



社會福利署

Social Welfare Department

Our Ref. : SWD/S/207/1
Tel. No. : 2892 5101
Fax No. : 2575 5632

26 April 2011

Chairpersons of Subvented
Non-governmental Organisations

Dear Sir/Madam,

Implementation of the Statutory Minimum Wage

Further to my letter of 24 March 2011, I write to inform you of the parameters being adopted by the Social Welfare Department (SWD) for calculating the wage level required for subvented posts/subvented services/temporary posts to meet the initial statutory minimum wage (SMW) requirement.

Parameters and Wage Level

For Programme Assistants (PAs) and Care Assistants (CAs)

The following parameters are used for working out the wage level for the SMW purpose -

- (a) 45-hour week: While the Terms and Conditions for a number of PA and CA posts mandate the working hours as "from 39 to 45 hours net per week", we adopt 45 hours in our calculation for the SMW purpose.
- (b) One paid rest day per week at SMW rate: We adopt one paid rest day per week in our calculation having regard to the stipulation in the Terms and Conditions that "Sundays and public holidays are paid".

Taking into account the above parameters and based on months with 31 days with no overtime performed, the wage level for PAs and CAs for the SMW purpose stands at **\$6,810¹** per month.

¹ Assuming 31 days in the month with 23 work days and 4 paid rest days at SMW rate, and assuming 45-hour week and five-day week work pattern [$45/5 \times (23 + 4) \times \$28 = \$6,804$ (say, \$6,810 as rounded up)].



For Programme Workers (PWs)

The majority of PWs nowadays are remunerated at \$8,000 per month which meets the SMW requirement. However, there are some 40 PWs who have completed Form 3 or Form 4 and are remunerated at \$6,000 per month, thereby falling below the SMW rate. For the latter, we adopt the same parameters used in respect of PAs and CAs for calculating the wage level. In other words, the wage level for those PWs who have completed Form 3 or Form 4 is **\$6,810** per month for the SMW purpose. Given that SWD's allocation to all PW posts has all along been pitched at \$8,000 per month, the additional resources required for those PW posts remunerated at \$6,000 per month (i.e. \$810 per month) can fully be absorbed from within the existing allocation.

For Houseparents in Small Group Homes and in Small Group Homes for Mildly Mentally Handicapped Children

The minimum financial requirement for a post providing 24-hour service a day all the year round is **\$20,840²** per month for the SMW purpose. Where necessary, SWD will discuss with the sector possible adjustment to the operation mode to meet the SMW requirement, e.g. NGOs may have the flexibility to use the additional resources to add extra paid staff to the shift duty roster.

Drug Treatment and Rehabilitation Centres (DTRCs)

Additional resources (at a notional rate of \$6,810 per month per post) equivalent to 1.5 notional posts for each of the two DTRCs with 12 subvented places at unit rate subsidy and 1 notional post for one DTRC with 14 subvented places at unit rate subsidy will be provided to facilitate the NGOs to comply with the SMW requirement and the essential service requirement (ESR) of providing 24 hours care per day with at least one full-time staff member present at all times³.

Supported Hostels for Ex-Mentally Ill Persons (SHOSs)

Additional resources (at a notional rate of \$6,810 per month per post) equivalent to 1.5 notional posts for each of the 4 SHOSs will be provided to facilitate the NGOs to comply with the SMW requirement and the ESR of providing 24 hours care per day with at least one staff member available at all times⁴.

² 24 hours x 31 days x \$28 = \$20,832 (say, \$20,840 as rounded up)

³ While Small Group Homes operate on a 24-hour mode, DTRCs (also on a 24-hour mode) operate with a three-shift work pattern, hence a different calculation mode for DTRCs as compared with Small Group Homes.

⁴ While Small Group Homes operate on a 24-hour mode, SHOSs (also on a 24-hour mode) operate with a three-shift work pattern, hence a different calculation mode for SHOSs as compared with Small Group Homes.



