

1st EASTERN HEALTH ALLIANCE

STAFF AGREEMENT 2012

1 October 2012 to 30 September 2015

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PARTIES TO AGREEMENT

THIS COLLECTIVE AGREEMENT is made pursuant to the Industrial Relations Act this 1ST day of October 2012 between **EASTERN HEALTH ALLIANCE PTE LTD**, a company registered under the Companies Act and having its place of business at 5 Tampines Central 1, Tampines Plaza, #08-01/05, Singapore 529541, for and on behalf of its subsidiaries namely, the Changi General Hospital Pte Ltd, (hereinafter called the "Institution") of the one part and the **HEALTHCARE SERVICES EMPLOYEES' UNION**, a trade union registered under the Trade Unions Act and having its registered office at No. 3 Bukit Pasoh Road, #02-00, Singapore 089817 (hereinafter called the "Union") of the other part.

NOW IT IS HEREBY AGREED AND DECLARED between the parties hereto as follows:

(I) GENERAL PROVISIONS

1. TITLE

This Agreement shall be known as the "**EASTERN HEALTH ALLIANCE STAFF AGREEMENT 2012**".

2. SCOPE

(1) This Agreement shall cover all staff including re-employed staff with the exception of the categories of staff as set out in Appendix 1 to this Agreement.

(2) Limited Representation

The following staff shall enjoy only limited representation by the union as governed by Section 30 of the Industrial Relations Act.

- (a) Executive staff in Non-Nursing Job Grade NN14
- (b) Nursing Job Grade N09
- (c) Allied Health Professional Job Grade AH40
- (d) Pharmacist Job Grade PH40

(3) Representation of Fixed Term Contract Staff

Fixed term contract staff shall enjoy limited representation by union as follows:

- (a) Union will represent such contract staff individually and not as a class;

- (b) Representation is confined to workplace grievances and breach of contractual terms; and
- (c) Union shall not negotiate on terms and conditions under the staff individual contract as well as terms, conditions and benefits under the Collective Agreement.

To qualify for union representation, fixed term contract staff:

- (a) Must not be within the Excluded Categories (refer to Appendix 1);
 - (b) Must not perform or exercise any function, duty or power which includes decision making, or the power to substantially influence decision making on any industrial relation matters, including the employment, termination, promotion, transfer, performance appraisal or discipline of other employees;
 - (c) Must not perform any function or duty which includes representing the employer in any negotiations relating to any industrial relation matters;
 - (d) Must not have access to confidential information relating to the budget and finances of the employer, any industrial relation matters, the salaries and personal records of other employees or the password of employee's computers; and
 - (e) Must not perform or exercise any other function, duty or power which may give rise to a real or potential conflict of interest if he or she is represented by the trade union.
- (4) Staff who is already enjoying benefits that are more favourable than that provided for in this Agreement shall continue to enjoy them on a personal to holder basis.

3. RECOGNITION

- (1) The Institution shall recognise the Union as the sole collective negotiating body relating to pay and all other terms and conditions of service of all bargainable staff coming within the scope of this Agreement.
- (2) The Institution and the Union hereby undertake to fully co-operate in maintaining harmonious industrial relations and in creating an environment, which will enhance the Institution's image and business prospects and at the same time promote the interest and future growth of all staff.

- (3) The Institution and the Union shall agree before any changes in terms and conditions of employment are put into effect.

4. DURATION

- (1) This Agreement shall come into effect on 1st October 2012 and shall be in force till 30th September 2015.
- (2) Negotiations for a new collective agreement may commence not earlier than 6 months before the expiry of this Agreement.

5. INTERPRETATION

In this Agreement, unless the context otherwise requires, words importing the feminine gender shall include the masculine and words in the singular shall include the plural.

6. NON-UNION MEMBERS

Non-union members belonging to categories within the scope of this Agreement shall not receive or enjoy terms and conditions of service more favourable than those conferred on the union members under this Agreement.

7. GRIEVANCE PROCEDURE

- (1) Recognising the value and importance of a full discussion in clearing up any misunderstanding and in preserving harmonious industrial relations, every reasonable effort shall be made by both the Institution and the Union to expeditiously look into or deal with any suggestions, enquiries or complaints from staff at the lowest possible level.
- (2) The grievance procedure shall be as follows:
 - (a) Step 1

Any staff having a grievance and/or complaint shall, if she so wishes, refer the matter within 7 working days of its arising to her immediate superior, Section Head or Department Head.
 - (b) Step 2

If the staffs concerned feel that the grievance has not been properly dealt with, the matter shall be taken up by the Union and the Human Resource Department of the Institution for further discussion.

