

THIS COLLECTIVE AGREEMENT is made pursuant to the Industrial Relations Act on this **9th day of November 2018** between the

- (1) **NATIONAL UNIVERSITY HEALTH SYSTEM PTE. LTD. (“NUHS”)**, a company registered under the Companies Act and having its registered office at 80 Robinson Road #02-00, Singapore 068898;
- (2) **NATIONAL UNIVERSITY HOSPITAL (SINGAPORE) PTE LTD (“NUH”)**, a company registered under the Companies Act and having its registered office at 5 Lower Kent Ridge Road, Singapore 119074;
- (3) **NATIONAL UNIVERSITY HEALTH SERVICES GROUP PTE. LTD. (“NUHSG”)**, a company registered under the Companies Act and having its registered office at 1 Jurong East Street 21, Singapore 609606, and all businesses registered under it including Ng Teng Fong General Hospital (“NTFGH”), Jurong Community Hospital (“JCH”), Jurong Medical Centre (“JMC”), Alexandra Hospital (“AH”) and National University Polyclinics (“NUP”), (hereinafter collectively called the “Institution”) 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 “**NATIONAL UNIVERSITY HEALTH SYSTEM PTE LTD COLLECTIVE AGREEMENT OF 2018**”.

2. SCOPE

(1) This Agreement shall cover all staff of NUHS, NUH and NUHSG with the exception of the following categories of staff:

(a) Managerial and Executive staff* (including Non-Nursing Staff of Grade M4, S14, AH4, PH4 or equivalent and above and Senior Nursing Officer or equivalent and above);

(b) Probationary staff (except that EN II to ANC who have completed at least 3 months' service out of their probation of 6 months shall be given full representation); and

(c) Medical staff

*Not inclusive of Executives, Senior Executives and Assistant Managers whom the parties to this Agreement have consented to be covered by this Agreement because their designations are for operational purposes only.

(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

The Institution and the Union agree to represent the following staff with limited scope:

(a) Non-Nursing Staff - M4, S14, AH4, PH4 or equivalent

(b) Nursing Staff - Senior Nursing Officer or equivalent

(c) Fixed term contract staff on 6 years tenure

(d) 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; and

(v) re-employment issues defined in section 8A(4) of the Retirement and Re-employment Act

The staff in (a) and (b) 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;
- (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;
- (iii) must not perform any function or duty which includes representing the employer in any negotiations relating to any industrial relation matters;
- (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;
- (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

The Institution 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);

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

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

3. RECOGNITION AND UNION-MANAGEMENT PARTNERSHIP

- (1) The Institution recognises 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 interests and future growth of all staff. The Institution and the Union agree to further strengthen this bipartite relationship through joint union-

management initiatives to foster a strong and supportive culture of cooperation for all levels of staff.

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

4. DURATION

- (1) This Agreement is effective on 1st April 2018 till 31st March 2020.
- (2) Negotiations for a new collective agreement may commence not earlier than 6 months before the expiry of this Agreement.
- (3) During the duration of this Agreement, neither the Institution 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.
- (4) Should any new legislation affect 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.
- (5) 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.
- (6) The above clauses do not preclude consultations on such provisions between the Institution and the Union.

5. INTERPRETATION

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

PART II GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

9. 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) the Institution 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:

Category	Duration
<u>For Nursing Staff working in NUH, NUP and AH</u>	
NO II or equivalent and above	6 months
EN II to ANC (fresh graduates and those without minimum 6 months' clinical experience)	6 months
EN II to ANC (those with minimum 6 months clinical experience)	3 months
<u>For Nursing Staff working in NTFGH, JCH and JMC</u>	
NO II or equivalent and above	6 months
SSN II to ANC	6 months
EN II to SN I (fresh graduates and those without minimum 6 months' clinical experience)	6 months
EN II to SN I (those with minimum 6 months' clinical experience)	3 months
<u>Non-Nursing Staff</u>	
AH1, PH2 or equivalent and above M1 or equivalent and above S11 or equivalent and above	6 months
T1 to T7 or equivalent A1 to A6 or equivalent S1 to S10 or equivalent	3 months

- (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. The termination notice of a staff shall be as follows or the corresponding period of gross salary in lieu of notice:

Category	Termination Notice Period	
	During Probation	Upon Confirmation
<u>Nursing Staff</u>		
NO II or equivalent and above	1 month	1 month
EN II to ANC	2 weeks	1 month
D1 to D6 or equivalent	2 weeks	1 month
<u>Non-Nursing Staff</u>		
M1 or equivalent and above AH1, PH2 or equivalent and above S11 or equivalent and above	1 month	1 month
A1 to A6 or equivalent T1 to T7 or equivalent S1 to S10 or equivalent	2 weeks	1 month

- (7) Staff who joined service with NUH before 1st January 2002 shall follow the following termination notice periods or corresponding period of gross salary in lieu of notice:

Category	Termination Notice Period
<u>Nursing Staff</u>	
SN I and above	3 months
EN II to SN II	1 month
D5 to D6	3 months
D1 to D4	1 month
<u>Non-Nursing Staff</u>	
A6 and above T7 and above S10 and above AH1, PH2 and above M1 and above	3 months
A1 to A5 T1 to T6 S1 to S9	1 month

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 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.

