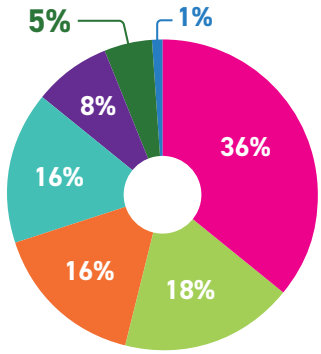
2025/2026 年度員工編制（醫院及非常任職位除外）
Staff Establishment in the Year of 2025/2026 (Excluding Hospitals and Time-limited Posts)

附錄 H1 / Appendix H1

社工及福利人員	Social Worker and Welfare Staff	3,702	36%
教職人員	Teaching Staff	1,843	18%
技工及庶務人員	Artisan and Menial Staff	1,675	16%
醫護及專職醫療人員	Medical, Nursing and Allied Health Staff	1,608	16%
文職人員	Clerical Staff	856	8%
行政人員	Administrative and Executive Staff	547	5%
技術人員	Technical Staff	104	1%
	合計 Total	10,335	100%

截至2025年11月30日 As at 30 November 2025



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

附錄 H2 / Appendix H2

- 董事局成員除了聯同行政總監拍攝短片外，還帶領高級職員、總部員工及龍舟隊隊員，一同呼籲全體員工在 2025 年 12 月 7 日的立法會換屆選舉中踴躍投票，齊齊「投入選舉 共創未來」。
- 為新成立的服務單位、新推行的計劃，以及填補自然流失的空缺招聘員工。
- 年內共舉行 1,725 次遴選委員會，經遴選委員會聘得 1,565 名員工。
- 為中學、小學、幼稚園及特殊學校的校長及高級教職員職位舉行晉升遴選。
- 修訂學校處理職前體格檢驗的行政指引，以配合員工職前體格檢查新服務承辦商的服務合約。
- 為挽留人才，保持工作隊伍穩定，本院已就行政總部新薪酬架構下的個別職位進行薪酬檢討，並調整個別員工的薪金至市場水平。
- 本院已為東華三院小欖峻庭提升個別職位的特別津貼，包括社工 I、高級復康幹事、復康幹事及護理職位，並推行特別薪酬安排以招聘臨時職位。
- 為應對服務發展及實施長遠的人力規劃，本院已完成對個別資深社工職級，包括社會工作主任、總社工及助理策劃主任 I 的檢討。
- 為穩定員工團隊及確保機構持續增長，本院已完成第五期常額合約制員工轉為長期聘任的安排。
- 為配合強積金對沖安排於 2025 年 5 月 1 日起取消，僱傭合約中有關強積金的條款已作出修訂。
- 舉辦網上員工講座，介紹職業退休計劃和強積金計劃下各投資工具的投資組合及風險。
- 因應個人資料私隱專員公署（私隱專員公署）發表《僱員使用生成式 AI 的指引清單》，發出人事通告，建議各科/辦公室根據該清單，制定員工在工作時使用生成式 AI 的內部政策或指引。
- 持續提升員工假期資料電腦系統。
- 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。
- 持續優化「東華‧家」手機應用程式。
- 於「感謝日」向總部員工派發東華三院 155 周年小禮物 — 香薰淨化噴霧，為同事打打氣。
- 向所有員工派發由人力資源科特別設計的 2026 年年曆卡。