Meal Breaks

In respect of PA and CA posts, while NGOs are allowed the flexibility to determine the hours worked as ranging from 39 to 45 hours net per week, whether meal breaks are paid will depend on their contracts with individual staff. As for PW posts, meal breaks are already included in their working hours of 44 hours gross per week.

Provident Fund (PF)

Unless the posts carry a prescribed percentage other than 6.8% (such as 5.6% for some PA posts), a standard 6.8% will be applied across the board for calculating the additional PF. Necessary adjustments to the PF for snapshot staff (5%, 10% or 15%) will be addressed through the existing mechanism based on NGOs' annual submission of staff lists to SWD in September each year.

Additional Subvention Allocation

It should be noted that whether a wage level is SMW-compliant depends on the actual working hours (e.g. whether there is overtime) and specific contractual conditions (e.g. rest day pay, meal break). SWD as the funder mainly refers to the funding parameters set out in the relevant Funding and Service Agreements and/or Service Specifications and/or Terms and Conditions insofar as additional subvention allocation is concerned. The first payment of the additional subvention allocation, covering the period from 1 May 2011 to 30 June 2011, will be released to the NGOs concerned by the end of June 2011. Subsequent payments will be made according to the existing subvention payment schedule.

We understand that there are concerns about the work pattern for youth services which will have a bearing on the compliance of the wage level with the SMW. SWD will discuss with the NGOs operating youth services on this issue separately. As I mentioned in my letter of 24 March 2011, NGOs receiving subventions from SWD are advised to refer to the Minimum Wage Ordinance (MWO) and to the guidelines issued by the Labour Department from time to time for the interpretation and application of the provisions of the MWO.

Enquiries

Enquiries about the MWO should be made to Offices of the Labour Relations Division of the Labour Department. For matters relating to subventions or service matters, please direct your enquiries to the following officers -



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<i>Subject</i>	<i>Officer</i>	<i>Telephone Number</i>
Subventions	Designated Social Work Officers	See Annex
Youth Service	Wong Chi-chung, S(Y)1	2892 5130
Family and Child Welfare Service	James Lam, SS(CW)	2892 5173
Rehabilitation Service	Ms Annisa Ma, SS(RM)3	2892 5114
Elderly Service	Ms Shum Yan-yan Connie, S(E)3	2892 5399

Yours faithfully,

(LAM Ka-tai)
for Director of Social Welfare

c.c. Chief Executive Officers/Directors of NGOs

Annex

Subventions Branch
Social Work Officers (SWOs) for NGOs
As at 1 April 2011

<u>Post Title of SWO</u>	<u>Name of SWO</u>	<u>Tel. No.</u>
S(S)5	Ms Hui Man-yeec	2832 4354
S(S)6	Mr Chan Siu-tong	2116 4299
S(S)9	Ms Janet Wan	2116 4301
S(S)10	Ms Lo Yat-lo, Denise	2832 4366
S(S)11	Mr Wong Hoi-man, Joshua	2116 4298
S(S)12	Ms Tsang Fung-yeec, Rebecca	2832 4353
S(S)18	Ms Shea Ka-shuen	2116 4293

