

**ORDER BY COMMISSIONER FOR LABOUR UNDER SECTION 31DA(1) READ WITH SECTION 31AA(2) OF THE ENVIRONMENTAL PUBLIC HEALTH ACT 1987**

1. For the purposes of section 31DA(1) read with section 31AA(2) of the Environmental Public Health Act 1987, the specified amounts, after taking into consideration the recommendations by the Tripartite Cluster for Waste Management on remuneration for Singapore Citizen and Permanent Resident Waste Collection sub-sector workers (“**Waste Collection Workers**” or “**Employees**”), are as follows:

1.1 Progressive Wage Model (“**PWM**”) Schedule for Waste Collection Workers:

<b>Waste Collection Sub-Sector</b> <i>(applicable to Public Waste Collectors and General Waste Collectors holding NEA licenses A, B and C)</i>  <b>PWM Baseline Wages are effective from 1 July of each year</b>							
<b>PWM Job level</b>	<b>PWM Baseline Wages</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Crew	Gross Wage (excluding OT)	<b>\$2,210</b>	<b>\$2,420</b>	<b>\$2,630</b>	<b>\$2,840</b>	<b>\$3,050</b>	<b>\$3,260</b>
	OT Rate of Pay	\$16.60	\$18.25	\$19.90	\$21.56	\$23.21	\$24.86
Senior Crew	Gross Wage (excluding OT)	<b>\$2,410</b>	<b>\$2,620</b>	<b>\$2,830</b>	<b>\$3,040</b>	<b>\$3,250</b>	<b>\$3,460</b>
	OT Rate of Pay	\$18.17	\$19.83	\$21.48	\$23.13	\$24.78	\$26.43
Team Lead	Gross Wage (excluding OT)	<b>\$2,610</b>	<b>\$2,820</b>	<b>\$3,030</b>	<b>\$3,240</b>	<b>\$3,450</b>	<b>\$3,660</b>
	OT Rate of Pay	\$19.75	\$21.40	\$23.05	\$24.70	\$26.35	\$28.01
Supervisor	Gross Wage (excluding OT)	<b>\$2,860</b>	<b>\$3,070</b>	<b>\$3,280</b>	<b>\$3,490</b>	<b>\$3,700</b>	<b>\$3,910</b>
	OT Rate of Pay	\$21.71	\$23.37	\$25.02	\$26.67	\$28.32	\$29.97
Driver	Gross Wage (excluding OT)	<b>\$2,610</b>	<b>\$2,820</b>	<b>\$3,030</b>	<b>\$3,240</b>	<b>\$3,450</b>	<b>\$3,660</b>
	OT Rate of Pay	\$18.96	\$20.61	\$22.26	\$23.92	\$25.57	\$27.22
Hooklift Driver	Gross Wage (excluding OT)	<b>\$2,710</b>	<b>\$2,920</b>	<b>\$3,130</b>	<b>\$3,340</b>	<b>\$3,550</b>	<b>\$3,760</b>
	OT Rate of Pay	\$19.75	\$21.40	\$23.05	\$24.70	\$26.35	\$28.01
Senior Driver	Gross Wage (excluding OT)	<b>\$2,910</b>	<b>\$3,120</b>	<b>\$3,330</b>	<b>\$3,540</b>	<b>\$3,750</b>	<b>\$3,960</b>
	OT Rate of Pay	\$21.32	\$22.97	\$24.62	\$26.28	\$27.93	\$29.58

Note: Part-Time Employees<sup>1</sup> shall be paid on a pro-rated basis in accordance with the PWM Schedule above.

<sup>1</sup> A Part-Time Employee refers to an Employee is required under his/her contract of service with an employer to work for less than 35 hours a week.