- Board Members, Chief Executive, Senior Staff, Headquarters staff, and the Staff Dragon Boat Team came together to participate in the production of in-house videos, encouraging all staff to vote in the Legislative Council General Election on 7 December 2025, under the theme "Join the Election Together, We Create the Future".
- Staff recruitment was conducted to meet manpower needs arising from newly established service units, newly launched programmes, and vacancies due to normal attrition.
- During the year, a total of 1,725 appointment boards were convened, through which 1,565 staff members were recruited.
- Promotion exercises were conducted for school heads and senior teaching posts in secondary schools, primary schools, kindergartens, and special schools.
- The administrative guidelines on handling pre-appointment medical examinations at the school level were revised to align with the service contract of the new service provider.
- To retain talents and stabilise the existing workforce, a pay alignment review under the New Pay Structure was conducted for individual posts of the Headquarters. The salaries of individual staff were also adjusted to align with market rates.
- Special measures were implemented for TWGHs Siu Lam OLIVE Courtyard. These included special allowances for identified posts, such as Social Worker I, Senior Rehabilitation Worker, Rehabilitation Worker and nursing posts, as well as special pay arrangements for temporary posts.
- To support service expansion and implement long-term manpower planning, a review was conducted for the ranks of identified senior social worker posts, including Social Work Officer, Chief Social Work Practitioner and Assistant Planning Officer I.
- To maintain a stable workforce and to support organisational growth, the 5th exercise to convert staff in substantive posts from contract terms to permanent terms was completed.
- In line with the abolition of the Mandatory Provident Fund (MPF) offsetting arrangement, which was effective from 1 May 2025, the relevant MPF clauses in employment contracts were revised.
- Online staff talks were held to introduce the investment portfolios and risks of various investment vehicles under the Occupational Retirement Scheme and MPF Schemes.
- In response to the issuance of the "Checklist on Guidelines for the Use of Generative Artificial Intelligence (Gen AI) by Employees" by the Office of the Privacy Commissioner for Personal Data, a Personnel Circular was issued to advise all Divisions/Offices to formulate their own policies or guidelines on employees' use of Gen AI at work, based on the checklist.
- An ongoing enhancement of the Staff Leave Information System was undertaken.
- Ongoing fine-tuning and enhancement of the Human Resources Information System, HR Link (Interactive Voice Response System), Human Resources Information Kiosk, and Digital Signage System was undertaken.
- An annual checking and updating of the computer software asset management records of the Personnel Section of the Human Resources Division was completed.
- Ongoing optimisation of the "*Tung Wah* +" mobile app was undertaken.
- As a keepsake for TWGHs 155th Anniversary, an aromatic cleansing spray was distributed to every staff member at the Administration Headquarters at the "Thankful Day" to boost their morale.
- A calendar card of 2026, specially designed by the Human Resources Division, was distributed to all staff members.

檢討工作

- 審視現行人事程序及慣例，並實施有關簡化人力資源管理系統的改善措施及行政安排。
- 審視行政總部人力編配，加強行政支援，以配合機構的發展需要。
- 審視及更新招聘廣告商的服務計劃。
- 因應消費物價指數的調整，修訂有關的津貼率，包括行車津貼及指定職位津貼、膳食津貼等。
- 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」。
- 檢討及更新資助學校員工的合約，以遵從教育局的建議。
- 修訂「長期服務旅遊評選獎勵計劃」，增加該計劃的獲獎名額。