<u>Code</u>	<u>Name of NGO</u>	<u>機構名稱</u>	<u>SWO</u>
004	Aberdeen Kai-fong Welfare Association Social Service Centre	香港仔街坊福利會社會服務中心	S(S)10
009	Asian Outreach Hong Kong Limited	香港亞洲歸主協會	S(S)5
010	Association for Engineering & Medical Volunteer Services	工程及醫療義務工作協會	S(S)12
012	Lok Chi Association Limited	樂智協會有限公司	S(S)18
013	Association for the Rights of Industrial Accident Victims Limited	工業傷亡權益會	S(S)5
015	Against Child Abuse Ltd	防止虐待兒童會有限公司	S(S)9
016	Agency for Volunteer Service	義務工作發展局	S(S)11
019	Alice Ho Miu Ling Nethersole Charity Foundation	雅麗氏何妙齡那打素慈善基金	S(S)12
020	Alice Lan and Vera Shen Education Fund Limited	藍如溪盛成血教育基金有限公司	S(S)18
024	ABM Hong Kong Swatow Baptist Church Community Service Association, The	美差會潮浸服務聯會	S(S)10
028	Asbury Methodist Social Service	循道衛理亞斯理社會服務處	S(S)10
032	Asia Women's League Limited	亞洲婦女協進會有限公司	S(S)12
036	Association of Baptists for World Evangelism (HK) Limited	萬國宣道浸信會有限公司	S(S)10
044	Baptist Convention of Hong Kong (The)	香港浸信會聯會	S(S)11
048	Baptist Mid-Missions	美中浸信會	S(S)6
052	Baptist Oi Kwan Social Service	浸會愛羣社會服務處	S(S)11
053	Barnabas Charitable Service Association Limited (The)	基督教巴拿巴愛心服務團有限公司	S(S)18
056	Boys' and Girls' Clubs Association of Hong Kong (The)	香港小童群益會	S(S)9
060	Boys' Brigade, Hong Kong Limited (The)	香港基督少年軍有限公司	S(S)5
066	Hong Kong Buddhist Association (The)	香港佛教聯合會	S(S)9
068	Hong Kong Bodhi Siksa Society Limited (The)	香港菩提學會	S(S)12

Code	Name of NGO	機構名稱	SWO
072	Caritas - Hong Kong	香港明愛	S(S)11
099	Cheung Sha Wan Kai Fong Welfare Association Lam Tam Yin Wah Day Nursery	長沙灣街坊福利會林譚燕華 幼兒中心	S(S)5
100	Cheung Chau Rural Committee Integrated Youth Centre	長洲鄉事委員會青年綜合服 務中心	S(S)6
108	Free Methodist Church of Hong Kong (The)	香港循理會	S(S)9
110	Chi Lin Nunnery	志蓮淨苑	S(S)12
112	China Peniel Missionary Society Incorporation	中華便利利會	S(S)18
116	Chinese Evangelical Zion Church Limited	中華錫安傳道會有限公司	S(S)9
120	Chinese Rhenish Church Hong Kong Synod (The)	中華基督教禮賢會香港區會	S(S)12
124	Chinese Young Men's Christian Association of Hong Kong	香港中華基督教青年會	S(S)11
128	Ching Chung Taoist Association of Hong Kong Limited	青松觀有限公司	S(S)12
148	Christian & Missionary Alliance Church Union Hong Kong Limited	基督教宣道會香港區聯會有 限公司	S(S)11
151	Christian New Being Fellowship Limited (The)	基督教得生團契有限公司	S(S)9
152	Christian Family Service Centre	基督教家庭服務中心	S(S)11
157	Christian Concern for the Homeless Association	基督教關懷無家者協會	S(S)5
160	Christian Nationals' Evangelism Commission Aged People Centre	中華傳道會恩光老人中心	S(S)18
162	Chuk Lam Ming Tong Limited	竹林明堂有限公司	S(S)12
164	Chung Shak Hei (Cheung Chau) Home for the Aged Limited	鍾錫熙(長洲)安老院有限公 司	S(S)11
168	Chung Sing Benevolent Society	鐘聲慈善社	S(S)12
172	Hong Kong Council of the Church of Christ in China (The)	中華基督教會香港區會	S(S)12
174	Hop Yat Church, the Church of Christ in China	中華基督教會合一堂	S(S)11
180	Hong Kong Sheng Kung Hui Welfare Council	香港聖公會福利協會	S(S)12
186	Endeavourers Hong Kong (The)	香港勵志會	S(S)5
188	Ebenezer School and Home for the Visually Impaired	心光盲人院暨學校	S(S)10
196	Emmanuel Church	靈光教會	S(S)12
200	Evangelical Free Church of China - Evangel Children's Home	中國基督教播道會-播道兒 童之家	S(S)10
204	Association of Evangelical Free Churches of Hong Kong (The)	香港基督教播道會聯會	S(S)9
206	ELCHK, Social Service Head Office	基督教香港信義會社會服務 部總處	S(S)12
208	Finnish Evangelical Lutheran Mission (The)	基督教信義會芬蘭差會	S(S)18
214	Fung Kai Public School	鳳溪公立學校	S(S)11
216	Five Districts Business Welfare Association	五邑工商總會	S(S)12
219	Fung Ying Seen Koon	蓬瀛仙館	S(S)11

