

THIS COLLECTIVE AGREEMENT is made pursuant to the Industrial Relations Act on this 30th day of September 2013 between the **ALEXANDRA HEALTH SYSTEM PTE LTD**, a company registered under the Companies Act and having its place of business at 90 Yishun Central, Singapore 768828 (hereinafter called the “Hospital”) 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 “**ALEXANDRA HEALTH SYSTEM STAFF AGREEMENT OF 2013**”.

2. SCOPE

- (1) This Agreement shall cover all staff of the Hospital with the exception of the following categories of staff (with definitions as set out in Appendix 1 of this Agreement):
 - (a) Managerial and Executive staff
 - (b) Confidential staff
 - (c) Probationary staff
 - (d) Part-time staff who join the Hospital directly on part-time employment (part-time staff who had converted from full-time regular employment shall be given full representation)
 - (e) 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

The Hospital and the Union agree to represent the following staff with limited scope as governed by Section 30A of the Industrial Relations Act.

- (a) Non-Nursing Staff - Grade 14
- (b) Pharmacist - PH03
- (c) Allied Health Professional - AH14
- (d) Nursing Staff - Senior Nursing Officer

(4) Representation of Contract Staff

The Hospital recognises the Union's limited representation of fixed term contract staff individually, not as a class.

There should not be any representation on all matters relating to terms of employment contained in the individual staff's Letter of Employment and any other prevailing terms of employment contractually agreed to between the Hospital and the individual staff.

To qualify for Union representation, the fixed term contract staff

- (a) Must not be under the categories of staff listed in Appendix 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 Hospital;
- (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 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;
 - (g) 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.
- (5) The Hospital shall provide the Union with a list of contract staff who qualify for limited representation by the Union.

3. RECOGNITION

- (1) The Hospital shall recognise the Union as the sole collective negotiating body relating to pay and all other terms and conditions of service of all bargainable staff coming within the scope of this Agreement.
- (2) The Hospital and the Union hereby undertake to fully cooperate in maintaining harmonious industrial relations and in creating an environment that will enhance the Hospital's image and business prospects and at the same time promote the interest and future growth of all staff.
- (3) The Hospital 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 April 2013 and shall be in force till 30 September 2015.
- (2) 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 the Hospital 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 Hospital 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) The Hospital 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>Non-Nursing Staff</u>	
PH01 & above	6 months
Grades 11 & above	6 months
Grades 1 to 10	3 months

<u>Nursing Staff</u>	
NO II & above	6 months
AN II to SSN I (fresh graduates and those without minimum 6 months' clinical experience)	6 months
AN II to SSN I (those with minimum 6 months' clinical experience)	3 months

- (5) Staff who have completed 3 months of service shall be eligible to all the benefits as spelt out in this agreement.
- (6) 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.
- (7) Subject to exceptional work performance, a staff may be confirmed before the expiry of the probationary period.
- (8) The termination notice of a staff or the corresponding period of gross salary in lieu of notice shall be as follows:

Non-Nursing Staff	Nursing Staff	Notice Period	
		During Probation	Upon Confirmation
PH01 & above Grades 11 & above	NO II & above	2 weeks	1 month
Grades 1 to 10	AN II to SSN I	2 weeks	1 month

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.
- (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 the daily contractual or rostered hours as set out in clause 10(1), or a total of 42 hours a week by a full-time staff shall be deemed as overtime work, in accordance with the provisions of the Employment Act.
- (2) Eligible 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 from 1 April 2013 to 31 December 2013, in computing the daily/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 daily/hourly basic rate of pay shall be based on a total monthly salary of \$2,200 in accordance with the "Alexandra Health Staff Agreement of 2010 (CA 266/2010)".
- (4) With effect from 1 January 2014, in computing the daily/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 daily/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 the Hospital. Staff shall be informed of the roster in advance.
- (3) A staff who works on her rest day at the request of the Hospital 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 from 1 April 2013 to 31 December 2013, in computing the daily/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 daily/hourly basic rate of pay shall be based on a total monthly salary of \$2,200 in accordance with the "Alexandra Health Staff Agreement of 2010 (CA 266/2010)".
- (5) With effect from 1 January 2014, in computing the daily/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 daily/hourly 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, if the Public Holiday falls on a non-working day or day off, the Hospital may decide to
 - (a) Give the staff another day off as a holiday; or
 - (b) Compensate the staff with an additional day's pay in lieu of that holiday.
- (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) The Hospital supports post-retirement employment and will endeavour to re-employ retired staff in suitable positions and

