



## QUALITY ASSURANCE - COST ENGINEERING Profit Protection Plan - Payroll & Benefits

CODE: 12.04.003

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### COST ENGINEERING PAYROLL & BENEFITS

PRIORITY	ACTION	COMMENTS	SAVING US\$	ACTION BY	TARGET DATE	STATUS
A	<b>STAFF HOUSING</b> <ul style="list-style-type: none"><li>Staff housing: review contracts, replace by housing allowance, grouping employees in buildings to close others.</li></ul>	We have given back 1 apartment and moved another apartment to the management accommodation building, which belongs to the same owner.		GM/FC		
A	<b>STAFF LEVELS 1 &amp; 2</b> Freeze Hiring. Except specialists positions.	Hiring stop has been implemented.		GM/HR		
A	Eliminate Casuals	4 painters will be employed for the urgently needed in-room maintenance.		FC/CE		
B	Terminating staff in probationary periods and end of contract.	4 employees have been terminated. Others (executives), who are still in probation will be terminated,		GM/HR		
A	Delaying promotions	This is being adhered to.		GM/HR		
A	Delaying salary increases	This is being adhered to.		GM/HR		
A	Delaying bonus scheme payments.	This is being adhered to.		GM/HR/HODs		
A	Reduce working hours to save on staff meals in coordination with other hotels.	Constantly review .		GM/HR		
A	Eliminate vacation due balances.	This is being adhered to.		GM/HODs		
A	Unpaid leave and vacation by staff request and encouraged by the management.	This is being practiced . 7 days unpaid leave is being introduced to all employees for Jan. and Feb. and 3 days in March and April.		GM/HODs		

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<b>A</b>	<b>STAFF LEVELS 1 &amp; 2, cont.</b>  Review staff benefits medical coverage and hospitalization for new hired and hospital agreements.	A new insurance contract will have to be finalized by mid-February.  A clinic will be arranged at the hotel and a doctor assigned. He will be the only doctor allowed to give sick leaves to our staff.  This will reduce the sick leaves accordingly.		GM/FC/HR		
<b>A</b>	Staff transportation reduction, reorganisation of schedules.	The schedules have been reorganized.		EAM		
<b>A</b>	Enhance multiple skills position.	This is already implemented. However, this subject can be worked on and developed further.		GM/HODS		
<b>A</b>	Postpone training activities, which are outside the hotel or requiring higher expenses with exception of corporate training, which is already paid for. Local training is highly recommended during this period.	This issue has been tackled as described.		GM/HR/ TR MGR		
<b>A</b>	Staff entitlements and privileges to be reduced by phases. Study group to be built for revision (essentially in resort areas).	The entitled employees are not using up their current allowances. All HODs are having their lunch in the staff cafeteria. As such, we do not see a need for this action.		GM/FC		N/A
<b>A</b>	Review privileges given to FC and DOS.	DOS has resigned and no replacement will be hired at this stage. The FC privileges do not need to be touched.		GM/FC		



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<b>STAFF LEVELS 1 &amp; 2, cont.</b>						
A	Increase control in the Staff Cafeteria	HR/F&B to control.		HR/F&B		
A	Transfer of employees to new openings or temporarily for task force purposes.	In the meantime, all 24 staff are back from their cross exposure. Some employees are proposed to be part of the Task Force team. Details have been sent to the relevant GM. The Training Manager has been sent for a short (1 week) cross exposure 5 employees have been permanently transferred.		GM/HR		
A	Bus ticket instead of air ticket on a monthly basis for days off.	This is not applicable.		GM		N/A