(c) Step 3

If the matter is still unresolved, it shall be referred to the Ministry of Manpower for conciliation in accordance with the relevant provision of the Industrial Relations Act.

8. REFEREE

Any dispute between the parties to this Agreement while it is in force and arising out of its operation shall be referred to the President of the Industrial Arbitration Court who shall have the discretion to select a referee appointed in accordance with the provisions of the Industrial Relations Act to determine the dispute

(II) GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

9. TERMINATION NOTICE

The termination notice of a confirmed staff shall be 1 to 3 months' gross salary in lieu of notice depending on the individual staff's appointment terms.

10. HOURS OF WORK

- (1) The working hours shall be regulated in accordance with the present practice on the basis of a maximum of 42 hours per week.
- (2) Staff shall be adequately notified of any changes in the working hours and the Union consulted prior to any change to the working hours.

11. SHIFT WORK

- (1) All shift staff shall work the following hours excluding meal breaks:
 - (a) Permanent night : 38 hours per week
 - (b) Rotating shifts : 40 hours per week,
Averaged over a 2 or 3-week roster
 - (c) Regular hours : 42 hours per week
- (2) The shift pattern may differ for different groups of staff due to the nature of their work. However, staff shall be notified in advance of their respective shift patterns / schedules prior to implementation.

12. OVERTIME

- (1) Work performed in excess of 8 hours a day or a total of 42 hours a week for a regular full-time staff shall be deemed as overtime work. For shift staff, work performed in excess of the hours specified in clause 11 (1) of this Agreement shall be deemed as overtime work.
- (2) Staff shall be paid one and a half times the hourly basic rate of pay for overtime work in accordance with the Employment Act.
- (3) Where the staff's monthly basic rate of pay comprises base salary and monthly variable payment (MVP) is above \$3000 and is classified as a non-workman as defined by the Employment Act, the monthly basic rate of pay of \$3000 shall be used for computation of overtime compensation.

13. REST DAY

- (1) Every staff shall be entitled to 1 rest day, which is without pay per week.
- (2) The weekly rest day for a staff engaged in shift work shall be determined by the duty roster drawn up in accordance with the operational needs of the Institution. Staff shall be informed of the roster in advance.
- (3) A staff who works on her rest day at the request of the Institution, shall be paid as follows:
 - (a) If the period of work does not exceed half her normal hours of work, a sum at the basic rate of pay for 1 day's work in accordance with the Employment Act;
 - (b) If the period of work is more than half but does not exceed her normal hours of work, a sum at the basic rate of pay for 2 days' work in accordance with the Employment Act; or
 - (c) If the period of work exceeds her normal hours of work for 1 day:
 - (i) A sum at the basic rate of pay for 2 days' work in accordance with the Employment Act; and
 - (ii) A sum at the rate of 1.5 times her hourly basic rate of pay work in accordance with the Employment Act for each hour or part thereof that the period of work exceeds her normal hours of work for 1 day.

14. PUBLIC HOLIDAYS

- (1) Staff shall be entitled to paid gazetted Public Holiday in accordance with the provisions of the Employment Act.
- (2) Based on the exigencies of service, the Institution may substitute another working day for a Public Holiday or pay staff who works on a Public Holiday an extra day's salary at basic rate of pay.
- (3) If any of the gazetted public holidays falls on a rest day, the working day immediately thereafter the rest day shall be a paid holiday in substitution under sub-clause (2) above.
- (4) If a staff is required to work on her off-day or a rest day which is a holiday, she shall be paid the relevant rate of pay in accordance with the Employment Act. She shall also be entitled to another substituted public holiday.

(III) TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT

15. RETIREMENT AND RE-EMPLOYMENT

- (1) The retirement age for all staff shall be in accordance with the Retirement and Re-employment Age Act. This Agreement covers re-employed staff on post-retirement re-employment contract.
- (2) For the purpose of retirement, the date of birth of the staff shall be taken to be that as stated in the NRIC. If this is disputed, then the date shall be taken as that shown in the staff Central Provident Fund record.
- (3) The Institution supports post-retirement employment and shall re-employ retired staff in suitable positions and provide re-training where possible.
- (4) The re-employed staff shall be offered post-retirement contract for a period of up to 3 years till the age of 65, subject to operational and service needs of the department, staff's medical fitness, consistent good performance and conduct. At the minimal, staff needs to meet at least a "Fair" rating for the last 3 years to be considered for re-employment.
- (5) The Institution and the Union shall work together to explore ways to enhance the employability and employment of older workers.