provide re-training where possible. Retired staff shall be offered fixed term post-retirement employment contract on mutually agreeable terms and conditions based on the operational and service needs of the department. The re-employment is subject to the staff's satisfactory performance and medical fitness to perform the job.

15. RETRENCHMENT BENEFITS

- (1) In the event of redundancy, the Hospital 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 Hospital 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 the Hospital shall be treated as redundancy and therefore staff will be eligible for retrenchment benefits.

PART IV SALARY AND OTHER MONETARY ITEMS

16. SALARY RANGES

The salary ranges are shown in Appendix 2 to this Agreement.

17. ANNUAL INCREMENT

- (1) Eligible staff shall receive 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. With effect from 1 January 2014, the annual increment shall be pro-rated based on the calendar days 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.

18. MONTHLY VARIABLE COMPONENT

- (1) The monthly variable component (MVC) will form part of the total monthly salary for the purpose of computing the basic rate of pay under the Employment Act, CPF payment, annual increment, overtime payment and bonuses and count towards the staff's salary range.
- (2) The Hospital 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 the Hospital 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 the Hospital 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) For the period from 1 April 2013 to 31 December 2013, staff who have not completed 12 months of service shall have their AWS pro-rated according to the completed months of service in accordance with the "Alexandra Health Staff Agreement of 2010 (CA 266/2010)".

- (4) With effect from 1 January 2014, staff who have not completed 12 months of service shall have their AWS pro-rated according to the calendar days of service.
- (5) Proportionate AWS shall be paid to staff whose services are terminated due to retrenchment, retirement, medical boarding out or death.
- (6) 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.
- (7) Staff who join in the month of December are not eligible for AWS.

20. VARIABLE BONUS

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

21. SHIFT ALLOWANCE

- (1) Staff who are scheduled to work on shift shall be paid the following shift allowance:
 - (a) Staff performing shift work in the ward areas

Job Grade	Shift Allowance Per 2nd Shift Performed		Shift Allowance Per 3rd/Night Shift Performed	
	Weekday	Weekend & Public Holiday	Weekday	Weekend & Public Holiday
NO I / II	\$14.00	\$21.00	\$58.00	\$87.00
SN I / II & SSN I / II	\$12.00	\$18.00	\$50.00	\$75.00
SAN I / II & PAN	\$8.00	\$12.00	\$45.00	\$68.00
AN I / II	\$7.00	\$10.50	\$36.00	\$54.00
HCA	\$5.50	\$8.50	\$28.00	\$42.00

(b) Staff performing shift work in the non-ward areas

Job Grade		Shift Allowance Per 2nd Shift Performed		Shift Allowance Per 3rd/Night Shift Performed	
Non-Nursing	Nursing	Week-day	Weekend & Public Holiday	Week-day	Weekend & Public Holiday
PH01 & above Grades 11 & above	NO I / II	\$9.00	\$13.50	\$43.00	\$65.00
Grades 7 to 10	AN II to SSN I	\$6.00	\$9.00	\$30.00	\$45.00
Grades 1 to 6	-	\$4.00	\$6.00	\$25.00	\$38.00

