

# 2022/2023 年度員工編制 (醫院及非常任職位除外)

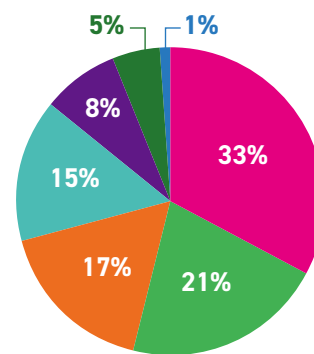
## Staff Establishment in the Year of 2022/2023 (Excluding Hospitals and Time-limited Post)

附錄 H1 / Appendix H1

● 社工及福利人員	Social Worker and Welfare Staff	3,106	33%
● 教職人員	Teaching Staff	1,969	21%
● 技工及庶務人員	Artisan and Menial Staff	1,604	17%
● 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	1,405	15%
● 文職人員	Clerical Staff	782	8%
● 行政人員	Administrative and Executive Staff	485	5%
● 技術人員	Technical Staff	102	1%

截至2022年11月30日 As at 30 November 2022

合計 Total 9,453 100%



## 年內完成的其他計劃 / 項目

### Other Projects / Items Completed in the Year

附錄 H2 / Appendix H2

- 為新成立的服務中心 / 單位及項目，以及自然流失的空缺進行招聘工作。
- 年內共舉行 2,094 次遴選委員會，聘任 1,598 名員工。
- 為中學、小學、特殊學校及幼稚園的校長及教職員，以及中學的一級實驗室技術員舉行晉升遴選。
- 為中學、小學及特殊學校的合約教師轉任實職進行遴選。
- 修訂幼稚園人力資源政策及程序規章手冊，並加入最新的人力資源政策及程序。
- 按照政府公務員 2022 年的薪酬調整，相應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。
- 為員工 (臨時員工除外) 安排自選計劃，讓員工自行選擇將現時的強積金累算權益及新供款轉移至本院另一間強積金服務提供公司，有關強積金戶口轉移安排已於 2022/2023 年度生效。
- 舉辦網上員工講座，介紹《職業退休計劃條例》和強積金計劃各種投資工具的投資組合及風險。
- 完成員工職前體格檢查及警事檢查服務的聯合招標，獲選服務承辦商的新服務合約已由 2022 年 9 月 1 日起生效。
- 持續改善人力資源作業系統、人事一線通電話查詢熱線 (互動語音系統)、人事資訊站及電子告示板系統。
- 完成每年核查及更新人力資源科人事部的軟件資產管理紀錄。
- 持續提升員工假期資料電腦系統。
- 鑑於疫情影響，各地實施不同的出入境限制。因此，本院特別安排「長期服務旅遊評選獎勵計劃」的獲獎員工延長外遊期限、擴闊旅遊形式，以及可選擇兌換現金，從而提供更具有彈性的選項。
- 本院響應政府呼籲，在各科 / 辦公室的協作下，成功招募超過 300 名員工，組成「東華抗疫義工團隊」，協助全港「防疫服務包」包裝及派發工作，充分體現東華三院員工團結一心的精神。
- 向所有員工送上由董事局特別準備的心意包，內有 1 套 3 件抗菌清潔用品，藉此答謝員工在抗疫期間所付出的貢獻和努力，並為大家打打氣。
- Staff recruitment was conducted for new service centres/units and projects, as well as vacancies arising from normal turnover.
- A total of 2,094 appointment boards were conducted and 1,598 new staff members were recruited in the year.
- Promotion exercises were conducted for school heads and teaching staff of secondary schools, primary schools, special schools and kindergartens as well as Laboratory Technician I of secondary school.
- Conversion exercises were conducted for re-appointment of contract teaching staff in secondary schools, primary schools and special schools on permanent terms.
- The Kindergarten Handbook on Human Resources Policies and Procedures was revised, with the incorporation of up-to-date human resources policies and procedures.
- In line with the Civil Service Annual Pay Adjustment 2022, the relevant payments payable to the staff members concerned were adjusted, including salaries, allowances, leave encashment, periodical payment, etc.
- An arrangement of an optional scheme was made for staff members (except temporary staff) to opt for transfer of their existing Mandatory Provident Fund (MPF) accrued benefits and new contributions to another MPF service providers under the Group. The transfer of the MPF account took effect in 2022/2023.
- Online staff talks were held to introduce the portfolios and risks of investment vehicles under the *Occupational Retirement Schemes Ordinance* and the Mandatory Provident Fund Schemes.
- A joint tendering exercise for pre-appointment medical examination and medical assessment services was conducted, and the service contracts of the awarded service providers became effective from 1 September 2022.
- Fine-tuning of the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System was undertaken.
- An annual checking and updating of the computer software asset records of the Personnel Section of the Human Resources Division were completed.
- An on-going enhancement of the Staff Leave Information System was undertaken.
- Given the current pandemic and travel sanctions worldwide, more travel flexibilities have been given to staff members to redeem their "Long Service Travel Panel Award" in a more flexible manner, by extending the travel period, expanding the forms of travel allowed, and adding a cash option.
- In response to the Government's appeal for volunteers to support the territory-wide operation of packaging and distribution of "anti-epidemic service bags", over 300 staff members were mobilised to form a "Tung Wah Volunteer Team" under the concerted efforts of all Divisions/Office.
- In appreciation of staff contribution and their hard work during the pandemic, a gift set of 3 antiseptic products as special souvenirs from the Board of Directors were given to all staff members.