Code	Name of NGO	機構名稱	SWO
224	Mother Superior of the Congregation of Our Lady of Charity of the Good Shepherd of Angers at Hong Kong (The)	善牧會	S(S)10
244	Hans Andersen Club	安徒生會	S(S)18
246	Harmony House Limited	和諧之家	S(S)9
248	Heep Hong Society	協康會	S(S)10
249	Helping Hand	伸手助人協會	S(S)12
251	Heung Hoi Ching Kok Lin Association	香海正覺蓮社	S(S)12
252	Hong Kong and Kowloon Kaifong Women's Association	港九街坊婦女會有限公司	S(S)10
260	Hong Kong and Macau Lutheran Church	港澳信義會	S(S)11
268	Hong Chi Association	匡智會	S(S)10
272	Hong Kong Blind Union	香港失明人協進會	S(S)18
280	Hong Kong Catholic Marriage Advisory Council (The)	香港公教婚姻輔導會	S(S)9
288	Hong Kong Children and Youth Services	香港青少年服務處	S(S)9
296	Hong Kong Chinese Women's Club	香港中國婦女會	S(S)11
297	Hong Kong Chiu Chow Po Hing Buddhism Association Limited	僑港潮洲普慶念佛社有限公司	S(S)11
300	Hong Kong Christian Mutual Improvement Society	香港基督教培道聯愛會	S(S)6
304	Hong Kong Christian Service	香港基督教服務處	S(S)11
312	Hong Kong Council of Social Service (The)	香港社會服務聯會	S(S)11
315	Hong Kong Down Syndrome Association (The)	香港唐氏綜合症協會	S(S)12
316	Hong Kong Evangelical Church Social Service Limited	香港宣教會社會服務處	S(S)11
317	Hong Kong Women Foundation Limited	香港婦女基金會有限公司	S(S)18
320	Hong Kong Family Welfare Society	香港家庭福利會	S(S)9
324	Hong Kong Federation of Handicapped Youth	香港傷殘青年協會	S(S)10
328	Hong Kong Federation of the Blind	香港失明人互聯會	S(S)5
332	Hong Kong Federation of Youth Groups (The)	香港青年協會	S(S)9
340	Hong Kong Juvenile Care Centre	香港青少年培育會	S(S)9
344	Hong Kong Lutheran Social Service, the Lutheran Church - Hong Kong Synod Limited	香港路德會社會服務處	S(S)11
346	Hong Kong Mutual Encouragement Association Limited	香港互勵會	S(S)18
348	Hong Kong PHAB Association	香港傷健協會	S(S)12
352	Hong Kong Playground Association	香港遊樂場協會	S(S)9
360	Hong Kong Red Cross	香港紅十字會	S(S)11
361	Hong Kong Rehabilitation Power	香港復康力量	S(S)5
364	Hong Kong Society for the Aged (The)	香港耆康老人福利會	S(S)11
368	Hong Kong Society for the Blind (The)	香港盲人輔導會	S(S)10
372	Hong Kong Society for the Deaf (The)	香港聾人福利促進會	S(S)10
373	Hong Kong Society for Rehabilitation (The)	香港復康會	S(S)10
376	Hong Kong Society for the Protection of	香港保護兒童會	S(S)12

