

## CHAPTER 4

### THE PAY SURVEY AND RESEARCH UNIT

4.1 The Pay Survey and Research Unit (formerly called the Pay Investigation Unit) is a fact-finding and data analysis organisation set up to provide information relevant to the determination of civil service remuneration. On our recommendation, the administrative control of the Unit was transferred from the Civil Service Branch of the Government Secretariat to the Commission on 1 December 1982. The purpose of the transfer is to emphasise the impartiality of the Unit but it does not in any way change its role. Basically, the functions of the Commission in relation to the Unit are the following :

- (a) to determine the Unit's programme of work and to allocate priorities where necessary;
- (b) to ensure the independence and impartiality of the Unit in the conduct of all its surveys;
- (c) to ensure that the Unit conducts such surveys and enquiries as are required of it in accordance with the principles and methodology agreed by the Government; and
- (d) to ensure the confidentiality of information obtained from individual sources in the private sector.

4.2 The main activity of the Unit during the year was the conduct of the 1982/83 pay trend survey. Information on movements in the pay of staff employed in 49 selected companies in the private sector for the year 1 February 1982 to 31 January 1983 was collected during December 1982 and January 1983 and analysed in accordance with the criteria laid down. The results were presented to the Pay Trend Survey Committee in February 1983 for validation. Copies of the Pay Trend Survey Report were then issued to the Administration, the Members of the Pay Trend Survey Committee and the 49 companies which participated in the survey.

4.3 Of the 49 companies included in the survey, 48 announced a pay adjustment before the cut-off date and the data provided by them was used to calculate the average pay increases awarded in the private sector during the year. Account was taken only of increases related to the cost of living, company performance and general market conditions and the results were as follows :

8.80% for employees earning less than \$4,000 per month

7.88% for employees earning between \$4,000 and \$10,999 per month

7.24% for employees earning between \$11,000 and \$20,685 per month

A more detailed report on the results of the survey is at Appendix VII.

4.4 In parallel to the 1982/83 pay trend survey, a fringe benefit survey was carried out to collect information on the benefits provided by the 49 companies in the survey field during 1983.

4.5 To assist the Commission in its review of job-related allowances in the civil service, the Unit carried out a survey of the payment of these allowances in the private sector. A total of 54 companies took part in the survey which was conducted in May 1983.

4.6 Apart from the major surveys, the Unit also carried out a number of smaller surveys during the year in response to requests from the Administration or ourselves for information needed for the consideration of specific issues.

4.7 Towards the end of the year, the Unit made preparatory arrangements for the commencement of the 1983/84 pay trend survey. In accordance with our recommendations, the Unit was required to identify suitable new companies to be added to the survey field to make it more representative of economic activities in Hong Kong. The intention is to expand the present sample of 49 companies to 60 in the 1983/84 pay trend survey as a first step towards improving the survey field.

4.8 As in the past, the Unit continued to supply information on civil service salaries and conditions of service to organisations outside the civil service.