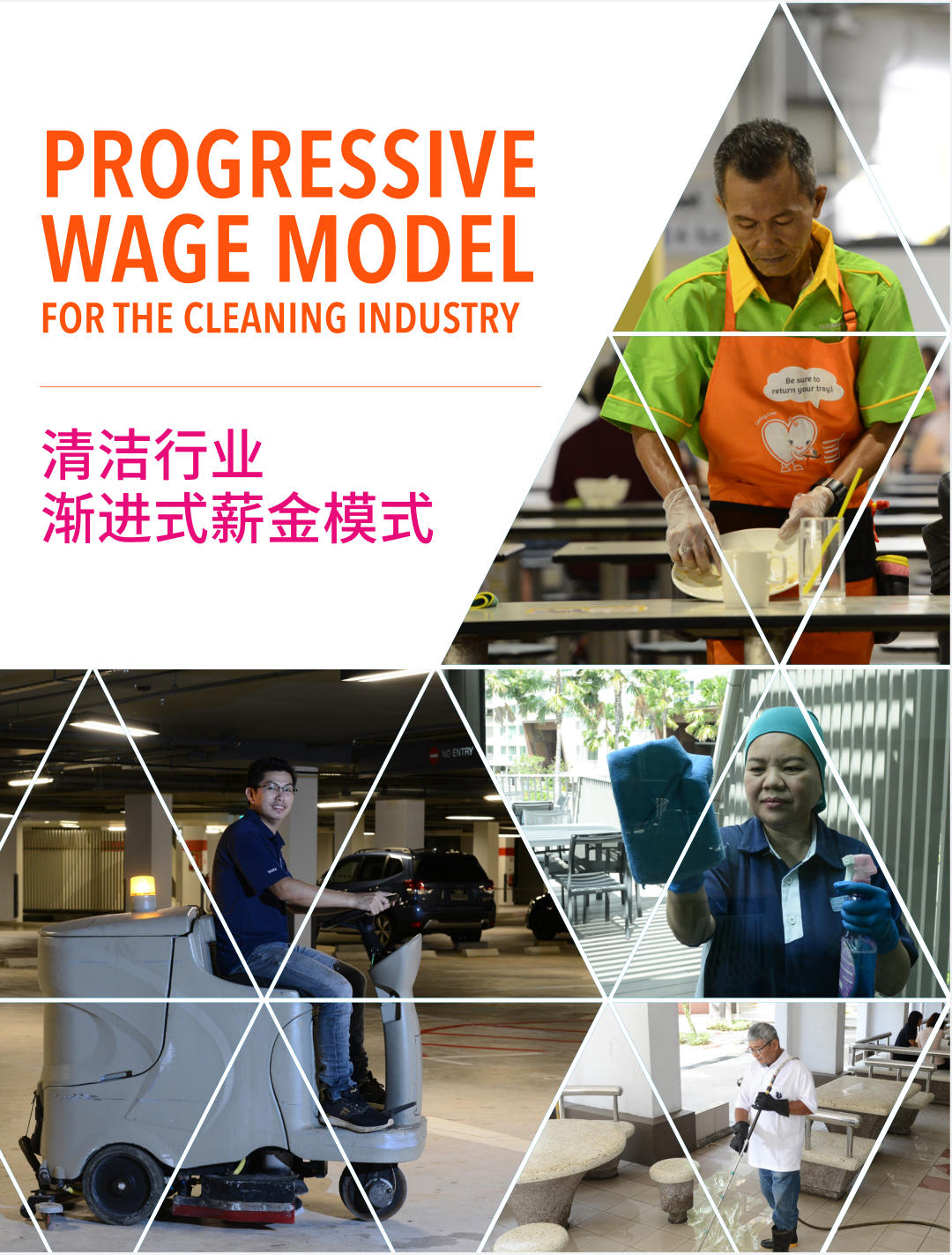
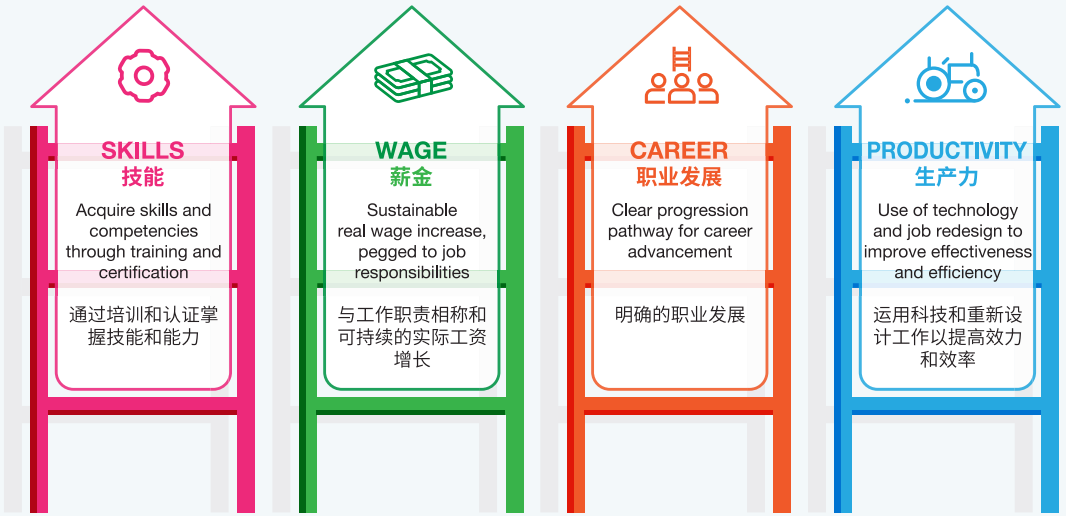
#everyworkermatters