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

(a) Staff performing shift work in the ward areas

Job Grade	Shift Pattern		
	2-Shift	3-Shift	Permanent Night Shift
NO I / II	\$8.00	\$27.40	\$66.30
SN I / II & SSN I / II	\$6.90	\$23.60	\$57.10
SAN I / II & PAN	\$4.60	\$20.20	\$51.60
AN I / II	\$4.00	\$16.40	\$41.10
HCA	\$3.20	\$12.80	\$32.00

(b) Staff performing shift work in the non-ward areas

Job Grade		Shift Pattern		
Non-Nursing	Nursing	2-Shift	3-Shift	Permanent Night Shift
PH01 & above Grades 11 & above	NO I / II	\$5.10	\$19.90	\$49.30
Grades 7 to 10	AN II to SSN I	\$3.40	\$13.70	\$34.30
Grades 1 to 6	-	\$2.30	\$11.10	\$28.70

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) For the period from 1 April 2013 to 31 December 2013, staff scheduled on standby status during off-duty hours shall be paid an amount in accordance with the “Alexandra Health Staff Agreement of 2010 (CA 266/2010)” as follows:

(a) Staff performing work in the ward areas

Job Grade	Weekday	Weekend & Public Holiday
NO I / II	\$21.50	\$34.00
SN I / II & SSN I / II	\$19.50	\$31.00
SAN I / II & PAN	\$17.50	\$28.00
AN I / II	\$13.50	\$21.00
HCA	\$8.50	\$17.00

(b) Staff performing work in the non-ward areas

Job Grade		Weekday	Weekend & Public Holiday
Non-Nursing	Nursing		
PH01 & above Grades 11 & above	NO I / II	\$15.00	\$30.00
Grades 7 to 10	AN II to SSN I	\$10.00	\$20.00
Grades 1 to 6	-	\$8.50	\$17.00

(2) With effect from 1 January 2014, staff scheduled on standby status during off-duty hours shall be paid an amount as follows:

(a) Nursing staff and HCAs performing on-call/standby duty

Job Grade	Weekday	Weekend & Public Holiday
NO I / II	\$21.50	\$34.00
SN I / II & SSN I / II	\$19.50	\$31.00
SAN I / II & PAN	\$17.50	\$28.00
AN I / II	\$13.50	\$21.00
HCA	\$8.50	\$17.00

(b) Non-Nursing staff performing on-call/standby duty

Job Grade	Weekday	Weekend & Public Holiday
PH01 & above Grades 11 & above	\$15.00	\$30.00
Grades 7 to 10	\$10.00	\$20.00
Grades 1 to 6	\$8.50	\$17.00

23. NURSES' POST BASIC CERTIFICATE ALLOWANCE

The Hospital shall pay a monthly allowance of \$100 for any recognised postgraduate certificate obtained by the staff, up to a maximum of 2 certificates.

24. RETENTION FEE

- (1) The Hospital shall pay the retention fee charged by the Singapore Nursing Board for all registered nurses/midwives, the Singapore Pharmacy Council for all registered pharmacists and the Allied Health Professions Council for all registered allied health professionals to be retained on their register for practice.
- (2) The Hospital shall also pay the retention fee charged by the Singapore Police Force for all registered security personnel to be retained on their register for practice.

PART V LEAVE ITEMS

25. 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:

Job Grade		Years of Service		
Nursing staff	Non-Nursing staff	Less than 5	5 to less than 10	10 & above
NO II & above	-	24 days	26 days	28 days
SAN II to SSN I	PH01 to PH02 Grades 11 to 13	21 days	23 days	25 days
AN 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 calendar days of service.
- (4) Except in cases of dismissal for misconduct, when either the Hospital terminates the service of a staff or a staff resigns from service, the Hospital 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) Annual leave taken on a Saturday shall be considered as half day for non-shift staff.
- (7) If a staff who is on annual leave falls ill during the period of such leave, she shall be deemed not to be on annual leave on the days she is duly certified to be sick but such period shall be treated as medical leave in accordance with the provisions of clause 26 of this Agreement.