16. RETRENCHMENT BENEFITS

- (1) In the event of redundancy, the Institution shall inform the Union in writing of any impending retrenchment at least 1 month in advance before the notice of termination is served on the affected staff.
- (2) Retrenchment benefit is not applicable for re-employed staff.
- (3) The notice on termination of service on grounds of redundancy to the affected staff shall be 1 month's notice or 1 month's gross salary in lieu thereof in accordance with the definition of gross rate of pay in the Employment Act.
- (4) The Institution and the Union shall then negotiate the retrenchment benefits payable.
- (5) For the purpose of this clause, termination by the Institution, by reason of re-organisation, receivership or liquidation of the Institution shall be treated as redundancy and therefore staff will be eligible for retrenchment benefits.

(IV) SALARY AND MONETARY ITEMS

17. MONTHLY VARIABLE PAYMENT (MVP)

- (1) The MVP is a flexible salary component payable on a monthly basis. It comes from part of the total wage increases for the year. This component will accord the flexibility of adjusting wage costs in the event of a business downturn. It is part of monthly salary and is included in the computation of salary payments such as bonuses, overtime payments and future salary increases.
- (2) The Institution and the Union will discuss the indicators for MVP adjustment in the event of a business downturn.
- (3) The Institution and the Union shall maintain the MVP at 10% of the total base salary.

18. SALARY RANGES

The salary ranges, comprising base salary and MVP, are shown in Appendix 2 of this Agreement. Staff shall be paid their monthly base salary within these ranges.

19. SALARY INCREMENT

- (1) Staff is eligible for a performance-based salary review on the focal date of October each year. The quantum and rate of salary increase will be paid effective 1st October of each year and be based on individual staff's performance. The total wage increase comprises two components: through an increase to base salary or to MVP or to both components. Poor performers, whose performance and behaviour are below job requirements, will not be eligible for any salary increase in the year declared.
- (2) The Institution and the Union will negotiate the total wage increases for the year to be paid annually on 1st October each year.
- (3) New staff who has completed 12 months of service as at 1st October shall receive the salary increase in full. The salary increase shall be pro-rated based on the completed months of service for new staff with less than 12 months of service as at 1st October.
- (4) Staffs who join in the month of September are not eligible for the salary increase for that year.
- (5) For computation of salary increase, an incomplete month of service of 15 and more calendar days shall be considered as 1 full month.

20. ANNUAL WAGE SUPPLEMENT

- (1) An annual wage supplement shall be paid to all staff in December of each calendar year.
- (2) For a staff who has served the Institution for not less than 12 months at the time when the annual wage supplement is paid out, the annual wage supplement shall be equivalent to 1 month of the staff's last drawn monthly salary, comprising base salary and MVP, as at 1st December of the year.
- (3) Staff who has not completed 12 months of service shall have their annual wage supplement pro-rated according to the completed months of service.
- (4) Proportionate annual wage supplement shall be paid to staff whose services are terminated due to retrenchment, retirement, medical boarding out or death.
- (5) Staff who has resigned or who have served notice of resignation or are serving notice of termination on or before 31st December shall not be eligible for annual wage supplement.

- (6) Staff who joins in the month of December are not eligible for Annual Wage Supplement.

21. PERFORMANCE BONUS

- (1) Performance Bonus will be pegged to organisational performance to incentivise higher level of performance at individual and institutional level.
- (2) The Institution and the Union will discuss the quantum of Performance Bonus to be paid for the year.

22. SHIFT PREMIUM

(1) Second-Shift Premium

- (a) All non-nursing staff who work second-shift as required by the Institution, subject to meeting criteria in sub-clause (b), shall be paid the following shift premium:

Grades	Second-Shift Premium
NN11 to NN13	\$140 per month
NN07 to NN10	\$100 per month
NN04 to NN06	\$70 per month
NN01 to NN03	\$50 per month

- (b) Non-nursing staff who work second-shift refers to:
- (i) Non-nursing shift staff who work in the afternoon shift with work hours ending on or after 9pm; or
- (ii) Non-nursing staff on staggered work patterns with at least 7 hours of work per shift (excluding meal break) ending on or after 9pm; and
- (iii) Non-nursing staff must work on average 8 second-shifts per month.
- (c) Patient Care Assistant (PCA) / Health Care Assistant (HCA) / Operating Theatre Technician (OTT) who is paid the Ward Allowance will not be eligible for second-shift premium.

(2) Night Shift Premium

All staff who are scheduled to work night shift shall be paid the following shift premium:

(a) Nursing Structure

	Night Shift Rate	
Grades	Weekday (Mon to Fri)	Weekend (Sat, Sun and PH)
NU7 to NU8	\$55	\$75
NU2A to NU6A	\$45	\$60
NU1 to NU2	\$30	\$45

(b) Non-nursing Structure

	Night Shift Rate	
Grades	Weekday (Mon to Fri)	Weekend (Sat, Sun and PH)
NN11 to NN13	\$35	\$65
NN08 to NN10	\$25	\$45
NN03 to NN07	\$22	\$38
NN01 to NN02	\$18	\$32

Staff must work at least 50% of the daily night shift hours to qualify for the premium.