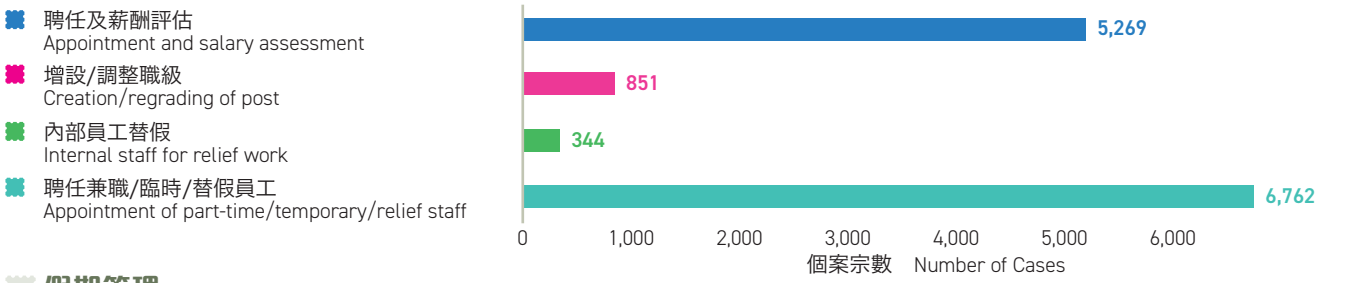
Reviews Undertaken

- Reviews on the existing personnel procedures and practices were conducted. Improvement measures and administration arrangements were implemented to streamline the human resources management system.
- A manpower review for the Administration Headquarters was conducted to strengthen administrative support, in line with the Group's development needs.
- Recruitment advertisement service packages were reviewed and updated.
- In view of changes in the Consumer Price Index, relevant rates were revised, including mileage allowance, designated post allowance, meal allowance and more.
- To align with existing organisational policies, the "personnel circulars/circular memoranda still in force" was reviewed and revised.
- In compliance with the recommendations of the Education Bureau, employment contracts for staff of aided schools were reviewed and updated.
- A review on the "Long Service Travel Panel Awards" was conducted, with an increase in the number of awardees.

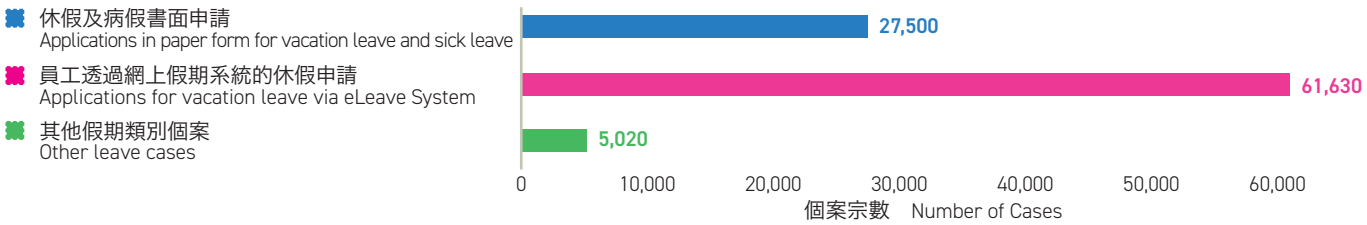
2025/2026 年度人事職能個案處理宗數
Numbers of Cases Handled for Personnel Functions in the Year of 2025/2026

附錄 H3 / Appendix H3

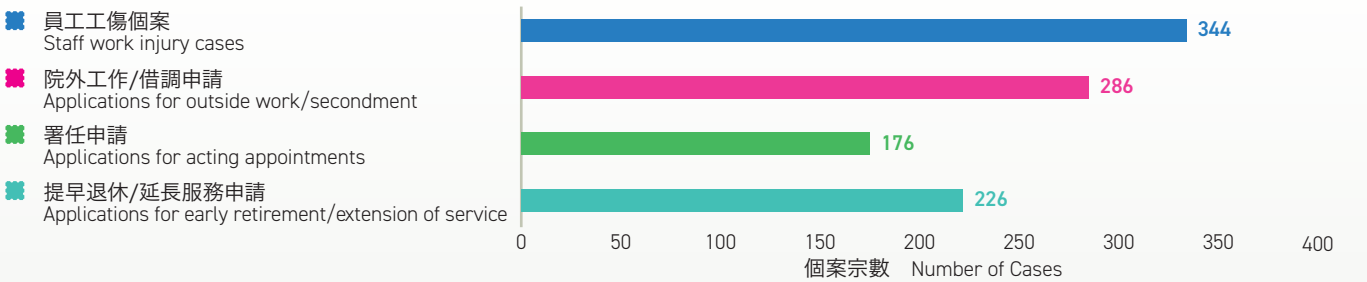
員工聘任
Staff Appointment



假期管理
Leave Administration



其他人事職能
Other Personnel Functions



以人力資源作業系統處理的薪酬個案
Payroll Transactions in the Human Resources Information System

