

2023/2024 年度員工編制 (醫院及非常任職位除外)

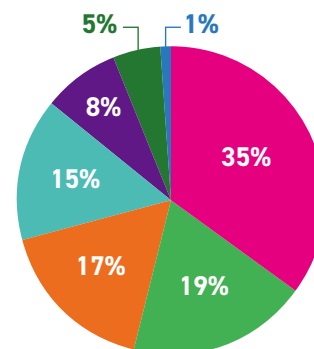
Staff Establishment in the Year of 2023/2024 (Excluding Hospitals and Time-limited Post)

附錄 H1 / Appendix H1

■ 社工及福利人員	Social Worker and Welfare Staff	3,600	35%
■ 教職人員	Teaching Staff	1,934	19%
■ 技工及庶務人員	Artisan and Menial Staff	1,685	17%
■ 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	1,555	15%
■ 文職人員	Clerical Staff	813	8%
■ 行政人員	Administrative and Executive Staff	512	5%
■ 技術人員	Technical Staff	106	1%

合計 Total 10,205 100%

截至2023年11月30日 As at 30 November 2023



年內完成的其他計劃 / 項目

Other Projects / Items Completed in the Year

附錄 H2 / Appendix H2

- 為新成立的服務單位和新推行的計劃及填補自然流失的空缺招聘員工。
- 年內共舉行 2,321 次遴選委員會，聘任 1,826 名員工。
- 為中學、小學、幼稚園及特殊學校的校長及高級教職員職位舉行晉升遴選。
- 與教育科合作，在小學副校長 / 中層領導人培訓課程中分享有關處理員工紀律程序的實務知識。
- 完成推展下放遴選程序至物業服務單位。
- 按照政府公務員 2023 年的薪酬調整，相應調整有關員工應得的薪酬款項，包括薪金、津貼、假期款項、按期付款等。
- 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。
- 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。
- 為進一步推廣東華三院的關愛文化，董事局成員聯同行政總監拍攝「龍年賀歲短片」，為員工送上新年祝福。
- Staff recruitment was undertaken for new start-up service centres/units and newly implemented projects, as well as vacancies arising from normal turnover.
- A total of 2,321 appointment boards were conducted and 1,826 new staff members were recruited in the year.
- Promotion exercises were conducted for school heads and senior teaching posts of secondary schools, primary schools, kindergartens, and special schools.
- Collaborated with the Education Division in delivering a knowledge sharing session on staff disciplinary procedures at a training programme for deputy headteachers and middle management in primary schools.
- Extension of the decentralised selection process to property services units was completed.
- In line with the Civil Service Annual Pay Adjustment 2023, relevant salary payments payable to staff members concerned were adjusted, covering salaries, allowances, leave encashment, and periodical payment, etc.
- 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.
- Ongoing 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 was completed.
- An ongoing enhancement of the Staff Leave Information System was undertaken.
- To further promote the caring culture of TWGHs, Board Members and the Chief Executive showed up in a video to wish all staff a Happy New Year.

檢討工作

- 檢討員工招聘程序，並簡化服務單位的刊登職位廣告的行政程序。
- 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。
- 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。
- 檢視及修訂「仍生效的人事通告 / 備忘錄」，以配合現行機構政策。
- 檢討及更新招聘廣告商的服務計劃。
- 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。
- 因應條例的修訂，檢討及修正「員工工傷意外 / 職業病處理指引」。
- 檢討及修訂「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

- Staff recruitment procedures were reviewed, and the administrative procedures for posting job advertisements at service centre/unit level was streamlined.
- Reviews on the existing personnel procedures and practices were conducted. Improvement measures and administrative arrangements were implemented to streamline the human resources administration system.
- A manpower allocation review for the Administration Headquarters was conducted to strengthen administrative support to cope with the development needs of the organisation.
- Reviews and updates on "Personnel Circulars/Circular Memoranda still in Force" for alignment with existing organisational practices were conducted.
- A review and update of recruitment advertisement service packages was conducted.
- In view of the Annual Pay Adjustment and the adjusted Consumer Price Index, the rates of related allowances were revised, covering the mileage allowance, designated post allowance, meal allowance and more.
- A review and amendment of the "Procedural Guidelines for Handling the Work Injury/Occupational Disease" in response to amendments to the Ordinance was conducted.
- A review and revision of the "Long Service Travel Panel Awards" was conducted.
- A review and revision of the "Academic Excellence Incentive Scheme for Children of Staff Members" was conducted.

