

# SECURITY AGENCIES (SAs) GRADING EXERCISE 2018

Item	DESCRIPTION	Max Points	Scoring Principles and Evidence
1	Does the security agency (SA) require an overtime exemption (OTE) from MOM?	20	<p>(a) 20 points will be awarded if SA <b>does not require any OTE</b>. SA to provide timesheets/attendance records and details of shift patterns of 3 full-time SOs to demonstrate that it has operated effectively without OTE.</p> <p>(b) 10 points will be awarded if SA has a <b>valid OTE (with <u>plans</u> to reduce overtime hours for existing workforce)</b>. The acceptable plans could be (i) LEADS plans endorsed by a supporting agency; (ii) write up on the comparison of the previous and latest contracts that show a reduction of overtime hours to less than or equal to 90 hours per month; or (iii) a plan to reduce overtime to less than or equal to 90 overtime hours per month with client's endorsement; AND                      (bi) *Two additional points will be awarded if overtime hours of at least one full-time SO does not exceed 72 hours per month (capped at 2 points).</p> <p>(c) 4 points will be awarded if SA has a <b>valid OTE (with <u>no plans</u> to reduce overtime hours for existing workforce)</b>; AND                      (ci) *Two additional points will be awarded if overtime hours of at least one full-time SO does not exceed 72 hours per month (capped at 2 points).</p> <p>(d) No point will be awarded if SA <b>does not have a valid OTE</b> and attendance records of any of the 3 full-time SOs showed overtime hours exceeded 72 hours a month.</p> <p><b>Note: SAs to submit approval and/or extension letters, attendance records (format in Form B) for the month of May for 3 full-time SOs stated in Form A and plans to reduce overtime hours for existing workforce (if any).</b></p>

# SECURITY AGENCIES (SAs) GRADING EXERCISE 2018

Item	DESCRIPTION	Max Points	Scoring Principles and Evidence
2a	<p><b>Does the security agency (SA) have a system or systems to facilitate adherence to the following statutory requirements?</b></p> <p>- Live demo on the usage of systems by SAs will supplement the assessment of this criteria.</p> <p>- Each of the four outcomes will be assessed individually</p>	10	<p>(1) <u>Timely and accurate</u> payment of salaries and CPF contributions - a reliable system/method to ensure that all salaries (e.g., work done on rest day and public holiday) and CPF contributions (employer's and employee's share) are paid on time and accurately.</p> <p>(a) 10 points will be awarded if there is evidence of an <b>advanced HR system</b> (IT-based) that meets the required outcomes. Examples include MS Access, Human Resource Management Systems (HRMS); OR</p> <p>(b) 7 points will be awarded if there is evidence of an <b>advanced system</b> (IT-based) that meets each of the required outcomes. Examples include MS Excel, MS Word; OR</p> <p>(c) 4 points will be awarded if there is evidence of a system (<b>non-IT</b>) that meets the required outcomes Example: Manual recording in a ledger; OR</p> <p>(d) No point will be awarded if there is no evidence of a system that meets the required outcomes.</p> <p><b>Note: SAs to submit screen-shots from systems (if any)/pay slips for the month of May for 3 full-time SOs stated in Form A.</b></p>

# SECURITY AGENCIES (SAs) GRADING EXERCISE 2018

Item	DESCRIPTION	Max Points	Scoring Principles and Evidence
2b	<p>Does the security agency (SA) have a system or systems to facilitate adherence to the following statutory requirements?</p> <ul style="list-style-type: none"> <li>- Live demo on the usage of systems by SAs will supplement the assessment of this criteria.</li> <li>- Each of the four outcomes will be assessed individually</li> </ul>	10	<p>(1) <u>Accurate</u> tracking of working hours and support <u>rightful</u> deployment of SOs. Assessment to be based on:</p> <p>(i) SA has an alert system to ensure that SOs do not work excessive overtime (i.e. not more than 12 hours per day).</p> <p>(ii) SA uses an automated system to track SOs' working hours (such as through timecards, biometric system).</p> <p>(iii) SA is able to capture and reflect working/overtime hours for work done on public holiday, off day and rest day accurately.</p> <p>(a) 3 points each will be awarded if there is evidence of an <b>advanced HR system</b> (IT-based) that meets each of the required outcomes. If all outcomes are met, 10 points will be awarded. Examples include MS Access, Human Resource Management Systems (HRMS); OR</p> <p>(b) 2 points each will be awarded if there is evidence of an <b>advanced system</b> (IT-based) that meets each of the required outcomes. -Examples include MS Excel, MS Word; OR</p> <p>(c) 1 point each will be awarded if there is evidence of a system (<b>non-IT</b>) that meets each of the required outcomes. Example: Manual recording in a ledger; OR</p> <p>(d) No point will be awarded if there is no evidence of a system that meets the required outcomes.</p> <p><b>Note: SAs to submit screen-shots from systems (if any) <u>and</u> attendance records (format in Form B) for the month of May for 3 full-time SOs stated in Form A.</b></p>