23. ON-CALL ALLOWANCE

A staff scheduled on standby status during off-duty hours shall be paid an amount equivalent to 50% of the night shift premium pertinent to her job grade.

24. CALL-BACK ALLOWANCE

A staff who responds for call-back in an emergency after regular work schedule shall be paid as follows, subject to a minimum of 2 hours' compensation and overtime benefit in clause 12(3) of this Agreement:

Day of Call-Back	Call-Back Allowance
Weekday	The equivalent of regular overtime rate
Rest day	The equivalent of the rate of pay on rest day
Public Holiday	The equivalent of the rate of pay on public holiday

25. WARD ALLOWANCE

Ward Allowance is given to the following staff category:

(1) Nurses

- (a) Nurses who work rotating shifts shall be paid Nurses' Ward Allowance as follows:

Grades	Ward Allowance
Registered Nurse (Grades NU3 to NU8)	\$200
Enrolled Nurse (Grades NU1 to NU2C)	\$100

- (b) Nurses working on fixed shifts or permanent night shifts will not be eligible for Nurses' Ward Allowance.

(2) Patient Care Assistant (PCA) / Health Care Assistant (HCA) / Operating Theatre Technician (OTT)

- (a) The Institution shall pay Ward Allowance of \$50 per month to PCA/HCA/OTT subject to the following criteria:
- (i) perform nursing related duties in the following designated areas Operating Theatre, Ward, Intensive Care Unit, A&E Department; and
 - (ii) work on 2 or more rotating shifts and are rostered to work on Sundays / Public Holidays as normal working days.
- (b) PCA/HCA/OTT working on fixed shifts or permanent night shifts will not be eligible for the Ward Allowance.

26. NURSES' POST-GRADUATE QUALIFICATION INCENTIVE

The Institution shall pay a fixed rate of \$100/-which shall not form part of the staff's base salary, for recognised nursing post graduate qualification obtained by the staff, up to a maximum of 2 qualifications.

27. RETENTION FEE

The Institution shall pay the retention fee charged by the Singapore Nursing Board for all registered nurses / enrolled nurses / midwives, the Singapore Pharmacy Board for all registered pharmacists and any other allied health professionals as required by the Singapore Allied Health Bill to be retained on their register for practice.

(V) LEAVE ITEMS

28. ANNUAL LEAVE

- (1) The purpose of annual leave is for staff to recreate and rest. Thus, as far as possible, work schedule should be such that it would allow the staff to go on annual leave when it is due.
- (2) A staff with at least 3 months of service shall be entitled to paid annual leave as follows:

(a) Nursing Structure

Years of Service	Grades NU7 to NU8 (days)	Grades NU2A to NU6A (days)	Grades NU1 and NU2 (days)
Less than 5	24	21	15
5 to less than 10	26	23	18
10 and above	28	25	21

(b) Non-Nursing Structure

Years of Service	Grades NN11 to NN13 (days)	Grades NN01 to NN10 (days)
Less than 5	21	15
5 to less than 10	23	18
10 and above	25	21

- (3) Staff with less than 12 months' service shall have their annual leave pro-rated according to the completed months of service, in accordance with the Employment Act.
- (4) Except in cases of dismissal for misconduct, when either the Institution terminates the service of a staff or a staff resigns from service, the Institution shall pay for any unconsumed leave computed up to the date of the termination or resignation.
- (5) Staff is permitted to carry forward the current year's earned annual leave to the following year up to one year's entitlement.
- (6) For the purpose of annual leave computation, an incomplete month of service of 15 or more days shall be considered as a full month.

- (7) If a staff who is on annual leave falls ill during the period of such leave, she shall be deemed not to be on annual leave on the days she is duly certified to be sick but such period shall be treated as sick leave in accordance with the provisions of clause 29 of this Agreement provided that the medical certificate is issued by a medical practitioner registered with the Singapore Medical Council.

29. MEDICAL LEAVE

- (1) A staff with at least 3 months of service shall be entitled to paid medical leave based on the recommendation of any medical practitioner registered with the Singapore Medical Council as follows:
 - (a) 14 working days of sick leave in each calendar year if no hospitalisation is necessary; or
 - (b) 60 working days (inclusive of 14 working days of sick leave) in each calendar year if hospitalisation is necessary.

The number of days of paid medical leave shall be phased in between the completion of 3 months and 6 months of service in accordance with the provisions in the Employment Act.

