

PARTIES TO AGREEMENT

THIS COLLECTIVE AGREEMENT is made pursuant to the Industrial Relations Act on 31st October of 2013 between the **JURONG HEALTH SERVICES PTE LTD**, a company registered under the Companies Act and having its place of business at 378 Alexandra Road, Singapore 159964 (hereinafter called “JurongHealth”) of the one part and the **HEALTHCARE SERVICES EMPLOYEES’ UNION** of No 3, Bukit Pasoh Road, #02-00, Singapore 089817 being a trade union of staff registered pursuant to the Trade Unions Act (hereinafter called the “Union”) of the other part.

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

PART I GENERAL PROVISIONS

1. TITLE

This Agreement shall be known as the “**JURONG HEALTH SERVICES STAFF AGREEMENT OF 2013**”.

2. SCOPE

- (1) This Agreement shall cover all staff of JurongHealth with the exception of the following categories of staff-
 - (a) Managerial and Executive staff (including Non-Nursing Staff of Job Grade 14 & above, Allied Health Professional Job Grade AH14 & above, Pharmacist Job Grade PH03 & above and Senior Nursing Manager & above)
 - (b) Probationary staff (Except that Enrolled Nurse II to Senior Staff Nurse I who have completed at least 3 months of

service out of their probation of 6 months shall be given full representation)

(c) Medical staff

(2) Staff who are 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) Limited Representation

JurongHealth and the Union agree to represent the following staff with limited scope-

- (a) Non-Nursing Staff – Job Grade 14
- (b) Nursing Staff – Senior Nursing Manager
- (c) Allied Health Professional – AH 14
- (d) Pharmacist – PH03
- (e) Contract Staff as defined in sub-clause 4

Limited representation refers to representation on-

- (i) appeals to Minister under Section 35(3) of the Industrial Relations Act;
- (ii) retrenchment benefit;
- (iii) breach of contract;
- (iv) dismissal.

The staff in (a) to (d) above

- (i) must not be employed in a senior management position or perform or exercise any function, duty or power of a person employed in a senior management position, including the control and supervision of major business operations, accountability for operational performance, formulation of business policies, plans and strategies and provision of leadership to other employees; or
- (ii) 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; or

- (iii) must not perform any function or duty which includes representing the employer in any negotiations relating to any industrial relation matters; or
- (iv) 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; or
- (v) 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) Representation of Contract Staff

JurongHealth recognises the Union's limited representation of fixed term contract staff individually and not as a class. There should not be any representation on matters other than those provided by Law and in this Collective Agreement. To qualify for Union representation, the fixed term contract staff-

- (a) must not be under the categories of staff listed in Clause 2 part (1); or
- (b) must not be employed on fixed term tenure of less than one (1) year and must not be a foreigner still employed on first contract with JurongHealth; or
- (c) must not be employed in a senior management position or perform or exercise any function, duty or power of a person employed in a senior management position, including the control and supervision of major business operations, accountability for operational performance, formulation of

business policies, plans and strategies and provision of leadership to other employees; or

- (d) 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; or
- (e) must not perform any function or duty which includes representing the employer in any negotiations relating to any industrial relation matters; or
- (f) 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.

JurongHealth shall provide the Union with a list of contract staff who qualify for limited representation by the Union.

3. RECOGNITION

- (1) JurongHealth 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) JurongHealth and the Union hereby undertake to fully cooperate in maintaining harmonious industrial relations and in creating an environment that will enhance JurongHealth's image and business prospects and at the same time promote the interest and future growth of all staff.
- (3) JurongHealth 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 1 July 2013 and shall be in force till 30 September 2015.
- (2) During the currency of this Agreement, neither the Company nor the Union shall seek to vary, modify or annul any of its terms in any way whatsoever, save as is provided herein or by operation of the law.
- (3) Should any new legislation affects the terms of this Agreement, the terms of this Agreement shall be changed to provide at least the minimum benefits provided by such new legislation, if the said legislation is more generous than the existing provisions, and this will be effected from the date of enactment of the law until the expiry of this Agreement.
- (4) In the event that the existing provisions in this Agreement are more generous than the new legislation, the existing provisions in this Agreement will take precedence over the new legislation from the start date of this Agreement till its expiry.
- (5) Negotiations for a new collective agreement may commence not earlier than 6 months before the expiry of this Agreement.