# SECURITY AGENCIES (SAs) GRADING EXERCISE 2018

Item	DESCRIPTION	Max Points	Scoring Principles and Evidence
2c	<p><b>Does the security agency (SA) have a system or systems to facilitate adherence to the following statutory requirements?</b></p> <p>- Live demo on the usage of systems by SAs will supplement the assessment of this criteria.</p> <p>- Each of the four outcomes will be assessed individually</p>	10	<p>(1) <u>Timely and accurate</u> issuance of key employment terms (KETs) and itemised pay slips to SOs - Assessment to be based on:</p> <p>(i) SA has a system to generate and print written KETs or itemised pay slips.                      (ii) KETs and itemised pay slips are in line with the Employment Act's requirements.                      (iii) SOs are able to access to the system to retrieve their KETs and itemised pay slips.</p> <p>(a) 3 points each will be awarded if there is evidence of an <b>advanced HR system</b> (IT-based) that meets each of the required outcomes. If all outcomes are met, 10 points will be awarded.                      Examples include MS Access, Human Resource Management Systems (HRMS); OR</p> <p>(b) 2 points each will be awarded if there is evidence of an <b>advanced system</b> (IT-based) that meets each of the required outcomes. Examples include MS Excel, MS Word, Crowd Sharing; OR</p> <p>(c) 1 point each will be awarded if there is evidence of a system (<b>non-IT</b>) that meets each of the required outcomes. Example: Manual recording in a ledger; OR</p> <p>(d) No point will be awarded if there is no evidence of a system that meets the required outcomes.</p> <p><b>Note: SAs to submit screen-shots from systems (if any)/KETs and itemised pay slips for the month of May for 3 full-time SOs stated in Form A.</b></p>

# SECURITY AGENCIES (SAs) GRADING EXERCISE 2018

Item	DESCRIPTION	Max Points	Scoring Principles and Evidence
2d	<p><b>Does the security agency (SA) have a system or systems to facilitate adherence to the following statutory requirements?</b></p> <p>- Live demo on the usage of systems by SAs will supplement the assessment of this criteria.</p> <p>- Each of the four outcomes will be assessed individually</p>	10	<p>(1) <u>Accurate</u> tracking and computation of SOs' leave entitlements – Assessment will be based on</p> <p>(i) SA has a system to capture SOs who are given leave entitlements (such as annual leave, medical leave).</p> <p>(ii) SA is able to allow SOs to check and track the utilisation rate of leave entitlements (such as annual leave, medical leave and hospitalization leave)</p> <p>(a) 5 points each will be awarded if there is evidence of an <b>advanced HR system</b> (IT-based) that meets each of the required outcomes. Examples include MS Access, Human Resource Management Systems (HRMS); OR</p> <p>(b) 3.5 points each will be awarded if there is evidence of an <b>advanced system</b> (IT-based) that meets each of the required outcomes. Examples include MS Excel, MS Word; OR</p> <p>(c) 2 points each will be awarded if there is evidence of a system (<b>non-IT</b>) that meets each of the required outcomes Example: Manual recording in a ledger; OR</p> <p>(d) No point will be awarded if there is no evidence of a system that meets the required outcomes.</p> <p><b>Note: SAs to submit screen shots of web-based paperless leave application (if any)/leave application forms for the month of May for 3 full-time SOs stated in Form A.</b></p>

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Item	DESCRIPTION	Max Points	Scoring Principles and Evidence
3	<p>Does the security agency have a system to ensure sustainable manpower?</p> <p>- To verify the scheme(s) through interview with any one of the SOs given the entitlements above EA and/or on retention scheme as listed by the SAs.</p> <p>- Any four items in reward/retention practices and/or employment entitlements and benefits over and above stipulated in the EA/PWM. Scoring is based on scoring matrix for each items and each item is capped at 10 points.</p>	40	<p>1) <u>Reward/retention practices</u>                      Examples of acceptable employee retention and/or reward practices are (but not limited to):                      (i) Salary increment, AWS, performance bonus, productivity incentives, retention/sign-on bonus.                      (ii) Long service awards.                      (iii) Bursaries/sponsorship for children of security officers, compassionate leave, etc.</p> <p>2) <u>Employment entitlements and benefits over and above stipulated in the EA and/or PWM</u></p> <p>(i) Higher payment rates for work done on rest day or public holiday.                      (ii) Higher number of annual leave.                      (iii) Higher number of other forms of paid leave benefits (e.g. maternity leave, paternity leave, or childcare leave, etc.)                      (iv) Paying a basic salary that is equal to or above the recommended PWM wage increase across all employees for at least one deployed grade(s) as follows:</p> <p>SO - Basic salary of \$1,175 and above                      SSO - Basic salary of \$1,360 and above                      SS - Basic salary of \$1,560 and above                      SSS - Basic salary of \$1,760 and above</p> <p>(a) 10 points will be awarded if there is evidence of a system <b>(IT-based)</b> that meets each of the required outcomes; OR</p> <p>(b) 8 points will be awarded if there is evidence of a system <b>(non-IT)</b> that meets each of the required outcomes; OR</p> <p>(c) No point will be awarded if there is no evidence of a system that meets the required outcomes.</p> <p><b>Assessment will be based on screen-shots from systems (if any)/employment contracts, employee guidebook and/or any other supporting documents illustrating the SA's employment policies/schemes to reward and/or retain existing SOs.</b></p>