Code	Name of NGO	機構名稱	SWO
	Children		
380	Hong Kong Sports Association for the Mentally Handicapped	香港弱智人士體育協會	S(S)18
384	Hong Kong Student Aid Society	香港學生輔助會	S(S)12
385	Hong Kong Tuberculosis, Chest and Heart Diseases Association (The)	香港防癆心臟及胸病協會	S(S)12
386	Nesbitt Centre Limited (The)	思拔中心	S(S)6
388	Hong Kong Young Women's Christian Association	香港基督教女青年會	S(S)9
392	Hong Kong-Macao Conference of Seventh - Day Adventists	基督復臨安息日會港澳區會	S(S)9
409	International Buddhist Progress Society (Hong Kong) Ltd	佛香講堂有限公司	S(S)11
412	International Social Service Hong Kong Branch	香港國際社會服務社	S(S)11
413	International Women's League	國際婦女會	S(S)5
416	Jordan Valley Kaifong Welfare Association	佐敦谷街坊福利會	S(S)5
420	Haven of Hope Christian Service	基督教靈實協會	S(S)11
424	Kiangsu Chekiang and Shanghai Residents (Hong Kong) Association	香港蘇浙滬同鄉會	S(S)12
429	Kowloon City Baptist Church	九龍城浸信會	S(S)10
432	Wai Ji Christian Service	基督教懷智服務處	S(S)10
436	Kowloon Women's Welfare Club (The)	九龍婦女福利會	S(S)11
444	Kwun Tong Methodist Social Service	循道衛理觀塘社會服務處	S(S)9
464	Lam Tin Estate Kai Fong Welfare Association Limited (The)	藍田街坊福利會有限公司	S(S)6
470	Light and Love Home Limited	光愛中心有限公司	S(S)11
480	Lok Sin Tong Benevolent Society, Kowloon (The)	九龍樂善堂	S(S)11
488	International Church of the Foursquare Gospel Hong Kong District Limited	國際四方福音會香港教區有限公司	S(S)11
492	Lutheran Philip House Limited	粵南信義會腓力堂有限公司	S(S)12
496	Mental Health Association of Hong Kong (The)	香港心理衛生會	S(S)12
498	Child Development Centre (The)	明德兒童啟育中心	S(S)18
504	Methodist Epworth Village Community Centre	循道愛華村服務中心社會福利部	S(S)9
508	Mongkok Kai-Fong Association Limited (The)	旺角街坊會	S(S)9
509	Mother's Choice	母親的抉擇	S(S)11
512	Neighbourhood Advice-Action Council (The)	鄰舍輔導會	S(S)10
516	New Kowloon Women Association Limited	新九龍婦女會有限公司	S(S)10
520	New Life Church of Christ Hong Kong Limited	香港基督教新生會堂有限公司	S(S)5
524	New Life Psychiatric Rehabilitation Association	新生精神康復會	S(S)9
528	New Territories Women and Juveniles Welfare Association Limited (The)	新界婦孺福利會有限公司	S(S)12
542	Operation Dawn Limited (The)	香港晨曦會	S(S)9