26. 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) A staff who is sick shall report her absence from work to her supervisor within 48 hours.

- (3) Medical certificates issued by any registered dentist shall be recognised as medical leave.

27. MATERNITY LEAVE

- (1) Subject to section 76(1) of the Employment Act, every female staff shall be entitled to 8 weeks of paid maternity leave.
- (2) Subject to the eligibility criteria as set out under the Child Development Co-Savings Act, every female staff shall be entitled to a further 8 weeks of paid maternity leave funded by the Ministry of Social and Family Development after the expiry of the initial 8 weeks of paid maternity leave for the 1st and 2nd child.
- (3) Subject to the eligibility criteria as set out under the Child Development Co-Savings Act, every female staff shall be entitled to 16 weeks of paid maternity leave funded by the Ministry of Social and Family Development for the 3rd child onwards.
- (4) An application for maternity leave shall be supported by a medical certificate from a registered medical practitioner or a Government maternity hospital.
- (5) 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 26 of this Agreement.

28. PATERNITY LEAVE

- (1) Every male staff who have served the Hospital 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 within 16 weeks of the birth of the child. With mutual agreement between the Hospital and staff, it may be taken

flexibly within 12 months, not exceeding the number of working days in a work week of the respective staff.

- (2) A confirmed male staff who does not qualify for the paternity leave stipulated in the CDCA, shall be granted 3 working days of paid paternity leave on the birth of his legal child, up to 3 surviving children. The leave has to be consumed within 1 month of the birth of the child.

29. SHARED PARENTAL LEAVE

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

30. MARRIAGE LEAVE

A confirmed staff shall be granted 3 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.

31. FAMILY CARE LEAVE/CHILDCARE LEAVE/EXTENDED CHILDCARE LEAVE

- (1) A staff who has at least 3 months' service shall be eligible for childcare leave/extended childcare leave/family care leave as provided below.

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 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 staff to look after family members who are unwell. 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, spouse, parents, parents-in-law, grandparents, grandparents-in-law and children with special needs (no age cap).
- (3) Subject to the provisions of the Child Development Co-Savings Act, for staff with children in both age groups i.e. children who are below the age of 7 years, as well as children who are 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.

32. 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.

33. 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.

34. 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 (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 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.

35. MEDICAL BOARDING OUT

- (1) After all avenues and provisions have been exhausted, the Hospital will consider on a case-by-case basis to medically board out a confirmed staff who has been certified unfit to work. The decision and process to medically board out is at the absolute

discretion of the Hospital and will be done in consultation with the Union.

- (2) 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 at the time of medical boarding 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 only cover specialist treatment and consultation that is claimable under the Flex Plan as per clause 37 and hospitalisation under clause 38 of this Agreement;
 - (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.
- (3) For the purpose of this clause, Government restructured healthcare institutions shall refer to healthcare institutions under the clusters: National Healthcare Group, Singapore Health Services, National University Health System, Alexandra Health System, Jurong Health Services and Eastern Health Alliance, and any other institution(s) that may be so declared by the Minister for Health.

PART VI MEDICAL AND DENTAL BENEFITS AND INSURANCE

36. MEDICAL BENEFITS

- (1) A staff with at least 3 months of service and her family combined shall be entitled to a maximum of \$400 per calendar year for non-specialist medical treatment received at a Government polyclinic or a private medical practitioner.
- (2) For the period from 1 April 2013 to 31 December 2013, the maximum bill claimable per visit for treatment by a private medical practitioner shall be \$25 in accordance with the "Alexandra Health Staff Agreement of 2010 (CA 266/2010)".
- (3) With effect from 1 January 2014, the maximum bill claimable per visit for treatment by a private medical practitioner shall be \$30. All claims for expenses incurred, other than those incurred in the Hospital where the staff is employed, shall be paid upon presentation of the relevant receipts.
- (4) A staff with at least 3 months of service shall be entitled to a maximum of \$550 per calendar year for specialist treatment and consultation received within Government restructured healthcare institutions. Her family combined, shall be entitled to another \$550 per calendar year.
- (5) The balance of the amount for non-specialist medical treatment can be used for specialist treatment and consultation.
- (6) A staff and her family members 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.
- (7) Notwithstanding sub-clauses (1) to (5) above, a staff who joins the Hospital on or after 1 January 1995 shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her family respectively.

