

## 16.6 TASK WORK IN THE PUBLIC SECTOR

- 16.6.1 Task Work is an assigned piece of work which is often meant to be completed within a set time frame. In some organisations, the operational function/activity requires certain grades to operate on a task basis, as determined by the Supervising Officer. To ease this mode of operation, specific guidelines have been established as outlined in the ensuing paragraphs:
- (a) (i) task work should be applicable where the task rates have been recommended by the Head of Division and approved by the Supervising Officer;
  - (ii) the daily task assigned should be measured and certified by the Supervisors before the workers are allowed to leave their sites of work; and
  - (iii) roll call should be made immediately after resumption of duty following lunch time.
  - (b) regular site visits should be effected by site Supervisors to ensure that the tasks are being carried out effectively and wherever warranted, corrective actions should be taken; and
  - (c) employees may be allowed to leave their sites of work on the following conditions:
    - (i) on completion of the allocated tasks subject to being controlled and certified by the Supervisors; and
    - (ii) they have been in attendance for a minimum number of hours which should be around 75% of the normal working hours of the corresponding grade not on task work.
- 16.6.2 As the guidelines are appropriate, the Bureau considers that no change is warranted at this stage.

### Recommendation 1

- 16.6.3 We recommend that the above-mentioned guidelines governing Task Work should continue to prevail.**

### Overtime for employees operating on Task Work Basis

- 16.6.4 As at date, a few Ministries/Departments have adopted the task work mode of operation for certain specific functions/activities which are performed mostly by employees in the Workmen's Group. It has, however, been reported that certain organisations are wrongly interpreting the provisions regarding hours of work of employees in the Workmen's Group and payment of overtime for those involved in task work.

- 16.6.5 During weekdays, these employees are allowed to leave their sites of work after completion of the allocated tasks, as certified by the Supervisors. However, whenever they are called upon to put in additional hours of work either during weekends or after normal working hours, they are required to complete the 40 hours of work in a week to be qualified for payment of overtime. The fact that the minimum number of hours of attendance of employees operating on task work should be around 75% of the normal working hours of the corresponding grade not on task work, staff unions have voiced out that the current practice is not in order as these employees are unjustifiably being penalised. They have, therefore, requested that the employees in the Workmen’s Group operating on a task basis be granted payment of overtime for all additional hours of work put in above 30 hours.
  
- 16.6.6 After examining the arguments put forward by the staff side, the Bureau views that this situation needs to be redressed to ensure the continuity of the task work mode of operation. We are recommending accordingly.

**Recommendation 2**

- 16.6.7 We recommend that employees of the Workmen’s Group operating on a task basis should, after completion of the daily task as certified by the site Supervisors, be paid at applicable overtime rate for all additional hours of work put in above 30 hours in a week.**