1.2 Taking reference from the recommendations by the Tripartite Workgroup on Lower Wage Workers for Progressive Wages to be expressed in gross terms<sup>2</sup>, the PWM Baseline Wages for the Waste Management industry are recommended as follows:

1.2.1 Gross Wage: Stipulated in gross terms for regular contractual working hours (i.e. excludes overtime pay);

1.2.2 Overtime (“**OT**”) Rate of Pay: Stipulated minimum hourly pay<sup>3</sup> for each additional hour worked beyond the stipulated contractual hours. This is to safeguard the Employees’ interest when they have to put in overtime hours.

1.2.3 Progressive Wages to be tied to different job levels. The job duties and responsibilities for the various PWM job levels are listed in **Annex A**.

1.3 The Tripartite Cluster for Waste Management has indicated its intent to review the PWM Schedule in 2025. Any revision to the PWM Schedule would be implemented subsequently, upon the Tripartite Cluster’s recommendation and subject to the Government’s acceptance of the recommendation.

## 2 Introduction of Mandatory PWM Bonus

2.1 Employers are required to pay a mandatory annual bonus (“**PWM Bonus**”) to eligible Employees, with effect from 1 January 2024.

2.2 The PWM Bonus will enable employers to better attract and retain their employees, as it requires employees to remain with their existing employers for at least 12 months. This in turn may incentivise companies to invest more in the training of employees who stay on, so as to further raise their productivity.

2.3 The PWM Bonus quantum is to be no less than one month of the Employee’s prevailing basic monthly wage and should be paid to the Employee regardless of the Employee’s performance.

2.4 Please refer to **Annex B** for the PWM Bonus payout quantum for each year and further details regarding the PWM Bonus.

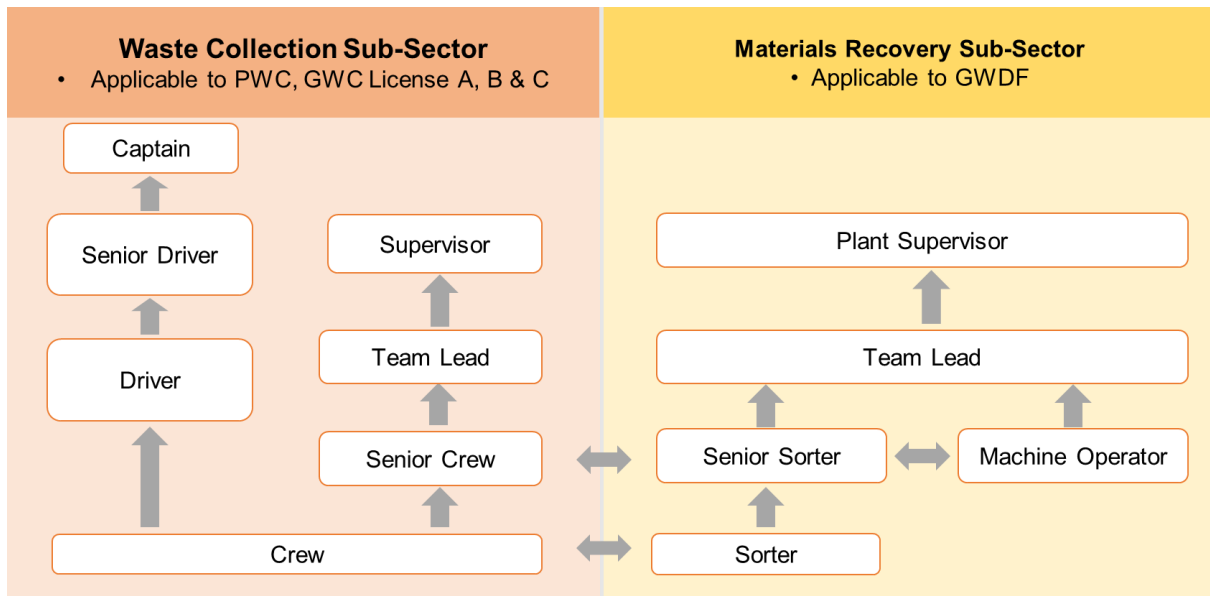
## 3 This Order shall come into operation on 1 July 2023.

