

第五章：津貼

檢討工作相關津貼

5.1. 一九九九年五月二十六日，當局寫信給紀常會，要求我們按本身的職權，對工作相關津貼進行檢討，作為公務員體制改革措施的一部分。對於這項檢討工作，我們的職權範圍如下：

- (a) 再檢視和確定：
 - (i) 上述津貼在公務員薪酬制度中的作用；
 - (ii) 規管津貼發放及申領資格的原則和常規；
 - (iii) 規管個別類別津貼的原則及常規；及
 - (iv) 規限津貼額的一般原則；以及
- (b) 根據檢討結果，考慮是否需要對這類津貼的管理及檢討制度作出改善，並特別考慮當局應否設立一個中央監察機制。

5.2. 工作相關津貼屬於一筆額外款項，以補償員工執行一些通常不會預期屬於其職系或職級的工作，而當局在釐定他們的薪級時，並未把這類津貼計算在內。

5.3. 我們研究現有的各項津貼，其中一個關注事項是考慮自本委員會上一次研究這些津貼後，情況有沒有重大改變。我們考慮七個紀律部門首長和三個公務員評議會(即警察評議會職方、紀律部隊評議會職方及廉政公署職員協商委員會)的意見及審慎研究他們提出保留現有制度的論據。

CHAPTER 5 :

ALLOWANCES

Review of Job-Related Allowances

5.1. As part of the Civil Service Reform initiative, the Administration wrote to the Standing Committee on 26 May 1999 requesting us to conduct a review of the job-related allowances within our remit, with the following terms of reference -

- (a) To revisit and ascertain -
 - (i) their role in the civil service remuneration system;
 - (ii) the principles and practices governing their payment and eligibility for them;
 - (iii) the principles and practices governing individual categories of allowances; and
 - (iv) the general principles governing the rates for allowances; and
- (b) in the light of the findings, to consider whether improvements were needed to the system for the administration and review of the allowances and, in particular, whether a central monitoring mechanism ought to be established by the Administration.

5.2. Job-related allowances are additional payments to compensate staff for work which is not normally expected of their particular grade or rank, and which has not been taken into account in the determination of their pay scales.

5.3. We looked at each of the existing allowances, with particular regard to whether circumstances had changed significantly since they were last examined by the Standing Committee. We considered the views put forward by the Heads of the seven Disciplined Services and the three staff councils (i.e. the

Police Force Council Staff Side, the Disciplined Services Consultative Council Staff Side and the ICAC Staff Consultative Committee) and carefully assessed the arguments for the retention of the existing system.



主席及委員與員工協會代表在春節聯歡酒會上交談
The Chairman and Members meet staff association representatives at the annual Spring Cocktail Reception

5.4. 得出結論後，我們於二零零零年四月向行政長官提交建議。不過，在這報告書發表時，當局正研究我們的建議，以及公務員薪俸及服務條件常務委員會就其他公務員的工作相關津貼提出的意見。因此，我們須待下一個報告書發表時，才詳列我們的建議。

5.4. Having reached our conclusions, we conveyed our advice to the Chief Executive in April 2000. However, at the time of publication of this report, that advice is still being considered by the Administration in parallel with advice given by the Standing Commission on Civil Service Salaries and Conditions of Service on job-related allowances in the rest of the Civil Service. We shall therefore have to wait until our next report to record the recommendations which we made.

檢討紀律部隊逾時工作津貼及相關津貼

5.5. 二零零零年九月，當局要求我們就他們對紀律部隊逾時工作津貼及相關津貼的檢討結果，提供意見。

Review of Disciplined Services Overtime Allowance and Related Allowances

5.5. In September 2000, the Administration sought our advice on the results of their review of Disciplined Services Overtime Allowance and related allowances.

5.6. 當局已檢討有關發放紀律部隊逾時工作津貼(逾時工作津貼)及相關津貼的原則和做法，並認為該等準則和措施大致上仍然有效。這個檢討的主要結果和建議如下：

(a) 紀律部隊逾時工作津貼

(i) 原則

有關發放逾時工作津貼的現有原則應繼續採用。(各項原則撮述於附錄N。)

(ii) 津貼率

標準津貼率(即每小時為有關人員月薪的1/175)和合資格人員每月可領取津貼的上限應維持不變。(有關上限載於附錄O。)

(iii) 新增的行政措施

(1) 每月逾時工作時數和可積存的未補償逾時工作時數應分別以60小時和180小時為上限。不過，在有必要的情況下，例如在緊急或因季節性而令工作量增加的情況下，部門可超逾這些上限。

(2) 未補償的逾時工作時數應盡可能在有關人員調往新職位前清償。

5.6. The Administration had reviewed the principles and practices governing the payment of Disciplined Services Overtime Allowance (DSOA) and related allowances and had concluded that they generally remained valid. The main findings and recommendations of this review were as follows -

(a) **Disciplined Services Overtime Allowance**

(i) **Principles**

The current principles governing the payment of overtime should be maintained. (These are summarised in *Appendix N*.)

(ii) **DSOA Rate**

The standard rate of DSOA, i.e. at 1/175 of an officer's monthly salary per hour, and the ceiling on the amount of DSOA that an eligible officer might receive each month, should remain unchanged. (The relevant ceilings are set out in *Appendix O*.)

(iii) **Additional Administrative Measures**

(1) Reference point ceilings should be set for the number of overtime (OT) hours to be performed in a month (60 hours) and for the amount of uncompensated OT hours which may be accumulated (180 hours). However, departments might exceed these ceilings in circumstances of genuine need such as emergencies or seasonal surges of work.

(2) Uncompensated OT balances should, wherever possible, be cleared before an officer was moved to a new post.

- (3) 部門首長應至少每年檢討逾時工作情況一次，以便找出有關問題，並採取適當的改善措施。

(b) 其他有關問題 — 上班候命工作津貼

當局認為目前毋須修改現行的津貼率和資格準則，亦毋須附加上限。[需要在規定工作時數以外的時間在工作地點上班候命的人員可按較低的津貼率(即月薪的1/210)領取逾時工作津貼，或以補假作償，比率為3:2(即每三小時上班候命可獲兩小時補假作償)。]

5.7. 當局已徵詢紀律部隊管理層和職方的意見。他們普遍支持上述建議。

5.8. 經審慎研究當局提出的理據後，我們贊成當局就該檢討所得的結論。現行制度看來行之有效，毋須作出基本改動。建議新增的行政措施應有助部門監察逾時工作的時數和補償方法。

5.9. 二零零零年十月，我們向行政長官提交我們支持上述建議的意見。新的措施在二零零零年十二月一日生效。

- (3) Heads of Departments should review their OT situation at least annually with a view to identifying any problem areas and taking appropriate rectification measures.

(b) **Other Related Issues – Stand-by Duty Allowance**

The Administration saw no reason to change the existing rates and eligibility criteria, nor any need to impose ceilings. (Officers required to stand-by at their place of work beyond their conditioned hours are eligible for overtime allowance at a reduced rate of 1/210 of their monthly salary, or time off in lieu at the rate of 3:2, i.e. 3 hours of stand-by duty to be compensated by 2 hours of time off.)

5.7. The Administration had consulted the management and staff sides of the Disciplined Services. They were generally supportive of the recommendations.

5.8. Having examined carefully the arguments put forward, we supported the conclusions reached in the Administration's review. The existing system seemed to be effective and no fundamental changes were required. The additional administrative measures proposed ought to help departments to monitor the amount of overtime being worked and the means by which it was compensated.

5.9. We advised the Chief Executive of our support for the Administration's proposals in October 2000. The new arrangement took effect on 1 December 2000.