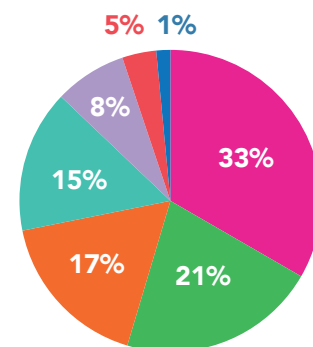


2021/2022年度員工編制(醫院及非常任職位除外) Staff Establishment in the Year of 2021/2022 (Excluding Hospitals and Time-limited Post)

附錄 H1 / Appendix H1

△ 社工及福利人員	Social Worker and Welfare Staff	3,074	33%
△ 教職人員	Teaching Staff	1,951	21%
△ 技工及庶務人員	Artisan and Menial Staff	1,587	17%
△ 醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	1,394	15%
△ 文職人員	Clerical Staff	774	8%
△ 行政人員	Administrative and Executive Staff	443	5%
△ 技術人員	Technical Staff	97	1%
合計 Total		9,320	100.00%



截至2021年11月30日 As at 30 November 2021

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中心/單位的人手需求，以及填補自然流失所產生的空缺。
- 年內共舉行1,863次遴選委員會，聘任1,516名員工。
- 為中學、小學及特殊學校的合約教職員轉任實職進行遴選。
- 為中學、小學、幼稚園及特殊學校的教職員及中學的一級實驗室技術員舉行晉升遴選。
- 因應教育局嚴格執行以常任形式及具備小學教育師資訓練的要求聘請小學教師，與教育科共同協作檢視整體安排，並將最新規定融入招聘/晉升及處理超額小學教師的政策指引及行政程序。
- 已修訂法團校董會的人力資源政策及程序規章手冊，就最新的人力資源政策及程序提供快捷的指引，以便轄下法團校董會學校處理人事管理事務。
- 按照政府公務員2021年的薪酬檢討，通知有關員工薪酬凍結的安排。
- 舉辦員工講座，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。
- 持續提升及改良員工假期資料電腦系統。
- 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。
- 鑑於疫情仍然肆虐全球，加上各地實施旅遊管制，2019/2020及2021/2022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。
- 分發自動泡沫洗手液機及殺菌洗手液套裝，為同事打打氣。
- 為進一步推廣東華三院的關愛文化及提升員工士氣，人力資源科分別於2021年5月26日及2021年9月8日在行政總部舉辦「感謝日」和「元氣日·中秋篇」活動。

檢討工作

- 檢討行政總部和檔案及歷史文化辦公室人力編配，加強行政支援，以配合機構的發展需要。
- 檢討及更新招聘廣告商的服務計劃。
- 檢討現行人事程序及慣例，並且實施相關的改善措施及行政安排，簡化人力資源管理系統，從而提高其靈活性。
- 因應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。
- 為配合現行機構政策，檢視及修訂「仍生效的人事通告/備忘錄」。
- 檢討員工訓練政策及流程。
- 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。

- Staff recruitment was conducted to meet manpower demands for new programmes and service centres/units, as well as fill vacancies arising from normal turnover.
- A total of 1,863 appointment boards were conducted and 1,516 new staff members were recruited in the year.
- Conversion exercises were conducted for reappointing contract teaching staff of secondary schools, primary schools and special schools on permanent terms.
- Promotion exercises were conducted for teaching staff of secondary schools, primary schools, kindergartens and special schools, as well as a Laboratory Technician I in secondary school.
- In response to the strict enforcement of the requirements laid down by the Education Bureau to recruit primary school teachers on permanent terms and with formal teacher training in primary education, the Education Division was engaged to review the overall arrangements, and incorporate the latest requirements in the policy guidelines and administrative procedures for recruitment/promotion and handling of surplus teachers in primary schools.
- The Incorporated Management Committee (IMC) Handbook on Human Resources Policies and Procedures was updated, with the incorporation of the latest human resources policies and procedures to provide quick reference for managing personnel matters for TWGHs IMC schools.
- In line with the Civil Service Pay Review 2021, the staff members concerned were informed of the related arrangements of salary freeze.
- Staff 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.
- Ongoing fine-tuning of the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk and Digital Signage System was executed.
- The annual check and update of the computer software asset records of the Personnel Section of the Human Resources Division were completed.
- Ongoing enhancement and modification of the Staff Leave Information System were undertaken.
- Under the impact of the COVID-19 pandemic, the redemption period for the Retirement Awards and Travel Award for Staff on Retirement was extended.
- Given the global pandemic and corresponding travel sanctions, the travel period for the awardees of the "Long Service Travel Panel Awards" for 2019/2020 and 2021/2022 was extended for 1 year.
- Foaming Automatic Dispenser and Antibacterial Foaming Hand Wash Packages were distributed to staff members.
- To further promote the caring corporate culture of TWGHs and to boost staff morale, "Thankful Day" and "Cheer Day in Autumn" at the Administration Headquarters were organised by the Human Resources Division on 26 May 2021 and 8 September 2021 respectively.