11. SHIFT WORK

- (1) All shift staff shall work the following hours excluding meal breaks:
 - (a) Permanent night shift - 40 hours per week.
(For NUH & AH)
 - 38 hours per week.
(For NTFGH & JCH)
 - (b) Rotating shifts - 40 hours per week, averaged over a 2 or 3-week cycle.
- (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 non-shift 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) In computing the hourly basic rate of pay, where the staff's monthly basic salary exceeds \$3,000 and the staff is not covered by Part IV of the Employment Act, the hourly basic rate of pay shall be based on a monthly basic salary of \$3,000.

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 in accordance to 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) In computing the basic rate of pay, where the staff's monthly basic salary exceeds \$3,000 and she is not covered by Part IV of the Employment Act, the basic rate of pay shall be based on a monthly basic salary of \$3,000.

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 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 Public 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.

15. FLEXIBLE WORK ARRANGEMENTS

- (1) Work-life strategies are important to allow staff to harmonise their family and work commitments, while maintaining operational efficiency and work force productivity.
- (2) The Institution as a progressive employer will endeavour to provide flexible work arrangements to attract and retain staff, taking into consideration the operational requirements of the respective work areas or teams.

PART III TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT

16. RETIREMENT AND RE-EMPLOYMENT

Retirement Age

- (1) Staff shall be retired not earlier than the statutory retirement age in accordance with the Retirement and Re-employment Act.
- (2) For the purpose of retirement, the birth date of the staff shall be taken as that stated in her national registration identity card. If the date is in dispute, then her birth date shall be based on her Central Provident Fund record.

Post-retirement Re-employment

- (3) The Institution supports post-retirement re-employment and shall endeavour to re-employ eligible retired staff up to the age of 67. Re-employed staff on post retirement re-employment contract shall be covered by the existing Collective Agreement.

- (4) The terms and conditions of a post-retirement re-employment contract may vary from the pre-retirement contract subject to mutual agreement, in accordance to the Retirement and Re-employment Act and the Tripartite Guidelines on the Re-employment of Older Employees.
- (5) If the Institution is unable to offer or continue to offer re-employment opportunity to an eligible retired staff up to her age 67, the Institution shall pay her a one-off Employment Assistance Payment in accordance with the gazetted Tripartite Guidelines on Re-employment of Older Employees as full and final settlement.

17. 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) 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) The Institution shall consult and negotiate with the Union on the amount of retrenchment benefit in line with the tripartite recommendation.
- (4) For the purpose of this clause, termination by reason of reorganisation/restructuring, liquidation or obsolescence of Job of the Institution shall be treated as redundancy and therefore staff will be eligible for retrenchment benefits.

PART IV SALARY AND OTHER MONETARY ITEMS

18. SALARY RANGES

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

19. ANNUAL INCREMENT

- (1) Staff shall be entitled to an annual increment which shall be negotiated with the Union annually.
- (2) The annual increment shall be paid with effect from 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 number of eligible calendar days of service for new staff with less than 12 months of service as at 1st July. Staff who join after 30th June are not eligible for the annual increment for that year.

20. MONTHLY VARIABLE COMPONENT

- (1) The monthly variable component (MVC) shall form part of the monthly basic salary for the purpose of computing CPF payment, annual increment, overtime payment and bonuses and shall count towards the staff's salary range.
- (2) The Institution and the Union will continue with the practice of setting aside 10% of the monthly basic salary as MVC. Any changes or trigger to the MVC portion will be subjected to negotiation and mutual agreement with the Union.

21. 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 the Institution 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 monthly basic 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 number of eligible calendar days 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 for that year.

22. PERFORMANCE BONUS

The Performance Bonus (PB) shall be determined on a yearly basis. The quantum will be based on the performance of the Institution, the Singapore economy, the staff and in consultation with the Union.

23. SHIFT ALLOWANCE

- (1) Staff who work at NUH and AH and are scheduled to work afternoon and night shift shall be paid the following shift allowance/premiums:

- (a) For Nursing Staff on Afternoon and/or Night Shift

Job Title/ Job Grade	Afternoon Shift (Weekday) * Including Meal Allowance	Afternoon Shift (Weekend/ PH) * Including Meal Allowance	Night Shift (Weekday) * Including Meal Allowance	Night Shift (Weekend/ PH) * Including Meal Allowance
<u>Nursing Staff</u>				
NOs & above	\$13	\$21	\$51	\$76
Assistant Nurse Clinician (ANC)	\$11	\$18	\$47	\$68
Snr Staff Nurse (SSN)	\$11	\$18	\$47	\$68
Staff Nurse (SN)	\$9	\$15	\$43	\$64
Snr Assistant Nurse (SAN)	\$9	\$15	\$43	\$64
Assistant Nurse (AN)	\$7	\$12	\$33	\$48

(b) For Non-Nursing Staff on Afternoon and/or Night Shift

Job Title/ Job Grade	Afternoon Shift (Weekday) * Including Meal Allowance	Afternoon Shift (Weekend/ PH) * Including Meal Allowance	Night Shift (Weekday) * Including Meal Allowance	Night Shift (Weekend/ PH) * Including Meal Allowance
<u>Non-Nursing Staff</u>				
S11 & above M1 & above AH1 & above PH2 & above	\$13	\$21	\$42	\$72
S8 – S10 A4 – A6 T5 – T7	\$10	\$15	\$30	\$52
S1 – S7 A1 – A3 T1 – T4	\$8	\$10	\$25	\$42

The above shift allowance will not be applicable to staff who are eligible for permanent night shift premium, except as provided under clause 24.

