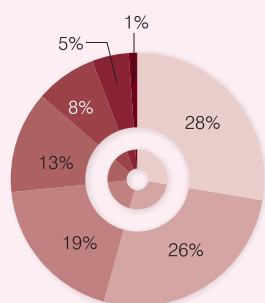


Staff Establishment (Excluding hospitals and time-limited post) 2013/2014

二〇一三/二〇一四年度員工編制 (醫院及非常任職位除外)

Appendix H1/ 附錄H1



Total 合計: 6,375

As at 30 November 2013 截至二〇一三年十一月三十日

Social Work & Welfare Staff	社工及福利人員	28%	(1,763)
Teaching Staff	教職人員	26%	(1,631)
Artisan/Manual Staff	技工及庶務人員	19%	(1,219)
Medical, Nursing & Allied Health Staff	醫護及專職醫療人員	13%	(815)
Clerical Staff	文職人員	8%	(546)
Administrative & Executive Staff	行政人員	5%	(310)
Technical Staff	技術人員	1%	(91)

Other Projects/Items Completed in the Year

年內完成的其他計劃/項目

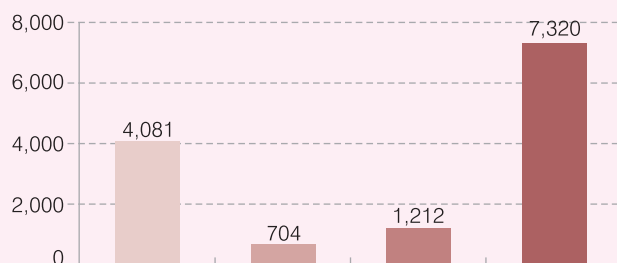
Appendix H2/ 附錄H2

- Recruitment of staff for new programmes and service centres as well as vacancies arising from natural wastage was conducted
為新推行的計劃和新成立的服務單位所屬職位及因自然流失而出現的空缺進行招聘工作
 - A total of 1,235 appointment boards were conducted and 1,182 new staff were recruited
年內共舉行一千二百三十五次遴選委員會，聘任一千一百八十二名員工
 - Promotion exercises for teaching staff of secondary schools, primary schools and kindergartens were conducted
為中、小學及幼稚園教職員舉行晉升遴選
 - Regrading exercise for appointing eligible teachers to graduate teaching posts in primary schools was conducted
為小學教師轉職為學位教師進行遴選
 - 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轉任實職進行遴選
 - A briefing session on human resources practices was organized for supervisory staff to familiarize with the related administration measures
為各單位主管舉辦有關人力資源實務程序簡介會，以加強員工對相關行政措施的認識
 - A handbook on the relevant human resources policies and procedures for kindergartens was compiled to serve as an easy guide for kindergarten headteachers
為幼稚園編寫一本人力資源政策及程序規章手冊以供幼稚園校長參考
 - 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 Raffles Medical Group (Hong Kong) 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「來佛士醫療中心」簽訂新的服務合約
 - A workshop on team building and stress management for staff of Human Resources Branch with a focus on enhancing staff's team spirit and building a positive work attitude was organized
為人力資源處員工舉辦團隊精神及減壓工作坊，以增進員工的團結精神及建立員工積極的工作態度
 - 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 2013, the pay adjustment exercise for the staff concerned was undertaken
隨着政府公務員二〇一三年的薪酬調整，有關員工的薪金亦相應調整
 - 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
 - The human resources administration system was tuned to accommodate the service provided by the additional mandatory provident fund service provider
協調人力資源行政體制以配合新增強積金服務提供公司推行服務
 - Modification of the Minimum Wage Calculation Tool for complying with the amendment of the statutory minimum wage rate was undertaken
修改法定最低工資計算表以配合最低工資條例的修訂
 - Enhancement of the Human Resources Information System for automation of the payroll process for annual pay/variable pay adjustment for staff under New Pay Structure was conducted
優化人力資源作業系統以自動化運算新的薪酬體制員工的基本薪金及浮動獎金的周年性調整
 - Strengthening of the HRIS payroll module for part-time staff to enhance operational efficiency and effectiveness was completed
提升兼職員工薪酬系統作業效能
 - Ongoing fine-tuning of the Human Resources Information System, Human Resources Information Booth and HR Link (Interactive Voice Response System) was executed
持續改善人力資源作業系統、電子資訊廊以及人事一線通電話查詢熱線(互動語音系統)
 - A workshop on photo shooting and editing was organized for staff of Personnel Section
為人事部員工舉辦相片拍攝及編輯工作坊
 - 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
 - Introduction of Across and Beyond: 5 Years Service Award
設立跨越五年服務獎
 - Introduction of Scholarships for Children of Staff Members Studying in Primary Schools
設立員工子女小學校內成績優異獎學金
- 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，有關簡化人力資源管理系統的改善措施及行政安排亦已實施
 - Review the rates of various allowances including mileage allowance, designated post allowance and incentive allowance for funeral parlours to reflect the updated pay adjustments and Consumer Price Index
因應薪酬及消費物價指數的調整，修訂有關的津貼率，包括行車津貼、指定職位津貼和殯儀館獎勵金等
 - Revisit and up-date the list of personnel circulars /circular memoranda still in force for alignment of organizational practices
為配合現行的機構政策，檢視及修訂仍生效的人事通告/備忘錄
 - 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
 - The HR Link information leaflet was re-designed for better promotion of the automated employee self-services
重新設計人事一線通電話查詢熱線系統服務指南，讓員工能更清晰瞭解系統服務
 - Review of staff post-training undertaking policy
檢討培訓後承諾服務責任政策
 - Review the calculation base for allocation of Long Service Travel Awards
檢討長期服務旅遊獎名額計算機制
 - Review the sponsorship rates for interest classes
檢討興趣班津貼額

