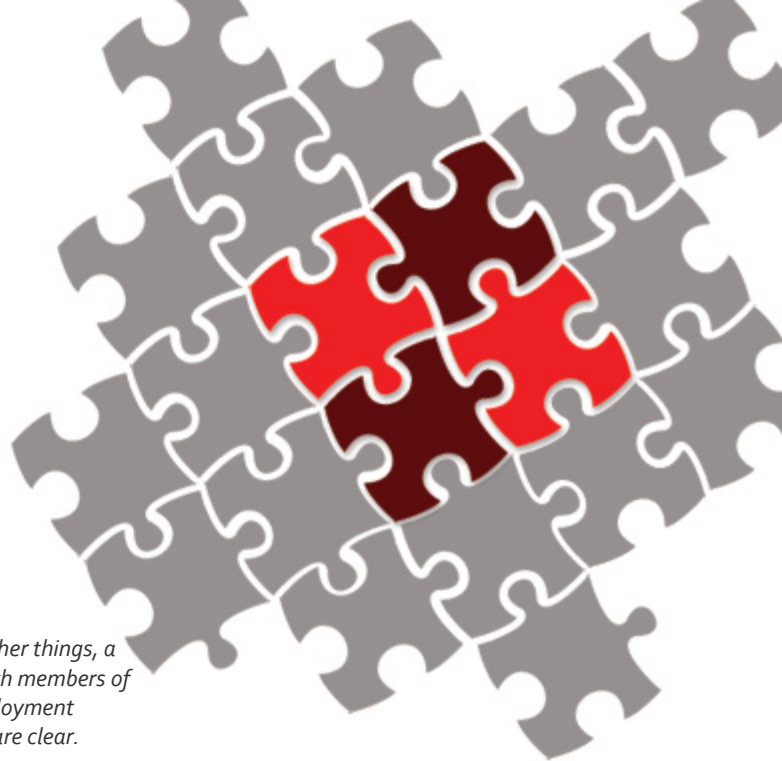


Don't ignore or underestimate

the complexity of
HR MANAGEMENT functions



Get the perspectives and insights on recruiting, talent management, compensation, focusing on evolving mechanisms for total compliance with statutory requirements within the Employment Act 1955

Many leading organizations have realized that their success is, amongst other things, a result of a focus on sound employment practices, policies and procedures with members of staff. Sound employment practices are the foundation of healthy employment relationships, where expectations of both the employer and employee are clear.

HR MANAGEMENT - Application & Calculation in Accordance with the Employment Act 1955

HOW WILL YOU BENEFIT?

1. This programme in a precise and comprehensive way tells participants exactly what decisions and calculations they have to make as Human Resource or Administration Staff within the scope allowed by law in Malaysia.
2. Participants will be exposed in real life examples of problems met by Human Resource and Administration Department staff and how to decide the line of action to resolve the matter within the scope of the EA 1955
3. Participants will be exposed to as many 36 exercises on all the topics during the workshop as well as simple calculations of eligibility: Determining lay-off period, Absenteeism rate, Rest days, Sick leave, Wages, Maternity leave, Annual leave, Unpaid leave, Public Holidays, Shift work, Limits on deduction, Notice period, Termination, Demotion, Promotion, Probation, Bonus, Participants will learn without being bored with heavy legal terms, the laws and implementation and solutions in a practical way.

COURSE OUTLINE

WAGES

1. Understanding the Employment Act 1955 Applications Introduction. (13)
2. Payment of Wages introduction. (87)
3. Wages and Salaries what is the difference? (14)
4. Payments excluded when determining the RM1500/- per month wages Under EA 1955. (16 17)
5. Wage period. (88)
6. Pay day for Employees. (89)
7. Wage payment through Bank or by cheque. (90)
8. Time limit for Wage payment Resignation and Normal termination. (91)
9. Payment Termination without Notice by Employer. (92)

10. Time limit for payment termination without Notice by Employee. (93)
11. Recovery of Overpayment of Wages. (94)
12. Wages during Imprisonment, police custody, and court attendance.
13. Time limit for Payment of OT and Sales Commission. (96)
14. Wage Reduction.
15. Wages Payment points to note. (98)
16. What is Ordinary Rate of Pay?
17. ORP Introduction.
18. Example Payment of ORP for OT and Sick Leave.
19. ORP Formulas.
20. How to calculate the ORP for July 2010.

CONTRACT OF SERVICE

1. Introduction to Contract of Service. (29)
2. Difference between Contract of Service and Contract of Employment. (30).
3. Offering less favorable Terms and Conditions than those specified in EA1955. (32)
4. Changes to Terms and Conditions of Employment Contract. (33)
5. Demotion of Employee. (40)
6. Entitlement to Increment. (42)
7. Wage Reduction. (43)
8. Transfer an Employee. (45)
9. Transfer an Employee to a Different Company in the same Group. (48)
10. Annual Bonus Payment. (51)
11. Retirement of Employees. (52)
12. Part-Time Employees. (53)
13. Points to Note on Contract of Service.