PROGRESSIVE WAGE MODEL
FOR THE CLEANING INDUSTRY

清洁行业
渐进式薪金模式



THE FOUR LADDERS OF PROGRESSIVE WAGE MODEL (PWM)
渐进式薪金模式的四个阶梯



- Applicable to all cleaners (Singapore Citizens / Permanent Residents)
- Part-time cleaners should be paid according to a pro-rated PWM salary

- 只限于新加坡公民或永久居民的清洁工友
- 兼职清洁工友将获得相对比例的渐进式薪金模式薪金

ANY QUESTIONS? CONTACT US:
若有任何疑问，请联系我们：

NTUC U Care Centre
1800 255 2828 (Mon - Fri: 9am - 6pm)
ucarecentre@ntuc.org.sg
www.facebook.com/ucarecentre
www.ntuc.org.sg/ucarecentre

Building Construction and Timber Industries Employees' Union
6220 1233
batu@ntuc.org.sg
www.facebook.com/batuconnect

PWM BONUS
渐进式薪金模式花红

From January 2020, all eligible cleaners will receive a PWM Bonus of no less than 2 weeks' basic monthly wage.

Cleaner must have worked for the same employer for at least 12 months at the point of PWM Bonus computation.

The PWM Bonus is to be paid at least once but not more than twice a year.

Cleaner who resigns on his/her own accord or is terminated due to misconduct will not be eligible for PWM Bonus.

从2020年1月开始，所有符合条件的清洁工友将能获得不少过两个星期基本月薪的渐进式薪金模式花红。

清洁工友必须在渐进式薪金模式花红起算时，已经为同一雇主工作了至少12个月。

渐进式薪金模式花红每年必须发放至少一次，但发放的次数一年不可超过两次。

清洁工友如果自行辞职或犯严重过错而被解雇，将不能获取渐进式薪金模式花红。

ENHANCED PWM SKILLS LADDER
提升版的渐进式薪金模式技能阶梯

With effect from 2022, all cleaners need to be trained in One Mandatory Workplace Safety & Health Module and One Core Module.
For the list of available modules, refer to the full report.