Code	Name of NGO	機構名稱	SWO
544	S.K.H. St. Simon's Social Services	聖公會聖西門社會服務處	S(S)6
548	Pentecostal Church of Hong Kong	竹園區神召會	S(S)11
556	Po Leung Kuk	保良局	S(S)12
560	Pok Oi Hospital	博愛醫院	S(S)9
564	Superioress of the Sisters of the Precious Blood (The)	耶穌寶血女修會	S(S)10
572	Project Care	懷愛會	S(S)12
576	Richmond Fellowship of Hong Kong	利民會	S(S)10
580	Sai Kung District Community Centre	西貢區社區中心	S(S)9
584	Salvation Army (The)	救世軍	S(S)9
596	Scout Association of Hong Kong	香港童軍總會	S(S)9
612	Shamshuipo Kai Fong Welfare Advancement Association	深水埔街坊福利事務促進會	S(S)18
628	Sik Sik Yuen	嚶色園	S(S)12
636	Sisters of the Immaculate Heart of Mary	聖母潔心會	S(S)12
637	Society for Community Organization	香港社區組織協會	S(S)5
640	Society of Rehabilitation and Crime Prevention, Hong Kong (The)	香港善導會	S(S)10
644	Society of Boys' Centres	香港扶幼會	S(S)10
648	Fu Hong Society	扶康會	S(S)10
652	Society of St. Vincent de Paul	聖雲先會香港中央分會	S(S)18
656	SAHK	香港耀能協會	S(S)10
660	Hong Kong Paralympic Committee & Sports Association for the Physically Disabled	香港殘疾人奧委會暨傷殘人士體育協會	S(S)10
668	Sheng Kung Hui St. Christopher's Home Limited	聖公會聖基道兒童院有限公司	S(S)12
672	St. James' Settlement	聖雅各福群會	S(S)10
680	SKH St. Matthias Church Nursery School Limited	聖公會聖馬提亞堂幼兒學校有限公司	S(S)6
684	Stewards Limited	香港神託會	S(S)9
688	Tai Hang Residents' Welfare Association	大坑坊眾福利會	S(S)6
700	Church of United Brethren in Christ Hong Kong Limited (The)	香港基督教協基會	S(S)9
712	Methodist Centre	循道衛理中心	S(S)10
714	Mission Covenant Church Limited (The)	基督教聖約教會有限公司	S(S)10
715	Tsim Sha Tsui District Kaifong Welfare Association	尖沙咀街坊福利會	S(S)5
720	Samaritan Befrienders Hong Kong (The)	香港撒瑪利亞防止自殺會	S(S)6
725	Society for the Aid and Rehabilitation of Drug Abusers (The)	香港戒毒會	S(S)9
726	Suen Mei Speech and Hearing Centre	宣美語言及聽覺訓練中心	S(S)6
728	Hong Kong and Macau Regional Centre of the World Fellowship of Buddhists Limited	世界佛教友誼會港澳分區總會有限公司	S(S)5
736	Tsung Tsin Mission of Hong Kong Social Service Company Ltd (The)	基督教香港崇真會社會服務有限公司	S(S)11

Code	Name of NGO	機構名稱	SWO
737	Tuen Mun Yuk Chi Resource Centre Limited	屯門育智中心有限公司	S(S)6
740	Tung Lum Nien Fah Tong Limited	東林念佛堂有限公司	S(S)12
742	Tung Sin Tan Home for the Aged	通善壇安老院	S(S)12
744	Tung Wah Group of Hospitals	東華三院	S(S)9
748	United Christian Nethersole Community Health Service	基督教聯合那打素社康服務	S(S)11
760	Watchdog Limited	監護者	S(S)6
763	Hong Kong West Point Baptist Church	香港西區浸信會	S(S)6
768	Women's Welfare Club (Eastern District) Hong Kong (The)	香港東區婦女福利會	S(S)9
772	Women's Welfare Club, Western District Hong Kong	香港西區婦女福利會	S(S)9
796	Yan Chai Hospital	仁濟醫院	S(S)10
824	Yan Oi Tong	仁愛堂	S(S)12
825	Yan Tin Baptist Church	恩典浸信會	S(S)10
828	Yang Memorial Methodist Social Service	循道衛理楊震社會服務處	S(S)9
833	Youth Outreach	協青社	S(S)10
844	Yuen Long Town Hall Management Committee Limited	元朗大會堂管理委員會有限公司	S(S)9
848	Yuen Yuen Institute (The)	圓玄學院	S(S)11
852	Zion Social Service Limited	錫安社會服務處有限公司	S(S)10