- (8) For the purpose of this clause, the definition of a family is as per clause 37(6) of this Agreement.
- (9) Staff who are on Flex Plan shall not be eligible for the medical benefits under this clause.

37. FLEX PLAN

- (1) With effect from 1 January 2011, the Flex Plan has been implemented and the following will be applicable to staff covered under the Flex Plan.
- (2) Staff with at least 3 months of service shall be entitled to Flex Dollar (Flex\$) as follows:

Marital Status	Flex\$ (per calendar year)
Single (Staff only)	600
Married (Staff and family)	800

- (3) The Flex\$ can be used to claim for outpatient medical bills for staff and/or family (for married staff only) with co-payment of 10% for staff and 30% for family. Staff and/or family can also use the Flex\$ to claim for personal medical insurance premium.
- (4) Unused Flex\$ can be used to claim for other claimable items incurred by staff only as follows:

No	Claimable Items	Eligibility
1	Outpatient Medical Benefits - General Practitioner (GP) - Specialist Outpatient Clinics (SOC)	Staff and/or family
2	Medical Insurance	Staff and/or family
3	Life Insurance	Staff only
4	Health Screening	Staff only
5	Dental Benefit - Include prescribed medication	Staff only
6	Optical Expenses - Include spectacles and contact lens	Staff only

7	Wellness/Personal Development - Gym membership - Sports equipment	Staff only
8	Chalet/Rest and Recreation Activities - Tour Package - Hotel/chalet accommodation (Singapore/overseas) - Airfare/Train tickets/taxi fares/car rental (overseas only) - Admission tickets to places of interest (overseas only)	Staff only
9	Family Benefits - Infant/Child care centre fees	Staff only
10	Union Membership	Staff only
11	HSEU Mutual Aid Scheme	Staff only

- (5) With effect from 1 January 2014, any balance of unused Flex\$ shall be carried forward to the following year up to one year's entitlement.
- (6) Staff with less than 12 months' service shall have their Flex\$ pro-rated according to the calendar days of service.
- (7) For the purpose of this clause, "family" 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, child with special needs (no age cap), and who is not provided medical benefits by the current employer of the staff's spouse.
- (8) The Hospital and the Union recognise the importance of the Wellness Programme for the well-being of the staff. The Hospital and the Union will conscientiously embark on activities and programmes to promote staff's well-being and health, in line with the national emphasis on healthy lifestyle, family life and social interaction/cohesiveness.

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:

Job Grade		Ward
Nursing Staff	Non-Nursing Staff	
NO II & above	PH01 & above Grades 11 & above	A
AN II to SSN I	Grades 7 to 10	B1
-	Grades 1 to 6	B2

- (2) For the period from 1 April 2013 to 31 December 2013, staff shall be eligible for hospitalisation fees (excluding ward charges) per calendar year in accordance with the “Alexandra Health Staff Agreement of 2010 (CA 266/2010)” as follows:

Job Grade		Hospitalisation Fees
Nursing Staff	Non-Nursing Staff	
NO II & above	PH01 & above Grades 11 & above	\$10,000
AN II to SSN I	Grades 7 to 10	\$7,000
-	Grades 1 to 6	\$4,000

- (3) With effect from 1 January 2014, staff shall be eligible for hospitalisation fees (excluding ward charges) per calendar year as follows:

Job Grade		Hospitalisation Fees
Nursing Staff	Non-Nursing Staff	
NO II & above	PH01 & above Grades 11 & above	\$12,000
AN II to SSN I	Grades 7 to 10	\$8,500
-	Grades 1 to 6	\$5,000

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

- (5) A staff and her family may upgrade her ward accommodation, if she so chooses, but she shall have to pay the difference in ward charges and hospitalisation fees between their entitlement and the higher ward.
- (6) Where a staff is abroad and requires hospitalisation, the Hospital 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) to (3) above.
- (7) Notwithstanding sub-clauses (1) to (6) above, a staff who joins the Hospital after 1 January 1995 shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her family respectively.
- (8) For the purpose of this clause, the definition of a family is as per clause 37(6) of this Agreement.