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<sup>2</sup> Total Monthly Gross Wage refers to the sum of the Monthly Basic Wage, overtime payments, commissions, allowances, and other cash payments, and is before deduction of employee CPF. It excludes bonuses (e.g. AWS), stock options, other lump sum payments and payments-in-kind as well as employer CPF contributions.

<sup>3</sup> Part 4 of the Employment Act 1968 for overtime rates of pay to be at least 1.5x the basic rate of pay continues to apply.

**PWM CAREER LADDER – COVERAGE AND CRITICAL JOB FUNCTIONS OF WASTE MANAGEMENT JOB LEVELS**



<b>Waste Collection Sub-Sector</b>	
1. Crew	<p>A person assigned to provide waste and recyclables collection services as directed, handle tools and equipment and incidents. The key tasks for the Crew may include the following:</p> <ul style="list-style-type: none"> <li>(a) Ensure safety measures are adhered to during operations.</li> <li>(b) Ensure tools and equipment are replenished, reinstated and maintained.</li> <li>(c) Provide advisory to members of the public/clients/occupants and surface any complaint or feedback to Senior Crew/Team Lead and/or Supervisor.</li> <li>(d) Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the Senior Crew/Team Lead and/or Supervisor.</li> </ul>
2. Senior Crew	<p>A person assigned to provide waste and recyclables collection services without/with minimal supervision. He/she will also handle tools and equipment and incidents. The key tasks for the Senior Crew may include the following:</p> <ul style="list-style-type: none"> <li>(a) Ensure safety measures are adhered to during operations.</li> <li>(b) Ensure tools and equipment are replenished, reinstated and maintained.</li> <li>(c) Provide advisory to members of the public/clients/occupants and handle or surface any complaint or feedback to Team Lead and/or Supervisor.</li> <li>(d) Provide immediate response to incidents and emergencies.</li> <li>(e) Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults,</li> </ul>

	central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the Team Lead and/or Supervisor.
3. Team Lead	<p>A person assigned to provide waste and recyclables collection services when required, mentor new crews and conduct on-the-job training. The key tasks for the Team Lead may include the following:</p> <ul style="list-style-type: none"> <li>(a) Ensure safety measures are adhered to during operations.</li> <li>(b) Ensure tools and equipment are replenished, reinstated and maintained.</li> <li>(c) Provide advisory to members of the public/clients/occupants and handle or surface any complaint or feedback to the Supervisor.</li> <li>(d) Provide guidance to teams to ensure operations are running efficiently.</li> <li>(e) Provide immediate response to incidents and emergencies.</li> <li>(f) Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the Supervisor.</li> </ul>
4. Supervisor	<p>A person assigned to assist in managing waste and recyclables collection services, inventory, equipment and maintenance schedule, and teams and incidents. The key tasks for the Supervisor may include the following:</p> <ul style="list-style-type: none"> <li>(a) Assist in the planning of routes and deployment schedules and resolving operation abnormalities.</li> <li>(b) Communicate with the teams on assigned routes.</li> <li>(c) Ensure stocks of tools and equipment are in order and ensure replenishment orders are fulfilled on a regular basis.</li> <li>(d) Evaluate affected routes and equipment faults and report to Operations Executive to ensure continuation of waste and recyclables collection services.</li> </ul>
5. Driver <i>(has a Class 4 driving license &amp; operates Rear End Loader or Hooklift truck)</i>	<p>A person assigned to carry out waste collection services from site to disposal facilities as directed. He/she will handle mechanised tools and equipment, and incidents. The key tasks for the Driver may include the following:</p> <ul style="list-style-type: none"> <li>(a) Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained.</li> <li>(b) Ensure safety measures are adhered to during operations.</li> <li>(c) Report of road hazards which can cause delays in collection services.</li> </ul> <p><i>Note: A Crew/Senior Crew/Team Lead may be deployed as a Driver provided that the worker has attained at least a Class 4 driving license and met the required training requirements.</i></p>