(c) For Non-Nursing Staff on Permanent Night Shift

Permanent Night Shift Premium	Premium Per Month	Additional Night Rate for Night Shift performed on Weekend or Public Holiday
<u>Non-Nursing Staff</u>		
Pharmacy Technician	\$280	\$22
Laboratory Technician Assistant Technician Healthcare Assistant (Ward) Senior Healthcare Assistant (Ward)	\$190	\$17

- (2) Staff who work at NTFGH and JCH and are scheduled to work shift shall be paid the following shift allowance:

(a) For 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 II to ANC	\$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) For Administrative, Ancillary & Allied Health Support Staff, Allied Health Professional and Pharmacist 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
Administrative, Ancillary & Allied Health Support, Allied Health Professional and Pharmacist				
Grades 11 to 13/AH 11 to AH 13/PH 01 & PH 02	\$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
Grade 2	\$5.00	\$7.50	\$21.00	\$32.00
HCA/PCA	\$6.00	\$9.00	\$27.00	\$41.00

- (3) The Institution shall pay a daily shift allowance to a shift staff who work at NUH and AH and are on authorised paid leave (except for outpatient sick leave and unpaid leave) as follows:

Job Title/ Job Grade	2-rotating	3-rotating	Permanent Night
<i>Nursing Staff</i>			
NOs & above	\$7	\$22	\$58
Assistant Nurse Clinician (ANC)	\$6	\$20	\$52
Snr Staff Nurse (SSN)	\$6	\$20	\$52
Staff Nurse (SN)	\$5	\$18	\$48
Snr Assistant Nurse (SAN)	\$5	\$18	\$48
Assistant Nurse (AN)	\$4	\$14	\$37
<i>Non-Nursing Staff</i>			
S11 & above	\$7	\$15	\$40
AH1 & above			
M1 & above			
PH2 and above			
S8-S10	\$5	\$11	\$29
T5-T7			
A4-A6			
S1-S7	\$4	\$9	\$24
T1-T4			
A1-A3			

- (4) The Institution shall pay a daily shift allowance to a shift staff who work at NTFGH and JCH and are on authorised paid leave* as follows:

- (a) For 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 II to ANC	\$7.00	\$31.00	\$59.00
SEN / PEN	\$5.00	\$29.00	\$56.00
EN I / II	\$4.50	\$22.00	\$41.00

- (b) For Administrative, Ancillary & Allied Health Support Staff, Allied Health Professional and Pharmacist who perform shift work

Job Grade	Shift Pattern		
	2-Shift	3-Shift	Permanent Night Shift
Administrative, Ancillary & Allied Health Support, Allied Health Professional and Pharmacist			
Grades 11 to 13/ AH 11 to AH 13/ PH 01 & PH 02	\$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
Grade 2	\$3.00	\$13.00	\$24.00
HCA/PCA	\$3.50	\$16.00	\$31.00

*Authorised paid leave refers to all approved paid leave excluding outpatient sick leave, unpaid leave and unauthorised leave of absence.

24. ON-CALL / STANDBY ALLOWANCE

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

25. 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 the Institution;
- (2) All staff who are called back are eligible for overtime payment in accordance with clause 12, 13 and 14 with an exception that 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 monthly basic salary (no cap) based on the actual hours worked.

- (3) Staff may claim reimbursement for transport / mileage expenses for travel between the Institution and residence in accordance with the prevailing Transport Reimbursement Policy.

26. WARD ALLOWANCE

The Institution shall pay ward allowance to staff who work at NUH and AH and perform ward duty as follows:

Job Title	2 Rotating Shift	3 Rotating / Permanent Night Shift
<u><i>Nursing Staff</i></u> Staff Nurse and above Assistant Nurse and Midwife	\$125 per month \$70 per month	\$250 per month \$140 per month
<u><i>Non-Nursing Staff</i></u> Healthcare Assistant (Ward) Senior Healthcare Assistant (Ward) PSA (Wards/OT/DSOT/EMD)	\$50 per month	\$100 per month

Patient Service Associates / Senior Patient Service Associates in inpatient wards will be entitled to 2 rotating shifts ward allowance regardless of their working schedule.

27. COUNTER ALLOWANCE

Staff who handles at least 50% of cashiering duties in the department will be eligible for \$50 counter allowance per month.

