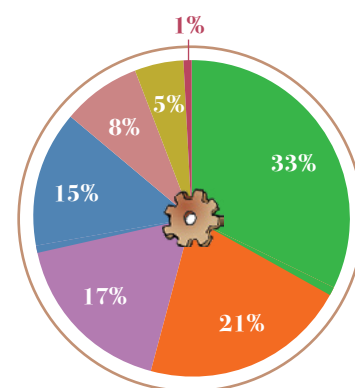


## 2020/2021年度員工編制(醫院及非常任職位除外) Staff Establishment (Excluding Hospitals and Time-limited Post) 2020/2021

附錄 H1 / Appendix H1

● 社工及福利人員	Social Worker and Welfare Staff	33%	3,044
● 教職人員	Teaching Staff	21%	1,953
● 技工及庶務人員	Artisan and Menial Staff	17%	1,571
● 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	15%	1,347
● 文職人員	Clerical Staff	8%	754
● 行政人員	Administrative and Executive Staff	5%	430
● 技術人員	Technical Staff	1%	94

合計 Total 9,193



截至2020年11月30日 As at 30 November 2020

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

附錄 H2 / Appendix H2

- 招聘員工，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/units as well as fill vacancies arising from normal turnover.
- 年內共舉行1,654次遴選委員會，聘任1,394名員工。  
A total of 1,654 appointment boards were conducted and 1,394 new staff members were recruited.
- 為確保社會服務單位在處理員工招聘事宜時更為靈活且能加快招聘過程，該科簡化了收集職位申請及處理遴選委員會報告的程序。  
To give more flexibility in handling staff recruitment matters and speed up the recruitment process for community service centres/units, the collection of job applications and the processing of decentralised appointment board reports were both simplified.
- 為中學、小學、幼稚園及特殊學校的教職員舉行晉升遴選。  
Promotion exercises were conducted for teaching staff of secondary schools, primary schools, kindergartens and special schools.
- 為中學的合約二/三級實驗室技術員及中學、小學及特殊學校的合約教師和專責人員轉任實職進行遴選。  
Conversion exercises were conducted for reappointing contract Laboratory Technician II/III in secondary schools as well as contract teaching and specialist staff in secondary schools, primary schools and special schools on permanent terms.
- 為中學及小學符合資格的非學位教師改編為學位教師。  
An annual exercise was conducted for regrading eligible non-graduate teachers to graduate ranks in secondary schools and primary schools.
- 為薪酬與公務員薪級表掛勾的員工完成年度薪酬檢討，並通知有關員工按照政府公務員2020年的薪酬檢討結果，凍結薪酬調整。  
An annual pay review was conducted for staff members whose salaries were linked to the Civil Service pay scale. The staff members concerned were informed of the pay freeze in line with the Civil Service Pay Review 2020.
- 舉辦員工講座，介紹《職業退休計劃條例》和強積金計劃的投資組合及風險。  
Talks were organised to introduce the portfolios and risks of various investment vehicles under the Occupational Retirement Schemes Ordinance and the Mandatory Provident Fund Schemes.
- 修訂員工手冊，更新人力資源政策及程序。  
The Staff Handbook was revised to incorporate updated changes in the human resources policies and procedures.
- 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 of the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System was executed.
- 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。  
The annual checking and updating of the computer software asset records of the Personnel Section of the Human Resources Division was completed.

- 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.
- 於2019冠狀病毒病疫情的影響下，延長榮休獎及員工榮休旅遊獎的領獎期限。  
Under the impact of the COVID-19 pandemic, the redemption period for the Retirement Awards and Travel Award for Staff on Retirement was extended.
- 鑑於疫情蔓延全球，加上各地實施旅遊管制，2019/2020及2020/2021年度長期服務旅遊評選獎勵計劃獲獎員工的外遊期限順延1年。  
Given the global pandemic and corresponding travel restrictions, the travel period for the awarders of the Long Service Travel Panel Awards for 2019/2020 and 2020/2021 was extended for 1 year.
- 提前1個月推出員工流感疫苗注射計劃，於疫情下為員工健康多加一層保障。  
The Staff Influenza Vaccination Scheme was launched 1 month earlier than usual for additional health protection to staff members under the pandemic.
- 為進一步推廣東華三院的關愛文化及為提升員工士氣，人力資源科分別於2020年7月23日及2020年9月28日在行政總部舉辦「元氣日之行政總部員工抽獎活動」和「元氣日·中秋篇」活動。  
To further promote the caring corporate culture of TWGHs and boost staff morale, the Human Resources Division organised the "Cheer Day – Lucky Draw for Staff of the Administration Headquarters" and "Cheer Day in Autumn" at the Administration Headquarters on 23 July 2020 and 28 September 2020 respectively.

