

## EMPLOYMENT, HOURS WORKED AND CONDITIONS OF EMPLOYMENT

### Source of Data

Employment data are compiled 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 hours worked are compiled from establishment surveys conducted by the Manpower Research and Statistics Department of the Ministry of Manpower. Before 2006, the surveys cover private sector establishments each with at least 25 employees. From 2006 onwards, the surveys also include the public sector.

Statistics on employment conditions and practices are compiled from establishment surveys conducted by the Manpower Research and Statistics Department of the Ministry of Manpower. The surveys cover private sector establishments each with at least 25 employees.

### Concepts and Definitions

The employment data comprise all persons in employment i.e. employees and the self-employed. However, it excludes

males who are serving their 2-year full-time national service liability 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 any 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 which is a compulsory savings scheme to provide 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 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 residents is estimated from the Labour Force Survey. The self-employed comprises persons aged 15 years and over who are own account workers, employers or contributing family workers.

**Weekly standard hours** refer to the number of hours, excluding meal breaks worked by an employee during a normal working week.

**Weekly paid overtime hours** refer to the number of hours worked by an employee in excess of the standard hours of work for which the employees were paid. It excludes overtime hours worked for which 'time-off' was granted instead of wage payment.

**Weekly paid hours** refer 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.

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** normally refers to employment where the hours of work is less than 35 hours in a week. Employees have pre-arranged start and finish times with the establishment. The 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.

**Staggered hours** refer to the arrangement where employees can vary their starting and finishing hours (eg. start time can vary from 7am to 10am with finish time adjusted accordingly) around compulsory core hours (eg. 10am to 4pm).

**Flexitime** refer to the 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 a month in the office.

**Teleworking** refers to an arrangement where employees perform work in places other than the office (including employee's home) and the job is

performed using information and communication technologies which can range from personal computers and modems to complex electronic facilities set up for the purpose of networking. Employees under this work arrangement may be required to spend certain “core” times or days in the office.

**Homeworking** refers to an arrangement where employees undertake work mainly in their homes without using information and communication technologies. Such jobs usually involved production of goods or services. It excludes those who are teleworking.

**Job sharing** refers to an arrangement where the workload of a full-time job is split between 2 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 their and their employers’ circumstances) on an ongoing, regular basis. The pay, holidays and other benefits are usually divided in proportion to the number of hours they each work.

**Paternity leave** refers to the paid leave granted to male employees on the occasion of the birth of a child.