Staff Appointment

員工聘任

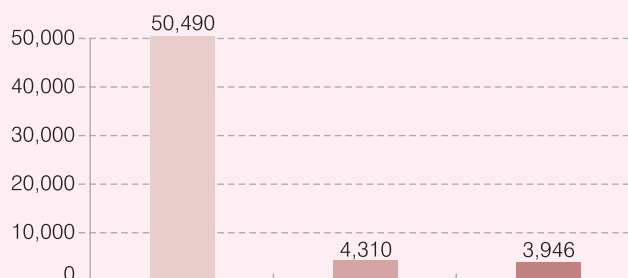
Appendix H3/ 附錄H3



- 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

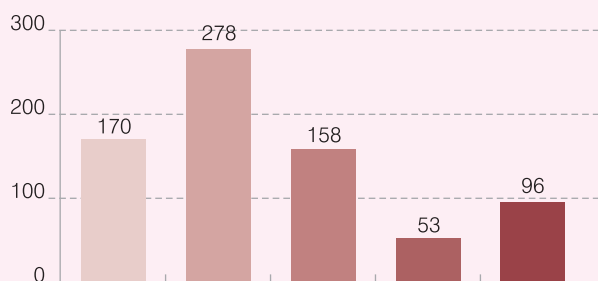
假期管理



- Vacation leave and sick leave applications in paper form
休假及病假書面申請
- Vacation leave applications via eLeave system
透過網上假期系統處理的休假申請
- Other leave cases
其他假期類別個案

Other Personnel Functions

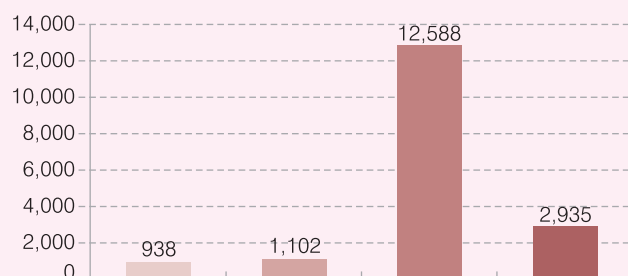
其他人事職能



- 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