

ORDER BY COMMISSIONER FOR LABOUR UNDER SECTION 31DA(1) READ WITH SECTION 23A(2) OF THE ENVIRONMENTAL PUBLIC HEALTH ACT 1987

1. For the purposes of section 31DA(1) read with section 23A(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 Disposal workers in the Materials Recovery sub-sector (“**Materials Recovery Workers**” or “**Employees**”), are as follows:

1.1 Progressive Wage Model (“**PWM**”) Schedule for Materials Recovery Workers:

Materials Recovery Sub-Sector <i>(applicable to General Waste Disposal Facility licensees)</i>							
PWM Baseline Wages are effective from 1 July of each year							
PWM Job level	PWM Baseline Wages	2023	2024	2025	2026	2027	2028
Sorter	Gross Wage (excluding OT)	\$2,110	\$2,320	\$2,530	\$2,740	\$2,950	\$3,160
	<i>OT Rate of Pay</i>	<i>\$15.81</i>	<i>\$17.47</i>	<i>\$19.12</i>	<i>\$20.77</i>	<i>\$22.42</i>	<i>\$24.07</i>
Senior Sorter / Machine Operator	Gross Wage (excluding OT)	\$2,310	\$2,520	\$2,730	\$2,940	\$3,150	\$3,360
	<i>OT Rate of Pay</i>	<i>\$17.39</i>	<i>\$19.04</i>	<i>\$20.69</i>	<i>\$22.34</i>	<i>\$23.99</i>	<i>\$25.65</i>
Team Lead	Gross Wage (excluding OT)	\$2,510	\$2,720	\$2,930	\$3,140	\$3,350	\$3,560
	<i>OT Rate of Pay</i>	<i>\$18.96</i>	<i>\$20.61</i>	<i>\$22.26</i>	<i>\$23.92</i>	<i>\$25.57</i>	<i>\$27.22</i>
Plant Supervisor	Gross Wage (excluding OT)	\$2,710	\$2,920	\$3,130	\$3,340	\$3,550	\$3,760
	<i>OT Rate of Pay</i>	<i>\$20.53</i>	<i>\$22.19</i>	<i>\$23.84</i>	<i>\$25.49</i>	<i>\$27.14</i>	<i>\$28.79</i>

Note: Part-Time Employees¹ shall be paid on a pro-rated basis in accordance with the PWM Schedule above.

1.2 Taking reference from the recommendations by the Tripartite Workgroup on Lower Wage Workers for Progressive Wages to be expressed in gross terms²,

¹ 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.

² 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.

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 pay³ 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.

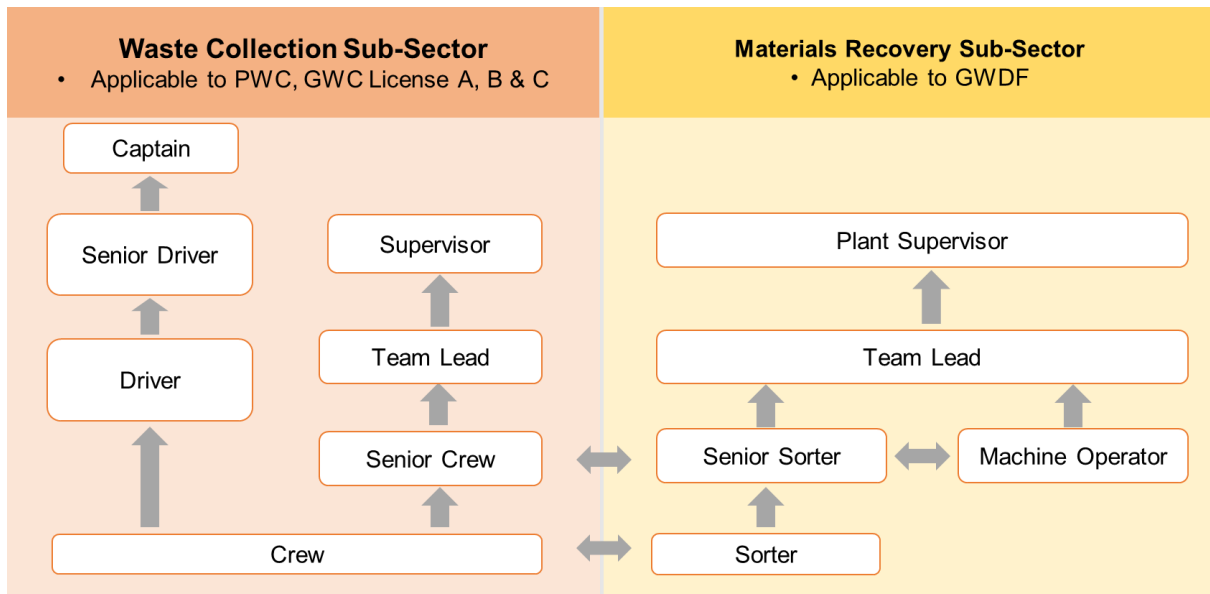
2.3 The PWM Bonus quantum is to be no less than one month of the Employee’s prevailing basic monthly wage and should be paid to the Employee regardless of the Employee’s performance.