- (2) Staff who is sick shall report her absence from work to her supervisor as soon as possible.
- (3) Medical certificates issued by any registered dentist shall be recognised as sick leave.

30. MATERNITY LEAVE

- (1) Every female staff shall be eligible for Maternity Leave on full pay in accordance with the Employment Act and the Children Development Co-Savings Act and such other legislative amendments as may be made from time to time.
- (2) An application for maternity leave shall be supported by a medical certificate from a medical practitioner registered with the Singapore Medical Council.
- (3) If at the expiry of the maternity leave period, the staff is certified as medically unfit for duty; her absence shall be treated as normal sick leave in accordance with clause 29 of this Agreement.

31. UNPAID INFANT CARE LEAVE

- (1) Subject to provisions of the Children Development Co-Savings Act, a staff with Singapore Citizen children shall be eligible for six days of unpaid infant care leave per calendar year subject to the qualifying criteria stipulated in the Act.
- (2) Regardless of the number of children, the total unpaid infant care leave entitlement for each parent is capped at 6 days per calendar year. For divorced or widowed parents, the leave entitlement will not be doubled.

32. PATERNITY LEAVE

A confirmed male staff shall be entitled to 3 working days of paid paternity leave on the birth of each of his legal child / children (including legally adopted child / children) provided the child is a Singapore citizen at the time of birth. The leave has to be consumed within 1 month of the birth of the child.

33. MARRIAGE LEAVE

A confirmed staff shall be granted 5 working days of paid leave on the occasion of her first legal marriage. The leave has to be consumed within 1 year of her legal marriage.

34. COMPASSIONATE LEAVE

- (1) A confirmed staff shall upon application, be granted compassionate leave as follows:
 - (a) Critical illness of family member (spouse, child, parent, parent-in-law, sibling, grandparent, grandparent-in-law). Critical illness refers to a patient on a Hospital's dangerously ill list.
 - 3 consecutive working days
 - (b) Death of family member (spouse, child, parent, parent-in-law, sibling, grandparent, grandparent-in-law).
 - 3 working days to be consumed within 2 weeks of the date of death
- (2) Application for compassionate leave must be supported by documentary proof.

35. PROLONGED ILLNESS LEAVE / MEDICAL BOARDING OUT

- (1) A confirmed staff with at least 1 year of service may be granted Prolonged Illness Leave if she has contracted tuberculosis, cancer, leprosy, mental illness, cardiac ailments, or any other chronic disease which is verified by a Medical Review Committee as a long term illness. Acquired Immune Deficiency Syndrome (AIDS) contracted during work is also covered under this clause. In the event that the Medical Review Committee certifies that the staff is unfit for employment, this clause 35(1) shall not apply and the staff's service shall be terminated on medical grounds under clause 35(3).
- (2) Subject to sub-clause (1) above, the Prolonged Illness Leave is limited to the following:
 - (a) First six months - Full basic rate of pay (Base Salary + MVP)
 - (b) Second six months - Half basic rate of pay (Base Salary + MVP)
 - (c) Third six months - Without payAs this is a contingency leave, such leave not fully utilised on one occasion shall be cumulated for future use for the same medical condition.
- (3) Where the staff is certified by the Medical Review Committee to be unfit for employment after the above sub-clauses (1) and (2) have been exhausted, the staff can be medically boarded out and her service discontinued henceforth on medical grounds.
- (4) A staff who is medically boarded out will be accorded a further 12 months of medical benefits from the date of medical boarding out provided that:
 - (a) she has at least 10 years of service before commencement of her prolonged illness leave;
 - (b) she is not receiving any other medical benefits from other employers either as staff or dependant; and
 - (c) she seeks medical treatment from government restructured hospitals and specialists centres.
- (5) The full quantum of these benefits will be given to the staff only from the date of medical boarding out for a maximum period of 12 months. The benefit will only be applicable to treatment in relation to the specific medical conditions that led to medical boarding out.
- (6) The medical benefits that the eligible staff is entitled to, subject to the same percentage of co-payment for staff as stipulated in clause 37(5), are as follows:

(a) Specialist Treatment and Consultation

Eligible for paid specialist treatment and consultation related to the illness of up to a maximum of \$550.

