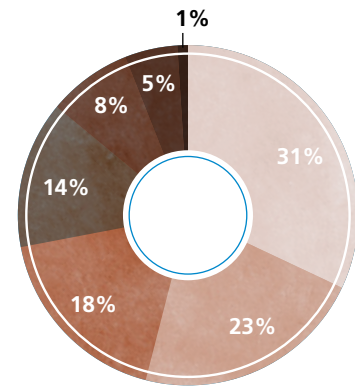


● 社工及福利人員	Social Work and Welfare Staff	31%	2,528
● 教職人員	Teaching Staff	23%	1,844
● 技工及庶務人員	Artisan and Menial Staff	18%	1,464
● 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	14%	1,101
● 文職人員	Clerical Staff	8%	645
● 行政人員	Administrative and Executive Staff	5%	372
● 技術人員	Technical Staff	1%	88

合計 Total 8,042

截至2017年11月30日 As at 30 November 2017



年內完成的其他計劃/項目

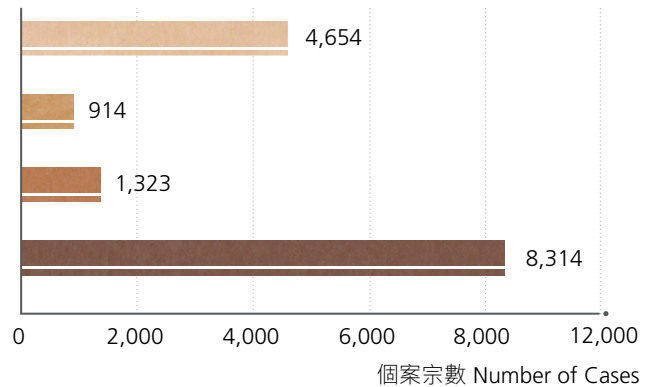
Other Projects/Items Completed in the Year

附錄H2 / Appendix H2

- 進行員工招聘，以配合新推行計劃和新成立服務單位的人手需求，以及填補自然流失所產生的空缺。
Staff recruitment was conducted to meet manpower needs of new programmes and service centres and fill vacancies arising from natural wastage.
 - 年內共舉行1,660次遴選委員會，聘任1,520名員工。
A total of 1,660 appointment boards were conducted and 1,520 new staff members were recruited.
 - 為中、小學及幼稚園的教職員舉行晉升遴選。
Promotion exercises were conducted for teaching staff of secondary schools, primary schools and kindergartens.
 - 為小學教師轉職為學位教師進行遴選。
Regrading exercises were conducted for appointing eligible teachers to graduate teaching posts in primary schools.
 - 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 were conducted for reappointing contract teaching and specialist staff on permanent terms in secondary, primary and special schools.
 - 經檢討後，獲法團校董會通過修訂學校政策，容許中學調配實驗室技術員，以配合本院屬校吸納過剩實驗室技術員的安排。
Approval of the Incorporated Management Committees was obtained after a review for revision of school policy to enable the administrative transfer of Laboratory Technicians (LTs) amongst secondary schools and facilitate the absorption of redundant LTs by TWGHs schools.
 - 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。
Collaborated with the Education Division in delivering a knowledge sharing session on staff disciplinary procedures at a training programme for deputy headteachers and staff members at middle management level in primary schools.
 - 持續提升及改良員工假期資料電腦系統。
On-going enhancement and modifications were undertaken for the Staff Leave Information System.
 - 按照政府公務員2017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。
In line with the Civil Service Annual Pay Adjustment 2017, the relevant payments payable to the staff members concerned were adjusted, including salaries, allowances, leave encashment, periodical payment, etc.
 - 修訂員工手冊，以更新與人力資源政策及程序相關的內容。
The Staff Handbook was revised to incorporate the updated changes in human resources policy and procedures.
 - 就強制性公積金預設投資策略舉辦多場講座，為員工介紹相關安排。
Briefing sessions on the Default Investment Strategy under the Mandatory Provident Fund Schemes were organised to familiarise staff members with the related arrangements.
 - 舉辦員工講座，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.
 - 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。
On-going fine-tuning was carried out for the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System.
 - 為進一步推廣東華三院的關愛文化及為員工打氣，人力資源處於2018年1月下旬在行政總部舉辦「元氣日」活動。
To further promote the caring corporate culture of TWGHs and cheer up its staff members, the Human Resources Branch held "Cheer Day" at the Administrative Headquarters at the end of January 2018.
 - 實施首階段的員工發展計劃網上提名表格。
Phase I of the Staff Development Programme's online nomination form was implemented in the Training Development and Management System.
 - 設立員工添孫之喜賀儀。
Introduction of Grandma and Grandpa Gratuities.
 - 設立員工樂休旅遊獎。
Introduction of Travel Award for Staff on Retirement.
- #### 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 was conducted for 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 existing personnel procedures and practices were undertaken. Improvement measures were implemented to streamline and enhance the flexibility of the human resources administration system.
 - 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、膳食津貼等。
Taken into account of the pay adjustments and Consumer Price Index, a review was conducted on the rates of related allowances, including the mileage allowance, designated post allowance, and meal allowance 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。
A review and update on the list of personnel circulars/circular memoranda still in force was completed for alignment with existing organisational practices.
 - 檢討員工訓練政策及流程。
A review of staff training policies and procedures was conducted.
 - 檢討及修訂長期服務旅遊評選獎勵計劃。
A review and revision of Long Service Travel Panel Award was conducted.
 - 檢討及修訂長期服務獎。
A review and revision of Long Service Award was conducted.

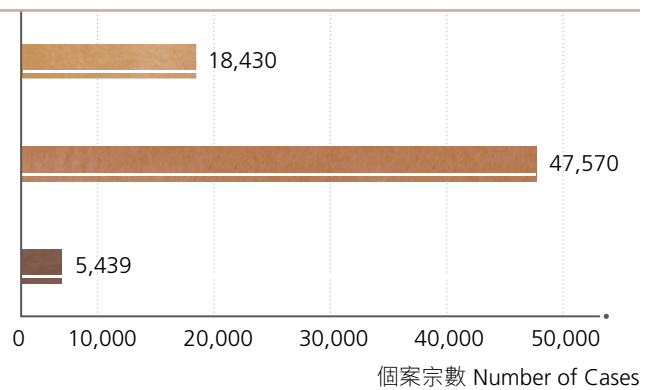
員工聘任
Staff Appointment

- 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



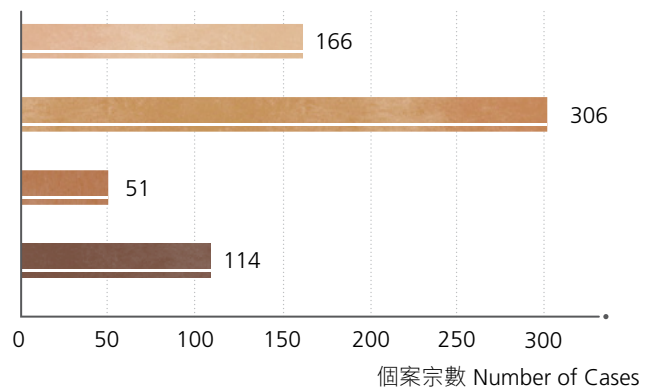
假期管理
Leave Administration

- 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

- 聘任及續聘個案
Cases for appointment and renewal of contract
- 離職個案
Cases for cessation
- 合約變更
Change of contract
- 津貼
Allowances