28. NURSES' POST BASIC CERTIFICATE ALLOWANCE

The Institution shall pay a monthly allowance of \$100, which shall not form part of the staff's monthly basic salary, for recognised nursing post-graduate specialisation certificate attained by the staff, up to a maximum of 2 certificates. Payment of the allowance shall take effect from the first day of the following month upon submission of documented proof of attaining the recognised certificate.

29. RETENTION FEE

The Institution shall pay the renewal fee charged by the Singapore Nursing Board for all registered nurses, midwives, the Singapore Pharmacy Board 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 Bill, the Singapore Police Force for all registered security personnel (inclusive of customer support associate staff who work at NUH) to be retained on their respective registers for practice.

PART V LEAVE ITEMS

30. 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.

Nursing

Years of Service	NO II or equivalent and above	SEN to ANC D3 and above or equivalent	EN I/II D1 and D2
Less than 5	24 days	21 days	15 days
5 to less than 10	26 days	23 days	18 days
10 and above	28 days	25 days	21 days

Non-Nursing

Years of Service	M1 and above or equivalent S11 and above or equivalent AH1, PH2 and above or equivalent	A1 to A6 or equivalent S1 to S10 or equivalent T1 to T7 or equivalent
Less than 5	21 days	15 days
5 to less than 10	23 days	18 days
10 and above	25 days	21 days

- (2) Staff with less than 12 months' service shall have their annual leave pro-rated according to their calendar days of service.
- (3) 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.
- (4) Staff are permitted to carry forward the annual leave to the following year up to one year's entitlement.
- (5) Annual leave taken on a Saturday shall be considered as half day for non-shift staff.
- (6) 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 31 of this Agreement.
- (7) Staff who joined service with NUH before 1st January 2002 shall be entitled to paid annual leave as follows on a personal-to-holder basis.

Nursing

Years of Service	SN I and above D5 and above	EN II to SN II D1 to D4
Less than 5	24 days	21 days
5 to less than 10	26 days	23 days
10 and above	28 days	25 days

Non-Nursing

Years of Service	M1 and above S11 and above AH1, PH2 and above	A2 - A5 S6 - S9 T3 - T7	A1 S1 - S5 T1 - T2
Less than 5	24 days	21 days	15 days
5 to less than 10	26 days	23 days	18 days
10 and above	28 days	25 days	21 days

- (8) NUH nursing staff who are on 12-hour shift pattern as at 1st March 2004 shall be entitled to paid pro-rated annual leave based on the agreed computation formula and 2 days of ex-gratia special leave.
- (9) In order to avoid operational problems and the adverse effect on the morale of co-workers, employees should minimise unplanned leave. On the other hand, in order to avoid upsetting the annual leave plans of employees, supervisors should duly inform the employee of unapproved leave in advance.

31. SICK LEAVE

- (1) Staff with at least 3 months of service are entitled to take medical leave based on the medical certification by 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.
- (2) Medical certificates issued by any dental practitioner registered with the Singapore Dental Council shall be recognized for the purpose of this clause.

32. MATERNITY LEAVE

- (1) Every female staff with at least 3 months of service are entitled to take maternity leave in accordance with the Employment Act and the Child Development Co-Savings Act (as applicable).
- (2) The staff must support her leave application with a medical certificate from any medical practitioner registered with the Singapore Medical Council.
- (3) If the staff is certified medically unfit for duty after completing her maternity leave, her leave of absence shall be treated as medical leave in accordance with clause 31 (Medical Leave) of this Agreement.

33. PATERNITY LEAVE

- (1) A male staff with at least 3 months of service are entitled to take two weeks of paternity leave in accordance with the Child Development Co-Savings Act.
- (2) If a male staff does not qualify under sub-clause (1) but has at least 3 months of service, he is entitled to take 3 working days of paternity leave on the birth of his legal child, up to 4 surviving children. The leave is to be taken within 1 month of the child's birth date.
- (3) Any leave which is not taken by the respective deadlines will be forfeited without compensation.

34. SHARED PARENTAL LEAVE

Male staff shall be entitled to take shared parental leave in accordance to the Child Development Co-Savings Act.

35. MARRIAGE LEAVE

A confirmed staff shall be granted 5 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.

**36. CHILDCARE LEAVE/EXTENDED CHILDCARE LEAVE/
FAMILY CARE LEAVE**

- (1) Staff with at least 3 months of service are entitled to leave benefits under this clause as follows:

Eligibility Criteria	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 working days	Nil

Eligibility Criteria	Childcare/ Extended Childcare Leave per calendar year	Family Care Leave per Calendar year
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 working days	3 working days
Staff with child who is below the age of 7 years and qualify for childcare leave under the Employment Act	2 working days	1 working day
Staff who do not qualify for any statutory childcare leave	Nil	3 working days

- (2) Family care leave is granted to a staff with at least 3 months of service to spend time with their family members. For the purpose of this clause, “family members” are defined as children (include natural, legally adopted and step relations) below the age of 18 years old, spouse, parents, parents-in-law, siblings, grandparents, grandparents-in-law and grandchildren.
- (3) If the staff has more than one child e.g. one below the age of 7 years and another above the age of 7 years but below the age of 13 years, the total childcare leave entitlement is still 6 working days in the calendar year. This is in accordance with the Child Development Co-Savings Act.
- (4) For non-shift staff, leave can be taken on a half day basis. Leave not taken by the end of the calendar year shall be forfeited without compensation.