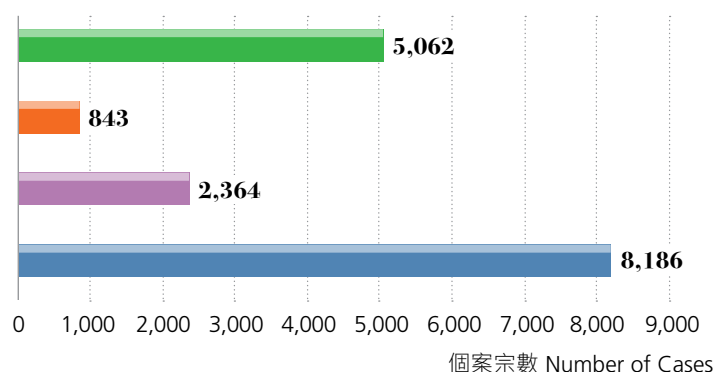
### 檢討工作 Reviews Undertaken

- 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。  
Manpower review for the Administration Headquarters was conducted to strengthen administrative support and cope with the organisational development.
- 檢討及更新招聘廣告的服務計劃。  
A review and update was conducted for the advertisement packages offered by recruitment services providers.
- 就現行人事程序及慣例作出檢討，有關改善措施及行政安排亦已實施，以簡化人力資源管理系統及增加其靈活性。  
Reviews on the existing personnel procedures and practices were undertaken. Improvement measures and administrative arrangements 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。  
In view of the annual pay adjustment and Consumer Price Index, a review was conducted on the rates of related allowances, including the mileage allowance, designated post allowance, 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 updates on "personnel circulars/circular memoranda still in force" were 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.

## 員工聘任

## Staff Appointment

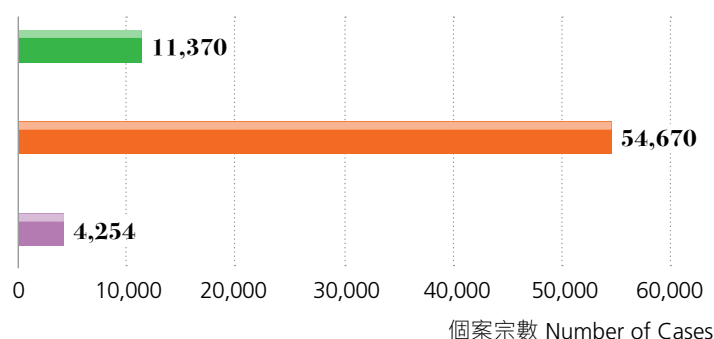
- 聘任及薪酬評估  
Appointment and salary assessment
- 增設/調整職級  
Creation/regrading of post
- 內部員工替假  
Internal staff for relief work
- 聘任兼職/臨時/替假員工  
Appointment of part-time/temporary/  
relief staff members



## 假期管理

## Leave Management

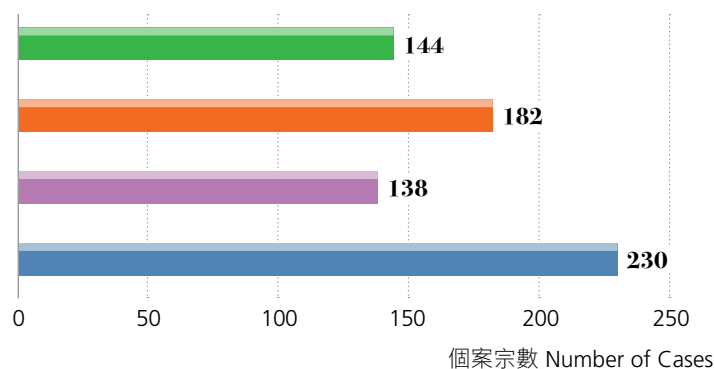
- 休假及病假書面申請  
Applications in paper form for vacation leave and sick leave
- 員工透過網上假期系統的休假申請  
Applications for vacation leave via eLeave System
- 其他假期類別個案  
Other leave cases



## 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/延展服務申請  
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

