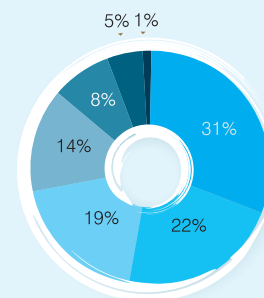


■ 社工及福利人員	Social Work and Welfare Staff	31%	2,387
■ 教職人員	Teaching Staff	22%	1,668
■ 技工及庶務人員	Artisan and Menial Staff	19%	1,427
■ 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	14%	1,053
■ 文職人員	Clerical Staff	8%	593
■ 行政人員	Administrative and Executive Staff	5%	356
■ 技術人員	Technical Staff	1%	92



Total 合計：7,576

截至二〇一五年十一月三十日 As at 30 November 2015

年內完成的其他計劃／項目

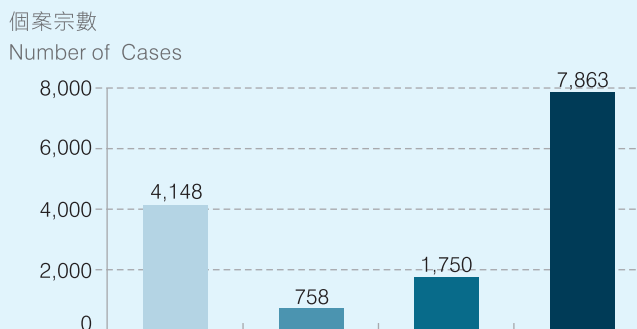
Other Projects/Items Completed in the Year

附錄H2/ Appendix H2

- 為新推行的計劃和新成立的服務單位，其所屬職位及因自然流失而出現的空缺，進行招聘工作。
Recruitment of staff for new programmes and service centres as well as vacancies arising from natural wastage was conducted.
- 年內共舉行一千五百三十四次遴選委員會，聘任一千四百五十六名員工。
A total of 1,534 appointment boards were conducted and 1,456 new staff members were recruited.
- 為中、小學、特殊學校及幼稚園的教職員及專責人員舉行晉升遴選。
Promotion exercises for teaching staff and specialist staff of secondary schools, primary schools, special schools and kindergartens were conducted.
- 為小學及特殊學校教師轉職為學位教師進行遴選。
Regrading exercises for appointing eligible teachers to graduate teaching posts in 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。
Conversion exercises for re-appointing contract teaching staff and specialist staff on permanent terms in secondary, primary and special schools were conducted.
- 為人力資源處員工舉辦團隊精神工作坊，以增進員工的團結精神。
A workshop on team building for staff members of the Human Resources Branch focusing on enhancing their team spirit was organized.
- 持續提升及改良員工假期資料電腦系統。
On-going enhancement and modifications of the Staff Leave Information System were undertaken.
- 隨着政府公務員二〇一五年的薪酬調整，須付給有關員工的款項包括薪金、津貼、假期款項、按期付款等已相應調整。
In accordance with the Civil Service Annual Pay Adjustment 2015, the related payments, including salaries, allowances, leave encashment, periodical payment etc. payable to the staff members concerned, were adjusted.
- 由於投資市場於二〇一五年第三季出現大幅波動，因此在二〇一五年九月份舉辦多場特別講座為員工介紹強積金計劃的最新市況、投資基金種類及風險。
Owing to the highly volatile situation in the investment market in the third quarter of 2015, special briefing sessions were organized in September 2015 for staff members to give them a clear picture of the current market outlook and to enhance their knowledge of the nature and risk level of each investment fund under 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組合及風險。
Talks were organized to enhance staff members' understanding of the risks and portfolios of various investment vehicles under the Occupational Retirement Scheme and the Mandatory Provident Fund Scheme.
- 設計新式樣的文件夾，以向員工推廣人力資源電子服務。
A new promotion folder for HR e-services was designed to introduce the e-services to the staff members.
- 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）。
On-going fine-tuning of the Human Resources Information System, Human Resources Information Booth and HR Link (Interactive Voice Response System) was executed.
- 為人事部員工舉辦社交媒體工作坊。
A workshop on social media for staff members of the Personnel Section was organized.
- 更新人事部電腦的軟件安裝記錄，以便管理。
The computer software records of the Personnel Section were updated to provide more effective records management.
- 進一步開放培訓及發展管理系統予員工使用，有助優化行政效率及強化數據管理。
The use of the Training Development and Management System for organizing internal training was extended so as to optimize administration efficiency and strengthen data management.
- 設立四十年長期服務獎。
A Long Service Award for 40 years was introduced.
- 檢討工作 **Reviews undertaken**
- 檢討及更新招聘廣告商的服務計劃。
A review and update of recruitment advertisement service packages was conducted.
- 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。
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.
- 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、殯儀館獎勵金等。
A review of the rates of various allowances was conducted, including the mileage allowance, designated post allowance, and incentive allowance for funeral parlours etc. to reflect the updated pay adjustments and Consumer Price Index.
- 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。
Revisit and update of the list of personnel circulars/circular memoranda still in force for alignment of organizational practices.
- 檢討培訓後承諾服務責任政策。
A review of staff post-training undertaking policy was conducted.
- 檢討員工訓練政策及流程。
A review of staff training policies and procedures was conducted.
- 檢討員工子女學業成績優異獎勵計劃。
A review of Academic Excellence Incentive Scheme for children of staff members was conducted.
- 檢討非醫院員工的住院福利。
A review of Daily Subsidy for Hospitalization for non-hospital staff was conducted.

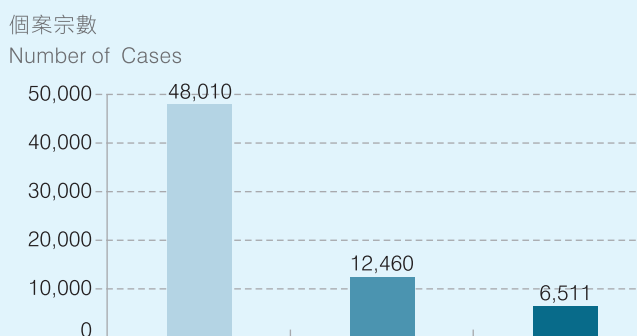
員工聘任 Staff Appointment

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



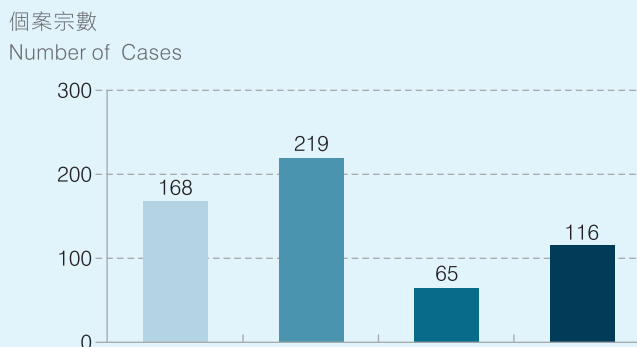
假期管理 Leave Administration

- 休假及病假書面申請
Applications in paper form for vacation leave and sick leave
- 員工透過網上假期系統的休假申請
Applications for vacation leave via eLeave System
- 其他假期類別個案
Other leave cases



其他人事職能 Other Personnel Functions

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



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

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

