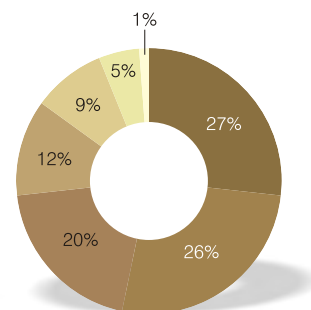


Staff Establishment (Excluding Hospitals and time-limited post) 2010/2011

二〇一〇/二〇一一年度員工編制 (醫院及非常任職位除外)

Social Work & Welfare Staff	社工及福利人員	27%	(1,685)
Teaching Staff	教職人員	26%	(1,597)
Artisan/Manual Staff	技工及庶務人員	20%	(1,232)
Medical, Nursing & Allied Health Staff	醫護及專職醫療人員	12%	(738)
Clerical Staff	文職人員	9%	(539)
Administrative & Executive Staff	行政人員	5%	(288)
Technical Staff	技術人員	1%	(96)



As at 30 November 2010 截至二〇一〇年十一月三十日

Total 合計 : 6,175

Other Projects/Items Completed in the Year

年內完成的其他計劃/項目

- Recruitment of staff for new programmes and service centres as well as vacancies arising from natural wastage was conducted, including 13 senior management positions
為新推行的計劃和新成立的服務單位，以及因自然流失而出現的空缺進行招聘工作，包括十三個高級管理層職位
- A total of 903 appointment boards were conducted and 893 new staff were recruited
年內共舉行九百零三次遴選委員會，聘任八百九十三名員工
- Promotion exercises for teaching staff of secondary schools, primary schools, special schools and kindergartens were conducted
為中、小學、特殊學校及幼稚園教職員舉行晉升遴選
- Regrading exercises to appoint eligible teachers to graduate teaching posts in primary and special schools were conducted
為小學及特殊學校教師舉行轉職為學位教師的遴選
- Conversion exercises for re-appointing contract teaching/specialist staff on permanent terms in secondary, primary and special schools were conducted
為中、小學及特殊學校的合約教師及專責人員進行轉任實職的遴選
- A briefing session was organized to familiarize administrative/clerical staff of schools and Education Division with the professional practices in handling appointment procedures at school level
為學校及教育科的行政/文職人員舉辦有關校本聘任程序的簡介會
- A joint tendering exercise for pre-appointment medical examination and medical assessment service was conducted. New service agreements were signed with the CHC Group Medical Practice and MediNet Services Ltd. respectively
完成員工職前體格檢查及醫事檢查服務的聯合招標並分別與「聯保醫務所」及「醫匯服務有限公司」簽訂新的服務合約
- A briefing session was conducted to familiarize staff with the service delivery by CHC Group Medical Practice
舉辦簡介會向員工講解「聯保醫務所」所提供的服務
- Frequently asked questions on leave administration were uploaded to the intranet application system for answering common enquiries from colleagues on existing leave policy.
於內聯網上載關於假期管理的常見問題，以協助員工了解現行的假期政策
- Workshops on creative thinking and memory enhancement were organized to staff of Human Resources Branch to enhance work efficiency and effectiveness during daily operation
為人力資源處員工舉辦創意思考及快速記憶法工作坊，以提升員工日常工作的效率
- Ongoing enhancement and modifications of the Staff Leave Information System was undertaken
持續提升及改良員工假期資料電腦系統
- In accordance with the Civil Service Annual Pay Adjustment 2010, the pay adjustment exercise for the staff was undertaken
隨着政府公務員二〇一〇年的薪酬調整，員工的薪金亦相應調整
- In line with the revision of the Terms of Reference of the Staff Retirement Schemes Management Committee, the updated Chinese and English versions of the Terms of Reference were drawn up for reference by members under the Tung Wah Staff Retirement Plan (1977)
因應員工退休計劃管理委員會職權範圍的修訂，已更新有關職權範圍的中/英文版本供各員工退休計劃(1977)下的員工參考
- Election of staff representatives for the Staff Retirement Schemes Management Committee, Staff Consultative Committee and Staff Welfare Committee for the term 2011/13 was undertaken
為二〇一一年至一三年度員工退休計劃管理委員會、員工諮詢委員會及員工福利委員會員工代表進行選舉

- Review on the payroll systems was conducted and relevant system enhancement of the Human Resources Information System was undertaken for complying with the Employment (Amendment) Ordinance 2007

為配合《二〇〇七僱傭（修訂）條例》所涉及的有關法定權益的計算，已檢討現行的員工薪酬系統並提升相關人力資源作業系統

- Multimedia resource kit was provided to new appointees for enhancing efficiency and effectiveness of appointment contract-signing
製作多媒體素材集，為新聘任員工講解簽署聘任合約須知，以提供更豐富的資訊並提升簽約程序效益
- Ongoing modifications of the Human Resources Information System, Human Resources Information Booth and Interactive Voice Response System were conducted
持續提升及改良人力資源作業系統、電子資訊廊以及人事一線通互動語音系統

- Talks were organized to enhance staff's understanding of the risks and portfolios of various investment vehicles under the Occupational Retirement Scheme and the Mandatory Provident Fund Scheme
舉辦講座為員工介紹職業退休計劃和強積金計劃的投資基金及風險

