



# Useful Information For Security Officers

## 保安行业需知

This guide is prepared for security officers as a reference guide. For more detailed information, please refer to the Employment Guide for the Security Industry, also available on [www.mom.gov.sg](http://www.mom.gov.sg).

本手册供保安人员作参考资料。欲知更多详情，请参阅《保安行业就业指南》，或上网 [www.mom.gov.sg](http://www.mom.gov.sg) 浏览查询。

## Hours of Work & Overtime 工作时间与超时工作

### 01 How many hours is the security officer expected to work in a day/week?

For a non-shift security officer, the hours of work shall not be more than 8 hours a day or 44 hours a week.

For a shift security officer, the hours of work will be an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.

All work in excess of the above hours shall be considered as overtime work.

#### 保安人员每日/周工作几小时？

非轮班制的保安人员每天工作不得超过8小时或每周不得超过44小时。

轮班制的保安人员在连续三周内每周平均不得超过44小时，每日不得超过12小时。

所有超出以上的工作时间范围均视为超时工作。

**02**

**Does the hours of work include break-time for tea/meals or rest?**

No.

工作时间包括用餐/茶点或休息时间吗？  
不包括。

**03**

**Is there a limit to the number of hours the security officer can work in a day?**

Yes. A security officer is not allowed to work more than 12 hours in a day except in the following circumstances:-

- (a) accident, actual or threatened;
- (b) work which is essential to the life of the community;
- (c) work which is essential to national defence or security;
- (d) urgent work to be done to machinery or plant;
- (e) an interruption of work which was impossible to foresee.

A shift security officer is not allowed to work more than 12 hours a day under any circumstances.

保安人员有每日最高限定的工作时间吗？

有。每位保安人员每日不得工作超过12小时，除以下情形外，

- (a) 发生意外或有发生意外的危险；
- (b) 有关社区的重要工作；
- (c) 有关国防或安全的重要工作；
- (d) 有关机械或工厂的紧急工作；
- (e) 不可预测的工作中断。

在任何情况之下，轮班制的保安人员每日不得工作超过12小时。



## 04 When is overtime allowance payable?

Overtime allowance must be paid if the security officer is required to work beyond his contractual hours of work. Payment for overtime work must be paid not later than 14 days after the last day of the salary period.

### 什么时候应得到超时工作津贴?

若保安人员须要在合约范围以外的工作时间工作，应获超时津贴。超时津贴应在每工资期分发工资后的十四天内支付。

## 05 What is the rate of payment for overtime work?

The rate of payment is 1.5 times the hourly basic rate of pay.

- (a) For a monthly rated-employee, the hourly basic rate of pay is computed as follows:

$$\frac{12 \times \text{Monthly Basic Rate of Pay}}{52 \times 44}$$

- (b) For a daily-rated employee, the hourly basic rate of pay is computed as follows:

$$\frac{\text{Daily Pay at the Basic Rate}}{\text{Daily Hours of Work}}$$

Based on the hourly rate of pay, the overtime pay for the 2 categories is calculated as follows:

*Hourly Basic Rate of Pay x 1.5 x Number of Hours of Overtime Work*

### 如何计算超时工资？

超时工资率为基本工资的1.5倍。

(a) 对以月薪计算的员工，每小时工资的计算方式为：

$$\frac{12 \times \text{每月基本工资}}{52 \times 44}$$

(b) 对以日薪计算的员工，每小时工资的计算方式为：

$$\frac{\text{每日基本工资}}{\text{每日工作小时}}$$

根据每小时工资，以上2项超时工作工资的计算为：

每小时基本工资 x 1.5 x 超时工作小时

## 06

### Is there any maximum hours of overtime work that a security officer can perform in a month?

Yes. A security officer is permitted to work up to a limit of 72 hours of overtime a month. However, this limit may be exceeded if exemption has been obtained by the employer from the Ministry of Manpower.

### 每位保安人员是否有最高的超时工作小时？

有。每位保安人员每月不得工作超过72小时，但个别公司可向人力资源部申请批准超出限制。

## Unauthorised Deductions 雇主自行扣除工资

**07**

**Can an employer make deductions from the security officer's salary?**

No deductions other than those allowed under the Employment Act can be made by the security agency. The deductions from salary allowed under the Act are for:

- (a) absence from work
- (b) damage to or loss of goods/money
- (c) the cost of meals supplied by the employer
- (d) house accommodation, amenities and services
- (e) the recovery of advances, loans or adjustment of overpayments of salary
- (f) income tax payment (for non-Singaporean)
- (g) CPF contributions
- (h) contributions to superannuation scheme/provident fund
- (i) payments to any registered co-operative society
- (j) any other purpose which may be approved upon application from time to time by the Minister of Manpower

**雇主能自行扣除保安人员的工资吗？**

除了在雇佣法令允许范围内扣除工资外，保安公司不得自行扣除工资。

法令下所允许扣除的项目为：

- (a) 上班缺席
- (b) 致使物品损坏/金钱遗失
- (c) 雇主供给的膳食费用
- (d) 住宿、设施及其它服务
- (e) 追讨预支的工资、贷款或超付工资
- (f) 所得税的支付（非新加坡公民）
- (g) 公积金缴交额

- (h) 缴交其它退休金或储蓄基金的款项
- (i) 缴交给注册登记福利社的款项
- (j) 在特殊状况下，通过申请，由人力部进行核准的其它项目

## 08

### What is the maximum amount of deductions that an employer can make from the security officer's salary?

The maximum amount of deductions in respect of any one salary period is 50% of his salary.