5. 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.

6. 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 JurongHealth 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 staff concerned feels that the grievance has not been properly dealt with, the matter shall be taken up by the Union and the Human Resource Division of JurongHealth 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.

7. 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.

PART II GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

8. PROBATION AND NOTICE PERIOD

(1) A new staff shall on her appointment serve a probationary period as specified in sub-clause (4) of this clause.

- (2) JurongHealth shall inform the staff, in writing, either of her confirmation of appointment or the extension of her probationary period before the expiry date. Failing which, the staff shall be deemed to be confirmed in the appointment on the expiry of the probationary period.
- (3) The probationary period shall form part of the staff's length of service.
- (4) The probationary period shall be as follows:

<i>Category</i>	<i>Duration</i>
<u>Non-nursing Staff</u>	
Grades 11 and above	6 months
Grades 1 to 10	3 months
 <u>Allied Health Professional</u>	
AH 11 and above	6 months
 <u>Pharmacist</u>	
PH 01 and above	6 months
 <u>Nursing Staff</u>	
NC II and above	6 months
EN II to SSN I	6 months
(fresh graduates and those without minimum 6 months' clinical experience)	
EN II to SSN I	3 months
(those with minimum 6 months' clinical experience)	

- (5) The probationary period of a staff may be extended for a period of up to 3 months if the performance during the probationary period is not satisfactory. However, the staff must be informed of her extension and the reasons thereof in writing.

- (6) Subject to exceptional work performance, a staff may be confirmed before the expiry of the probationary period.
- (7) The termination notice of a staff or the corresponding period of gross salary in lieu of notice shall be as follows:

Staff Group	Job Grades	<i>Notice Period</i>	
		During Probation	Upon Confirmation
Non Nursing	1 to 10, 11 and above	2 weeks	1 month
Nursing	EN II to SSN I, NC II and above		
Allied Health Professional	AH 11 and above		
Pharmacist	PH01 and above		

9. 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 for non-shift work.
- (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.

10. SHIFT WORK

- (1) All shift staff shall work the following hours excluding meal breaks-
 - (a) Permanent night shift : 38 hours per week.
 - (b) Rotating shifts : 40 hours per week, averaged over a 2 or 3-week roster.
- (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.

11. OVERTIME

- (1) Work performed in excess of 8 hours a day or a total of 42 hours a week for a non-shift staff shall be deemed as overtime work. For shift staff, work performed in excess of the hours specified in clause 10(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) For the period 1 July 2013 to 31 Oct 2013, in computing the hourly basic rate of pay, where the staff's total monthly salary exceeds \$2,200, and she is not covered by Part IV of the Employment Act, the hourly basic rate of pay shall be based on a total monthly salary of \$2,200.
- (4) With effect from 1 November 2013, in computing the hourly basic rate of pay, where the staff's total monthly salary exceeds \$2,500, and she is not covered by Part IV of the Employment Act, the hourly basic rate of pay shall be based on a total monthly salary of \$2,500.

12. 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 JurongHealth. Staff shall be informed of the roster in advance.
- (3) A staff who is called back to work on her rest day at the request of JurongHealth shall be paid in accordance with the Employment Act 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;

- (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;
 - (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, and
 - (ii) A sum at the rate of not less than 1.5 times her hourly basic rate of pay, for each hour or part thereof that the period of work exceeds her normal hours of work for 1 day.
- (4) For the period of 1 July 2013 to 31 Oct 2013, in computing the basic rate of pay, where the staff's total monthly salary exceeds \$2,200, and she is not covered by Part IV of the Employment Act, the basic rate of pay shall be based on a total monthly salary of \$2,200.
- (5) With effect from 1 November 2013, in computing the basic rate of pay, where the staff's total monthly salary exceeds \$2,500, and she is not covered by Part IV of the Employment Act, the basic rate of pay shall be based on a total monthly salary of \$2,500.