<p>6. Senior Driver</p>	<p>A person assigned to carry out waste collection services from site to disposal facilities without/with minimal supervision. He/she will handle mechanised tools and equipment, incidents and lead, supervise and guide/mentor new drivers. The key tasks for the Senior Driver may include the following:</p> <ul style="list-style-type: none"> <li>(a) Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained.</li> <li>(b) Ensure safety measures are adhered to during operations.</li> <li>(c) Report of road hazards which can cause delays in collection services.</li> </ul>
<p>7. Captain</p> <p><i>(Able to drive more than 1 type of trucks)</i></p>	<p>A person assigned to assist in managing waste collection services, inventory, equipment, and maintenance schedules, and mentor new drivers. He/she will have to carry out waste collection services when required, manage incidents which include resolving reports from Driver/Senior Driver. The key tasks for the Captain may include the following:</p> <ul style="list-style-type: none"> <li>• Assist in the planning of routes and deployment schedules and resolve operations abnormalities.</li> <li>• Communicate with the teams on assigned routes.</li> <li>• Evaluate affected routes and equipment faults and report to Operations Executive to ensure continuation of waste and recyclables collection services.</li> </ul> <p><i>Note: The Captain's wage is left to market forces.</i></p>

**IMPLEMENTATION OF PWM BONUS FROM JANUARY 2024 – PAYOUT QUANTUM, ELIGIBILITY CRITERIA AND COMPUTATION**

<b>Waste Collection Sub-Sector</b> <i>(applicable to Public Waste Collectors and General Waste Collectors holding NEA licenses A, B and C)</i>					
<b>PWM Bonus effective from 1 January 2024 to be paid to eligible employees</b>					
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Crew	≥\$2,320	≥\$2,530	≥\$2,740	≥\$2,950	≥\$3,160
Senior Crew	≥\$2,520	≥\$2,730	≥\$2,940	≥\$3,150	≥\$3,360
Team Lead	≥\$2,720	≥\$2,930	≥\$3,140	≥\$3,350	≥\$3,560
Supervisor	≥\$2,970	≥\$3,180	≥\$3,390	≥\$3,600	≥\$3,810
Driver	≥\$2,620	≥\$2,830	≥\$3,040	≥\$3,250	≥\$3,460
Hooklift Driver	≥\$2,720	≥\$2,930	≥\$3,140	≥\$3,350	≥\$3,560
Senior Driver	≥\$2,920	≥\$3,130	≥\$3,340	≥\$3,550	≥\$3,760

**1. Eligible Employees**

Employees who meet the following criteria are eligible for PWM Bonus:

1.1 Singapore Citizen or Permanent Resident;

1.2 Working full time or part-time;

1.3 Employed by the same employer for a minimum of 12 months; and

1.4 Have not already received other forms of bonuses amounting to minimum 1 month of last drawn monthly basic wage. See paragraph 4 of this **Annex B** below for more details.

**2. When is the PWM Bonus payable?**

2.1 Please refer to the table below:

<b>Scenarios</b>	<b>PWM Bonus Payable?</b>
a) Part-Time Employee / Casual employee	Yes (pro-rated)
b) Retired / Medically Boarded Out	Yes (pro-rated)

c) Employee resigns on own accord	No
d) Employee's services terminated due to misconduct	No

### 3. **Employed by the same employer for at least 12 months**

3.1 The employment period of 12 months includes paid and statutory leave. Any absence without leave or the Employee missing in action shall not count towards employment period when calculating the PWM Bonus.

3.2 The length of service (i.e. employment period) for a Part-Time Employee will be counted from their first day of employment with their employer. Unless the employer explicitly terminates the employment of the Part-Time Employee, such Employee is deemed to be in continuous employment with their employer.

