

Total 合計: 7,273

截至二〇一四年十一月三十日 As at 30 November 2014

社工及福利人員	Social Work and Welfare Staff	31%	(2,291)
教職人員	Teaching Staff	23%	(1,651)
技工及庶務人員	Artisan and Menial Staff	19%	(1,351)
醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	13%	(981)
文職人員	Clerical Staff	8%	(570)
行政人員	Administrative and Executive Staff	5%	(338)
技術人員	Technical Staff	1%	(91)



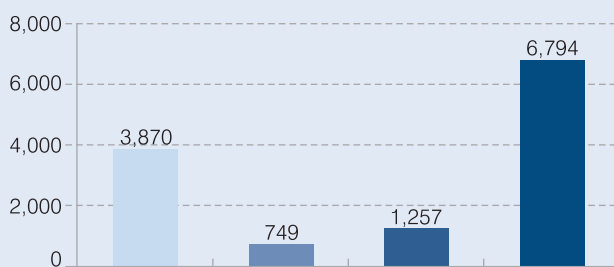
## 年內完成的其他計劃/項目 Other Projects/Items Completed in the Year

附錄H2/ Appendix H2

- 為新推行的計劃和新成立的服务單位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
  - 年內共舉行一千三百九十九次遴選委員會，聘任一千二百三十六名員工  
A total of 1,399 appointment boards was conducted and 1,236 new staff were recruited
  - 為中、小學、特殊學校及幼稚園教職人員舉行晉升遴選  
Promotion exercises for teaching 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/specialist staff on permanent terms in secondary schools, primary schools and special schools were conducted
  - 參照東華三院與法團校董會簽訂的服務協議，完成就法團校董會校監於人力資源管理方面的角色劃分的檢討  
A review on the delineation of roles of IMC Supervisors in human resources management in schools with reference to the service agreements between TWGHs and IMCs was completed
  - 配合由香港何鴻毅家族基金資助的「敢動!」計劃的新成立，制定該計劃整體人力安排的人力資源政策  
A separate human resources policy for managing the overall manpower arrangement under the newly established "LEAP! Programme" funded by the Robert H.N. Ho Family Foundation was introduced
  - 為人事部員工舉辦處理工作間的衝突及投訴工作坊，以提升員工的溝通技巧及增進團隊精神  
A workshop on resolving conflicts and handling complaints in workplace for staff of the Personnel Section with a focus on enhancing staff's communication skills and 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
  - 隨著政府公務員二〇一四年的薪酬調整，有關員工的薪金亦相應調整  
In accordance with the Civil Service Annual Pay Adjustment 2014, the pay adjustment exercise for the staff concerned was undertaken
  - 人事部已就提升強制性公積金計劃下福利進行可行性研究  
A feasibility study on enhancement of provident fund benefits under the MPF Scheme was undertaken
  - 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  
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
  - 為二〇一五年至二〇一七年度員工退休計劃管理委員會、員工福利委員會及員工諮詢委員會員工代表進行選舉  
Election of staff representatives for the Staff Retirement Schemes Management Committee, Staff Welfare Committee and Staff Consultative Committee for the term 2015 to 2017 was undertaken
  - 優化人力資源作業系統以自動化運算就過去十二個月平均工資計算的假期工資  
Enhancement of the Human Resources Information System for automation of back-payment process for leave encashment based on the average wage of last 12 months was conducted
  - 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)  
Ongoing fine-tuning of the Human Resources Information System, Human Resources Information Booth and HR Link (Interactive Voice Response System) are executed
  - 製作短片用於推廣招聘人才  
Production of a video clip for the promotion in staff recruitment
  - 為人事部員工舉辦平面設計工作坊  
Workshop on graphic design was organized for staff of the Personnel Section
  - 有關其他人力資源職能及個案宗數載列於附錄H3  
Other human resources functions and the related caseloads are displayed in Appendix H3
  - 開放培訓及發展管理系統予員工使用  
Launch of Training and Development Management System for staff's use
  - 設立陳婉珍博士員工服務旅遊獎  
Introduction of Dr. Ina CHAN Staff Service Travel Award Scheme
  - 設立員工獎勵計劃  
Introduction of Staff Award Scheme
  - 設立自行組織創意活動資助  
Introduction of Sponsorship for Self-organized Creative Activities
- ### 檢討工作 Reviews undertaken
- 檢討及更新招聘廣告商的服務計劃  
Review and update of recruitment advertisement service packages
  - 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、指定職位津貼和殯儀館獎勵金等  
Review of the rates of various allowances including mileage allowance, designated post allowance and incentive allowance for funeral parlours 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  
Review of staff post-training undertaking policy
  - 檢討員工訓練政策及流程  
Review of staff training policies and procedures
  - 檢討員工結婚賀儀  
Review of Marriage Gratuities to staff members
  - 檢討長期服務旅遊評選獎勵計劃  
Review of Long Service Travel Panel Award Scheme



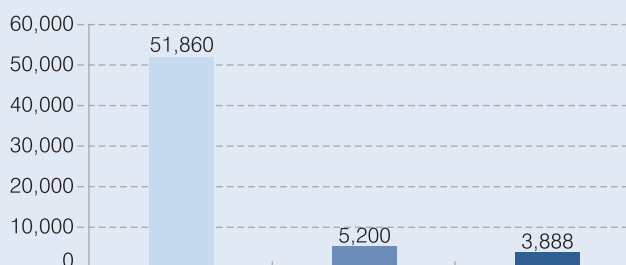
### 員工聘任 Staff Appointment



- 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



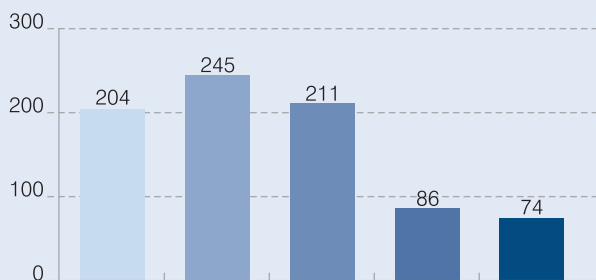
### 假期管理 Leave Administration



- 休假及病假書面申請  
Vacation leave and sick leave applications in paper form
- 透過網上假期系統處理的休假申請  
Vacation leave applications via eLeave System
- 其他假期類別個案  
Other leave cases



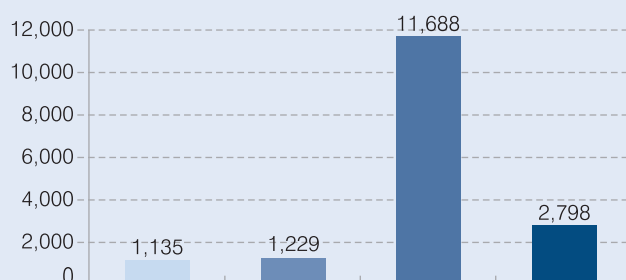
### 其他人事職能 Other Personnel Functions



- 員工工傷個案  
Staff work injury cases
- 服務證明申請  
Applications for certificate of service
- 院外工作 / 借調申請  
Outside work/secondment applications
- 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  
Cessation cases
- 合約變更  
Change of contract
- 津貼  
Allowances