13. 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, JurongHealth may substitute another working day for a Public Holiday or pay staff who worked 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 declared to be a substituted holiday, she shall be paid the relevant overtime rate of pay in accordance with the Employment

Act. She shall also be entitled to another substituted public holiday.

PART III TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT

14. RETIREMENT AND RE-EMPLOYMENT

- (1) The retirement age for all staff shall be in accordance with the Retirement and Re-employment Act.
- (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) JurongHealth supports post-retirement employment and will endeavour to re-employ retired staff in suitable positions and provide re-training where possible. Retired staff may be offered a letter of extension of employment up to age 65 on mutually agreeable terms in accordance with The Tripartite Guidelines on the Re-employment of Older Employees.

15. RETRENCHMENT BENEFITS

- (1) In the event of redundancy, JurongHealth 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) 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.
- (3) JurongHealth and the Union shall then negotiate the retrenchment benefits payable.

- (4) For the purpose of this clause, termination by reason of reorganisation or liquidation of JurongHealth shall be treated as redundancy and therefore staff will be eligible for retrenchment benefits.

PART IV SALARY AND OTHER MONETARY ITEMS

16. SALARY RANGES

Staff shall be paid their total monthly salary within the salary ranges shown in Appendix 1 to this Agreement.

17. ANNUAL INCREMENT

- (1) Staff shall be entitled to an annual increment which will be negotiated with the Union annually.
- (2) The annual increment shall be paid every year on 1st July.
- (3) New staff who have completed 12 months of service as at 1st July shall receive their first annual increment in full. The annual increment shall be pro-rated based on the completed months of service for new staff with less than 12 months of service as at 1st July. Staff who join on/after 16 June are not eligible for the annual increment for that year.
- (4) For the purpose of pro-rating annual increment, an incomplete month of service of 15 and more calendar days shall be considered as 1 full month, while an incomplete month of service of less than 15 calendar days shall be disregarded.

18. MONTHLY VARIABLE COMPONENT

- (1) The monthly variable component (MVC) will form part of the monthly basic salary.

- (2) JurongHealth and the Union will continue with the practice of setting aside 10% of the total monthly salary as MVC. Any changes to the MVC portion will be subject to mutual agreement by JurongHealth and the Union.

19. ANNUAL WAGE SUPPLEMENT

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

20. PERFORMANCE BONUS

The performance bonus shall be determined on a yearly basis. The quantum will be based on the performance of JurongHealth, the Singapore economy and the staff and determined in consultation with the Union.

21. SHIFT ALLOWANCE

- (1) Staff who are scheduled to work shift shall be paid the following shift allowance-

(a) Nursing Staff performing shift work

Job Grade	Shift Allowance Per 2nd Shift Performed		Shift Allowance Per 3rd/ Permanent Night Shift Performed	
	Week-day	Weekend & Public Holiday	Week-day	Weekend & Public Holiday
NC I / II	\$14.00	\$21.00	\$57.00	\$86.00
SN I / II & SSN I / II	\$12.00	\$18.00	\$52.00	\$78.00
SEN / PEN	\$9.00	\$13.50	\$49.00	\$74.00
EN I / II	\$8.00	\$12.00	\$36.00	\$54.00

(b) Non-Nursing, Allied Health Professional and Pharmacist Staff performing shift work

Job Grade	Shift Allowance Per 2nd Shift Performed		Shift Allowance Per 3rd/ Permanent Night Shift Performed	
	Week-day	Weekend & Public Holiday	Week-day	Weekend & Public Holiday
Non-Nursing, Allied Health Professional and Pharmacist				
Grades 11 & above/AH 11 & above/PH 01 & above	\$8.00	\$12.00	\$43.00	\$65.00
Grades 7 to 10	\$6.00	\$9.00	\$30.00	\$45.00
Grades 3 to 6	\$5.00	\$7.50	\$25.00	\$38.00
Grades 1 to 2	\$5.00	\$7.50	\$21.00	\$32.00
HCA/PCA	\$6.00	\$9.00	\$27.00	\$41.00

