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3 July 2009

Ms. Joanne MAK  
Clerk to the Panel on Public Service  
Legislative Council Building  
8 Jackson Road  
Central  
Hong Kong

Dear Ms. Mak,

**Panel on Public Service  
Special Meeting on 7 July 2009**

Thank you for your letter dated 29 June 2009 to the Secretary for the Civil Service who has asked me to reply on her behalf.

In respect of the information requested under paragraph 2(a) and (b) of your letter, I attach a copy of the *Survey Methodology of the Pay Trend Survey*, which has been agreed and endorsed by all members of the tripartite Pay Trend Survey Committee comprising representatives from the relevant advisory bodies on civil service salaries and conditions of service, the Administration and staff sides of the four central consultative councils.

In respect of the information requested under paragraph 2(c) and (d) of your letter, i.e. concerning the inclusion of two companies code named L057 and L080 in the survey field of the 2009 pay trend survey, and the concerns raised by the Police Force Council staff side in Annex A to its

letter dated 11 June 2009 to the Secretary for the Civil Service, we note that the Controller of the Pay Survey and Research Unit has already responded to these questions vide her two letters to the Police Force Council staff side dated 29 May 2009 and 4 June 2009 respectively. We also note that these two letters are attached as Appendices B1 and B2 to the letter dated 3 July 2009 from the Chairman, Pay Trend Survey Committee to you.

The following officers from the Civil Service Bureau will attend the special panel meeting scheduled for 7 July 2009 –

- (a) Miss Denise Yue, Secretary for the Civil Service;
- (b) Mr. Andrew HY Wong, Permanent Secretary for the Civil Service; and
- (c) Mr. Brian Lo, Deputy Secretary for the Civil Service (2).

Thank you for your attention.

Yours sincerely,

(George Tsoi)  
for Secretary for the Civil Service

c.c. Chairman, Panel on Public Service (Attn: the Hon. LEE Cheuk-yan)  
Chairman, Pay Trend Survey Committee (Attn: Ms. Virginia CHOI)  
Secretary General, JSSCS (Attn: Ms. Michelle LI)

**Internal**  
PEO(M)

# Survey Methodology of the Pay Trend Survey

## 薪酬趨勢調查調查方法

### 調查方法

### Survey Methodology

#### 目的

進行薪酬趨勢調查，是爲了確定私營機構年度之間的平均薪酬變動。附帶福利，不論是以現金還是實物形式發放，都不屬於調查的範圍。

#### Objective

The Pay Trend Survey (PTS) is carried out to ascertain the average year-on-year movements in private sector pay. Fringe benefits, whether made in cash or in kind, do not fall within the ambit of the survey.

#### 調查期

2. 薪酬趨勢調查所涵蓋的期間，由上一年的四月二日起，至當年的四月一日止。

#### Survey Period

2. The survey covers the period from 2<sup>nd</sup> April of the previous year to 1<sup>st</sup> April of the current year.

#### 調查範圍

#### Survey Field

##### 調查範圍內的公司分布情況

##### *Distribution of companies in the survey field*

3. 就選取公司納入調查範圍而言：

3. In selecting companies for the survey field –

(a) 調查範圍內的公司所屬的主要經濟行業分布情況，應盡量反映香港從事經濟活動人口的整體分布情況。

(a) The distribution of companies by major economic sectors in the survey field should reflect closely the overall distribution of Hong Kong's economically active population.

(b) 規模較小的公司（即僱用 50 至 99 人的公司）應佔薪酬趨勢調查範圍約 25%，而規模較大的公司（即僱用至少 100 人的公司）則約佔 75%。這個比率是根據截至二零零六年九月按該兩類公司規模劃分的私營機構

(b) Around 25% of the PTS survey field should be taken up by smaller companies (i.e. those with employee number from 50 to 99) and around 75% by larger companies (i.e. those employing 100 staff and more). This apportionment is based on the distribution of the private sector

勞動人口分布情況<sup>註</sup>而釐定的。

labour force by these two types of company size as at September 2006<sup>Note</sup>.

- (c) 在應用這項一般準則時，可以容許有正負約五個百分點的偏差(即規模較小和規模較大的公司分別佔薪酬趨勢調查範圍約 20% 至 30% 及 70% 至 80%)。參與調查的公司的實際數目，以及規模較小和規模較大公司所佔的比率，取決於有多少間規模較小和規模較大的公司同意參與調查，故有需要這樣酌情靈活處理。

- (c) A deviation of around plus/minus 5 percentage points will be allowed in the application of this general guideline (i.e. smaller and larger companies accounting for 20% - 30% and 70% - 80% respectively of a PTS survey field). This flexibility is needed as the actual number of companies and the share between smaller and larger companies in a PTS will depend on how many smaller and larger companies agree to participate in the survey.

