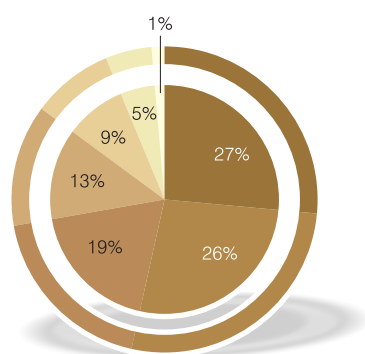


Staff Establishment (Excluding hospitals and time-limited post) 2012/2013

二〇一二 / 二〇一三年度員工編制 (醫院及非常任職位除外)

Appendix H1/ 附錄H1



Total 合計: 6,250

● Social Work & Welfare Staff	社工及福利人員	27%	(1,688)
● Teaching Staff	教職人員	26%	(1,621)
● Artisan/Manual Staff	技工及庶務人員	19%	(1,212)
● Medical, Nursing & Allied Health Staff	醫護及專職醫療人員	13%	(804)
● Clerical Staff	文職人員	9%	(538)
● Administrative & Executive Staff	行政人員	5%	(296)
● Technical Staff	技術人員	1%	(91)

As at 30 November 2012 截至二〇一二年十一月三十日

Other Projects/Items Completed in the Year

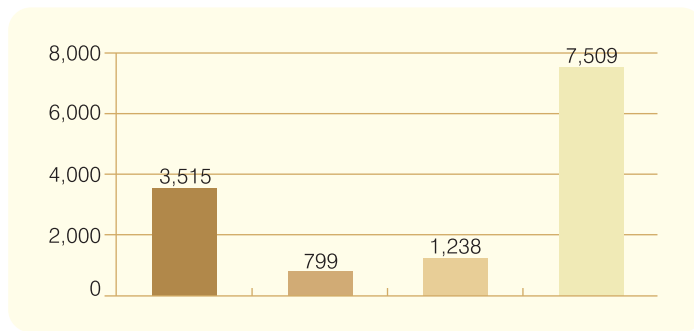
年內完成的其他計劃 / 項目

Appendix H2/ 附錄H2

- Recruitment of senior 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的高級管理層職位，以及因自然流失而出現的空缺進行招聘工作
 - A total of 1,407 appointment boards were conducted and 1,286 new staff were recruited
年內共舉行一千四百零七次遴選委員會，聘任一千二百八十六名員工
 - 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 exercises to appoint eligible teachers to graduate teaching posts in primary and special schools were conducted
為小學及特殊學校教師轉職為學位教師進行遴選
 - Conversion exercises for re-appointing contract teaching and 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 workshop on communication skills for staff of the Personnel Section with a focus on enhancing staff team spirit and synergy was organized
為人事部員工舉辦溝通技巧工作坊，以增進員工團隊及協作精神
 - Ongoing 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 2012, the pay adjustment exercise for the staff concerned was undertaken
隨着政府公務員二〇一二年的薪酬調整，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
 - Revision of the Staff Handbook was completed to incorporate the updated changes in human resources policy and procedures
因應已修訂的人力資源政策及程序，修訂員工手冊
 - Enhancement of the Human Resources Information System for tying in the implementation of the new Job-grade Salary Structure for social enterprises was implemented
擴展人力資源作業系統以配合社會企業推行新的職系薪酬架構
 - Optimization of the Human Resources Information System in compliance with the calculation of relevant statutory entitlements on the basis of 12-month average wages was completed
優化人力資源作業系統以符合有關法定權益的計算
 - Enhancement of the Human Resources Information System to accommodate the additional requirements for personnel/financial administration arising from addition of a new provident fund service provider for Tung Wah Mandatory Provident Fund Scheme was carried out
提升人力資源作業系統以配合東華強積金計劃新增強積金服務提供公司
 - Modification of the Human Resources Information System for complying with the amendment to the maximum level for Mandatory Provident Fund contributions from \$20,000 to \$25,000 effective from June 2012 was undertaken
修改人力資源作業系統以配合強積金供款的最高有關入息水平由二〇一二年六月起由二萬元修訂為二萬五千元
 - A new electronic form for calculating terminal payments of probationary staff was launched
推出電子化試用期內終止服務工資計算表
 - Ongoing fine-tuning of the Human Resources Information System, Human Resources Information Booth and Human Resources Link (Interactive Voice Response System) were continued
持續改善人力資源作業系統、電子資訊廊以及人事一線通互動語音系統
 - Workshop on video production was organized for staff of the Personnel Section
為人事部員工舉辦短片製作工作坊
 - 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
 - Election of staff representatives for the Staff Retirement Schemes Management Committee, Staff Consultative Committee and Staff Welfare Committee for the term 2013/2015 was undertaken
為二〇一三 / 二〇一五年度員工退休計劃管理委員會、員工諮詢委員會及員工福利委員會員工代表進行選舉
 - Introduction of sponsorship for Self-arranged Sports Programme
設立員工自行參與運動比賽資助
- ### 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，有關改善措施以簡化人力資源管理系統及有關行政安排亦已實施
 - 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 training evaluation process was reviewed to better measure the effectiveness of internal training programmes
檢討培訓評估過程，以便能更準確地檢視內部培訓課程的成效
 - Review of Staff Housing Loan Fund and Staff Relief Loan Fund
修訂員工房屋借貸基金及員工援助借貸基金
 - Review of Hospitalization Benefits to Staff Members
檢討員工住院福利
 - Review of Death Condolences to Staff Members
檢討員工慰問金