### 4. **Employers may already have some form of bonuses**

4.1 Such bonuses will be counted towards the PWM Bonus if they attract CPF contributions.

4.2 The PWM Bonus can include the following payments made to the Employee:

- (a) performance bonus;
- (b) retention bonus;
- (c) annual wage supplement (commonly known as "13th month" bonus);
- (d) festive bonus; or
- (e) any such class of variable bonuses that the employer may pay to its employees.

4.3 The following does not constitute PWM Bonus made to the Employee:

- (a) any basic wage;
- (b) any overtime payments;
- (c) any reimbursement for special expenses incurred by the Employee in the course of the Employee's employment; and
- (d) any regular allowance or incentives however described.

### 5. **Implementation Year in 2024 & PWM Bonus Computation Cut-Off Date**

7.1 Employers shall compute the PWM Bonus payout quantum in the year of implementation (i.e. 2024) from 1 January 2024 to the date of the PWM Bonus computation cut-off date. For example, if the employer's PWM Bonus computation cut-off date is on 31 October 2024, the bonus payout amount in 2024 would be pro-rated based on 10 out of 12 months.

7.2 Employers are given the flexibility to determine the cut-off date for PWM Bonus computation. However, employers must make the PWM Bonus payment within one month from the cut-off date, or on the Employee's last day of employment, whichever is earlier.

7.3 With effect from 1 January 2025, employers shall compute the total PWM Bonus payable in a given year based on the quantum amounts as stipulated in the table in this **Annex B** above.

7.4 Employers must pay the PWM Bonus at least once but not more than twice in a calendar year. Employers can also consider making the PWM Bonus payment on the employment anniversary date of their Employees.

7.5 To ensure all eligible Employees receive the PWM Bonus, employers must reflect such payment in their salary slips. The PWM Bonus is also subject to both employer's and employee's CPF contributions.

7.6 In the event of a discontinuation of employment, employers must ensure that all outstanding PWM Bonuses are paid to eligible Employees by the final day of the Employee's employment.

#### **6. Computation of PWM Bonus for Part-Time Employees and Pro-Rated PWM Bonus**

<b>Part-Time Employee</b>	
<p>Step 1:</p> <p>Calculate monthly salary for Part-Time Employee</p>	$\frac{\text{Basic monthly salary of a similar full-time Employee} \times 12 \text{ months}}{52 \text{ weeks} \times \text{contracted hours/week}} \times \text{No. of working hours the Part-Time Employee is required to work under the contract of service in a month}$
<p>Step 2:</p> <p>Find <b>Average BMS</b> of Part-Time Employee over 6 months to smoothen irregularities</p>	$\frac{\text{Sum of monthly salaries in Month 1 to Month 6}}{6} = \text{Average Basic Monthly Salary (BMS)}$
<p>Step 3:</p> <p>Calculate <b>Pro-Rated PWM Bonus</b></p>	$\text{BMS} \times \frac{\text{No. of contractual hours worked during computation period}}{52 \text{ weeks} \times \text{no. of contractual hours in a week}}$



7. **Employees who retired or being medically boarded out are eligible for PWM Bonus**

<b>Retired</b>	This refers to Employees who have reached statutory retirement age and who are not offered re-employment.
<b>Medically Boarded Out</b>	This refers to cases where the Employee is issued a medical board out statement after the Employee has exhausted his/her Long-Term Illness leave (e.g., cancer, tuberculosis).

8. **Resignation / Termination due to misconduct**

<b>Resigned</b>	(a) Resignation refers to a situation where the Employee chooses to leave employment on his/her own accord.
<b>Terminated Due to Misconduct</b>	(b) Examples of misconduct include theft, dishonesty, disorderly or immoral conduct at work and insubordination.  Employers are not required to pay the PWM Bonus to the Employee in any of the scenarios as described above.