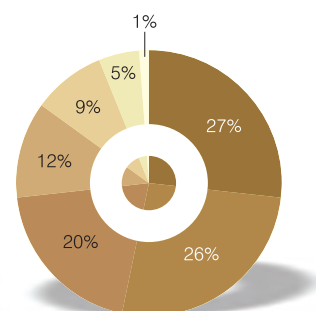


## 2011/2012 | 二〇一一/二〇一二年度員工編制 (醫院及非常任職位除外)

	Social Work & Welfare Staff	社工及福利人員	27%	(1,693)
	Teaching Staff	教職人員	26%	(1,602)
	Artisan/Menial Staff	技工及庶務人員	20%	(1,230)
	Medical, Nursing & Allied Health Staff	醫護及專職醫療人員	12%	(763)
	Clerical Staff	文職人員	9%	(538)
	Administrative & Executive Staff	行政人員	5%	(289)
	Technical Staff	技術人員	1%	(92)



As at 30 November 2011 截至二〇一一年十一月三十日

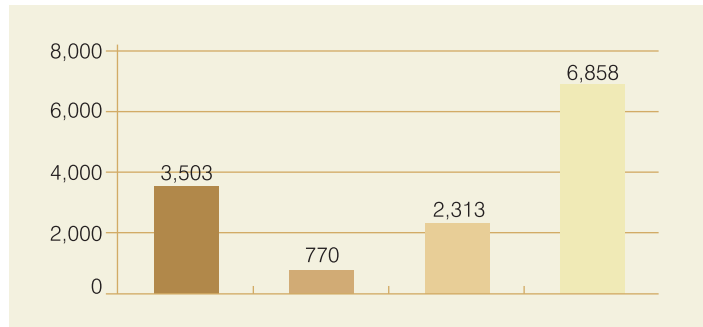
Total 合計 : 6,207

## Other Projects/Items Completed in the Year | 年內完成的其他計劃/項目

Appendix H2/ 附錄H2

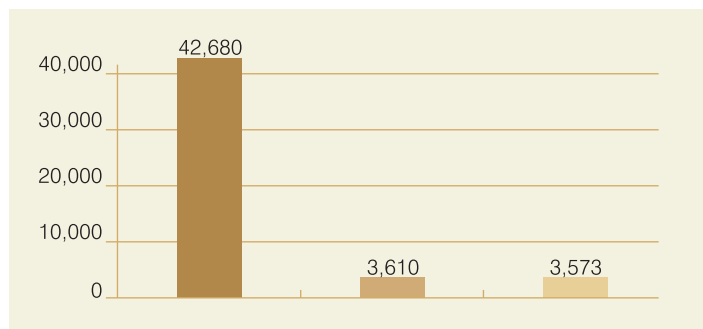
- Recruitment of senior staff, staff for new programmes and service centres as well as vacancies arising from natural wastage was conducted  
為高級管理層職位、新推行的計劃和新成立的服務單位，以及因自然流失而出現的空缺進行招聘工作
  - A total of 1,183 appointment boards were conducted and 1,100 new staff were recruited  
年內共舉行一千一百八十三次遴選委員會，聘任一千一百名員工
  - Promotion exercises for teaching staff of secondary schools, primary schools, kindergartens and special schools were conducted  
為中、小學、幼稚園及特殊學校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 team building workshop for staff of Human Resources Branch with a focus on enhancing staff communications and synergy was held  
為人力資源處員工舉辦團隊精神工作坊，以增進員工的溝通及協作精神
  - On-going 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 2011, the pay adjustment exercise for the staff concerned was undertaken  
隨着政府公務員二〇一一年的薪酬調整，有關員工的薪金亦相應調整
  - Talks were organized to enhance staffs understanding of various investment vehicles and the related risks 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有關的風險
  - The multi-media resources kit for new appointees upon employment contract-signing was upgraded for providing more detailed appointment and personnel related information in a visual and effective way  
加強為新聘任員工講解簽署聘任合約須知及相關人事資訊的多媒體資源套的內容，以視像方式提供更詳細的資訊
  - For facilitating service centres to calculate the minimum wage of staff concerned in compliance with the Minimum Wage Ordinance, a minimum wage calculation tool in electronic means was developed  
為方便各科/處/服務單位就法定最低工資條例計算有關員工的最低工資，推出法定最低工資計算表的電子版本
  - On-going improvement of the Human Resources Information System (HRIS), 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、電子資訊廊和人事一線通互動語音系統
  - Workshop on multi-media production was organized for staff of Personnel Section  
為人事部員工舉辦多媒體製作工作坊
  - System modification of the HRIS for compliance with the Amendment of Minimum Level of Relevant Income for Mandatory Provident Fund Contributions was conducted  
就強積金供款的最低有關入息水平，為人力資源作業系統作出修改
  - Other human resources functions and the related caseloads are set out in Appendix H3  
有關其他人力資源職能及個案宗數撮錄於附錄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，並實施有關改善措施及行政安排以簡化及改善人力資源管理系統
  - The personnel related information in the Tung Wah corporate website was reviewed and updated  
檢討及更新東華三院網站內的人事資訊

- Appointment and salary assessment  
聘任及薪酬評估
- Creation/regrading of post  
增設 / 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



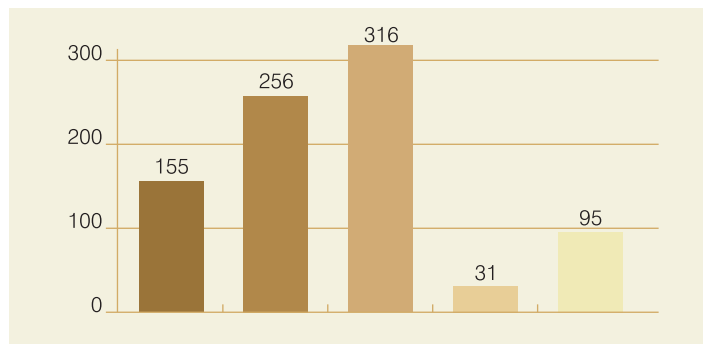
Leave Administration | 假期管理

- Vacation leave and sick leave applications in paper form  
休假及病假書面申請
- 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

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