(b) Hospitalisation

Eligible for paid ward accommodation at a government restructured Hospital up to a maximum of 60 days and hospitalisation fees within the 12-month period from date of boarding out, provided the admission is related to the illness leading to the boarding out. Subject to availability of beds, the benefits are:

(i) Nursing

Grades	Ward	Hospitalisation Fees
NU6 to NU8	A	\$12,000
NU1 to NU4	B1	\$ 8,500

(ii) Non-nursing

Grades	Ward	Hospitalisation Fees
NN11 to NN13	A	\$12,000
NN07 to NN10	B1	\$ 8,500
NN01 to NN06	B2	\$ 5,000

36. FAMILY CARE LEAVE / CHILDCARE LEAVE

- (1) A full time staff on full-time regular employment terms who have served the Institution for at least 3 months shall be entitled to 3 working days of Family Care/Childcare Leave per calendar year to take care of her unwell grandparent or grandparent-in-law or parent or parent-in-law or spouse or sick child, including legally adopted child below the age of 18. Application of such leave must be supported by relevant documents for verification.
- (2) The staff who has a child below age 7 in a particular calendar year, can apply to use 2 days out of the 3 days' Family Care Leave entitlement as Childcare Leave and this leave is not tied to any condition, subject to the provision of the Employment Act. The staff does not need to show documentary proof for the application of this 2 days' leave.

- (3) Subject to the provision of the Children Development Co-Savings Act, the staff who meets all the qualifying criteria stipulated in the Act, is eligible to apply up to a total of 6 days' childcare leave per calendar year as follows:
 - (a) Apply to use all 3 days' Family Care as Childcare Leave without the need to show documentary proof; and
 - (b) Apply an additional 3 days' Government-Paid Childcare Leave after she has fully utilised the 3 days' Family Care/Childcare Leave without the need to show documentary proof.

(VI) MEDICAL AND DENTAL BENEFITS AND INSURANCE

37. MEDICAL BENEFITS

- (1) A staff with at least 3 months of service and her family combined shall be entitled to a maximum of \$400 per calendar year for non-specialist medical treatment in any government restructured hospital and specialists centres, any polyclinics or private medical practitioners.
- (2) The maximum bill claimable per visit for treatment by a private medical practitioner shall be \$30. All claims for expenses incurred, other than those incurred in the Hospital where the staff is employed, shall be paid upon presentation of the relevant receipts.
- (3) A staff with at least 3 months of service shall be entitled to a maximum of \$550 per calendar year for specialist treatment and consultation. Her family combined shall be entitled to another \$550 per calendar year. Specialist treatment can be sought from any of the government restructured hospital and specialists centres.
- (4) Should staff exceed the specialist limit of \$550 within the calendar year for treatment of chronic illness requiring long-term medical care, staff has the option to file such specialist outpatient claims against the outpatient medical benefit account using any remaining benefits within that account.
- (5) Notwithstanding sub-clauses (1) to (4) above, a staff who joins the Institution on or after 1st January 1995 shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her family respectively.

- (6) For the purpose of this clause, "family" is defined as:
- (a) a spouse who is unemployed;
 - (b) a dependent unmarried child, including legally adopted child under the age of 18 years and who is not provided medical benefits by the current employer of the staff's spouse.
- (7) The Institution and the Union recognise the importance of the Wellness Programme for the well-being of the staff. The Institution and the Union will conscientiously embark on activities and programmes to promote staff's wellbeing and health, in line with the national emphasis on healthy lifestyle, family life and social interaction / cohesiveness.

38. DENTAL BENEFIT

A confirmed staff shall be eligible for reimbursement of expenses incurred for restorative and preventive dental treatment up to \$150 per calendar year.

39. HOSPITALISATION BENEFIT

- (1) A staff with at least 3 months of service shall be entitled to ward accommodation, at any government restructured hospital and specialists centres, up to 60 calendar days and hospitalisation fees per calendar year as follows:

(a) Nursing Structure

Grades	Ward	Hospitalisation Fees
NU6 to NU8	A	\$12,000
NU1 to NU4	B1	\$ 8,500

(b) Non-Nursing Structure

Grades	Ward	Hospitalisation Fees
NN11 to NN13	A	\$12,000
NN07 to NN10	B1	\$ 8,500
NN01 to NN06	B2	\$ 5,000

- (2) A staff's family shall be eligible to enjoy the same ward accommodation as the staff, subject to 50% of the public ward charges. In addition, the family (excluding the staff) shall be eligible for the same amount of hospitalisation fees per calendar year as the staff.

- (3) A staff and her family may upgrade her ward accommodation, if she so chooses, but she shall have to pay the difference in ward charges and hospitalisation fees between their entitlement and the higher ward.
- (4) Where a staff is abroad and requires emergency hospitalisation, the Institution shall reimburse hospitalisation fees (including ward charges) provided the hospitalisation is at a Government hospital in the country overseas. The ward accommodation must be equivalent to her ward class eligibility. The maximum hospitalisation eligibility is as specified in sub-clause (1) above.
- (5) Notwithstanding sub-clauses (1) to (4) above, a staff who joins the Institution after 1st January 1995 shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her family respectively.
- (6) For the purpose of this clause, the definition of a family is as per clause 37 (6) of this Agreement.

