

D. Analysis of Pay Management Practice

This Section is to find out the general pay management practice of each participating organization and to identify the different practice for different types of staff. The area of pay management practices include:

- frequency of salary review
- criteria of salary adjustments
- use of salary scale
- gratuity
- retirement benefit scheme
- incentive pay

1. Salary Review Practice for Individual Staff

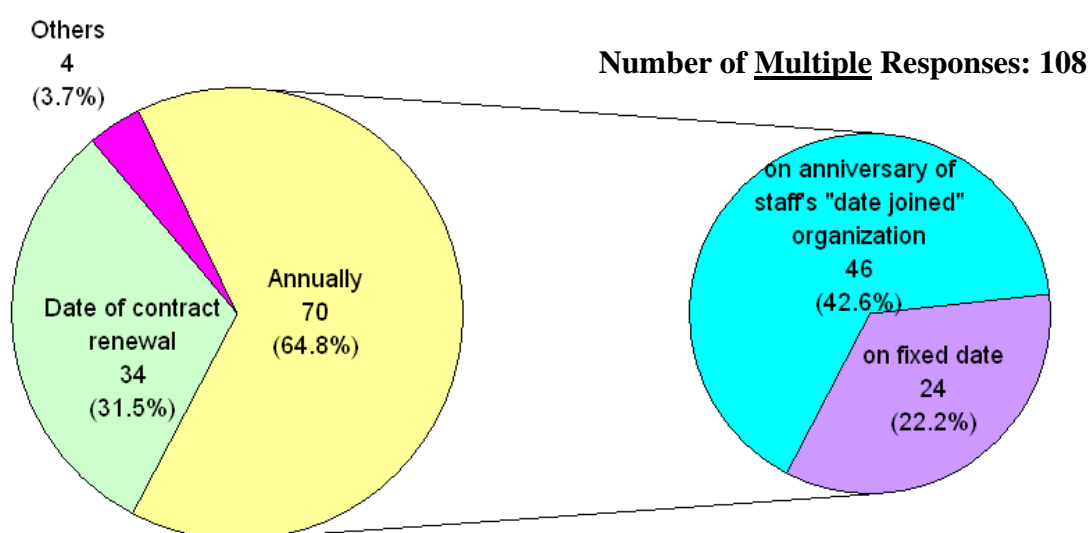


Figure D.1 : Salary review practice for individual staff

Explanatory notes:

"Others" refers to the practice of:

- 1) Intention of staff
- 2) Special review depends on performance
- 3) Annually, based on the fiscal year of the department
- 4) Subject to approval from the Board Committee for some self-financed projects

"On fixed date" refers to the practice of:

January	1	July	4	December	2
March	1	August	1	March & August	1
April	11	October	2	April & September	1
Total: 24					