2012

March

12 & 13 March 2012 (Mon & Tues) TIME 9am - 5pm VENUE Eastin Hotel, Petaling Jaya

FEMALE EMPLOYEES (111)

1. Introduction.
2. How maternity leave is computed?
3. Conditions and Limits for Maternity Leave and Allowance.
4. Maternity Allowance Computation. (115)
5. Conditions to be fulfilled for Maternity Allowance. (117)
6. Entitlement of Maternity Allowance after Resignation. (119)
7. Points to Note on Female Employees.

TERMINATION OF CONTRACT

1. Introduction. (57)
2. Meaning of words on cessation of employment. (286)
3. Lay-off and Retrenchment the Difference. (287)
4. Notice period for Termination of Contract. (59)
5. Computing the days and weeks of Notice Period for Termination. (60)
6. Termination of Contract of Service and Reasons for Termination. (62)
7. Non-Entitlement to Termination Benefits. (292)
8. Termination and lay-off benefits eligible by an employee. (293)
9. Dismissal without Warning and Notice. (64)
10. Constructive Dismissal. (66)
11. Termination of an Employee on probation. (67)
12. Termination due to Absence. (70)
13. Wages Paid in Lieu of Notice given by employee last day of work will be. (76)
14. Notice of Termination and the Balance of Annual Leave. (78)
15. Payment in Lieu of Notice and Balance of Annual Leave. (79)
16. Withdrawal of Employees Resignation letter while still employed during the notice period Termination Notice Period not fulfilled by employee. Where EA1955 overrides the contract of service in matters relating to Notice of termination. (83)
17. Points to Note in termination of Contract. (84)

REST DAYS (122)

1. Introduction and Understanding.
2. Points to note on Rest Day.

HOURS OF WORK (133)

1. Introduction.
2. Hours of work an important term in the contract of service. EA60A (9)
3. When Limit on Hours of Work may be exceeded.

ANNUAL LEAVE (173)

1. Eligibility of Annual Leave.
2. Sick or Maternity Leave during Annual leave.
3. Effect of Absenteeism on Annual Leave Entitlement.

SICK LEAVE

1. Introduction.
2. Entitlement of Sick Leave.
3. Where Hospitalization is not required.
4. Hospitalization.

OVERTIME

1. Introduction.
2. OT on Rest Day: Daily Rated Employee.
3. OT Daily Rated Employees.
4. OT Piece Rated Employees.
5. OT for working less than Half Normal working hours on Rest days.
6. OT for working more than Half Normal working hours on Rest day.

7. OT for Monthly Rated Employees.
8. OT for Piece Rated Employee working on Public Holiday.
9. OT for Daily Rated Employee working on Public Holiday.

HOLIDAYS

1. Public Holiday Falling on Rest Day.
2. Sudden Holidays during Annual Leave.
3. Public Holiday Falling on Half Working Day.

ADVANCES AND DEDUCTIONS FROM WAGES

1. Introduction.
2. Limit of Advances to Employees. (102)
3. Interest on Advances and Loans to Employees.
4. Deductions from Wages—Permission not required from DG.
5. Limits on Total Deduction Allowed.

With 36 Case Study Exercises to be worked out by groups of participants

TRAINER'S PROFILE

R. RAMAMURTHY KMN, PTS is the managing consultant of Alert Management Consultants a Safety and Health consultancy practice. Established 1992. A member of the Malaysian Society for Occupational Safety & Health and is one of the pioneers in this field in Malaysia. He has been member & trainer for MIPM in occupational safety and health in their personal management programmes.

Five decades of experience as practitioner in the areas of Occupational Safety Health and Security and Human Resource Management, both during his service with government and now in the private sector. For his contributions to the nation especially in the area of security and safety, he was decorated by the Federal Government with KMN, and PTS by the Perak State Government. Mr.R.Ramamurthy has extensive experience in conducting safety audits, public and in-house training in his specialised areas throughout Malaysia and Indonesia. More than 7000 participants from all levels of management and engineering from 700 companies have benefited from his programmes.

He was a member of the UTM Johor panel on Occupational Safety and Health. 1995 and was an adjunct lecturer for University Petronas Tronoh. The participants' from some companies who have benefited are from Pergau Hydro Project, Road Builders Malaysia, Motorola, GL Furniture (Pahang), KTS Timber Industries Sarawak, KKB Engineering Kuching, Steel Industries Sarawak, Plus, Petronas Dagagan, Texaco Panama Inc, MHS Aviation, Sime Sembawang, National Semiconductor, Hitachi, Texas Instruments, Sony, PJVC, Chung Hwa Picture Tube, Solectron, Nilai Concrete, Genting Sanyen, Boh Plantations, Otis Manufacturing, FELDA, Samsung, Ansell, Revertex, Pertima, Aro Bina, Johor Port Authority, Sarawak Oil Mills, Penang Ship Building Industry, Sarawak Cement Industries, MAY BANK ASSURANCE, SOUTH EAST ASIA ASSURANCE Antah Transfield Transmission, Tenaga Nasional, Rubber Thread Industries, UPS, Sime Sembawang, IOI Oil Mills Sandakan and many more.

WHO SHOULD ATTEND?

All levels of Human Resource Management Staff, Administration Staff, Accounting Staff, Executive, Officers, and Supervisors who manage employees.

Register Online

Download Registration Form



COURSE FEES

RM 1080.00 per person for 2 days
Includes Lunch, Tea-Breaks,
Course Notes and
Certificate of Completion



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