40. FLEXIBLE BENEFITS

- (1) Staff is given a one-off option to opt in for the Flexible Benefits Plan. The benefits as stated in clause 37 and clause 38 will lapse for staff who opted for the Flexible Benefits Plan. This option is irreversible.
- (2) Newly joined staff will be automatically included into the Flexible Benefits Plan.
- (3) A staff with at least 3 months of service shall be entitled to reimbursement under Flexible Benefits Plan.
- (4) Staff with less than one year of service in a calendar year will have their entitlement pro-rated accordingly.
- (5) The Flexible Benefits Plan will include the following:
 - A. **Flex Core**
 - (i) It is a Health Account to enable staff and family to claim reimbursement incurred from outpatient and specialist treatment only. Dental benefit for staff only is also included.

- (ii) The entitlement per calendar year is as follows:

Category	Entitlement (per calendar year)
Medical (Outpatient, Specialist and Dental)	
Staff	\$400
Staff with Family	\$600

- (iii) "Family" is defined as:

- a. a spouse who is unemployed;
- b. a dependent unmarried child, including legally adopted child under the age of 18 years and who is not provided medical benefits by the current employer of the staff's spouse.

- (iv) The guidelines for claims made under Flex Core are as follows:

- a. Staff may claim up to a maximum of \$50 for dental treatment, subject to the Flex Core entitlement per calendar year;
- b. The maximum bill claimable per visit for treatment by a private medical practitioner shall be \$30. All claims for expenses incurred, other than those incurred in the hospital where the staff is employed, shall be paid upon presentation of the relevant receipts;
- c. Staff shall co-pay 10% and 30% of the total claimable medical expenses incurred by self and family respectively; and
- d. All unused entitlement under Flex Core shall be forfeited at the end of each calendar year.

B. Flex Plus

- (i) It is a Savings Account for staff to draw down.
- (ii) The entitlement per calendar year is as follows:

Category	Entitlement (per calendar year)
Staff and Dependents	\$200

- (iii) "Dependents" is defined as "Family" as stated in clause 40(5)(a) and grandparent, grandparent-in-law, parent and parent-in-law.
- (iv) Year-end balances can be carried forward for 1 year.

- (v) This Account offers a variety of choices as follows:
 - a. Healthcare Plus
 - b. Rest and Recreation
 - c. Personal Growth and Development
 - d. Family Wellness

41. STAFF INSURANCE

- (1) Staff shall be insured in accordance to the Work Injury Compensation Act.
- (2) The Institution shall continue to insure staff under its Group Term Life and Group Personal Accident insurance policies, subject to their respective exclusions and acceptance by the insurers.

(VII) MISCELLANEOUS ITEMS

42. STAFF TRAINING

- (1) The Institution may sponsor a staff for courses or training approved by the Institution to upgrade the staff's skills and knowledge. It shall provide time-off for the staff to sit for examinations for such sponsored courses.
- (2) The Institution shall grant Union officials paid leave of absence to attend training, courses and seminars organised by the Union or NTUC subject to exigencies of service.

43. VEHICLE LOAN INTEREST SUBSIDY

- (1) A confirmed staff is eligible to apply for vehicle loan interest subsidy capped at a maximum loan amount of \$65,000/- or 12 times the monthly base salary, whichever is lower.
- (2) The Institution shall subsidise interest rate above 3%, subject to a maximum of 1%. The interest subsidy for vehicle loan is up to 7 years or the retirement-age, whichever is earlier.

44. HOUSING / RENOVATION LOAN INTEREST SUBSIDY

- (1) A confirmed staff is eligible to apply for housing and/or renovation loan interest subsidy, for loan quantum as follows:
 - (a) House ownership: capped at \$400,000 or 60 times the monthly base salary, whichever is lower.

(b) House renovation: capped at \$30,000 or 6 the monthly base salary or renovation cost, whichever is lower.

(2) Institution shall subsidise interest rates above 5%, up to a maximum of 2%. The interest subsidy for housing loan and renovation loan are capped at 25 years and 5 years respectively or the duration of the loan or until the staff's retirement age, whichever is earlier.

45. TRANSPORT

Where a staff is required to travel out of the Institution's premises on Institution's business and where hospital transport is not available, reimbursement shall be based on taxi-fare incurred or mileage claimed.

46. UNIFORM

Staff who is required by the Institution to wear uniform shall be provided with 3 sets of uniforms of good quality annually, replaceable on a normal wear and tear basis.