2. Criteria in Determining Salary Adjustments

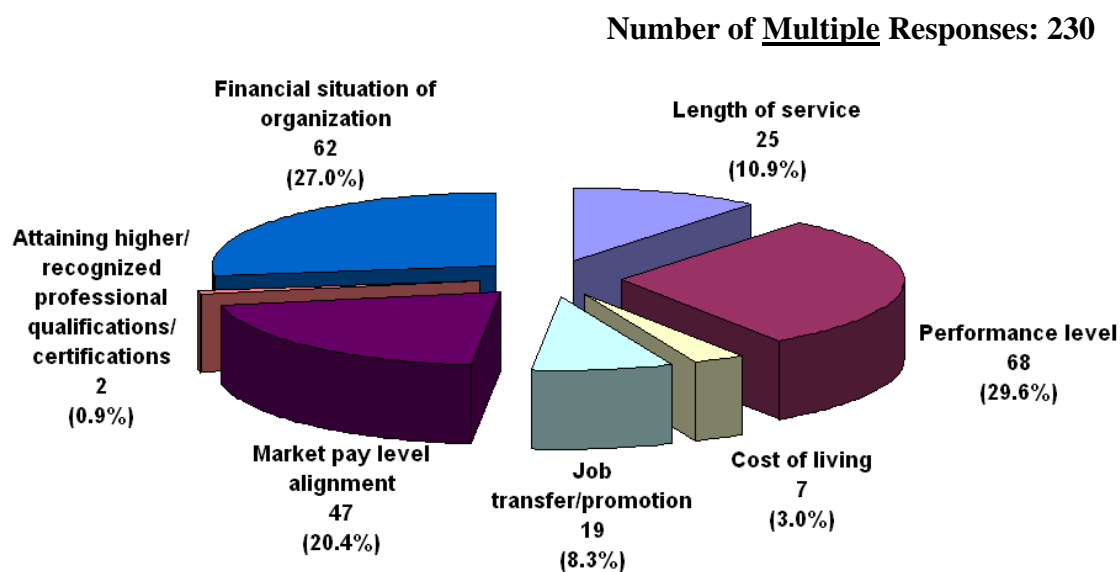


Figure D2.1 : Criteria in determining individual staff's salary adjustment

No. of Criteria Adapted	No. of Participating Agencies Adapted
One criterion	2.6%
Two criteria	2.6%
Three criteria	90.9%
Four criteria	1.3%
Five criteria	2.6%
Total	100.0%

Figure D2.2 : Distribution of participating agencies adapting number of criteria in determining individual staff's salary adjustment

3. Use of Salary Scale for Non-snapshot Staff in Organization

Number of Agencies: 77

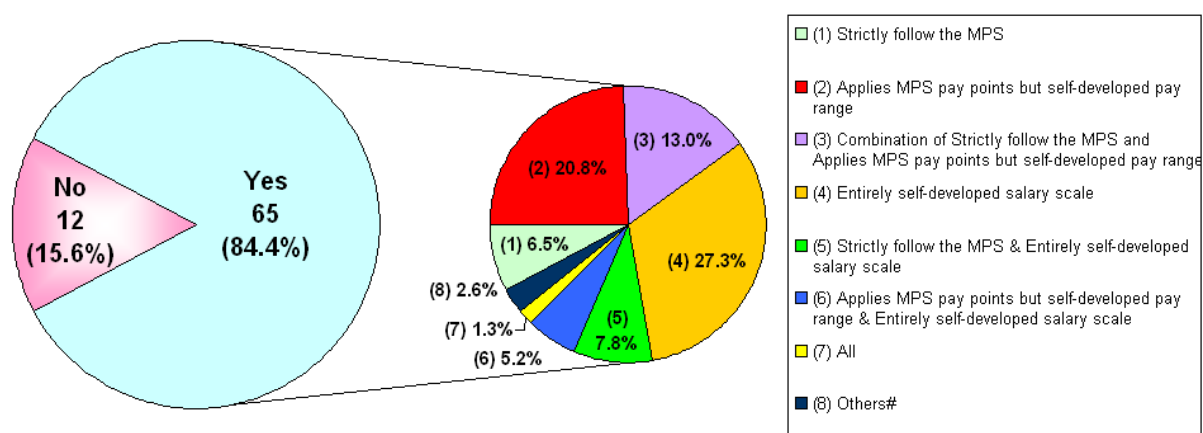


Figure D3.1 : Use of salary scale for non-snapshot staff in organisation

Notes

: "All" includes "Strictly follow the MPS", "Applies MPS pay points but self-developed pay range" and "Entirely self-developed salary scale"

#: "Others#"

- 1) With reference to HKBU's / HKCSS Salary Survey
- 2) Fixed amount salary

Effective Date	Number of Agencies Responded	% of Agency Responded
During 2006	1	1.3%
During 2007	1	1.3%
First half 2008	8	10.4%
Second half 2008	16	20.8%
Unspecified	6	7.8%
Total	32	41.6%

Figure D3.2 : The effective date of self-developed salary scale