- Workshop on Tablet PC Usage was organized
為人事部員工舉辦平板電腦應用工作坊

- Workshop on Green IT and IT Security was organized
為人事部員工舉辦綠色資訊科技及資訊科技保安工作坊

- Introduction of Childbirth Gratuities to Staff Members
設立員工生育賀儀

- Other human resources functions and the related caseloads are displayed in Appendix H3
有關其他人力資源職能及個案宗數展列於附錄H3

Reviews undertaken 檢討工作

- Review and update of recruitment advertisement service packages
檢討及更新招聘廣告商的服務計劃
- Reviews on the personnel procedures and practices were undertaken. Improvement measures to streamline and enhance the flexibility of the human resources administration system were implemented
就現行人事程序及慣例作出檢討，有關改善措施以簡化人力資源管理系統及活化有關行政安排亦已實施
- The special paid leave arrangement for kindergartens was reviewed for aligning leave practices for all schools under Tung Wah and improving the employment terms of teaching staff in kindergartens
為改善幼稚園教職員的聘任條件及統一東華轄下所有學校的假期政策，已檢討幼稚園有薪特別假期的安排
- Review and modification on data consistency of the Human Resources Information System were undertaken to ensure the validity, accuracy, usability and integrity of staff personal particulars amongst related systems in Tung Wah
檢討及統一人力資源作業系統內相關資料，以確保東華資訊系統能擁有一套有效及準確的員工人事資料

- To leverage a wider application of information technology to training functions for cultivation of a learning culture and achievement of talent management, the first phase of the feasibility study on the development of a Training Management System was undertaken. The work will continue in the coming year to align with Tung Wah's information technology strategies
為加強資訊科技在培訓功能上的應用，以孕育機構學習文化及達致有效人才管理，已初步探討就推行電子培訓管理系統的可行性。探討工作將繼續進行，以配合東華資訊科技的發展策略

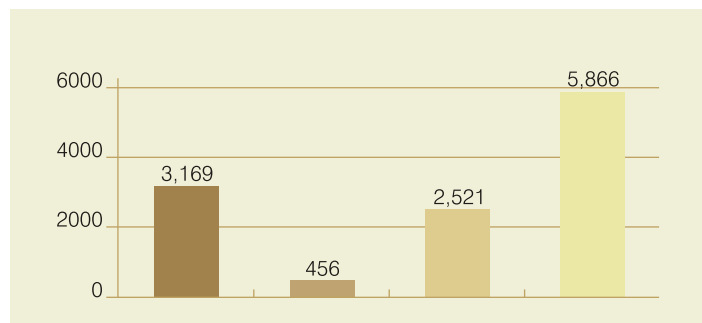
- Review of policies and administrative procedures of staff training & development
修訂員工培訓及發展政策

- Review the Staff Welfare Constitution
檢討員工福利計劃章程

- Review the Scholarships for Children of Staff Members
檢討員工子女學業成績優異獎學金

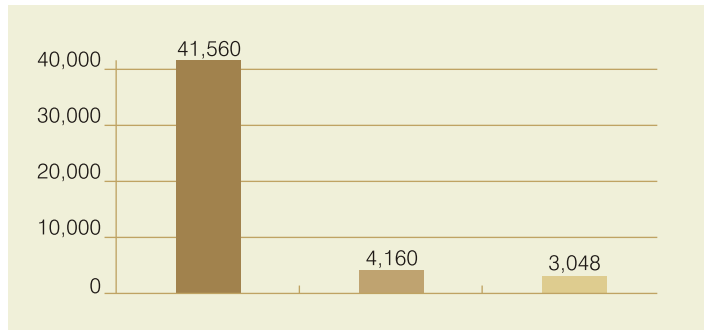
Staff Appointment 員工聘任

- Appointment and salary assessment
聘任及薪酬評估
- Creation/regrading of post
增設及調整職級
- Internal staff for relief work
內部員工替假
- Appointment of part-time/temporary/relief staff
聘任兼職/臨時/替假員工



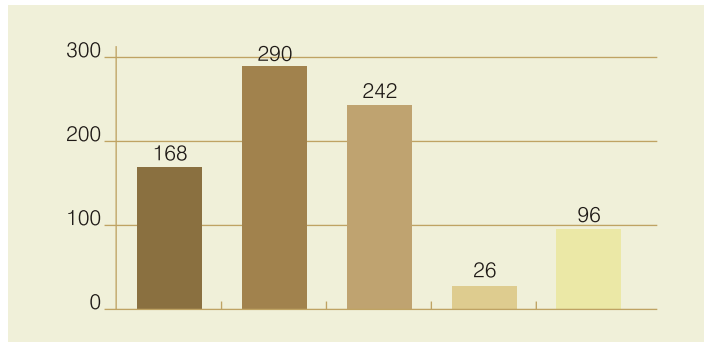
Leave Administration
假期管理

- Vacation leave and sick leave applications (in paper form)
休假及病假申請
- Vacation leave applications from Headquarters staff via eLeave system
行政總部員工透過網上假期系統的休假申請
- Other leave cases
其他假期類別個案



Other Personnel Functions
其他人事職能

- Staff work injury cases
員工工傷個案
- Applications for certificate of service
服務證明申請
- Outside work/secondment applications
院外工作/借調申請
- Applications for acting appointments
署任申請
- Applications for early retirement/extension of service
提早退休/延長服務申請



Payroll Transactions in the Human Resources Information System
以人力資源作業系統處理的薪酬個案

- Cases for new recruits
新聘員工的個案
- Cessation cases
離職個案
- Change of contract
合約變更
- Allowances
津貼

