

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

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Legislative History

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

**PUBLIC UTILITIES (MONTHLY-RATED EMPLOYEES) (CONDUCT AND
DISCIPLINE) RULES**

R 2

REVISED EDITION 1990

(25th March 1992)

[1st January 1972]

PART I

PRELIMINARY

Citation

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

Application

2. These Rules shall apply to all employees of the Board except those employed on daily rates of pay.

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 of the Board 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 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 Board 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 cannot claim to have his period of absence from duty on account of illness to be 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 registered medical practitioner.

(3) An employee who is absent from duty on account of illness shall inform his immediate superior officer within 48 hours of the commencement of his 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 Head of Department or without reasonable excuse; or

(b) without informing his Head of Department of the excuse for such absence.

(6) An employee who is on sick leave, unrecorded leave or short leave granted on grounds of urgent private affairs shall not attend a race meeting of the Bukit Turf Club or any place of entertainment which is open during normal office hours. If an employee is found at a race meeting or a place of entertainment during normal office hours whilst on such leave, the approval for the leave will be automatically revoked and the employee will be deemed to have been absent from duty without leave. In addition to any disciplinary action which may be taken, the employee's absence from duty without leave will constitute a break in service.

(7) 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.

Office hours and hours of work

6. Every employee shall observe office hours and hours of work as may be determined by the Board from time to time.

Absence from place of work in Singapore or Johore

7.—(1) No employee may leave his place of work during working hours without the permission of his superior officer.