

會務回顧

Matters of Administration in Retrospect

職員薪酬及服務條件委員會

Staff Remuneration and Conditions of Service Committee

2005年，職薪會為苗圃國內辦事處的職員制訂薪酬及福利制度，並於2007年11月因應國內市場的變化作出檢討。由於國內勞動市場活躍，非政府組織的發展漸趨蓬勃，苗圃在吸引及挽留人才方面遇到不少困難。職薪會於2009年12月再次檢視國內職員的薪酬福利水平，經參考相關數據及考慮國內情況後，建議調整各級職員的薪酬幅度，及提高膳食津貼、出差津貼及外調津貼的金額，以激勵士氣及提高競爭力。改革建議獲董事局通過，於2010年1月實施。

2009年初香港辦事處增聘了全職總幹事，以協助董事局領導香港及國內辦事處、策劃、協調及推行各項籌款及助學計劃，管理資源的運用，及推進機構的長遠發展。有見國內服務部的工作越趨繁重，難以依靠義工承擔，職薪會於2010年中建議增聘一位全職的「資助事務經理」，接手國內服務部部長的主要工作。新聘的「資助事

In 2005 the Staff Remuneration and Conditions of Service Committee (SRCC) formulated the remuneration and benefits policy for staff in Mainland China offices and in 2007 there was a review in accordance with the changes in the market in Mainland China. As the labour market in Mainland China was getting more and more active and the number of non-government organizations was increasing rapidly, we encountered tremendous difficulties in recruiting and retaining staff. So in December 2009, SRCC again reviewed the remuneration and benefits of the staff in Mainland China. Having considered related data and the conditions in Mainland China and in order to boost morale and strengthen our competitiveness, SRCC proposed revising the range of increments for different posts and increasing meal allowance, business trip allowance and transfer allowance. The proposals were passed by the Board of Directors and became effective from January 2010.

In early 2009, the post of a full time Chief Executive Officer (CEO) was created in our Hong Kong office to assist the Board of Directors in leading the Hong Kong and Mainland China offices, to plan, coordinate and carry out fundraising activities and educational assistance programs. The CEO also managed the use of our resources and carried forward the long-term development of our organization. As volunteers were unable to shoulder the ever-increasing workload of the China Services Department, SRCC in mid-2010 proposed recruiting a full time "Subsidy Affairs Manager" to take over

「資助事務經理」於2010年7月初履新。同時，為控制行政開支，本會暫時凍結「執行幹事」一職，其職務由其他人員兼任。因應以上架構的轉變，香港辦事處僱員及人事守則於2010年6月作出修訂。

為了讓醫療保險的保費維持在一個苗圃可承擔的水平，2009年職薪會為香港職員重新挑選保險計劃，轉換了承保的公司，2010年初與同一公司續約。

去年本港及國內辦事處的職員流失嚴重，分別有5位及8位職員離職。

the important work of the Director of China Services Department. The newly recruited "Subsidy Affairs Manager" came to office in early July. At the same time, in an effort to control our administrative expenses, we temporarily froze the post of "Executive Officer" (EO). Other staff members shared the duties of EO. In accordance with the above changes to our organizational structure, respective amendments were made to our Employees and Personnel Handbook in June 2010.

In order to ensure a sustainable medical insurance premium that we could afford, in 2009 SRCC selected a new insurance plan and changed the insurance provider for our Hong Kong staff. At the beginning of 2010 the policy was renewed.

Last year resignation was frequent both in Hong Kong and in China offices, 5 and 8 respectively.

義工名單

主席 袁詠歡
委員 蔡明威

List of Volunteer

Chairperson Elsie Yuen
Committee Benjamin Choi