

# SARAWAK BANK EMPLOYEES' UNION

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## MANAGEMENT HANDBOOK

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28<sup>TH</sup> EDITION 2025/2026

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### MANAGEMENT

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1. We need to SERIOUSLY enhance the performance, initiative and resourcefulness of Officials and to develop their management and analytical skills. They must be proactive in the management of SBEU.
2. Communications amongst Officials needs to be enhanced. Despite new IT tools, discussion and deliberations has been patchy.
3. Officials are reminded to balance between working from home and from the Union Office. Officials need to respond to emails and official online messages in good time with their mobile devices. **They must improve their added value to SBEU.**
4. The administration is headed by the CEO and assisted by 4 full time Staff at HQ and 12 full time employees at the Retreat 1 & 2.
5. The GS & GT are seconded to the Union full time while the President are granted time-off from 3:00PM; Branch Managers from 3:00PM Mondays to Thursday. DP, VP SS3, NRBC for 2 hours two days a week. In view of the serious decline in membership we will have to review the time off requirements and associated allowances paid.
6. Executive Council, Branch Committee and IRC meetings must be held at least once in 3 months. Minutes and reports shall be submitted to the GS within 2 weeks. Branch to issue letters to Official/IRC if they fail to attend BCM/IRC meeting.
7. The Attendance Monitoring Forms and reminder letters must be used to monitor performance of Officials and IRCS.