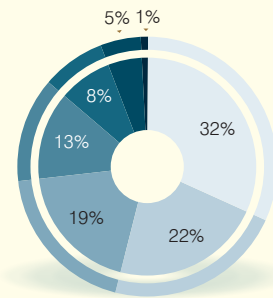


社工及福利人員	Social Work and Welfare Staff	32%	2,459
教職人員	Teaching Staff	22%	1,700
技工及庶務人員	Artisan and Menial Staff	19%	1,448
醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	13%	1,060
文職人員	Clerical Staff	8%	604
行政人員	Administrative and Executive Staff	5%	367
技術人員	Technical Staff	1%	93

Total 合計

7,731

截至2016年11月30日 As at 30 November 2016



年內完成的其他計劃/項目 *

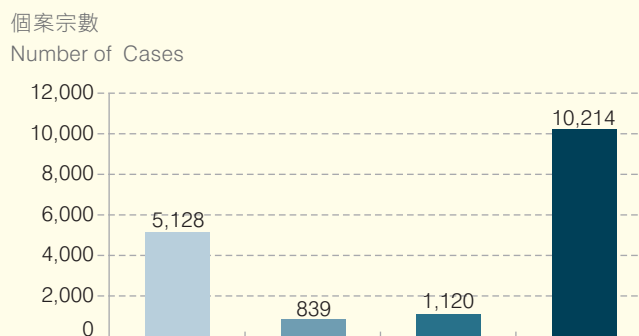
Other Projects/Items Completed in the Year

附錄H2/ Appendix H2

- 為新推行的計劃和新成立的服務單位所需的職位，以及因自然流失而產生的空缺，進行招聘。
Staff recruitment for new programmes and service centres as well as vacancies arising from natural wastage was conducted.
 - 年內共舉行1,494次遴選委員會，聘任1,363名員工。
A total of 1,494 appointment boards were conducted and 1,363 new staff members were recruited.
 - 為中、小學、幼稚園及特殊學校的教職員舉行晉升遴選。
Promotion exercises for teaching staff of secondary schools, primary schools, kindergartens and special schools were conducted.
 - 為小學及特殊學校合資格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 reappointing contract teaching/specialist staff on permanent terms in secondary, primary and special schools were conducted.
 - 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「萊佛士醫療集團(香港)」簽訂新的服務合約。
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.
 - 為人事部員工舉辦溝通及匯報技巧工作坊，以加強員工的協作精神。
A workshop on communication and reporting skills for Personnel Section staff members was organised to strengthen collaboration.
 - 持續提升及改良員工假期資料電腦系統。
Continuous enhancement and modifications for the Staff Leave Information System were carried out.
 - 隨著政府公務員2016年的薪酬調整，須付給有關員工的款項包括薪金、津貼、假期款項及按期付款等亦已相應調整。
In accordance with the Civil Service Annual Pay Adjustment 2016, payments, including salaries, allowances, leave encashment, periodical payment and etc. payable to the concerned staff members, were adjusted.
 - 完成提升東華三院強積金計劃僱主供款比率的相關安排。
Enhancement of the employer's contribution rate under TWGHs MPF Schemes was completed.
 - 就員工退休計劃(1977)下受益人提名的行政安排作出檢討。
A review of the administration arrangements for nomination of the beneficiary was undertaken for staff members under the Staff Retirement Plan (1977).
 - 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 organised to enhance staff members' understanding of the risks and portfolios of various investment vehicles under the Occupational Retirement Scheme and the Mandatory Provident Fund Schemes.
 - 設計新式樣的便條紙本，以向新入職員工推廣人力資源電子服務。
A newly designed memo pad was developed and distributed to new appointees to promote Human Resources e-services.
 - 持續改善人力資源作業系統及人事一線通電話查詢熱線(互動語音系統)。Fine-tuning of the Human Resources Information System and Human Resources Link (Interactive Voice Response System) was undertaken.
 - 更新東華三院內聯網應用入門網站人事部子網站的文件分類系統，方便員工查閱人事資訊。
Documentary system of the iPortal sub-site of the Personnel Section was updated to facilitate staff members' access to Human Resources related information.
 - 為人事部設立網路儲存伺服器，方便傳遞及管理文件。
A network-attached storage device was established for the Personnel Section to facilitate the transfer and management of documents.
 - 為人事部員工舉辦電郵推廣工作坊。
A workshop on email marketing for staff members of the Personnel Section was organised.
 - 為員工訓練及福利部設立網路儲存伺服器，提高資訊分享及知識管理的效率。
A network attached storage device was established for the Staff Training and Welfare Section to enhance resources sharing and efficiency of knowledge management.
 - 完成培訓及發展管理系統內的員工發展計劃網上提名表格之介面設計。
An interface was developed for the online nomination form for the Staff Development Programme in Training Development and Management System.
- 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 existing 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。
Taken into account the pay adjustments and Consumer Price Index, a review of the rates of related allowances was conducted, including the mileage allowance, designated post allowance, and incentive allowance for funeral parlours etc.
 - 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。
Review and update of the list of personnel circulars/circular memoranda still in force for alignment of existing organisational practices.
 - 檢討就科/處/辦公室審批員工發展計劃提名抽查程序，以簡化行政安排。
Review of random checking procedure for granting sponsorship for Staff Development Programme at Division/Branch/Office level to simplify the administration process.
 - 檢討修訂長期服務旅遊評選獎勵計劃。
Review of Long Service Travel Panel Award.
 - 檢討員工康樂活動津貼額。
Review of the sponsorship rates for staff recreational activities.

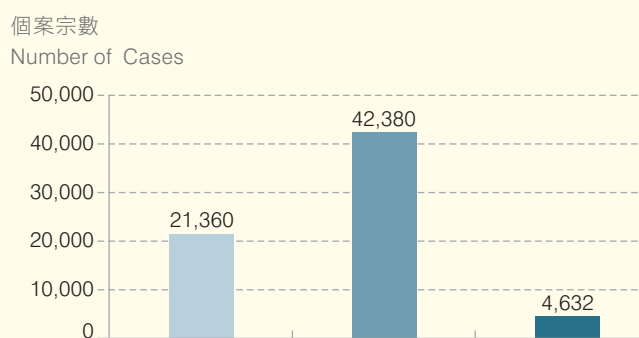
員工聘任
Staff Appointment

- 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



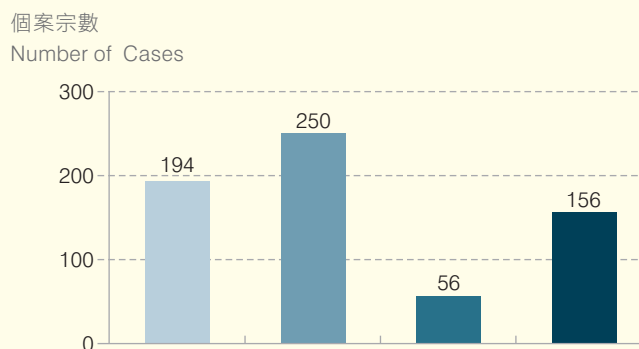
假期管理
Leave Administration

- 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