(2) JurongHealth shall pay a daily shift allowance to staff on authorised paid leave as follows:

(a) Nursing Staff performing shift work

Job Grade	Shift Pattern		
	2-Shift	3-Shift	Permanent Night Shift
NC I / II	\$8.00	\$34.00	\$65.00
SN I / II & SSN I / II	\$7.00	\$31.00	\$59.00
SEN / PEN	\$5.00	\$29.00	\$56.00
EN I / II	\$4.50	\$22.00	\$41.00

- (b) Non-Nursing, Allied Health Professional and Pharmacist Staff performing shift work

Job Grade	Shift Pattern		
	2-Shift	3-Shift	Permanent Night Shift
Non-Nursing, Allied Health Professional and Pharmacist			
Grades 11 & above/ AH 11 & above/ PH01 & above	\$4.50	\$26.00	\$49.00
Grades 7 to 10	\$3.50	\$18.00	\$34.00
Grades 3 to 6	\$3.00	\$15.00	\$29.00
Grades 1 to 2	\$3.00	\$13.00	\$24.00
HCA/PCA	\$3.50	\$16.00	\$31.00

For the purpose of this clause, authorised paid leave refers to all approved paid leave excluding outpatient sick leave, unpaid leave and unauthorised leave of absence.

22. ON-CALL / STANDBY ALLOWANCE

- (1) Staff scheduled on standby status during off-duty hours shall be paid an amount as follows:

- (a) Nursing Staff performing on-call/standby duties.

Job Grade	Weekday	Weekend & Public Holiday
NC I / II	\$28.50	\$43.00
SN I / II & SSN I / II	\$26.00	\$39.00
SEN / PEN	\$24.50	\$37.00
EN I / II	\$18.00	\$27.00

- (b) Non-Nursing, Allied Health Professional and Pharmacist Staff performing on-call/standby work

Job Grade	Weekday	Weekend & Public Holiday
Grades 11 & above/ AH 11 & above/ PH 01 & above	\$21.50	\$32.50
Grades 7 to 10	\$15.00	\$22.50
Grades 3 to 6	\$12.50	\$19.00
Grades 1 to 2	\$10.50	\$16.00
HCA/PCA	\$13.50	\$20.50

23. CALL-BACK ALLOWANCE

- (1) Staff may claim call-back allowance when called back for duty in an emergency (other than national disaster and mass casualty) whilst off-duty outside JurongHealth's premises.
- (2) Staff who are eligible for overtime payment shall be paid in accordance with clauses 11, 12 and 13 of this Agreement.
- (3) Staff who are not eligible for overtime payment shall be paid Call-Back Allowance at the rate of 1.5 times the hourly basic rate of pay computed from the total monthly salary (no cap) based on the actual hours worked.
- (4) Staff may claim reimbursement for transport / mileage expenses for travel between JurongHealth's premises and residence in accordance with the prevailing Transport Reimbursement Policy.

24. NURSES' POST BASIC CERTIFICATE ALLOWANCE

JurongHealth shall pay a monthly allowance of \$100 for recognised postgraduate specialisation certificate obtained by the staff, up to a maximum of 2 certificates. Payment of the allowance shall take effect from the 1st of the following month upon submission of documented proof of attaining the recognised certificate.

25. RETENTION FEE

JurongHealth shall pay the retention fee charged by the Singapore Nursing Board for all registered nurses, the Singapore Pharmacy Council for all registered pharmacists, the Optometrists & Opticians Board for all registered Optometrists and Opticians, the Allied Health Professionals Council for all registered allied health professionals as required by the Singapore Allied Health Professional Act, the Singapore Police Force for all registered security personnel to be retained on their respective registers for practice.