#### 檢討工作

- 檢討員工招聘程序，並簡化服務單位的遴選委員會及收集職位申請的行政程序。
- 「仍生效的人事通告/備忘錄」已按最新的機構政策常規更新。
- 檢討行政總部人力編配，加強行政支援，以配合機構的發展需要。
- 年度檢討招聘廣告商的服務收費。
- 檢討現行人事程序及慣例，並實施有關簡化人力資源管理系統的改善措施及行政安排。
- 因應年度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、膳食津貼等。
- 檢討「長期服務旅遊評選獎勵計劃」。
- 檢討及修訂「員工子女學業成績優異獎勵計劃」。

#### Reviews Undertaken

- The staff recruitment procedures were reviewed and the administrative procedures for the decentralised Appointment Boards and collection of job applications at service centre/unit level were streamlined.
- The "Personnel Circulars/Circular Memoranda still in Force" was updated in alignment with the latest organisational practices.
- A manpower allocation review for the Administration Headquarters was conducted to strengthen administrative support to cope with the development needs of the organisation.
- An annual review of service charges of recruitment advertising agents was conducted.
- Reviews of the existing personnel procedures and practices were undertaken. Improvement measures and administrative arrangements were implemented to streamline the human resources administration system.
- In view of the Annual Pay Adjustment and the adjusted Consumer Price Index, the rates of related allowances, including the mileage allowance, designated post allowance, meal allowance and more, were revised.
- A review of the "Long Service Travel Panel Awards" was conducted.
- A review and revision of the "Academic Excellence Incentive Scheme for Children of Staff Members" were conducted.

## 2022/2023 年度人事職能個案處理宗數

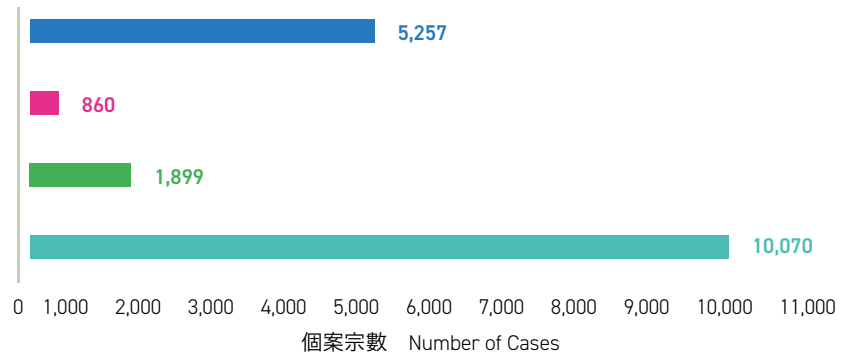
### Numbers of Cases Handled for Personnel Functions in the Year of 2022/2023

附錄 H3 / Appendix H3

#### 員工聘任

##### Staff Appointment

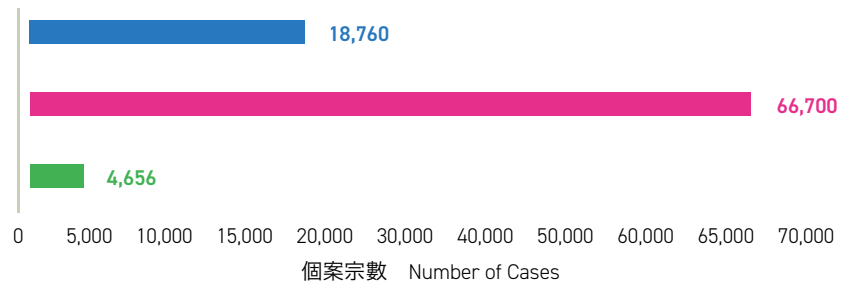
- 聘任及薪酬評估  
Appointment and salary assessment
- 增設/調整職級  
Creation/regrading of post
- 內部員工替假  
Internal staff for relief work
- 聘任兼職/臨時/替假員工  
Appointment of part-time/temporary/relief staff



#### 假期管理

##### Leave Management

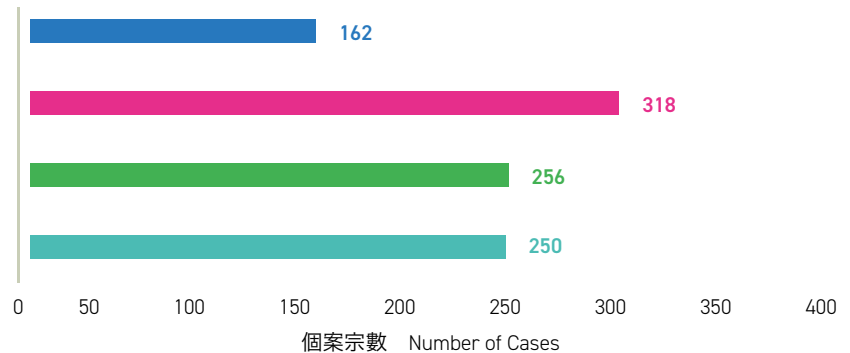
- 休假及病假書面申請  
Applications in paper form for vacation leave and sick leave
- 員工透過網上假期系統的休假申請  
Applications for vacation leave via eLeave System
- 其他假期類別個案  
Other leave cases



#### 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

- 常規員工新聘及續聘個案  
Cases for new appointment and renewal of contract for regular staff members
- 離職個案  
Cases for cessation
- 合約內容變更  
Change of contract details
- 津貼  
Allowance Payments
- 兼職/臨時/替假員工聘任個案  
Cases for new appointment for part-time/temporary/relief staff members