Staff Appointment

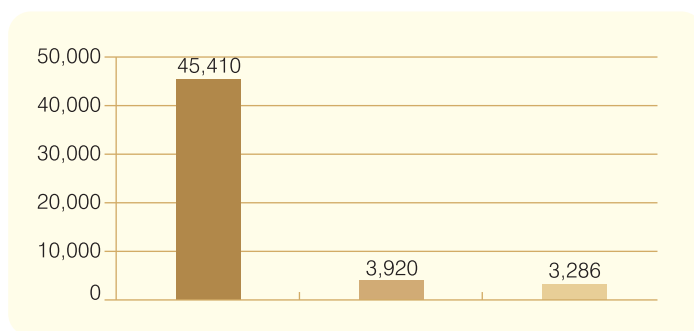
員工聘任



- 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

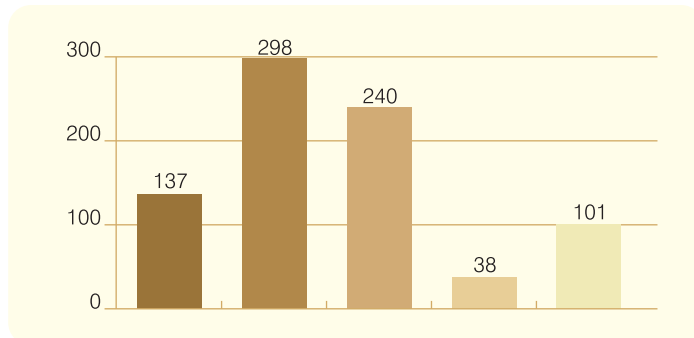
假期管理



- Vacation leave and sick leave applications in paper form
休假及病假書面申請
- Vacation leave applications from Headquarters staff via eLeave system
行政總部員工透過網上假期系統的休假申請
- Other leave cases
其他假期類別個案

Other Personnel Functions

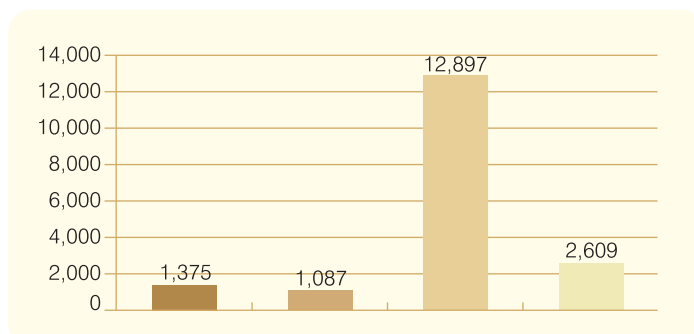
其他人事職能



- 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

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