PART V LEAVE ITEMS

26. ANNUAL LEAVE

- (1) The purpose of annual leave is for staff to recreate and rest. Thus, as far as possible, work scheduled 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 below.

<i>Job Grade</i>		<i>Years of Service</i>		
Nursing	Non-Nursing, Allied Health Professional & Pharmacist	Less than 5	5 to less than 10	10 & above
NC I / II	-	24 days	26 days	28 days
SEN & SNs	Grades 11 to 13/AH 11 to AH 13/ PH 01 to PH 02	21 days	23 days	25 days
EN I / II	Grades 1 to 10	15 days	18 days	21 days

- (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 JurongHealth terminates the service of a staff or a staff resigns from service, JurongHealth shall pay for any unconsumed leave computed up to the date of the termination or resignation.
- (5) Staff are permitted to carry forward the annual leave to the following year up to one year's entitlement.
- (6) Up to one third of a staff's current annual leave entitlement can be encashed at the request of the staff.
- (7) For the purpose of pro-rating annual leave, an incomplete month of service of 15 and more calendar days shall be considered as 1 full month, while an incomplete month of service of less than 15 calendar days shall be disregarded.

- (8) Annual leave taken on a Saturday shall be considered as half day for non-shift staff.
- (9) 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 medical leave in accordance with the provisions of clause 27 of this Agreement.

27. MEDICAL LEAVE

- (1) A staff with at least 3 months of service shall be entitled to paid medical leave in the aggregate of 14 working days in one calendar year if no hospitalisation is necessary, or in the aggregate of 60 working days in one calendar year if hospitalisation is needed, provided that such medical leave is based on the recommendation of any medical practitioner registered with the Singapore Medical Council.
- (2) Medical certificates issued by any registered dentist shall be recognised as medical leave.

28. MATERNITY LEAVE

- (1) Every female staff shall be eligible for Maternity Leave on full pay in accordance with the Employment Act and the Child Development Co-Saving 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 medical leave in accordance with clause 27 of this Agreement.

29. PATERNITY LEAVE

- (1) Every male staff who has served the company for at least 3 months and whose new-born child is a Singapore Citizen, shall be entitled to one (1) week of paid paternity leave subject to the conditions in the Child Development Co-Savings Act (CDCA). The leave entitlement of “one week” is defined in terms of the “work week” of the respective staff. Paternity Leave shall be taken with 16 weeks of the birth of the child. With mutual agreement between the company and staff, it may be taken flexibly within 12 months of the birth of the child, not exceeding the number of working days in a work week of the respective staff.
- (2) For a male staff who has served the company for at least 3 months and does not qualify for paternity leave stipulated in the CDCA, he shall be granted 3 consecutive working days of paid paternity leave on the birth of his legal child, up to 4 surviving children. The leave has to be consumed within 1 month of the birth of the child.

30. SHARED PARENTAL LEAVE

Male staff shall be entitled to shared parental leave in accordance to the CDCA.

31. MARRIAGE LEAVE

A confirmed staff shall be granted 3 consecutive working days of paid marriage leave on the occasion of her first legal marriage. The leave has to be consumed within 1 year of her legal marriage.

32. CHILDCARE LEAVE / EXTENDED CHILDCARE LEAVE / FAMILY CARE LEAVE

- (1) A staff who has at least 3 months service shall be entitled to childcare/extended childcare/family care leave as provided below:

	Childcare / Extended Childcare Leave per calendar year	Family Care Leave per calendar year
Staff with child who is below the age of 7 years and qualify for childcare leave under the Child Development Co-Savings Act	6 days	-
Staff with child who is of or above the age of 7 years but below the age of 13 years and qualify for extended childcare leave under the Child Development Co-Savings Act	2 days (Extended Childcare)	2 days (from 1 May 2013 to 31 December 2014) 3 days (with effect from 1 January 2015)
Staff with child who is below the age of 7 years and qualify for childcare leave under the Employment Act	2 days	1 day
Staff who do not qualify for statutory childcare leave	-	3 days

- (2) The family care leave shall be granted to a staff with at least 3 months of service to look after family members who are unwell. For the purpose of this clause, “family members” are defined as spouse, children (includes natural, legally adopted and step relations) below the age of 18 years, parents and parents-in-law.
- (3) Subject to the provisions of the Child Development Co-Savings Act, for staff with children in both age group i.e. Children who is below the age of 7 years, as well as children who is of or above the age of 7 years but below the age of 13 years, the total paid Childcare Leave for each parent is a maximum of 6 days per calendar year.

