

EMPLOYMENT, HOURS WORKED AND CONDITIONS OF EMPLOYMENT

Source of Data

Employment data are compiled primarily from administrative records of the Central Provident Fund Board and the Ministry of Manpower. The self-employed component is estimated from the Labour Force Survey.

Statistics on Paid Hours Worked are compiled from the Labour Market Survey conducted by the Manpower Research and Statistics Department of the Ministry of Manpower. Before 2006, the survey covered private sector establishments with at least 25 employees. From 2006 onwards, the survey also includes the public sector.

Statistics on Usual Hours Worked (including paid and unpaid hours worked by employed persons) are compiled from the Comprehensive Labour Force Survey conducted by the Manpower Research and Statistics Department of the Ministry of Manpower. The survey covers a sample of private households on the main island of Singapore. It excludes workers living in construction worksites, dormitories and workers' quarters at the workplace and persons commuting from abroad to work in Singapore.

Statistics on Employment Conditions and Practices are compiled from a supplementary survey conducted by the Manpower Research and Statistics Department of the Ministry of Manpower. The survey covers establishments in the private sector with at least 25 employees and the public sector.

Concepts and Definitions

Employment data from administrative records comprise all persons in employment. However, it excludes men who are serving their 2-year full-time national service in the Singapore Armed Forces, Police and Civil Defence Forces.

Data on the number of local (also known as resident) employees are compiled from the Central Provident Fund (CPF) Board's administrative records of active contributors, defined as local employees who have at least one CPF contribution paid for him/her. A local employee is a Singapore citizen or Permanent Resident who is employed by an employer under a contract of service or other agreement entered into in Singapore. Every local employee and his/her employer are

required to make monthly contributions to the CPF. The CPF is a compulsory savings scheme that provides workers financial security in old age and helps meet the needs of healthcare, home-ownership, family protection and asset enhancement.

Data on foreigners working in Singapore are compiled from administrative records of foreigners on valid work passes issued by the Ministry of Manpower. Foreigners can work in Singapore only if they have valid work passes issued by the Ministry of Manpower.

The number of self-employed persons is estimated from the Labour Force Survey. The self-employed comprises persons aged fifteen years and over who are own account workers, employers or contributing family workers.

Standard Hours Worked Per Week refers to the number of hours, excluding meal breaks worked by an employee during a normal working week.

Paid Overtime Hours Worked Per Week refers to the number of hours worked by an employee in excess of the standard hours for which the employees were paid. It excludes overtime hours worked for which 'time-off' was granted instead of wage payment.

Paid Hours Worked Per Week refers to the total number of paid hours worked during a week by an employee. It is the sum of standard hours and paid overtime hours worked.

Usual Hours Worked Per Week refers to the number of hours that a person usually works in a typical week, regardless of whether he is paid or not.

An **establishment** refers to an economic unit that produces goods or services at a single physical location and engages in one, or predominantly one type of economic activity. Thus, each branch of a multi-branch organisation at a different location is conceptually a different establishment. However, if in practice the required statistics are centrally kept such that it is not possible to obtain separate data for each individual unit or branch, the organisation or enterprise is treated as a single reporting unit and allowed to submit a consolidated return covering all the units or branches.

Part-Time Working refers to total working hours of less than 35 hours in a week. This work arrangement includes those who work half-day or only some days per week but excludes workers who work "on and off" and temporary employees who work the normal hours.

Flexitime is an arrangement where employees can vary their daily start and finish times to suit their work and personal commitments so long as they work the total hours agreed for an accounting period, usually a week or month in the office.

Tele-working is an arrangement where employees perform work in places other than the office and the job is performed using information and communication technologies. Employees under this work arrangement may be required to spend certain “core” times or days in the office. **Tele-working (formal)** refers to an arrangement where employees tele-work for an extended period of time. This differs from an **informal tele-working** arrangement where employees tele-work on an ad-hoc basis, as and when required for personal reasons (e.g. to cope with family’s exigency).

Homeworking is an arrangement where employees undertake work mainly in their homes without using information and communication technologies. Such jobs usually involve production of goods or services. It excludes those who are tele-working.

Job Sharing is an arrangement where the workload of a full-time job is split between two or more people in the office. The jobsharers work at different times, although there may be a time overlap to

maintain continuity. They may each work part of the day or week, or alternate weeks (depending on individual and their employers’ circumstances) on an ongoing, regular basis. The pay, holidays and other benefits are usually pro-rated according to the number of hours they each work.

Compressed Work Week is an arrangement where a standard work week is condensed into fewer than five days (i.e. employees complete their expected workload over a shorter time period). It is an option taken up by employees, rather than a mandatory requirement made by the employer.

Staggered Hours is an arrangement characterised by different starting and finishing hours (e.g. start time can vary from 7am to 10am with finish time adjusted accordingly) around compulsory core hours (e.g. 10am to 4pm).

Parental Care / Sick Leave refers to paid leave granted to employees for taking care of their parents (including step-parents and parent-in-laws) when they are sick or when the main caregiver is not available. Employees can also utilise the leave to accompany their parents for medical appointments.