47. SHOE

All uniformed staff shall be provided with 2 pairs of shoes of good quality annually, replaceable on a normal wear and tear basis. Staff certified medically unfit to wear shoes provided by the Institution shall seek reimbursement for shoes purchases from external vendors. Reimbursement is capped at maximum of tender price for shoes provided to staff.

48. LONG SERVICE AWARD

In recognition of the dedication and service of its staff, the Institution shall grant long service award to deserving staff as follows:

Years of Service	Award (cash equivalent)
10	\$200
20	\$500
30	\$800
40	\$1200
50	\$1600

49. NATIONAL SERVICE

Staff who joins the Institution directly after completing their National Service shall be granted a higher commencing salary in recognition of their service to the nation.

50. CHILDCARE CENTRE

The Institution shall provide staff with a childcare centre.

51. EXISTING TERMS

All other existing terms of employment and conditions of service not mentioned in this Agreement shall remain as before.

EASTERN HEALTH ALLIANCE STAFF AGREEMENT OF 2012

EXCLUSION LIST

The exclusion list is as follows:

- 1 Managerial and Executive staff in
 - (a) Non-Nursing job grade NN14 and above
 (Excludes Allied Health Professional and Pharmacist)
 - (b) Nursing job grade N09 and above
 - (c) Allied Health job grade AH40 and above
 - (d) Pharmacist job grade PH40 and above

- 2 Contract staff
 - (a) Staff on fixed contract with less than one year of contractual period
 - (b) Foreign staff on first contract

- 3 Staff on probation

- 4 Medical Staff

- 5 Temporary and Casual Staff

APPENDIX 2

(Clause 2)

EASTERN HEALTH ALLIANCE STAFF AGREEMENT OF 2012

NURSING SALARY STRUCTURE

Job Title	Job Grade	Min	Max
Enrolled Nurse II	NU1	\$1,350	\$2,250
Enrolled Nurse I	NU2	\$1,550	\$2,620
Senior Enrolled Nurse II	NU2A	\$1,700	\$3,000
Senior Enrolled Nurse I	NU2B	\$2,000	\$3,450
Principal Enrolled Nurse	NU2C	\$2,250	\$3,750
Staff Nurse II	NU3	\$1,800	\$3,100
Staff Nurse I	NU4	\$2,150	\$3,750
Senior Staff Nurse II	NU6	\$2,600	\$4,600
Senior Staff Nurse I	NU6A	\$3,000	\$5,100
Nurse Manager II / Nurse Educator II / Nurse Case Coordinator II / Nurse Clinician II	NU7	\$3,570	\$6,080
Nurse Manager I / Nurse Educator I / Nurse Case Coordinator I / Nurse Clinician I	NU8	\$4,400	\$7,520

NON-NURSING SALARY STRUCTURE

Job Grade	Min	Max
NN1	\$870	\$1,350
NN2	\$920	\$1,430
NN3	\$970	\$1,650
NN4	\$1,040	\$1,780
NN5	\$1,140	\$1,950
NN6	\$1,340	\$2,280
NN7	\$1,550	\$2,640
NN8	\$1,710	\$3,000
NN9	\$1,920	\$3,360
NN10	\$2,200	\$3,840
NN11	\$2,400	\$4,330
NN12	\$2,800	\$4,760
NN13	\$3,240	\$5,500

EASTERN HEALTH ALLIANCE STAFF AGREEMENT OF 2012

ALLIED HEALTH PROFESSIONAL SALARY STRUCTURE

Job Grade	Min	Max
AH10	\$2,300	\$4,400
AH20	\$2,600	\$4,800
AH30	\$3,300	\$5,550

PHARMACISTS SALARY STRUCTURE

Job Grade	Min	Max
PH20	\$3,100	\$5,250
PH30	\$3,650	\$6,200

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the date and year first hereinbefore mentioned.

Signed for and on behalf of

EASTERN HEALTH ALLIANCE
PTE LTD



MR T K UDAIRAM

Group Chief Executive Officer

HEALTHCARE SERVICES
EMPLOYEES' UNION



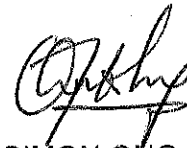
MS K THANALETCHIMI

President, HSEU



MS DIANA CHIA SIEW FUI

General Secretary, HSEU



MR SIMON ONG TECK LEONG

General Treasurer, HSEU

Branch Chairperson,

Changi General Hospital

In the presence of:

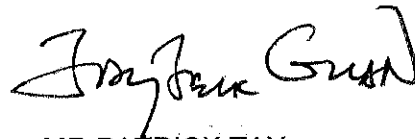


MS LILIAN CHEW

Director, Human Resource

Eastern Health Alliance &

Changi General Hospital



MR PATRICK TAY

Executive Secretary, HSEU