2023/2024 年度人事職能個案處理宗數

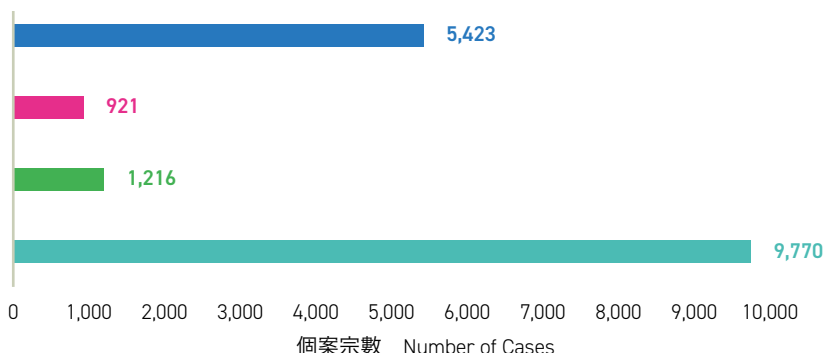
Numbers of Cases Handled for Personnel Functions in the Year of 2023/2024

附錄 H3 / Appendix H3

員工聘任

Staff Appointment

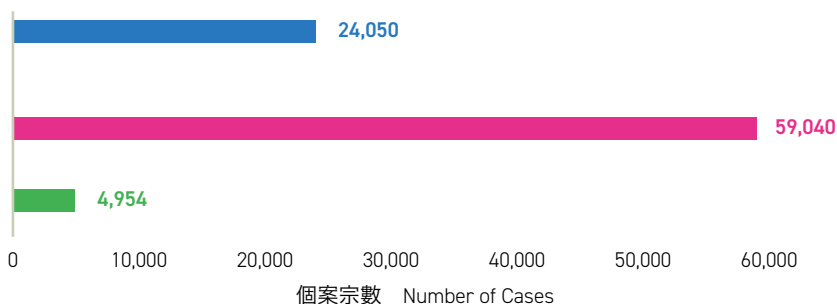
- 聘任及薪酬評估
Appointment and salary assessment
- 增設/調整職級
Creation/regrading of post
- 內部員工替假
Internal staff for relief work
- 聘任兼職/臨時/替假員工
Appointment of part-time/temporary/relief staff



假期管理

Leave Management

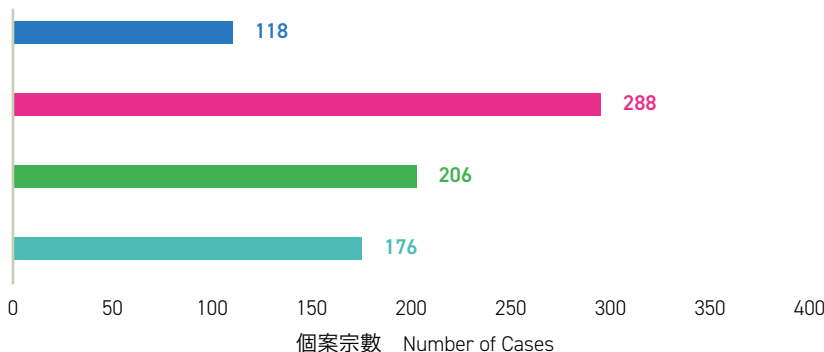
- 休假及病假書面申請
Applications in paper form for vacation leave and sick leave
- 員工透過網上假期系統的休假申請
Applications for vacation leave via eLeave System
- 其他假期類別個案
Other leave cases



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

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