从2022年起，所有清洁工友必须接受工作场所安全与卫生的必修课程和另一项核心课程的培训。
欲知更多详情，请参阅完整的报告。



For the full report, scan the QR code or visit:
请扫描QR码或浏览以下网址以参阅完整报告内容：

www.ntuc.org.sg/TripartiteClusterforCleaners

Information accurate as at March 2020
信息截至2020年3月为正确无误



OFFICE & COMMERCIAL
办公楼和商业机构

e.g. Clinics, Condominiums, Schools, Hospitals, Shopping Centres
如：诊疗所，公寓，学校，医院，购物中心

Wages indicated refer to Basic Monthly Salary 所列出的薪金是指基本月薪	1/7/2020 - 30/6/2021	1/7/2021 - 30/6/2022	1/7/2022 - 30/6/2023
Supervisor 监督员	≥ $1,854	≥ $1,910	≥ $1,967
Multi-skilled Cleaner cum Machine Operator 多技能清洁工友和机械操作员	≥ $1,648	≥ $1,698	≥ $1,749
Restroom Cleaner 厕所清洁工友	-	≥ $1,486	≥ $1,530
Outdoor Cleaner / Healthcare Cleaner 户外清洁工友 / 医疗清洁工友	≥ $1,442	≥ $1,486	≥ $1,530
General / Indoor Cleaner 一般 / 室内清洁工友	≥ $1,236	≥ $1,274	≥ $1,312



FOOD & BEVERAGE (F&B) ESTABLISHMENTS
饮食场所

e.g. Coffee Shops, Food Courts, Hawker Centres
如：咖啡店，食阁，小贩中心

Wages indicated refer to Basic Monthly Salary 所列出的薪金是指基本月薪	1/7/2020 - 30/6/2021	1/7/2021 - 30/6/2022	1/7/2022 - 30/6/2023
Supervisor 监督员	≥ $1,854	≥ $1,910	≥ $1,967
Multi-skilled Cleaner cum Machine Operator 多技能清洁工友和机械操作员	≥ $1,648	≥ $1,698	≥ $1,749
Restroom Cleaner 厕所清洁工友	-	≥ $1,486	≥ $1,530
Dishwasher / Refuse Collector 碗碟清洁工友 / 垃圾收集员	≥ $1,442	≥ $1,486	≥ $1,530
Table-top Cleaner 桌面清洁工友	≥ $1,339	≥ $1,380	≥ $1,421
General Cleaner 一般清洁工友	≥ $1,236	≥ $1,274	≥ $1,312



CONSERVANCY
公共清洁管理

e.g. Public Cleansing, Town Councils
如：公共住宅净化，市镇理事会

Wages indicated refer to Basic Monthly Salary 所列出的薪金是指基本月薪	1/7/2020 - 30/6/2021	1/7/2021 - 30/6/2022	1/7/2022 - 30/6/2023
Truck Driver (Class 4/5) 卡车司机 (驾照级别 4/5)	≥ $1,957	≥ $2,016	≥ $2,077
Supervisor / Mechanical Driver 监督员 /机械司机	≥ $1,854	≥ $1,910	≥ $1,967
Multi-skilled Cleaner cum Machine Operator / Refuse Collector 多技能清洁工友和机械操作员 / 垃圾收集员	≥ $1,648	≥ $1,698	≥ $1,749
Restroom Cleaner 厕所清洁工友	-	≥ $1,486	≥ $1,530
General Cleaner 一般清洁工友	≥ $1,442	≥ $1,486	≥ $1,530

COMMONLY ASKED QUESTIONS

PWM Wage

Q: Will I automatically get an increment every July?

A: If your salary is already higher than the stipulated PWM basic wage, it is at the discretion of your employer to give you an increment.

PWM Bonus

Q: When will I receive my PWM Bonus?

A: Employers must make the PWM Bonus payment no later than one month from the PWM Bonus computation cut-off date determined by the company, or on the worker's last day of employment, whichever is earlier.

Q: Is my performance bonus considered a PWM Bonus?

A: PWM Bonus is not tied to your performance. However, performance bonus can be considered a PWM Bonus as long as the amount is no less than the stipulated PWM Bonus amount. Your employer may consider any form of bonuses (e.g. 13th month bonus, festive bonus, etc.) as PWM Bonus as long as it is reflected in the payslip and is subject to CPF contribution.

Q: Is unpaid leave also considered in the calculation of PWM Bonus?