37. UNPAID INFANT CARE LEAVE

Staff with at least 3 months of service are entitled to take unpaid infant care leave in accordance with the Child Development Co-Savings Act.

**38. SOCIAL DEVELOPMENT UNIT (LOVEBYTE)/
SOCIAL DEVELOPMENT SECTION LEAVE**

Unmarried confirmed staff shall be entitled to 5 days' paid Social Development Unit / Social Development Section Leave per calendar year.

39. 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 and 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.

40. 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 (include the physician as one of the panel member) 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 (WICA), subject that where the provisions of the

WICA 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 Basic Salary.
 - (b) Second six months - Half Basic Salary.
 - (c) Third six months - Without Pay.
- (3) Thereafter, if the staff is still unfit for duty, she may be medically boarded out.

41. MEDICAL BOARD-OUT

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 commencement of medical boarded out. Pro-rated medical board out benefits may be extended to staff with less than 10 years of service who are deemed to be deserving or facing financial hardship on a case-by-case basis;
- (b) she is not receiving any other medical benefits from the other employers either as staff or dependant;
- (c) she seeks medical treatment from public hospitals, specialty centres, polyclinics under any one of the Clusters;
- (d) the medical benefits shall cover hospitalisation, specialist treatment and consultation received from public 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.

PART VI MEDICAL BENEFITS AND INSURANCE

42. MEDICAL BENEFITS For NUH, NUP and AH

- (1) A staff with at least 3 months of service and her dependents combined shall be entitled to a maximum of \$400 per calendar year for non-specialist medical treatment received at a Government polyclinic or private medical practitioner.
- (2) The maximum bill claimable per visit for treatment by any government polyclinic or registered private medical practitioner shall be \$30. All claims for expenses incurred, other than those incurred in NUHS 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 \$600 per calendar year for specialist treatment and consultation. Her dependents combined, shall be entitled to another \$600 per calendar year. The balance of the amount for non-specialist medical treatment can be used for specialist treatment and consultation at any Government restructured institution.
- (4) Single staff who joined service with NUHS before 1st January 2002 shall be eligible, on a personal-to-holder basis, to a maximum of \$1,000 per calendar year for specialist treatment and consultation at NUHS where she is employed.
- (5) A staff and her dependents may be reimbursed for acupuncture treatment under the entitlement for specialist treatment, where the acupuncture treatment is prescribed by a doctor and where the acupuncture service is operated and owned by any Government restructured healthcare institutions.
- (6) 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 dependents respectively.

- (7) For the purpose of this clause, “dependents” are defined as:
- (a) a spouse who is unemployed and does not enjoy medical benefits provided by her past employer, or if employed, is not entitled to medical benefits provided by 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;
 - (c) an unmarried child of a staff who is a single parent, 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 ex-spouse (if any).
- (8) NUHS and the Union recognise the importance of the Wellness Programme for the well-being of the staff. NUHS and the Union will conscientiously embark on activities and programmes to promote staff well-being and health, in line with the national emphasis on healthy lifestyle, family life and social interaction/cohesiveness.

**43. MEDICAL AND DENTAL BENEFITS
For NTFGH and JCH**

- (1) Staff who joined before 1 January 2012 and have opted to retain the medical and dental benefits scheme as specified in clause 43 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 \$600 per calendar year for specialist treatment and consultation received within Government restructured healthcare institutions. Her dependant combined, shall be entitled to another \$600 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.

**44. HEALTHCHOICE
For NUH, NUP and AH**

- (1) A confirmed staff shall be eligible for Healthchoice benefit (which includes dental benefit) of up to \$130 per calendar year as set out in Appendix 2.
- (2) This benefit shall apply to these categories of staff:
 - (a) full-time staff on regular employment;

- (b) full-time on contract employment;
 - (c) part-time staff on regular or contract employment
(pro-rated according to working hours)
- (3) From 1st January 2013, for staff who chooses to remain on the existing outpatient medical benefits as stated in Clause 42, the Healthchoice benefit will remain unchanged as stated in Clause 44(1).

**45. FLEXIBLE BENEFITS
For NUH, NUP and AH**

- (1) With effect from 1st January 2013, the outpatient non-specialist, outpatient specialist and Healthchoice benefits will be bundled under the Flexible Benefits. The items claimable under the Flexible Benefits are listed in Appendix 3. With the introduction of Flexible Benefits with effect from 1st January 2013, the benefits as stated in clause 42(1), 42(3) and 43 will lapse for staff who has opted for the Flexible Benefits.
- (2) With effect from 1st January 2013, under the Flexible Benefits, a staff who has no dependents is entitled to a maximum cap of \$650 per calendar year while a staff with dependents shall be entitled to a combined maximum of \$850 per calendar year.