### 選取準則

### Guidelines for selection

4. 為了達到選出良好穩健僱主這項最終目標，應根據以下準則選取參與調查的公司：

4. The ultimate objective is to identify good and steady employers. To this end, the following guidelines should be used in the selection –

- (a) 調查範圍內的個別公司：

- (a) Individual companies in the survey field should –

<sup>註</sup> 根據政府統計處的統計數字，截至二零零六年九月，按公司規模(不包括僱員人數少於 50 人的公司)劃分的私營機構僱員分布情況如下：

公司規模	僱員總數	比率(%)
50 至 99 人	247,364 人	24.57
100 至 499 人	317,689 人	31.55
500 至 999 人	111,344 人	11.06
1,000 人或以上	330,460 人	32.82
總數	1,006,857 人	100

Note According to the statistics from the Census & Statistics Department, the distribution of employees by company size (excluding those employing less than 50 staff) in the private sector as at September 2006 was as follows –

Company Size	Total Number of Employees	Percentage(%)
50-99	247,364	24.57
100-499	317,689	31.55
500-999	111,344	11.06
1,000 or above	330,460	32.82
Total	1,006,857	100

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>(i) 應在所屬行業中被視為具代表性的僱主；</li> <li>(ii) 應被普遍認為是穩健良好的僱主，在工資和薪金方面，有一套合理和有系統的管理方法；</li> <li>(iii) 應根據適用於香港的因素和考慮，而不是以適用於香港以外地方的因素，來釐定薪酬；</li> <li>(iv) 若為本港某集團或財團屬下的公司，則只有完全有權自行訂定和調整薪酬者，才被視為獨立的公司；以及</li> <li>(v) 並非以政府的薪酬調整幅度，作為釐定其薪酬調整幅度的主要根據。</li> </ul>   | <ul style="list-style-type: none"> <li>(i) be regarded as typical employers in their respective fields;</li> <li>(ii) be generally known as steady and good employers conducting wage and salary administration on a rational and systematic basis;</li> <li>(iii) determine pay on the basis of factors and considerations applying to Hong Kong, rather than factors applying outside Hong Kong;</li> <li>(iv) if they form part of a group or consortium in Hong Kong, only be treated as separate companies where they have complete autonomy in setting and adjusting pay rates; and</li> <li>(v) not use the government pay adjustment as the main factor in determining pay adjustments.</li> </ul>  |
| <ul style="list-style-type: none"> <li>(b) 在選取規模較小的公司（即僱用 50 至 99 人的公司）參與調查時，所選取的公司須符合下列準則： <ul style="list-style-type: none"> <li>(i) 已在香港營運至少約五年；</li> <li>(ii) 與上一年比較，僱員人數的增減幅度不超過 50%。重點應放於減幅方面，例如僱員人數減幅超過 50% 的規模較小公司，不會納入薪酬趨勢調查範圍。僱員人數增幅超過 50% 的規模較小公司，如適合的話，也可納入薪酬趨勢調查範圍；以及</li> <li>(iii) 在過去五年並沒有因觸犯與勞工有關的法例而被定罪的記錄；在過去五年並沒</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>(b) Only those smaller companies (with 50 to 99 employees) that meet the following guidelines should be selected – <ul style="list-style-type: none"> <li>(i) they have been operating in Hong Kong for a minimum period of around five years;</li> <li>(ii) their employment size has not changed by more than 50% as compared with the previous year. The focus will be put on downward change, such that smaller companies whose employment size has reduced by more than 50% will be excluded from the PTS survey field. Smaller companies whose employment size has increased by more than 50% may, if considered appropriate, be included in the PTS survey field; and</li> <li>(iii) they have not been convicted of any charges under labour-related legislation and should preferably have</li> </ul> </li> </ul> |

有涉及任何勞資糾紛(即使在糾紛中沒有因觸犯與勞工有關的法例而被定罪)則更合適。

not been involved in labour disputes (even though the disputes have not resulted in convictions under labour-related legislation) in the past five years.

