Employment Law Handbooks

No	Title	Highlights	A5 Pages
1	Employment Laws of Papua New Guinea	All major laws relating to employment in PNG, different types of laws, where to find these laws	164
2	Categories of Employees	Nature of employment contract, the various types of employees, the various employment sectors	172
3	The Casual Employee	The casual employee, employment conditions, management/termination of casual employment	152
4	Piece-rate and Seasonal Workers	Who piece-rate / seasonal workers are, management/termination of piece-rate/seasonal workers	156
5	Permanent Employment	The permanent employee, employment conditions, management/termination of employment	160
6	Written Contract Employment	A written contract employment, period contracts, management of written contract employment	184
7	Women, Children and Illiterate Employees	Employment of women, children, and illiterate employees, and discrimination in employment	168
8	The Non-Citizen Employee	Employment of non-citizens, special terms and conditions of employment of non-citizens	192
9	The Consultant-Employee	Employing a consultant, special conditions, management/termination of employment	132
10	The Employment Agent	Worker-Recruiter', Employment Agent', liability of the employment agent, managers as agents	164
11	A Valid Employment Contract	A consultant as an employee, special terms & conditions of employment, its management	148
12	Registered Employment Awards	Making registered awards, legal status of registered awards, enforcement of registered awards	164
13	Statutory Regulations in Employment	Statutory regulations, statutory regulators, how employment is regulated under the law	176
14	Deductions from Salary or Wages	Deductions on salary or wages allowed/not allowed by law, making lawful deductions	140
15	Remuneration of the Employee	The minimum wages, what the employer is obliged to pay, housing is an entitlement?	152
16	Training of Employee	Training of employee required by law? Training Levy, training of an apprenticeship employee	160
17	Staff Discipline	Legal basis for discipline of employee, disciplinary offences and penalties, disciplinary process	196
18	Leave from Duty	Legal basis for leave from duty, types of leave in all sector employments, long service leave	174
19	Worker's Compensation	Employees entitled to workers compensation, process of claming, amount of compensation	192
20	Superannuation for Employees	Authorized superannuation funds, membership, contributions, payment of benefits	196
21	Industrial Relations	Role of industrial unions, industrial dispute settlement process, legality of industrial actions	188
22	Occupational Safety	Safety at offices, vehicles & residences, safety at factories & building works, safety at mines	178
23	Good Faith in Employment	Competence of employee, loyalty to the employer, ethics in employment	160
24	Confidentiality in Employment	Confidentiality of employer's information, ownership of inventions, restraint of trade clauses	148
25	Obedience in Employment	What are lawful and reasonable orders? Can employees lawfully disobey orders of the boss?	148
26	Termination of Employment Other than for Cause	Service no longer required, termination in 'interest of PNG', deceased employee's entitlements	196
27	Termination of Employment for Cause	Legal grounds for termination for cause, sufficient evidence, lawful process for termination	196
28	Disputing Termination of Employment	Appeal or review, industrial dispute, court action	184
29	Defending an Unlawful Termination Case	Employer's defence in a court action over termination of employment	176
30	Repatriation of the Employee on Termination	Place of repatriation, repatriation entitlements, when employer not bound to repatriate	152

Place an order with: Papua New Guinea Human Resource Institute (PNGHRI), Employment Law Handbooks, P O Box 2035, Port Moresby, NCD. Telephone: 323 5022, Facsimile: 323 5344, Email: <a href="mailto:pnghrith:pngh

Highlights of the Updates

made to the present Employment Law Handbooks (2016)

- 1. Making of appropriate changes to the Books made necessary by the -
 - (a) Public Services (Management) Act 2014
 - (b) Public Services (Management) (Employment of Departmental Heads) Regulation 2014
 - (c) Public Services (Management) (Employment of Provincial Administrators) Regulation 2014
 - (d) Public Services (Management) (Employment of District Administrators) Regulation 2014
 - (e) Regulatory Statutory Authority (Appointment to Certain Offices) Regulation 2014
 - (f) Amended Public Services General Orders, the 4th Edition of 1 October 2014
 - (g) Minimum Wages Board Determination No.1 of 2014
 - (h) Internal Revenue Commission Tax Tables and Tax Notes 2012
- 2. Inclusion of copies of the following in the Books -
 - (a) Public Services (Management) Act 2014
 - (b) Public Services (Management) (Employment of Departmental Heads) Regulation 2014
 - (c) Public Services (Management) (Employment of Provincial Administrators) Regulation 2014
 - (d) Public Services (Management) (Employment of District Administrators) Regulation 2014
 - (e) Regulatory Statutory Authority (Appointment to Certain Offices) Regulation 2014
 - (f) Only relevant Public Services General Orders from the 4th Edition of 1 October 2014
 - (g) Minimum Wages Board Determination No.1 of 2014
 - (h) Internal Revenue Commission Tax Tables and Tax Notes 2012

Advice by Dilu Goma, Author of the Books, on 11 July 2016.