A: The employment period of 12 months will include paid and statutory leave. Unpaid leave / absence without leave / missing in action should not be taken into consideration when calculating the PWM Bonus.

Q: If I do not have the minimum 12-month length of service due to change of service provider, will I be eligible for PWM Bonus?

A: As your employment was discontinued due to a change of service provider which is not within your control, you will be eligible for pro-rated PWM Bonus even if you do not have the minimum 12-month length of service. Companies are advised to communicate clearly through a staff circular on the PWM Bonus eligibility and their policy on the payment schedule.

常见问题

渐进式薪金模式薪金

问: 我会在每年七月自动获得加薪吗?

答: 如果您的薪水已经超过渐进式薪金模式规定的基本薪金，您的雇主有权决定是否会给您加薪。

渐进式薪金模式花红

问: 我什么时候可以获得渐进式薪金模式花红?

答: 雇主必须在公司决定的渐进式薪金模式花红计算截止日期之后的一个月内，或在工友最后一天的工作日（以较早者为准）支付渐进式薪金模式花红。

问: 我的工作奖励花红能当作是渐进式薪金模式花红吗?

答: 渐进式薪金模式花红与您的工作表现无关。但是，若工作奖励花红不少过规定的渐进式薪金模式花红，此花红仍可当作于渐进式薪金模式花红。您的雇主可以决定把任何形式的花红（如第13个月花红，节庆花红，等）当作渐进式薪金模式花红，但必须在薪水单上清楚列明并缴交公积金。

问: 在计算渐进式薪金模式花红时是否也会考虑无薪假的天数?

答: 12个月的雇用期将包括有薪假和法定假。在计算渐进式薪金模式花红时，将不包括无薪假/未请假而缺勤/无故缺席的天数。

问: 如果我因为雇主无法与客户续约而没达到至少12个月的雇用期，我是否有资格获得渐进式薪金模式花红?

答: 由于您的雇主无法与客户续约并不是在您所能控制的范围内，因此，虽然您没有12个月的雇用期，您仍可获得相对比例的渐进式薪金模式花红。公司应该以书面通知员工并明确传达有关渐进式薪金模式花红的资格与花红的缴付期。



Q: What is the difference between a part-time cleaner and casual cleaner? Are they eligible for PWM Bonus?

A: Part-time cleaners refer to workers who are under a contract of service and work less than 35 hours a week on a regular basis. They are eligible for pro-rated PWM Bonus and it will be based on the contractual hours worked in a given year, as long as they have met the 12-month employment period as at the company's cut-off date of PWM Bonus computation.

Casual workers refer to relief workers who are deployed on an ad-hoc basis. They are considered employed under a contract of service until such time his/her contract is terminated by the employer. The Tripartite Cluster for Cleaners encourages companies to pay pro-rated PWM Bonus to their casual cleaners to recognise their work done as long as they meet the minimum length of service eligibility.

Job Role

Q: Which job category will I be classified under if my job responsibilities fall into more than one job category (e.g. an indoor and outdoor cleaner)?

A: You shall be classified under the job category where you spend 50% or more of your time in and the corresponding PWM wage level would apply.

问: 兼职清洁工和临时清洁工有何分别? 他们也能获得渐进式薪金模式花红吗?

答: 兼职清洁工属于在雇用合约下受聘且每周固定工作少于35个小时的工友。他们只要在公司计算渐进式薪金模式花红截止日期时已达到12个月的雇用期，就能以合约工作时间获得相对比例的花红。

临时清洁工是指按工作需求而被调配的非固定员工。他们将被视为雇用合约下受聘的员工直到雇主终止其雇用合约为止。只要临时清洁工友达到雇用期的合格条件，劳资政清洁工友事务小组鼓励所有公司认可他们的付出并给予他们相对比例的渐进式薪金模式花红。

工作类别

问: 如果我的工作包含多过一种类别（例如：室内和室外清洁工），那我的工作属于哪种类别?

答: 您的工作类别将按照工作时间占50%以上的工作，来决定此工作类别，并获得该类别的渐进式薪金模式薪金。