This 50% ceiling does **not** apply to the last payment of salary when the contract of service is terminated.

#### 雇主对保安人员工资的最高扣除额为多少？

最高扣除额为每个工资期的50%。

但此50%的限额不应用于雇佣合约终止后的最后一次工资支付。

## Dispute Resolution 争议解决

## 09

### What is the avenue for redress should there be a claim/complaint on salary matters?

Either the security officer or security agency may lodge a claim with the Commissioner for Labour, Ministry of Manpower.

However, the following conditions must be satisfied:

- (a) the security officer involved must be covered by the Employment Act;
- (b) the claim /complaint must be made within one year from the date of claim/complaint made to the Commissioner; and

- (c) if the security officer involved in the dispute has left employment, the claim must be lodged with the Commissioner within 6 months from the date of leaving employment.

The security agency may also lodge a complaint but this is restricted to “notice pay” only.

**若想追讨工资或投诉问题时，可通过哪些途径获得赔偿？**

在满足以下条件的前提下，可由保安人员或保安公司向人力部的专员要求索赔：

- (a) 保安人员必须是雇佣法令下受保护的员工；
- (b) 索赔或投诉必须是在事情发生后的一年内进行；
- (c) 若有关保安人员已经离职，必须在离职后半年内向专员提出索赔要求。

保安公司也能进行投诉，但仅限“通知期限工资”的问题。

## 10

### **Is there any payment of fee for lodging claim with the Commissioner for Labour?**

Yes. The registration fee payable by a claimant is:

- (a) \$3 if the claimant is a security officer
- (b) \$20 if the claimant is a security agency

Registration fees are not refundable.

**我必须缴付任何投诉费吗？**

是。索赔者须交付以下登记费：

- (a) \$3 – 若索赔者是保安人员
- (b) \$20 – 若索赔者是保安公司

登记费恕不退还。



# 11

## Can both parties agree to settle the claims before the Commissioner's inquiry?

Yes. Upon the settlement, the claimant has to inform the Commissioner in writing, giving details of the amount settled to discharge his claim(s).

### 双方能否在专员调查前同意解决索赔问题？

能。在问题得到解决后，索赔者必须以书面通知专员，并声明索赔成功的金额，以便撤销索赔的要求。



**You should receive your salary within 7 days after the last day of the salary period.**

**您应当在工资期最后一天后的7天内收到工资。**

## Termination of Contract 终止合约

### 12 Can the security officer terminate the contract of service?

Yes. However, he should give written notice before termination. The notice period to be given depends on what is agreed in the contract.

#### 保安人员能终止服务合约吗？

可以。但他必须予以书面通知对方，而通知期限将根据个别雇佣合约内容而异。

### 13 When is a security officer deemed to have broken a contract?

A security officer is deemed to have broken a contract when he is absent from work for more than 2 working days continuously without approval. In this case, the employer would have the right to claim the salary in lieu of the notice period.

#### 保安人员会在什么情况下被视为违反合约？

若保安人员私自缺席连续超过两天，其雇主将有权扣除其工资，以工资代替通知期限。

### 14 Do allowances attract CPF contributions?

Yes. Allowances, like all other cash payments due or granted to an employee for work done is considered as salary and attracts CPF contributions. This includes overtime payments, transport allowances and food allowances.

#### 津贴部分需缴交公积金吗？

需要。津贴与其它支付或应支付给雇员的现金酬劳是一样的，因此必须缴交公积金。缴交范围包括超时工作津贴、交通津贴和伙食津贴。

# 15

## What are the CPF rates applicable for workers in the various age groups?

Information on the CPF contribution rates for employees are shown below :

Contribution Rates (as a percentage of wages)			
Age	Employer (%)	Employee (%)	Total (%)
50 and below	14.5	20	34.5
Above 50 to 55 years	10.5	18	28.5
Above 55 to 60 years	7.5	12.5	20
Above 60 to 65 years	5	7.5	12.5
Above 65 years	5	5	10

### 不同年龄层的公积金缴交率是什么？

有关雇员的公积金缴交率，请看以下信息：

缴交率（工资的百分比）			
年龄	雇主(%)	雇员(%)	总共(%)
50岁或以下	14.5	20	34.5
50岁以上至55岁	10.5	18	28.5
55岁以上至60岁	7.5	12.5	20
60岁以上至65岁	5	7.6	12.5
65岁以上	5	5	10



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