

Seminar Title

THE EMPLOYMENT ACT

Introduction

It is a common understanding that where there are people there will be problems. Solving problems can be debilitating and time-consuming if ever they can be solved. Be wise: PREVENT problems. An thorough understanding of the relevant Parts (there are 16 of them in the Act) of the Employment Act will avoid unproductive and counter-productive “work” leaving your employees (Leaders & Workers) with more time for productive work for which they are employed.

Every employer is required to abide by the Employment Act as failure to do so will result in dire consequences which will adversely effect your Company's business and reputation. Moreover, non-implementation or misinterpretation of the relevant clauses due to ignorance can demoralise employees, culminating in low morale and productivity as well as loss of talent. Thus, it is vital that Management understands the full implications of the Employment Act to ensure that their companies steer clear of such problems.

Learning Objective

On completing this programme, participants will have an overall working knowledge of the Employment Act which will enable them to develop HR strategies to support the achievement of their company's business goals and plans.

Seminar Topics

*** Background to the Employment Act**

- The origin of the Employment Act
- The objectives of the Employment Act
- What Classes of employees are covered by the Act? Variations? What are the Professional, Management and Executive (PME) staff?

*** Preliminary**

- Interpretation
- Invalidity of contract of service

*** Contracts of Service**

- Illegal terms of contract of service
- Termination of contract
- Notice of termination of contract
- Termination of contract without notice
- When contract deemed to be broken by employer and employee
- Misconduct of employee

- Liability on breach of contract
- Contract of service not to restrict rights of employees to join, participate in or organize trade unions.
- Change of employer
- Transfer of employment
- Termination vs. Resignation vs. Dismissal

*** Payment of salary**

- Fixation of salary period
- Computation of salary for incomplete month's work
- Time of payment
- Payment on dismissal
- Payment on termination by employee
- Payment to be made during working hours
- No unauthorized deductions to be made
- Authorised deductions

*** Rest Days, hours of work and other conditions of service**

- Application of this Part to certain workmen and other employees
- Rest day
- Work on rest day
- Hours of work
- Shift workers, etc.
- Annual leave
- Payment of retrenchment benefit
- Retirement benefit
- Payment of annual wage supplement or other variable payment

*** Maternity protection and benefits and childcare leave for parent**

- Length of benefit period
- Payments to include holidays
- When payment is to be made
- Notice of confinement
- Dismissal during absence prohibited
- Employment after confinement
- Forfeiture of payment
- Right to benefit unaffected by notice of dismissal given without sufficient cause
- Right to benefit unaffected by notice of dismissal given on ground of redundancy or by reason of reorganization of employer's profession, business, trade or work
- Childcare leave for parent

*** Holiday and sick leave entitlements**

- Holidays
- Sick leave

*** General**

- Legislation relating to offer of re-employment to Retirees
- Employment Assistance Payment
- Professional, Management and Executive (PME) employees and the Employment Act
- Tripartite employment dispute mediation
- Adjudication at MOM
- Fair Employment Practices

For Whom

Specifically for SMEs – the Chief Executive of the Company and/or Senior Managers

Method of Instruction

A highly interactive style to allow for sharing, exchange of views and needed Solutions with emphasis on HOW to apply to get RE\$ULT\$.

Duration

4 hours (10:30am to 3:30pm)

Fee

\$280 plus GST per Participant (Include Handouts, Lunch and Refreshment)
