

HR Plus Series – The DOs and DON'Ts in Employing Foreign Employees from a HR and Legal Perspective

10 November 2011, Thursday | 9:00am to 5:00pm | SHRI @ The Verge, TR 1

It is essential for business owners, managers and HR practitioners and those working in the HR arena, to know the legal implications in employing foreign worker so as to avoid legal problems and finding solutions when settling legal issues.

The objective of the course is to introduce to HR managers and staff to the do and do not when hiring foreign employees, and how to deal with these issues in an amicable manner. At the end of the course, participants would have acquired the necessary skills and know how on how to deal with these issues. Case studies and exercises will be done during the course, as to ensure the participants acquire the right skill and knowledge.

Objectives

By the end of the 1-day course, learners will be able to:

- Understand the rights and obligations that govern the key principles your employer & employee relationship.
- Understand how to deal with foreign employees and settle matters in an amicable manner.

Course Outline

An Introduction to the Employment Act

Introduction to the Employment Act
Key features of the Employment Act

Rights of the Employee and Employer under the Employment Act

Definition of contract of service
Payment of salary and leave including overtime and working hours
Maternity leave and benefits pursuant to the Employment Act
Termination and compensation pursuant to the Employment Act
Ministry of Manpower of inquiry, investigation and other issues

Hiring of Foreign workers and the requirements

Rules on hiring foreign workers and the prerequisite
Key examination of the requirements and rules relating to it
Important points Employers and Employment Agency need to take note

Criminal Law and the consequences thereof for foreign workers

What issues foreign workers need to take note when in employment?
Consequences and the outcomes if laws are breached.
Role of Employers and Employment Agency with regards issues of breaches herein

Housing and the Immigration Act

Employer's role in providing housing and the Factories Act?
Definition of illegal staying and steps in avoiding this issue.
Enforcement and issues regarding the law on illegal staying and illegal immigrants

Examination of the Foreign Manpower Act and Licensing Act.

Brief examination of the Act
Role of Employers and employment Agency pursuant to the Act
Types of licenses granted and issues arising when dealing with authorities
Rights of employees under these laws

Ministry of Manpower's policies and guideline.

Examination of Ministry of Manpower's guideline for work permits and S pass holders.
Role of Employers and Agency when dealing with this issue

Workmen Compensation Insurance and the role of Employers.

Definition of workmen compensation and guidelines
Role of Employers with regards workmen compensation and insurance
Rights of employees with regards workmen compensation

The termination clause and method of termination for foreign employees

Issues about early termination and the standard practices of termination
Important tips for companies how to deal with these issues
Retrenchment benefits payable under the employment contracts for foreign employees?

Company policy and practices by and large on termination and suspension of employment contract

Key issues faced by employers under the Employment Act
Is there an employment agreement between the employer and employee?
If there is a conflict which will prevail
The present cases on how employment contracts are dealt with by the courts
Key points on choice of law and when dealing with employment issues in the region
Is the employer in question a foreigner or an expatriate employee?
The choice of law in general contracts of employment

Breach of employment terms and implications

The HR policies and practices and how it should presented
The company objective and management decisions in dealing with foreign employees
Mediation as a method of settlement as opposed to litigation and cost

Programme

8.30am	Registration & Light Breakfast
9.00am	Start of Session
10.30am	Tea Break
12.00pm	Lunch
1.00pm	Workshop resumes
3.30pm	Tea Break
4.30pm	Q & A
5.00pm	End

About the Speaker:

David Shanmugam holds a Bachelor of Law degree from the University of London and Master of Business Administration degree from Victoria University. He has many years of experience in the private sector and he is presently working as an in house Legal Counsel for a local company.

Over the years, he has conducted legal training for the corporate sector on the various practical legal issues facing the corporate field and has lectured for many training institutions, on Business and Company Law. His forte is in the field of corporate and commercial drafting of contracts, including company matters. Mr David Shanmugam has conducted legal training programs for Singapore Institute of Chartered Secretaries and Administrators, National University of Singapore Continuing Education and for the Singapore Manufacturing Association.

RESPONSE SLIP – By 4 November 2011, Friday

(HR Plus Series – The Dos and Dont's when employing foreign employees
from a HR and Legal Perspective – 10 Nov)

Kindly fax to +65 6299 4864 and attention to Stella Rozario

Name (Mr/Ms/Mrs/Prof/Dr) _____

Designation _____

Tel _____ Fax _____

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All correspondence will be made via email - please write clearly.

Organisation _____

Address _____

SHRI / SPEC Mbr (# _____) Public

Signature _____ Date _____

- ▲ Fees: SHRI Member / Corporate Friend: S\$535.00
Public: S\$749.00
(Fees include 7% GST)

Registration | please contact Stella Rozario at stella@shri.org.sg

Enquiries | please contact Gina Woon at gina@shri.org.sg

- ▲ As seats are limited, a no-show fee of S\$100 will be imposed on individuals who registered but fail to turn up for the event.
- ▲ A maximum of \$100 worth of SHRI Learning Vouchers may be utilized for this event.
- ▲ Seats will be reserved only upon receipt of registration form. A confirmation note will be sent to you within 2 days. Please make payment to '**SHRI CORP**' and indicate your company name, participant name and event title at the back of your cheque.
- ▲ SHRI reserves the right to cancel, change event dates, time, fees and trainers that could occur due to unforeseen circumstances.