Category	Entitlement (per calendar year)
Staff with no dependents	\$650
Staff with dependents	\$850

- (3) For staff who chooses to remain on the existing medical benefits, the entitlement will remain unchanged as stated in clause 42.
- (4) 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.

For NTFGH and JCH

- (5) 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.
- (6) Staff who has completed 3 months of service shall be placed on the Flexible Benefits Plan and be eligible for Flex Dollars as follows:

Staff	Flex Dollars (per calendar year)
Without dependent	\$600
With dependent	\$800

- (7) The Flex Dollars can be utilised to claim against a list of benefit choices that suit their needs.
- (8) 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.
- (9) 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.

46. SPECIALIST OUTPATIENT MATERNITY BENEFIT

After completing a ninety (90) days of service with the Institution, a female employee and in the case of a male employee, his spouse, will be entitled to pre-natal and post-natal consultation and treatment at a public hospital in Singapore, up to a maximum of S\$800 per pregnancy. The ward accommodation and hospitalisation fees are capped under the hospitalisation benefits limit per annum. This benefit is applicable in relation to the female employee or the spouse of male employee meeting the criteria for paid Maternity Leave in accordance to the Employment Act and the Child Development Co-Savings Act and such other legislative amendments as may be made from time to time.

47. HOSPITALISATION

(1) Subject to the availability of beds in the wards, staff are eligible for the following types of ward accommodation (at any public hospital), up to 60 days per calendar year. Staff shall be eligible for hospitalisation fees per calendar year as follows:

NUH, AH and NUP

Job Grade		Ward Class	Hospitalisation
Nursing	Non-Nursing		
NO II and above	M1 and above S11 and above AH1, PH2 and above	A	\$12,000
EN II to ANC	A3 – A6 S7 – S10	B1	\$8,500
D1 to D6	T4 – T7		
-	A1 – A2 S1 – S6 T1 – T3	B2	\$5,000

NTFGH, JCH and JMC

Job Grade				Ward Class	Hospitalisation
Nursing	Administrative, Ancillary & Allied Health Support	Allied Health Professional	Pharmacist		
SSN II to NC I	Grades 11 to 13	AH 11 to AH 13	PH 01 to PH 02	A	\$12,000
EN II to SN I	Grades 7 to 10			B1	\$8,500
-	Grades 2 to 6			B2	\$5,000

- (2) Staff who joined service with NUH before 1 January 2002 shall be eligible, on a personal-to-holder basis, hospitalisation fees per calendar year as follows:

Non-Nursing Staff	Hospitalisation Fees
A1 – A2 S1 – S6 T1 – T3	\$5,600

- (3) A staff's eligible dependant(s) shall be eligible to enjoy the same ward accommodation as the staff, subject to 50% of the public ward charges. Only the remaining 50% of ward charges shall be claimable under Institution's ward accommodation benefit, subject to the co-payment rates of 30% required from the staff. In addition, the eligible dependant(s) shall be eligible for the same amount of hospitalisation fees per calendar year as the staff subjected to the staff entitlement stated in clause 47. However, a staff who is warded in the Institution will have her ward charges waived. A staff will need to co-pay 10% of the remaining hospitalisation fee.
- (4) Staff and her eligible dependant(s) 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.

- (5) Where a staff is abroad and requires hospitalisation, the Institution shall reimburse hospitalisation fees (including ward charges) provided the hospitalisation is at a public 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.
- (6) If a staff has been referred by a public hospital's doctor to require extended period of sub-acute and rehabilitative care in a community hospital after her discharge, she may claim reimbursement for the community hospitalisation fees incurred from any balance of her hospitalisation entitlement as in sub-clauses 47(1) and (2). But the community hospital must be one that is operated and owned by any one of the public healthcare clusters.
- (7) For the purpose of this clause, "eligible dependant(s)" is defined as:
 - (a) a staff's spouse who is unemployed and does not enjoy medical benefits provided by his past employer, or if employed, is not entitled to medical benefits provided by his past/current employer;
 - (b) a dependant unmarried child, including a stepchild and legally adopted child, under the age of 18 years, and who is not provided medical benefits by the past/current employer of the staff's spouse;
 - (c) an unmarried child of a staff who is a single parent, including a stepchild and legally adopted child, under the age of 18 years, and who is not provided medical benefits by the past/current employer of the staff's ex-spouse (if any).

48. WORK INJURY COMPENSATION/GROUP STAFF INSURANCE

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

PART VII MISCELLANEOUS ITEMS

49. CAREER DEVELOPMENT AND PROGRESSIVE WAGES

- (1) The Institution and the Union are committed to supporting Singapore's Healthcare Industry Transformation collectively as a continuous effort to transform the jobs and skills of workers to be future ready for future jobs and skills. The Institution and the Union will participate in initiatives aimed at driving skills training, enhancing career pathways, and supporting individual-initiated training.
- (2) Staff who perform competently with up-to-date knowledge, skills mastery and consistently with the right work attitude may look forward to career and wage progression that commensurate with higher job worth.

50. 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. The Institution 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.

51. 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) The Institution 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.

52. 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) The Institution 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.

