations and Boundaries

- Why do HR practitioners need to understand employment laws?
- What is the bearing on employment laws in formulating Employment Contract, HR policies and procedures, Compensation and Benefits programme and Collective Agreement etc?
- Singapore Legal System and employment laws dispute resolution in Civil Courts, Labour Court and Industrial Arbitration Court.
- Differences between employees covered under statutory laws and common laws
- Essential terms in an employment contract
- Differences between contract of service and contract for service

### Comprehensive Understanding of Employment Law Regime in Singapore

- **Employee Work Hours, Wages and Leaves**
  - Who is covered under the Employment Act?
  - Definition of basic rate of pay and gross rate of pay
  - Rates of pay for overtime, annual leave, off day, rest day and public holiday
  - Can an employer substitute payment for overtime, work on off day, rest day and public holiday with off-in-lieu instead?
  - Can an employee refuse to work overtime, on an off day, rest day and public holiday?
  - Stipulated working hours and its bearing on shift work and non-shift work?
  - Differences in payment for maternity leave and childcare leave for employees covered under Employment Act and Children Co-Savings Development Act
- **Dismissal & Termination**
  - Differences between dismissal, termination and summary dismissal
  - Payment for retrenchment and retirement benefits
  - Is disciplinary inquiry compulsory and is suspension from duty necessary?
  - Issues on payment for annual wage supplement
  - Can an employer unilaterally fine or deduct salary of employee for lateness, breach of safety regulations, property damage, etc?
  - Payment for shift allowance, transport allowance and meal allowance
  - Can the termination notice period be differentiated between employer and employee?
  - Can the shift work pattern be interchangeable between a 12 hr-shift and 8 hr-shift?
  - Employee benefits for different shift patterns with different number of working hours per day

### Recent Amendments (With Effect From 1 January 2009) to Employment Act and the Impact to Companies

- Coverage for confidential employees
- Is there any change in the definition of dismissal?
- Is workman still covered under Part IV of the Employment Act?

- New cap on coverage for non-workman under Part IV, Employment Act
- Why are public holidays and sick/ hospitalization leave transferred from Part IV to Part X?
- Co-payment for outpatient and in-patient treatments
- Issues in recognizing private and public medical certificates
- Impaction on headcount, payroll cost, shift work, flexible work arrangement, category or level of employees
- Impaction on executive level employees under common law
- Definition of employee or workman under statutory and common law
- Is there a need to draft a new employment contract and vary existing employment contract?
- Impact on collective bargaining with trade unions
- New definition of part-time employees
- Any implications when collective agreement is due for renewal?

### Types and Terms in Employment Contract

- Types and essential terms of Employment Contracts
- Key considerations in offering employment contracts to statutory law employee and common law employees?
- Can a company unilaterally vary the terms in the employment contract?
- Conditions vs. warranties in employment contracts
- Common issues or pitfalls arising from employment contracts.
- Pertinent points to take note of in different types of employment contracts

#### CASE STUDY

### Application of Employment Laws in Flexible Work Arrangement and Maximising Human Resources (Manpower Planning and Budgeting)

- Introduction to work week arrangements
- 4, 5 and 6 day work week arrangements
- 22 hrs, 33 hr and 44 hrs work week
- To offer contract of service (part-time employment) or contract for service (independent contractor)
- Statutory law employees Vs. common law employees on flexible work arrangements
- Should employee benefits such as annual leave, sick leave, hospitalization leave, maternity leave, childcare leave etc, be similar for different types of work week arrangements?
- Employment laws in relation to headcount or manpower management
- Definition of achievable man days and its bearing on headcount management
- Implications on headcount, employee benefits, employee supervision and wage cost
- Variations of employment contract to accommodate new work week arrangement
- Negotiations with unions
- Staff recruitment and retention - which industries will benefit the most?
- Re-employment guidelines / laws

## ▶ About the Speaker ◀



**Arthur Khong** first began his career with the Singapore Police Force, after which he embarked on a career in human resource management with Western Digital in 1993. He has since held several senior HR positions including Director of HR of Goodwood Park Hotel, Director of HR of Far East Organization - Hotel Group and Group Regional Vice President of Yeo Hiap Sang Ltd.