33. UNPAID INFANT CARE LEAVE

Subject to the eligibility criteria as set out under the Child Development Co-Savings Act, a staff with newborn children below 2 years of age shall be entitled to apply for 6 working days of unpaid infant care leave per calendar year.

34. COMPASSIONATE LEAVE

- (1) A staff shall upon application, be granted compassionate leave as follows:
 - (a) Critical illness of an immediate 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 working days
 - (b) Death of an immediate family member (spouse, child, parent, parent-in-law, sibling, grandparent, grandparent-in-law) - 3 working days within 2 weeks of the date of death.
- (2) Application for compassionate leave must be supported by documentary proof.

35. PROLONGED ILLNESS LEAVE

- (1) A confirmed staff with at least 1 year of service shall be eligible for the benefit under this clause if she has contracted tuberculosis, cancer, leprosy, mental illness, cardiac ailments, or any other chronic disease which is verified by a Medical Board as a long term illness. Acquired Immune Deficiency Syndrome (AIDS) not contracted during work is also covered under this clause. AIDS contracted in the course of work shall be in accordance with the provisions of the Work Injury Compensation Act (WIC), subject that where the provisions of the WIC are less favourable than this clause, the staff shall be entitled to the benefit under this clause.

- (2) Subject to sub-clause (1) above, the leave entitlement is as follows:
- (a) First six months - Full Pay
 - (b) Second six months - Half Pay
 - (c) Third six months - Without Pay
- (3) Thereafter, if the staff is still unfit for duty, her service may be terminated on medical grounds.
- (4) A staff who is medically boarded out will be accorded a further 12 months medical benefits from the date of the medical boarding out provided that-
- (a) she has at least 10 years of service before medically boarded out;
 - (b) she is not receiving any other medical benefits from the other employers either as staff or dependant;
 - (c) she seeks medical treatment from Government restructured healthcare institutions;
 - (d) the medical benefits shall cover hospitalisation, specialist treatment and consultation received from Government restructured hospitals based on the benefits schemes pertaining to the individual staff prior to medical boarding out;
 - (e) the medical benefits shall only be applicable to treatment in relation to the specific medical condition(s) that led to the medical boarding out. Any claim for treatment of other associated medical conditions shall be considered on a case-by-case basis.
- (5) For the purpose of this clause, Government restructured healthcare institutions shall refer to healthcare institutions under the clusters: National Healthcare Group, Singapore Health Services, Alexandra Health, Eastern Health Alliance and National University Health System, and any other institution(s) that may be so declared by the Minister for Health.

PART VI BENEFITS, HOSPITALISATION AND INSURANCE

36. MEDICAL AND DENTAL BENEFITS

- (1) Staff who joined before 1 January 2012 and have opted to retain the medical and dental benefits scheme as specified in clause 36 will be eligible for the following benefits on a personal-to-holder basis:
 - (a) A staff and her dependent combined shall be entitled to a maximum of \$400 per calendar year for non-specialist medical treatment received at a government polyclinic or a private medical practitioner.
 - (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 JurongHealth where the staff is employed, shall be paid upon presentation of the relevant receipts.
 - (c) A staff shall be entitled to a maximum of \$550 per calendar year for specialist treatment and consultation received within Government restructured healthcare institutions. Her dependant combined, shall be entitled to another \$550 per calendar year.
 - (d) The balance of the amount for non-specialist medical treatment can be used for specialist treatment and consultation.
 - (e) A staff and her dependant may be reimbursed for acupuncture treatment under her entitlement for specialist treatment, where the acupuncture treatment is prescribed by a doctor and where the acupuncture service is operated and owned by Government restructured healthcare institutions.
 - (f) A staff shall be eligible for reimbursement of dental expenses incurred up to \$130 per calendar year.