53. TRANSPORT

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

54. UNIFORMS

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

55. SHOES

- (1) All uniformed staff who work at NUH, NUP and AH shall be eligible for shoes subsidy of \$80 per year. The subsidy shall not attract CPF contribution.
- (2) All uniformed staff who work at NTFGH, JCH and JMC shall be provided with 2 pairs of shoes annually replaceable on a normal wear and tear basis.

56. MEAL SUBSIDY

The Institution shall pay meal subsidy of \$5.00 per working day to staff who work staggered working hours ending at or after 8pm. This subsidy qualifies for CPF contribution.

57. LONG SERVICE AWARD

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

Years of Service	Award of equivalent cash value (\$)
5	100
10	200
15	300
20	500
25	1,000
30	1,000
35	1,000
40	1,200
45	1,200
50	1,600

58. NATIONAL SERVICE

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

59. CHILDCARE CENTRE SUBSIDY

The Institution and the Union recognise the need to encourage more women to join the labour force. To encourage women to join The Institution's services, the Institution shall provide staff with a childcare centre if feasible. The Institution shall provide subsidy only when the current childcare centre services provided on-site is unavailable and if feasible to the Institution.

60. HOLIDAY CHALET

The Institution shall allocate funds to provide for staff recreational/leisure activities, which may include the provision of holiday bungalows or chalets or a chalet reimbursement scheme for staff's use or any other form of alternative arrangements for the purpose of staff recreation/leisure.

61. TOTAL WORKPLACE SAFETY & HEALTH

The Institution and Union are committed to providing a healthy and safe working environment by constantly improving the quality of working lives for our staff. The total workplace safety and health strategies within the organisation aim to support the Institution's mission with the recognition that our staff are its greatest asset. A holistic approach that addresses the physical, mental, emotional as well as social well-being will benefit the staff, their family, the organisation and community.

62. EXCLUSIVE SERVICE

The Institution staff shall not, without the prior written permission of the Institution, be employed in any capacity by any person in a government department, statutory board, firm, company or organisation in the government and/or private sector other than the Institution. Permission for such activity shall not be unreasonably withheld if this does not affect the staff's work or conflict with The Institution's interest. Involvement in NTUC activities as a committee and/or organiser shall not be considered as employment outside the Institution.

63. 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:

**NATIONAL UNIVERSITY
HEALTH SYSTEM PTE LTD**

**HEALTHCARE SERVICES
EMPLOYEES' UNION**

**NATIONAL UNIVERSITY
HOSPITAL (SINGAPORE) PTE LTD
AND**

**NATIONAL UNIVERSITY HEALTH
SERVICES GROUP PTE LTD**

MR FOO HEE JUG
Deputy Chief Executive, NUHS

MS K. THANALETCHIMI
President

ASSOC PROF AYMERIC LIM
Group Chief Human Resource Officer
NUHS

**MR ONG TECK LEONG
SIMON**
General Secretary

In the presence of:

MS CLARA WEE
Chief Human Resource Officer
NUH

MR CHARLES NG
Executive Secretary

MR KEN LEE
Director, Human Resource
NTFGH

MS YUE LAI THENG
Branch Secretary, NUH

MS JUNE CHIN
Head, Human Resource
JCH

MS HABIBAH ABDUL KHAMID
Branch Chairperson, NTFGH &
JCH

MR SIMON TAN
Director, Human Resource
NUP

MS UMI KALTHOM BINTE RAHMAT
Branch Chairperson
NUP

MS LOKE HUAY EAN
Head, Human Resource
(People Matters)
AH

**NATIONAL UNIVERSITY HEALTH SYSTEM PTE LTD
COLLECTIVE AGREEMENT OF 2018**

NURSING SALARY RANGES

Band	Job Grade	Minimum	Maximum
3	Nursing Manager I / Nurse Clinician I / Nurse Educator I	\$5,430	\$9,230
	Nursing Manager II / Nurse Clinician II / Nurse Educator II	\$4,560	\$7,690
	Assistant Nurse Clinician	\$4,060	\$6,860
	Sr Staff Nurse I	\$3,700	\$6,300
	Sr Staff Nurse II	\$3,100	\$5,530
2	Staff Nurse I	\$2,600	\$4,540
	Staff Nurse II	\$2,200	\$3,880
	Principal Enrolled Nurse	\$2,590	\$4,400
	Sr Enrolled Nurse I / Sr Midwife	\$2,310	\$3,920
	Sr Enrolled Nurse II	\$1,960	\$3,360
	Enrolled Nurse I / Midwife I	\$1,810	\$3,050
	Enrolled Nurse II / Midwife II	\$1,700	\$2,800

DENTAL SURGERY ASSISTANT SALARY RANGES (NURSING)

Band	Job Grade	Minimum	Maximum
3	SSN II (Senior Clinic Executive)	\$3,100	\$5,530
	SN I (Senior Clinic Supervisor / Clinic Supervisor)	\$2,600	\$4,540
2	SN II (Clinic Supervisor / Senior Dental Surgery Assistant)	\$2,455	\$4,230
	SEN I (Senior Dental Surgery Assistant)	\$2,310	\$3,920
	EN I (Dental Surgery Assistant)	\$1,810	\$3,050
	EN II (Dental Surgery Assistant)	\$1,700	\$2,800

