

The Singapore economy is experiencing a sharp downturn due to the impact of global financial crisis. This downturn could be a prolonged one and the tripartite partners (SNEF, NTUC and MOM) have devised the Tripartite Guidelines on Managing Excess Manpower to help employers tide over this difficult period.

Most companies have already adopted these guidelines by implementing cost-cutting measures like reducing non-wage expenses to reduce overall business costs. Some have implemented shorter work-week, temporary lay-off, flexible work schedule, re-deployment, training and etc.

The Federation is pleased to introduce the new “**HELP**” scheme – “**Helping Employers Leverage their Partnership with SNEF**” an enhanced funding scheme to help our members seek advisory assistance from our SNEF consultants so that they can respond aptly to the current economic situation. The advisory work will include areas such as re-deployment and managing excess manpower. To check who your assigned SNEF consultant is and the amount your company is awarded, please contact our Membership hotline number at 6827-6955 or email at [help@snef.org.sg](mailto:help@snef.org.sg).

Responding to popular demand and response from our SNEF members, the SNEF “**HELP**” scheme will also continue with the existing features we have for the 2007/08 SNEF Members' Incentive grant which aim to upgrade the capabilities of our members' HRM personnel so that they can add even more value to their company's growth in the years ahead.

In addition to support the employability of older workers, we are pleased to offer the following enhanced consultancy services:

**a. Consultancy Services on Job Redesign, looking at the 6 age-friendly employment practices**

- 1 Recruitment Practices     2 Wage Structure     3 Benefit Structure     4 Re-employment Policy     5 Flexi-work Availability     6 New Job Roles

**Description of Age Friendly Practices**

- |  |  |
|--|--|
| 1 – No age or other barriers in the recruitment of mature workers.   | 5 – Repackage job scope to bring out the best in mature workers through shorter work hours or flexi-work arrangements.                                     |
| 2 – Adopt role-based or performance-based wage system.   | 6 – Create new value-added roles to leverage on strengths of mature workers. such as good people relations, better reliability, greater patience and more. |
| 3 – Implement portable medical benefits.   |  |
| 4 – Offer jobs to existing workers beyond age 62.<br>– Pro-active career management for mature workers.<br>– Re-train mature workers to prepare for new roles. |  |

**b. Employee Handbook incorporating code for fair employment practices, fair recruitment, policy for flexible wage system and re-employment scheme**

**c. HR Manual, a comprehensive guide to HR policies and practices, incorporating a.**

**d. Consultancy services on Collective Agreement, incorporating a.**

**e. Consultancy services on Tripartite Guidelines / Advisories on Managing Excess Manpower, Responsible Outsourcing Practices and Re-employment of Older Workers**

**If you are keen to embark on any of the above consultancy projects, please fill up the Form B and fax to us at 6737-7587 today!**



**Form B – HELP Scheme**

19 Tanglin Road #10-01/07  
Tanglin Shopping Centre Singapore 247909  
Tel: 6827 6827 Fax: 6737 7587  
<http://www.sgeemployers.com>

Please tick the consultancy project/s you are keen to embark and fax this application form B to us at 6737-7587. The scheme is valid till 31 March 2010!

- a. **Consultancy Services on Job Redesign, looking at the 6 age-friendly employment practices**  
Tick again any one of the age-friendly practices:
  - 1 Recruitment Practices
  - 2 Wage Structure
  - 3 Benefit Structure
  - 4 Re-employment Policy
  - 5 Flexi-work Availability
  - 6 New Job Roles

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1 – No age or other barriers in the recruitment of mature workers. 2 – Adopt role-based or performance-based wage system. 3 – Implement portable medical benefits. 4 – Offer jobs to existing workers beyond age 62. – Pro-active career management for mature workers. – Re-train mature workers to prepare for new roles.	5 – Repackage job scope to bring out the best in mature workers through shorter work hours or flexi-work arrangements. 6 – Create new value-added roles to leverage on strengths of mature workers. such as good people relations, better reliability, greater patience and more.

- b. **Employee Handbook incorporating code for fair employment practices, fair recruitment, policy for flexible wage system and re-employment scheme**
- c. **HR Manual, a comprehensive guide to HR policies and practices, incorporating a.**
- d. **Consultancy services on Collective Agreement, incorporating a.**
- e. **Consultancy services on Tripartite Guidelines / Advisories on Managing Excess Manpower, Responsible Outsourcing Practices and Re-employment of Older Workers**

Project Details (Brief Outline of Project to be undertaken)	
Estimated Start Date: _____	Estimated Completion Date: _____
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**TERMS & CONDITIONS**

- We understand that we have to abide by the following conditions for the utilization of the grant:
1. The grant amount is awarded based on our records of your employment size subscribing to SNEF as a member.
  2. The grant amount is non-negotiable and non-exchangeable for cash.
  3. All debts owing by member at the time of utilization have to be fully settled before grant can be used.
  4. The grant cannot be used together with existing grants/subsidy/discounts.
  5. Submission of this form does not constitute approval of using the grant. A faxed reply of approval (stamped "confirmed" and signed) from SNEF is required. An email approval will also be sufficed. SNEF reserves the right to cancel/withdraw any program/service or change the terms and conditions governing the use of the grant at any time without any prior notice.
  6. The implementation of the project must be within **six (6) months** from the date of approval of the grant. Company must retain SNEF membership throughout the project period. The grant expires on 31 Mar 2010.
  7. For enquires, kindly contact **Adrian Ho** at DID: 6827 6913 or e-mail at [help@snef.org.sg](mailto:help@snef.org.sg).

Name of Company: _____	SNEF Membership No: _____
Address: _____	Postal Code: _____
Mr/Ms: _____	Designation: _____
Tel: _____ Fax: _____	E-mail: _____

Available Grant: _____	Consultancy Fee: _____	Grant amount to offset: _____	Balance Amount Payable: _____
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Name/Designation of Officer in Charge: \_\_\_\_\_

Signature of Officer in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Official Use (SNEF)</b>		
Consultant Name: _____  Signature/Date: _____	Project Executive: _____  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature/Date: _____	Accounts Personnel: _____  Invoice No: _____  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Signature/Date: _____