Currently General Manager, Human Resources of Keppel Energy, Arthur has, in his 16 years' career span in human resource, also held responsibilities for human resource functions in China, Hong Kong, Malaysia, United Kingdom and the United States of America. He has worked in unionised companies (also in China and Malaysia) for 14 years. Arthur possesses a Bachelor of Arts (Economics), Bachelor of Laws (Honours), Graduate Diploma in Personnel Management, Master of Management (HR Management) and Graduate Certificate in International Arbitration. An adjunct faculty member of SIM University, Arthur lectures Employment Laws, Employee and Industrial Relations and Human Resource Management at its School of Human Development & Social Service.

Arthur is Council Member and Chairman of the Employment Laws and Industrial Relations Committee of the Singapore Human Resource Institute (SHRI), Non-Practitioner Member of the Law Society of Singapore and Fellow Member of the Singapore Institute of Arbitrators (SIARB). He was also formerly Member of the Industrial Relations Panel and Chairman of Industrial (Other Areas) Group of Singapore National Employers Federation (SNEF). Most recently, he authored "Human Resource Practitioners' Guide to Employment Laws" which was released in August 2009 by LexisNexis. The book seeks to outline the employment laws and industrial relations in Singapore to give readers a better understanding of the rights and obligations of both the employers and employees.

## Key Benefits of Attending

- **Keep abreast** with latest changes in the legal landscape and its impact on HR function
- **Enhance** the HR performance in regulatory compliance and avoid legal pitfalls and costly liabilities
- **Confidently** deal with complex and challenging issues in employment contracts
- **Effectively** compensate, benefit, discipline and terminate employees in a legal manner
- **Benefit** from practical case study on manpower planning and budgeting

## Who Should Attend

- HR VPs, Heads
- HR Directors
- HR Managers
- HR Executives
- HR Consultants & Advisors
- Employee Relations Professionals
- In-House Legal Counsel & Employment Lawyers
- Senior Level Executives, MDs, GMs, Directors

## Registration Form: (Please read booking conditions)

### EMPLOYMENT LAW & HR MANAGEMENT

THURSDAY • 2 SEPTEMBER 2010 • 9.00AM – 5.00PM • HOLIDAY INN SINGAPORE, ORCHARD CITY CENTRE

#### REGISTRATION FEE DETAILS

- Group Fee (Min. 3 delegates)** SGD 749.00 (inclusive of 7% GST)
- Early Bird Fee** SGD 791.80 (inclusive of 7% GST)  
(Register by 13 August, 2010)
- Regular Fee** SGD 845.30 (inclusive of 7% GST)

**Closing date of Registration:** 31 August, 2010

#### DELEGATE DETAILS

**Delegate1** Mr / Ms / Mrs / Dr: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Delegate2** Mr / Ms / Mrs / Dr: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### CONTACT PERSON (FOR BILLING PURPOSE)

Mr / Ms / Mrs / Dr: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Stamp: \_\_\_\_\_

Campaign Code: SCCA

#### PAYMENT METHOD

- CHEQUE**  
Please post a crossed cheque payable to  
**CRIMSONLOGIC PTE LTD**
- TELEGRAPHIC TRANSFER**

Account Name	<b>CRIMSONLOGIC PTE LTD</b>
Name of Bank	DBS Bank Limited
Address	6 Shenton Way, DBS Building Tower 2, Basement Singapore (068809)
Account Number	006-008186-0
SWIFT Code	DBSSSGSG

#### WAYS TO REGISTER

To register for the Course, fax, email or mail this whole page to:

**Fax:** (65) 6778 5277 **Tel:** (65) 6887 7403

**Email:** salesinfo@crimsonlogic.com

**Mail:** **CRIMSONLOGIC PTE LTD**  
31 Science Park Road, The Crimson, Singapore 117611

#### VENUE DETAILS



#### Holiday Inn Singapore Orchard City Centre

11 Cavenagh Road  
Singapore 229616

Tel: (65) 6733 8333

#### BOOKING CONDITIONS

1. Registrations will be confirmed upon receipt of your completed Registration Form.
2. Full payment must be made before the date of the conference.
3. If you are unable to attend the conference, a substitute delegate is welcome at no extra charge.
4. For cancellations received in writing more than 3 weeks prior to the conference, a full refund less S\$ 100 admin charge will be made. Regrettably, no refund can be made less than 3 weeks prior to the event and the amount will remain payable in full. A complete set of conference documentation will be given.
5. All speakers and topics are correct at the time of printing. CrimsonLogic reserves the right to substitute speakers and cancel or alter the content and timing of the programme for reasons beyond its control.
6. Where group discounts are offered, delegates must sign up collectively.

**Secure your interest now! Call Luca De Cruz @ (65) 6887 7403**