ADMIN SALARY RANGES (NON-NURSING)

Band	Job Grade	Minimum	Maximum
3b	M3 / 13	\$3,940	\$6,490
3a	M2 / 12	\$3,100	\$5,480
	M1 / 11	\$2,550	\$4,630
2	A6 / 10	\$2,450	\$4,270
	A5 / 9	\$2,310	\$3,810
	A4 / 8	\$2,000	\$3,350
	A3 / 7	\$1,790	\$2,950
1	A2 / 6	\$1,580	\$2,610
	A1 / 5	\$1,390	\$2,290

Appendix 1
(Cont'd)

ANCILLARY SALARY RANGES (NON-NURSING)

Band	Job Grade	Minimum	Maximum
3b	S13 / 13	\$3,940	\$6,490
3a	S12 / 12	\$3,100	\$5,480
	S11 / 11	\$2,550	\$4,630
2	S10 / 10	\$2,450	\$4,270
	S9 / 9	\$2,310	\$3,810
	S8 / 8	\$2,000	\$3,350
	S7 / 7	\$1,790	\$2,950
1	S6 / 6	\$1,580	\$2,610
	S5 / 5	\$1,390	\$2,290
	S4 / 4	\$1,200	\$1,950
	S3 / 3	\$1,160	\$1,740
	S2 / 2	\$1,040	\$1,560

ALLIED HEALTH RANGES (NON-NURSING)

Band	Job Grade	Minimum	Maximum
3	AH3 or equivalent	\$4,040	\$6,660
	AH2 or equivalent	\$3,100	\$5,620
	AH1 or equivalent	\$2,300	\$4,740
2	T7 / 10	\$2,450	\$4,270
	T6 / 9	\$2,310	\$3,810
	T5 / 8	\$2,000	\$3,350
	T4 / 7	\$1,790	\$2,950
1	T3 / 6	\$1,580	\$2,610
	T2 / 5	\$1,390	\$2,290
	T1 / 4	\$1,200	\$1,950

PHARMACIST SALARY RANGES (NON-NURSING)

Band	Job Grade	Minimum	Maximum
3	PH3 or equivalent	\$4,050	\$6,680
	PH2 or equivalent	\$3,300	\$5,620

**NATIONAL UNIVERSITY HEALTH SYSTEM PTE LTD
COLLECTIVE AGREEMENT OF 2018**

HEALTHCHOICE*

S/N	Basket of Benefits and Claimable Items
1	Health Screening
2	Dental Care <ul style="list-style-type: none"> • Include Dental treatment (including prescribed medication)
3	Traditional Chinese Medicine (TCM) Expenses
4	Optical Expenses <ul style="list-style-type: none"> • Include spectacles and contact lens
5	Chalet/Rest and Recreation Activities <ul style="list-style-type: none"> • Tour Package • Hotel/chalet accommodation (Singapore/overseas) • Airfare/Train tickets/taxi fares/car rental (overseas only) • Admission tickets to places of interest (overseas only)
6	Wellness/Personal Development <ul style="list-style-type: none"> • Vitamins supplement • Gym membership • Sports equipment • Purchase of books
7	Family Benefits <ul style="list-style-type: none"> • Infant/Child care centre fees
8	Others <ul style="list-style-type: none"> • Union Membership Fees • NTUC Thrift savings • Purchase of Insurance

*Applicable for staff who opted to remain on the existing outpatient medical benefits as stated in Clause 42. The Healthchoice benefit will remain unchanged as stated in Clause 44(1).

**NATIONAL UNIVERSITY HEALTH SYSTEM PTE LTD
COLLECTIVE AGREEMENT OF 2018**

FLEXIBLE BENEFITS*
(With effect from 1st January 2013)

For NUH, NUP and AH

Category	Entitlement (per calendar year)	Basket of Benefits and Claimable Items
Staff with no dependents	\$650	1) Chalet/Rest and Recreation Activities <ul style="list-style-type: none"> • Tour Package • Hotel / chalet accommodation (Singapore / overseas) • Airfare / Train tickets / taxi fares / car rental (overseas only) • Admission tickets to places of interest (overseas only) 2) Wellness/Personal Development <ul style="list-style-type: none"> • Vitamins supplement • Gym membership • Sports equipment • Purchase of books 3) Family Benefits <ul style="list-style-type: none"> • Infant / Child care centre fees 4) Others <ul style="list-style-type: none"> • Union membership fees • NTUC Thrift savings • Purchase of insurance 5) Outpatient non-specialist claims 6) Outpatient specialist claims 7) Traditional Chinese Medicine (TCM) claims
Staff with dependents	\$850	

*Applicable for staff who opted for the new flexible benefits which bundle the outpatient non-specialist, outpatient specialist and healthchoice benefits together as stated in clause 45. The benefits as stated in clause 42 and 44 will lapse for staff who has opted for the Flexible Benefits.