39. DENTAL BENEFIT

- (1) A confirmed staff shall be eligible for reimbursement of dental expenses incurred up to \$130 per calendar year.
- (2) Staff who are on Flex Plan shall not be eligible for the dental benefit under this clause.

40. 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, the Hospital shall nevertheless insure such staff, subject to acceptance by the insurers.
- (3) The Hospital 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

41. STAFF TRAINING

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

42. 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 Hospital 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.

43. 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 Hospital 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.

44. TRANSPORT

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

45. UNIFORMS

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

46. SHOES

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

47. LONG SERVICE AWARD

In recognition of the dedication and service of its staff, the Hospital 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

48. NATIONAL SERVICE

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

49. CHILDCARE CENTRE

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

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 the date and year first hereinbefore mentioned.

Signed for and on behalf of:

**ALEXANDRA HEALTH SYSTEM
PTE LTD**

**HEALTHCARE SERVICES
EMPLOYEES' UNION**

LIAK TENG LIT
Group Chief Executive Officer

MS K. THANALETCHIMI
President

MRS CHEW KWEE TIANG
Chief Executive Officer

MS DIANA CHIA SIEW FUI
General Secretary

MS LYNN GAN
Chief Human Resource Officer

MS MARY CHAN HIN KIAW
Branch Chairperson

In the presence of:

MS YEN TAN
Chief Operating Officer

PATRICK TAY
Executive Secretary

ALEXANDRA HEALTH SYSTEM STAFF AGREEMENT OF 2013

The exclusion list for full representation is as follows:

- (1) Managerial and Executive staff
 - (a) Non-nursing : Grades 14 and above
 - (b) Pharmacist : PH03 and above
 - (c) Allied Health Professional : AH14 and above
 - (d) Nursing : Senior Nursing Officer and above

- (2) Confidential staff
 - (a) Executive secretary, secretary and confidential clerk
 - (b) Confidential Human Resource Department staff
 - (c) Payroll staff
 - (d) All Management Audit staff

- (3) Probationary staff
(Except that AN II to SSN I who have completed at least 3 months service out of their probation of 6 months shall be given full representation.)

- (4) Part-time staff who join the Hospital directly on part-time employment.
(Except that part-time staff who had converted from full-time regular employment shall be given full representation)

- (5) Medical staff

ALEXANDRA HEALTH SYSTEM STAFF AGREEMENT OF 2013

NURSING SALARY RANGES

Job Title	Minimum (\$)	Maximum (\$)
Asst Nurse II / Mid-Wife II	1,350	2,250
Asst Nurse I / Mid-Wife I	1,550	2,620
Senior Asst Nurse II / Senior Mid-Wife II	1,700	3,000
Senior Asst Nurse I / Senior Mid-Wife I	2,000	3,450
Principal Asst 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 Officer II	3,570	6,080
Nursing Officer I	4,400	7,520

ALLIED HEALTH PROFESSIONAL SALARY RANGES

Job Grade	Minimum (\$)	Maximum (\$)
AH11	2,300	4,400
AH12	2,600	4,800
AH13	3,300	5,550

PHARMACIST SALARY RANGES

Job Grade	Minimum (\$)	Maximum (\$)
PH01	3,100	5,250
PH02	3,650	6,200

ADMINISTRATIVE, ANCILLARY AND ALLIED HEALTH SUPPORT 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