Reviews undertaken

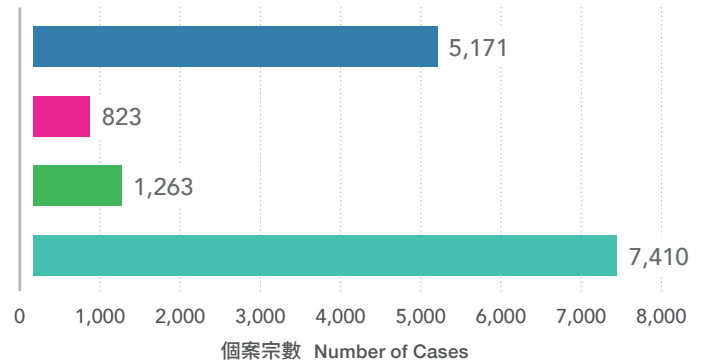
- Manpower review for the Administration Headquarters and the Records and Heritage Office were conducted to strengthen administrative support and to cope with the organisational development.
- Review and update of the service packages offered by recruitment advertisement service providers.
- Reviews 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.
- In view of the adjusted Consumer Price Index, a review was conducted on the rates of related allowances, including mileage allowance, designated post allowance, meal allowance, etc.
- A review and updates on "Personnel Circulars/Circular Memoranda Still in Force" were completed for alignment with existing organisational practices.
- A review of staff training policies and procedures was conducted.
- A review and revision of the Long Service Travel Panel Awards were conducted.
- A review and revision of the Academic Excellence Incentive Scheme for children of staff members were conducted.

2021/2022年度人事職能個案處理宗數 Number of Cases Handled for Personnel Functions in the Year of 2021/2022

附錄 H3 / Appendix H3

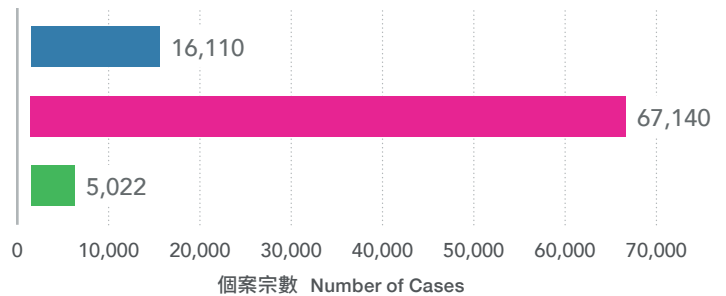
員工聘任 Staff Appointment

- △ 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 members



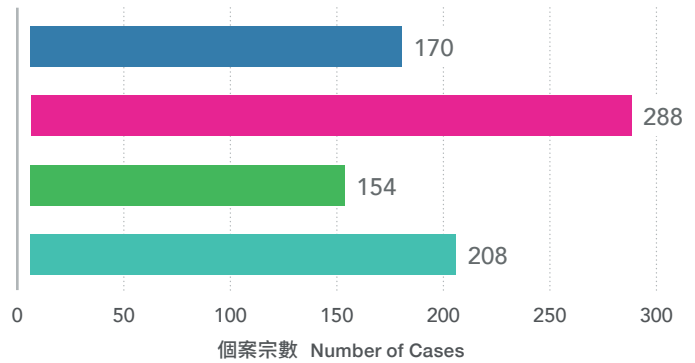
假期管理 Leave Management

- △ 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