- (2) A staff shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her dependent respectively.
- (3) For the purpose of this clause, “dependent” is defined as:
 - (a) a spouse who is unemployed and does not enjoy medical benefits provided by his/her past employer, or if employed, is not entitled to medical benefits provided by his/her current employer;
 - (b) a dependent unmarried child, including a stepchild and 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.
- (4) For the purpose of this clause, the definition of Government restructured healthcare institutions is as per Clause 35(5) of this Agreement.

37. FLEXIBLE BENEFITS

- (1) The Flexible Benefits Plan is part of the JurongHealth Stay Well Program to promote staff’s well-being and health focusing on healthy lifestyle and family life.
- (2) Staff who has completed 3 months of service shall be placed on the Flexible Benefits Plan and be eligible for Flex Dollars as follows:

<i>Staff</i>	<i>Flex Dollars (per calendar year)</i>
Without dependent	600
With dependent	800

- (3) The Flex Dollars can be utilised to claim against a list of benefit choices that suit their needs.
- (4) Staff with less than a full year service in a calendar year will have the Flex Dollars pro-rated based on the actual days worked in the year.

- (5) For the purpose of this clause, “dependent” is defined as
- (a) a spouse who is unemployed and does not enjoy medical benefits provided by his/her past employer, or if employed, is not entitled medical benefits provided by his/her current employer;
 - (b) a dependent unmarried child, including a stepchild and 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.

38. HOSPITALISATION

- (1) Subject to the availability of beds in the wards, staff are eligible for the following types of ward accommodation, up to 60 days per calendar year-

- (2)

Job Grade				Ward Class
Nursing	Non-Nursing	Allied Health Professional	Pharmacist	
NC I / II	Grades 11 to 13	AH 11 to AH 13	PH 01 to PH 02	A
EN II to SSN I	Grades 7 to 10			B1
-	Grades 1 to 6			B2

- (3) Staff shall be eligible for hospitalisation fees (excluding ward charges) per calendar year as follows:

Job Grade				Hospitalisation Fees
Nursing	Non-Nursing	Allied Health Professional	Pharmacist	
NC I / II	Grades 11 to 13	AH 11 to AH 13	PH 01 to PH 02	\$12,000
EN II to SSN I	Grades 7 to 10			\$8,500
-	Grades 1 to 6			\$5,000

- (4) A staff's dependent shall be eligible to enjoy the same ward accommodation as the staff, subject to 50% of the public ward charges. In addition, the dependent (excluding the staff) shall be eligible for the same amount of hospitalisation fees per calendar year as the staff.
- (5) A staff and her dependent 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.
- (6) Where a staff is abroad and requires hospitalisation, JurongHealth 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-clauses (1) and (2) above.
- (7) Notwithstanding sub-clauses (1) to (4) above, a staff shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her dependent respectively.

- (8) For the purpose of this clause, the definition of a dependent is as per clause 37(5) of this Agreement.

39. WORK INJURY COMPENSATION

- (1) Staff who come within the scope of the Work Injury Compensation Act shall be insured.
- (2) In respect of staff who do not come within the scope of the Work Injury Compensation Act, JurongHealth shall nevertheless insure such staff, subject to acceptance by the insurers.
- (3) JurongHealth 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.

PART VII MISCELLANEOUS ITEMS

40. STAFF TRAINING

- (1) JurongHealth may sponsor a staff for courses or training approved by JurongHealth to upgrade the staff's skills and knowledge. It shall provide exam leave for the staff to sit for examinations for such sponsored and approved courses/ training relevant to the job. JurongHealth shall also provide exam leave for non-sponsored courses provided the courses are relevant and useful for employment within JurongHealth.
- (2) JurongHealth shall grant Union officials paid leave of absence to attend training, courses and seminars organised by the Union or NTUC.

