

COMPANY NO.

1. Statement of general salary adjustments during the inclusive period 1 February 1984 to 31 January 1985 attributable to factors other than those of an individual nature recorded in item 6
  
2. Analysis of employees by category, monthly salary, salary adjustments as recorded in item 1 and salary structure as at January 1985

Company employee category	*Number of employees	Minimum and maximum of basic monthly salary	% salary adjustment	Basis of salary structure
Total		*Number of employees with monthly salary over \$23,555 shown in parenthesis		

3. Analysis of salary adjustments as recorded in item 1 in accordance with the following three salary bands

Company employee category	Less than \$4,000		\$4,000 - \$12,999		\$13,000 - \$23,555	
	No. of employees	% salary adjustment	No. of employees	% salary adjustment	No. of employees	% salary adjustment

COMPANY NO. (cont'd)

4. Details of any additional payments during the inclusive period 1 February 1984 to 31 January 1985 (including payments due for the Lunar New Year 1985 but excluding those for 1984)
  
5. Comparison of additional payments detailed in item 4 with those for the inclusive period 1 February 1983 to 31 January 1984
  
6. Statement of salary adjustments during the inclusive period 1 February 1984 to 31 January 1985 attributable to individual merit, external and internal relativities, promotion and transfer
  
  
  
  
  
  
  
  
  
  
7. Details of significant changes in condition of service during the inclusive period 1 February 1984 to 31 January 1985

CRITERIA USED FOR THE CALCULATION  
OF THE 1984/85 PAY TREND INDICATORS

1. All 60 companies participating in the survey were included in the calculations provided that : -
  - (a) they could provide and confirm data on adjustments of salary and additional payments for not less than 75% of their total employees by 18 February 1985;
  - (b) they could separate adjustments equating to the inscale increments of a civil servant or attributable to the merit of an individual employee, external and internal relativities, and promotions and transfers from those which were relevant to the annual pay trend adjustment; and
  - (c) they had not changed the basis of their salary structure to a pay scale or pay scales for some or all categories of their employees during the survey period 1 February 1984 to 31 January 1985.
2. The total number of employees in each company included in the calculations were used to determine the industrial weighting factor to bring the survey results into line with the distribution of the working population in major economic sectors as reported by the Census and Statistics Department for the 3rd quarter of 1984.
3. Only changes in salary and additional payments relating to the survey period 1 February 1984 to 31 January 1985 were taken into account.
4. Changes in salary and additional payments to apprentices, trainees and employees earning more than \$23,555 per month were excluded from the calculations.
5. Three salary bands, less than \$4,000 per month, \$4,000 - \$12,999 per month and \$13,000 - \$23,555 per month broadly relating to MPS 13 and below, MPS 14 - 37 and MPS 38 - 51 were used.
6. Changes in salary and additional payments for company employees in a particular band were included in the calculations only if the company had announced adjustments for not less than 75% of the employees in that band during the survey period.
7. Where it was confirmed that a company had given two salary adjustments within the survey year merely because of a change in the effective date of its salary adjustments, the additional adjustment made on a date which was out of line with the previous normal practice was excluded from the calculations.

8. Adjustments equating to the inscale increments of a civil servant or attributable to the following factors were excluded from the calculations : -
  - (a) merit of an individual employee;
  - (b) external and internal relativities; and
  - (c) promotion and transfer.
  
9. Changes in bonus (including those for the Lunar New Year 1985 but excluding those for the Lunar New Year 1984) were taken into account and one month's bonus was taken as being equal to 8.33% of the monthly salary.
  
10. Changes in payments and monthly allowance reported in dollar terms were converted into annual percentage terms by relating them to the appropriate salary rates.
  
11. Where a range of percentage adjustments to a particular salary level was reported, the average figure was used.

PAY TREND SURVEY 1984/85

Table showing the range of average percentage changes in salary and additional payments for each salary band in each of the 53 survey companies and of the major industrial sectors weighted by the number of employees in each band and industrial weights

Industrial Sector	Lower Band (less than \$4,000 p.m.) %	Middle Band (\$4,000 - \$12,999 p.m.) %	Upper Band* (\$13,000 - \$23,555 p.m.) %
Wholesale, retail, I/E, restau- rants and hotels	11.75	11.47	12.45
	17.70	17.70	17.70
	6.35	6.35	6.35
	6.00	6.00	6.00
	12.84	12.74	12.60
	5.40	9.09	10.86
	7.00	7.00	7.00
	10.00	10.00	10.11
	7.00	7.00	7.00
	20.62	10.00	10.00
	9.00	9.00	9.00
	7.00	7.00	7.00
	8.00	8.00	8.00
	9.48	7.19	10.00
10.83	10.47	10.44	
Sector average %	10.06	9.05	8.97
Number of employees	13,136	3,675	576
Construction	9.86	8.10	-
	8.74	7.08	5.50
	13.41	13.45	13.00
	-3.07	-9.61	-30.00
	7.26	6.43	11.37
Sector average %	7.59	5.82	-4.47
Number of employees	2,103	725	16

Industrial Sector	Lower Band (less than \$4,000 p.m.) %	Middle Band (\$4,000 - \$12,999 p.m.) %	Upper Band* (\$13,000 - \$23,555 p.m.) %
Manufacturing	8.40	7.70	6.97
	10.50	10.50	10.50
	9.42	3.78	0.00
	9.31	5.00	5.00
	10.12	10.12	10.12
	8.46	8.36	-
	0.00	0.00	0.00
	30.71	27.36	-
	10.00	10.00	10.00
	10.00	10.00	10.00
	10.15	10.16	13.77
	12.55	10.00	10.00
	9.00	7.50	-
	12.38	4.78	0.00
	17.82	15.00	15.00
	10.00	10.28	5.59
	10.00	10.00	10.00
	14.42	81.80	-
	12.00	12.00	12.00
	14.30	9.76	9.74
11.60	13.30	13.68	
14.52	12.33	-	
9.90	9.43	10.00	
17.62	12.18	11.77	
Sector average %	11.67	10.23	9.42
Number of employees	31,590	3,762	333

Industrial Sector	Lower Band (less than \$4,000 p.m.) %	Middle Band (\$4,000 - \$12,999 p.m.) %	Upper Band* (\$13,000 - \$23,555 p.m.) %
Financing, insurance, real estate and business services	9.21	8.96	7.79
	8.86	8.53	8.50
	7.00	7.00	7.00
	7.50	7.69	8.00
	11.02	6.41	7.60
	30.58	19.29	10.00
Sector average %	8.90	8.52	8.20
Number of employees	11,604	5,235	549
Transport, storage and communi- cation	9.48	14.71	8.87
	5.99	5.99	5.98
	12.15	8.43	7.60
	10.18	10.20	-
	10.61	9.86	9.14
	5.50	5.50	4.43
	11.31	10.92	-
	9.45	9.84	10.00
Sector average %	9.92	8.35	7.05
Number of employees	16,564	3,003	167
Pay Trend Survey indica- tors	10.77%	9.12%	8.77%
Total number of employees	74,997	16,400	1,641

\*A hyphen in the Upper Band column indicates that a company had no employees in that salary range.