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.

³ 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



Materials Recovery Sub-Sector	
1. Sorter	<p>A person assigned to perform waste recycling & materials recovery operations as directed. He/she will handle mechanised tools and equipment, and incidents. The key tasks for the Sorter may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Report operation abnormalities such as faulty equipment to Senior Sorter/Team Lead/Supervisor.
2. Senior Sorter	<p>A person assigned to perform waste recycling & materials recovery operations without/with minimal supervision and guide new sorters on the job. He/she will handle mechanised tools and equipment and incidents. The key tasks for the Senior Sorter may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Provide immediate response to incidents and emergencies. • Report operation abnormalities such as faulty equipment to Team Lead/Supervisor.
3. Machine Operator (e.g. operate forklift or heavy machineries)	<p>A person assigned to handle heavy machineries and equipment at disposal facility. The key tasks for the Machine Operator may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained.

	<ul style="list-style-type: none"> • Report operation abnormalities such as faulty equipment to Team Lead/Supervisor.
4. Team Lead	<p>A person assigned to perform waste recycling & materials recovery operations when necessary, mentor new sorters, and conduct on the job training. He/she will handle heavy machineries and equipment when necessary and incidents. The key tasks for the Team Lead may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Provide immediate response to incidents and emergencies. • Provide guidance to teams to ensure operations are running efficiently. • Report operation abnormalities such as faulty equipment to Supervisor.
5. Plant Supervisor	<p>A person assigned to assist in managing waste recycling materials recovery operations at disposal facility, inventory, equipment and maintenance schedule, teams and incidents. The key tasks for the Plant Supervisor may include the following:</p> <ul style="list-style-type: none"> • Assist in planning of routes, work schedules and deployment of manpower. • Communicate assigned duties to the team. • Ensure stocks of tools and equipment are in order and ensure replenishment orders are fulfilled on a regular basis. • Evaluate reported equipment faults and report to operations executive. • Resolve operational abnormalities reported by Sorter/Senior Sorter/Machine Operator/Team Lead and conduct on-site investigations for such incidents.

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

Materials Recovery Sub-Sector <i>(applicable to General Waste Disposal Facility licensees)</i>					
PWM Bonus effective from 1 January 2024 to be paid to eligible Employees					
	2024	2025	2026	2027	2028
Sorter	≥\$2,220	≥\$2,430	≥\$2,640	≥\$2,850	≥\$3,060
Senior Sorter / Machine Operator	≥\$2,420	≥\$2,630	≥\$2,840	≥\$3,050	≥\$3,260
Team Lead	≥\$2,620	≥\$2,830	≥\$3,040	≥\$3,250	≥\$3,460
Plant Supervisor	≥\$2,820	≥\$3,030	≥\$3,240	≥\$3,450	≥\$3,660

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:

Scenarios	PWM Bonus Payable?
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**

5.1 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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

Part-Time Employee	
<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 Average BMS 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 Pro-Rated PWM Bonus</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

Retired	This refers to Employees who have reached statutory retirement age and who are not offered re-employment.
Medically Boarded Out	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

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