41. VEHICLE LOAN SCHEME

- (1) A confirmed staff is eligible to apply for vehicle loan up to a maximum of \$65,000 or 12 times the total monthly salary, whichever is lower.

- (2) JurongHealth shall subsidise interest rate above 3%, subject to a maximum of 1%. The repayment period is up to 7 years or the retirement age, whichever is earlier.

42. HOUSING/RENOVATION LOAN SCHEME

- (1) A confirmed staff is eligible to apply for housing and/or renovation loan as follows:

House ownership : \$400,000 or 60 X total monthly salary,
whichever is lower.

House renovation : 6 X total monthly salary or renovation cost,
whichever is lower, subject to a maximum
of \$30,000.

- (2) JurongHealth shall subsidise interest rates above 5%, up to a maximum of 2%. The repayment periods for housing loan and renovation loan are up to 25 years and 5 years respectively or the retirement age, whichever is earlier.

43. TRANSPORT

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

44. UNIFORMS

Staff who are required by JurongHealth to wear uniform shall be provided with 3 sets of uniforms annually, replaceable on a normal wear and tear basis.

45. SHOES

All uniformed staff shall be provided with 2 pairs of shoes annually, replaceable on a normal wear and tear basis.

46. LONG SERVICE AWARD

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

Years of Service	Award of equivalent cash value (\$)
5	100
10	200
20	500
30	800
40	1,200
50	1,600

47. NATIONAL SERVICE

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

48. CHILDCARE CENTRE

JurongHealth and the Union recognise the need to encourage more women to join the labour force. To encourage women to join JurongHealth services, JurongHealth shall provide staff with a childcare centre, if feasible.

49. HEALTHY LIFESTYLE

The Management and Union will jointly cooperate to promote healthy lifestyle programme for all staff.

50. EXISTING TERMS

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

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:

**JURONG HEALTH SERVICES
PTE LTD**

**HEALTHCARE SERVICES
EMPLOYEES' UNION**

FOO HEE JUG
Chief Executive Officer

MS K. THANALETCHIMI
President

MS ANNA FOK
Chief Human Resource Officer

MS DIANA CHIA SIEW FUI
General Secretary

MS HABIBAH ABDUL KHAMID
Branch Chairperson

In the presence of:

KEN LEE
Director, Human Resource

PATRICK TAY TECK GUAN
Deputy Executive Secretary

JURONG HEALTH SERVICE PTE LTD STAFF AGREEMENT OF 2013

NURSING SALARY RANGES

Job Title	Minimum (\$)	Maximum (\$)
Enrolled Nurse II	1,350	2,250
Enrolled Nurse I	1,550	2,620
Senior Enrolled Nurse II	1,700	3,000
Senior Enrolled Nurse I	2,000	3,450
Principal Enrolled Nurse	2,250	3,750
Staff Nurse II	1,800	3,100
Staff Nurse I	2,150	3,750
Senior Staff Nurse II	2,600	4,600
Senior Staff Nurse I	3,000	5,100
Nursing Clinician II/Nurse Educator II	3,570	6,080
Nursing Clinician I/Nurse Educator I	4,400	7,520

ALLIED HEALTH PROFESSIONAL SALARY RANGES

Job Grade	Minimum (\$)	Maximum (\$)
AH 11	2,300	4,400
AH 12	2,600	4,800
AH 13	3,300	5,550

PHARMACIST SALARY RANGES

Job Grade	Minimum (\$)	Maximum (\$)
PH 01	3,100	5,250
PH 02	3,650	6,200

NON-NURSING SALARY RANGES

Job Grade	Minimum (\$)	Maximum (\$)
1	870	1,350
2	920	1,430
3	970	1,650
4	1,040	1,780
5	1,140	1,950
6	1,340	2,280
7	1,550	2,640
8	1,710	3,000
9	1,920	3,360
10	2,200	3,840
11	2,400	4,330
12	2,800	4,760
13	3,240	5,500