## 薪金級別

## Salary Bands

5. 按以下三個薪金級別整合數據和計算薪酬趨勢總指標：

5. Three salary bands are used for data consolidation and calculation of gross pay trend indicators (PTI). They are –

低層薪金級別 Lower salary band	:	總薪級表第 10 點以下或同等薪點 Below Master Pay Scale (MPS) Point 10 or equivalent
中層薪金級別 Middle salary band	:	總薪級表第 10 點至 33 點或同等薪點 MPS Points 10 to 33 or equivalent
高層薪金級別 Upper salary band	:	超過總薪級表第 33 點至一般紀律人員(主任級)薪級第 38 點或同等薪點 Above MPS Point 33 to General Disciplined Services (Officer) Pay Scale (GDS(O)) Point 38 or equivalent

6. 在蒐集調查資料方面，低層薪金級別維持不變，中層和高層薪金級別則各分為兩個薪金級別，詳情如下：

6. For collection of survey information, the lower band will be kept intact whereas the middle and upper bands will each be sub-divided into two bands, as detailed below –

<b>中層薪金級別</b> <b>Middle salary band</b>		
中層薪金級別(I) Middle salary band (I)	:	總薪級表第 10 點至 23 點或同等薪點 MPS Points 10 to 23 or equivalent
中層薪金級別(II) Middle salary band (II)	:	超過總薪級表第 23 點至第 33 點或同等薪點 Above MPS Point 23 to Point 33 or equivalent
<b>高層薪金級別</b> <b>Upper salary band</b>		
高層薪金級別(I) Upper salary band (I)	:	超過總薪級表第 33 點至第 44 點或同等薪點 Above MPS Point 33 to Point 44 or equivalent
高層薪金級別(II) Upper salary band (II)	:	超過總薪級表第 44 點至一般紀律人員(主任級)薪級第 38 點或同等薪點 Above MPS Point 44 to GDS(O) Point 38 or equivalent

## 納入調查範圍的僱員

7. 參與調查公司的所有僱員均納入調查範圍內，但下列幾類僱員除外：

- (a) 底薪超過一般紀律人員（主任級）薪級表第 38 點或同等薪點金額的僱員；
- (b) 技工學徒和技術員學徒；
- (c) 所屬公司證明為工作少於每周正常工作時數 75% 的兼職僱員；
- (d) 按件計酬僱員；
- (e) 所有輸入勞工；以及
- (f) 並非根據適用於香港的因素和考慮來釐訂薪酬的僱員。

## 薪酬調整所包括的項目

8. 在計算薪酬趨勢指標時，基於下列因素而給予僱員的薪金調整，均包括在內：

- (a) 生活費用；
- (b) 一般經濟繁榮和公司業績；
- (c) 薪酬市值一般變動；以及
- (d) 級內遞增薪額和勞績獎賞。

9. 底薪以外的額外酬金變動，如年終花紅等，亦列入計算範圍。

## Employees Covered

7. The survey covers all employees in the participating companies with the exception of –

- (a) employees whose basic salaries are above the dollar term of GDS(O) Point 38 or equivalent;
- (b) craft and technician apprentices;
- (c) part-time employees who are certified by the surveyed company to work less than 75% of the normal weekly working hours in that company;
- (d) employees remunerated at piece-rates;
- (e) all imported labour; and
- (f) employees whose pay is determined on the basis of factors and considerations other than those applying to Hong Kong.

## Components of Pay Adjustment

8. Salary adjustments awarded to employees on account of the following factors are included in the calculation of the PTI –

- (a) cost of living;
- (b) general prosperity and company performance;
- (c) general changes in market rates; and
- (d) inscale increment and merit.

9. Changes in payments additional to basic salary such as year-end bonuses are also included.

10. 參與調查的公司須確定和申報因內外對比關係而作出的薪金調整，但有關資料僅供參考，不會用作計算薪酬趨勢指標。（註：因外部對比關係而作出的薪金調整，是指因應其他公司支付予同類工作的薪金而給予公司內某一特定類別僱員的薪金調整。）

### 計算準則

11. 用以計算薪酬趨勢指標的準則如下：

- (a) 所有參與調查的公司，只要符合下列各點，均計算在內：
  - (i) 在一個指定的日期前，提供全部僱員中不少於 75% 人員的薪金及額外酬金調整數據，並核實有關資料；
  - (ii) 能夠按適當情況，分別或一併提供與計算薪酬趨勢指標有關的薪金調整數據（即基於生活費用的變動、一般經濟繁榮和公司業績、薪酬市值一般變動，以及級內遞增薪額和勞績獎賞等因素而作出的薪金調整）；
  - (iii) 公司的業務、規模或薪俸結構在過去一年來變化不大，其最新數據因而仍可與上年度的數據作一比較；

10. Salary adjustments attributed to external and internal relativities are identified and reported for reference. They are excluded from the calculation of the PTI. (Note: Adjustments due to external relativities refer to those given to a specific group of employees in a company as a result of salaries paid by other companies for a similar job.)

