

Public Utilities (Daily-rated Employees) (Conduct and Discipline) Rules

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PUBLIC UTILITIES ACT (CHAPTER 261, SECTION 14(6))

PUBLIC UTILITIES (DAILY-RATED EMPLOYEES) (CONDUCT AND DISCIPLINE) RULES

R 3

G.N. No. S 336/1971

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(25th March 1992)

[1st January 1972]

PART I

PRELIMINARY

Citation

1. These Rules may be cited as the Public Utilities (Daily-rated Employees) (Conduct and Discipline) Rules.

Application

2. These Rules shall apply to all employees of the Board whose emoluments are calculated on a daily basis.

Definitions

3. In these Rules, unless the context otherwise requires —

“Board employment” means employment as a Board employee;

“Board work” means work which a Board employee is instructed expressly or by implication or on behalf of the Board as a corporate body to undertake;

“employee” means an employee of the Board;

“Head of Department” includes any person for the time being acting as the Head of a Department and any senior officer duly authorised to perform any duty imposed by these Rules on a Head of Department;

“offence” means any act, omission, neglect or default of such a description as would, if committed, be punishable under any law for the time being in force.

PART II

GENERAL CONDUCT

Conduct, behaviour and care of Board’s property

4. No employee shall —

- (a) at any time commit or cause to be committed any act or omission or behave in such a manner as is likely to cause disrepute, loss, injury or disturbance to the Board or its employees;
- (b) conduct himself in such a manner as to interfere with the proper performance of his duties or those of other employees;

- (c) at any time fail to perform his duties faithfully and diligently;
- (d) fail to comply with the directives or instructions of the chief executive officer, his Head of Department or any other person authorised to give instructions to him;
- (e) falsify, forge or otherwise tamper with any record or document of the Board;
- (f) commit any misconduct or neglect his duties;
- (g) fail to take all possible care to prevent loss of or damage to any Board property over which he has custody or control or to which he has access; or
- (h) contravene any rules or regulations made by the Board.

Absence without authority

5.—(1) No employee shall be absent from duty without proper authority or sufficient cause to be shown by him.

(2) An employee shall not claim to have his period of absence from duty on account of illness treated as sick leave unless it is supported by a medical certificate certifying that he is unfit to perform the ordinary duties of his appointment which is issued by a Government medical officer or a duly registered medical practitioner.

(3) An employee who is absent from duty on account of illness shall inform his supervisor within 48 hours of the commencement of the period of absence.

(4) An employee who is absent from duty on account of illness shall be deemed to absent himself from work without proper authority or sufficient cause for the days on which he is so absent if he fails to comply with paragraphs (2) and (3).

(5) An employee shall be deemed to have broken his contract of service with the Board if he has been continuously absent from work for more than two days —

- (a) without prior approval from his supervisor or without reasonable excuse;
or
- (b) without informing his supervisor of the excuse for such absence.

(6) For the purpose of this rule, “registered medical practitioner” means a person registered under the Medical Registration Act [Cap. 174] and includes a person deemed to be so registered under sections 30 and 31 thereof.

Hours of work

6. Every employee shall observe the hours of work as may be determined by the Head of Department from time to time.

Absence from place of work

7. No employee shall leave his place of work during working hours without the permission of his supervisor.

Courtesy to public

8. Every employee shall in the course of his employment treat all members of the public with courtesy and consideration.

Communication with Chairman and members of Board

9.—(1) Except as provided in this rule, no employee shall orally or otherwise, directly or indirectly, approach or communicate with the Chairman or members of the Board on personal matters arising out of or in the course of, or directly or indirectly connected with, his Board employment.

(2) Any employee who wishes to raise such matters with the Chairman or members of the Board, shall address his communication thereon in writing through his Head of Department.

(3) The Head of Department who receives such a communication shall forward it without undue delay to the chief executive officer.

(4) If the employee concerned does not receive an acknowledgment from the chief executive officer within 14 days from the date of making his communication, he may send a copy of it to the Chairman or to one or more members of the Board stating that he has not received an acknowledgment to his communication.

Gambling, raffles and lotteries

10. No employee may organise or participate in any form of gambling, including raffles and lotteries, during working hours or within official premises or Board's quarters.

Collection of money

11. No employee shall, except with the written consent of the chief executive officer, receive, subscribe to, organise or participate in any way in the collection of money among themselves for any purpose or reason whatsoever, except as a member of a registered co-operative society, or a union or any organisation representing employees of the Board and recognised by the Board as such, acting in accordance with its approved