### Calculation Criteria

11. The following criteria will be used for the calculation of the PTI –

- (a) All companies participating in the survey are included in the calculations provided that –
  - (i) they can furnish and confirm data on adjustments of salary and additional payments for not less than 75% of their total employees by a specified date;
  - (ii) where appropriate, they can furnish, either separately or in an aggregate form, data on adjustments relevant to the calculation of the PTI, i.e. adjustments attributed to cost-of-living changes, general prosperity and company performance, general changes in market rates, inscale increment and merit;
  - (iii) their economic activities, company size or salary structure has not changed to such an extent that it is no longer appropriate for the data provided by them to be compared with the data provided in the previous year;



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|-----|--|-----|---|
| (b) | 只有調查期內的薪金調整及額外酬金數據，以及調查期前 12 個月遲報的額外酬金數據，才用以計算薪酬趨勢指標；                            | (b) | only data on salary adjustments and additional payments relating to the survey period and additional payments for the 12 months before the survey period reported belatedly are included in the calculation of the PTI;   |
| (c) | 某公司如在一個指定的日期前宣布，某一級別中不少於 75% 僱員的薪金予以調整，在調查期有關的期間生效，則該級別僱員的薪金及額外酬金數據，均用以計算薪酬趨勢指標； | (c) | data on salary and additional payments for company employees in a particular band are included in the calculation of the PTI only if by a specified date the company has announced adjustments for not less than 75% of the employees in that band relevant to the survey period; |
| (d) | 在計算薪酬趨勢指標時，因內外對比關係而作出的薪金調整，均不包括在內；   | (d) | adjustments attributable to external and internal relativities are excluded from the calculation of the PTI;  |
| (e) | 花紅酬金的變動均計算在內。一個月的花紅當作相等於每年底薪的 8.33% 計算；  | (e) | changes in bonus are taken into account and one month's bonus is taken as equal to 8.33% of the annual basic salary;  |
| (f) | 以幣值計算的酬金及每月津貼的變動，均按適當的薪金率，折算為年薪的百分比；以及   | (f) | changes in payments and monthly allowance reported in dollar terms are converted into annual percentage terms by relating them to the appropriate salary rates; and   |
| (g) | 某一薪金級別的薪酬調整百分比如有多項，則以該等百分比的平均數計算。  | (g) | where a range of percentage adjustments to a particular salary band is reported, the average figure is used.  |

## 數據整合

12. 採用下文闡述的經修訂加權平均值計算方法，來整合從參與調查的私營公司蒐集所得的數據，並按此計算出薪酬趨勢總指標：

## Data Consolidation

12. A modified weighted average approach, as elaborated below, should be adopted to consolidate the pay data obtained from the surveyed private sector companies and to work out the gross PTI –

- |     |   |     |   |
|-----|---|-----|---|
| (a) | 參與調查的公司按其僱員人數分為兩個組別：一組為僱用不足 100 人的公司；另一組則為僱用 100 人或以上的公司；   | (a) | the surveyed companies will be separated into two groups by their employment size, namely those employing less than 100 staff and those employing 100 or more staff;  |
| (b) | 分別為兩個組別的公司計算調薪額的加權平均值；  | (b) | a weighted average adjustment rate will be worked out for the companies within each group;  |
| (c) | 根據按公司規模劃分的私營機構僱員分布情況(參閱上文第 3 段)，把兩個不同的計算因子(即僱用不足 100 人的公司組別的計算因子為 0.25，而另一組別則為 0.75)應用於每個組別的調薪額加權平均值。不論每組參與調查公司的實際數目為何，上述兩個計算因子都維持不變；以及 | (c) | based on the distribution of private sector employees by company size (mentioned in paragraph 3 above), a gross-up factor of 0.25 will be applied to the weighted average adjustment rate in respect of the group of companies with less than 100 staff and a gross-up factor of 0.75 will be applied to the other group. These two gross-up factors will remain unchanged irrespective of the actual number of surveyed companies in each of the two groups; and |
| (d) | 把按(c)項方法計算所得的數字相加，即得出薪酬趨勢總指標。   | (d) | the figures worked out under (c) will then be added up to give the gross PTI.   |

## 調查結果

13. 薪酬趨勢調查得出三個薪酬趨勢總指標，分別代表每個薪金級別內所有調查對象的加權平均(或經修訂加權平均)薪酬調整幅度。薪酬趨勢總指標交予當局後，當局從這些指標中扣除相關的公務員遞增薪額的薪酬開支，以得出薪酬趨勢淨指標。行政長官會同行政會議經考慮薪酬趨勢淨指標及其他相關因素後，決定公務員該年度的薪酬調整幅度。

## Survey Results

13. The PTS produces three gross PTI, each representing the weighted average (or modified weighted average) pay adjustment for all surveyed employees within each salary band. These PTI are submitted to the Administration which then deducts from the indicators the payroll cost of civil service increments to produce the net PTI. The net PTI and other relevant factors are taken into consideration by the Chief Executive-in-Council when deciding on the adjustment rates for civil service pay for the year.