







# 2020 粵港澳大灣區 薪酬及福利調查

Guangdong-Hong Kong-Macao Greater Bay Area Pay and Benefits Survey Report



### 2020 HKSAR Pay and Benefits Survey Report

### TABLE OF CONTENTS

ſ	INT	RODUCTION	Page	
L•			1	
		Executive Summary		
		sage from the Chairperson of the 2020 Guangdong-Hong Kong-Macao Greater Area Pay and Benefits Survey Committee	3	
		sage from the Director of Centre for Human Resources Strategy and Development, ool of Business, Hong Kong Baptist University	4	
		ssage from the Director of Research Center for Human Resources Management, ool of Business Administration of South China University of Technology	5	
	Mes	ssage from the President of Hong Kong People Management Association	6	
	Mes	ssage from the Vice President of Talent Development and Management Association Guangdong	7	
	Mes	sage from the Chairperson of the 2020 HKSAR Pay and Benefits Survey	8	
		0 HKSAR Survey Committee, Steering Committee and Survey Team Member List	9	
Π.	SUI	RVEY METHOD		
	1.	Jobs Surveyed	12	
	2.	Questionnaire	12	
	3.	Data Collection	12	
	4.	Data Analysis	13	
	5.	Reference Date	13	
	6.	Limitation	13	
	7.	Definition of Terms	13	
III.	SURVEY RESULTS			
	1.	Profile of Organizations Surveyed	17	
	2.	Salary Adjustment	22	
	3.	Starting Salary for Fresh Graduates	31	
	4.	Incentive Schemes	37	
	5.	Employee Benefits	40	
	6.	Workforce Movement	45	
		Employee Turnover	45	
		Redundancy	49	
		Retirement Age	53	
	7.	2020 Cash Compensation Packages of Surveyed Positions	56	
	8.	Cost-saving Measures- Measures Arrangement during the Outbreak of Covid-19	204	
IV.	APPENDIX			
	A	List of Participating Organizations		
	В	Questionnaire		

### 2020 香港特別行政區薪酬及福利調查報告

### 目錄

		頁	
I.	引言		
	內容摘要 2020年度粤港澳大灣區薪酬及福利調查委員會 主席致辭香港浸會大學工商管理學院人力資源策略及發展研究中心 主任致辭華南理工大學工商管理學院人力資源管理研究中心 主任致辭香港人才管理協會 會長致辭廣東省人才開發與管理研究會 副會長致辭2020年度香港特別行政區薪酬及福利調查小組 主席致辭2020年度香港特別行政區調查委員會、督導委員會及調查小組名單	1 3 4 5 6 7 8 9	
II.	調査方法		
	<ol> <li>覆蓋範圍</li> <li>問卷</li> <li>資料收集</li> <li>資料分析</li> <li>調查時期</li> <li>調查限制</li> <li>詞彙釋義</li> </ol>	12 12 12 13 13 13	
III.	調查報告內容		
	<ol> <li>参與機構概覽</li> <li>僱員薪金調整</li> <li>應屆畢業生入職薪金</li> <li>獎勵計劃</li> <li>僱員福利</li> <li>人事變動 僱員流失 僱員裁減 退休年齡</li> <li>2020 年度調查職位的薪酬及津貼</li> <li>節流措施-新冠疫情下公司安排的措施</li> </ol>	16 21 30 40 44 50 50 54 59 63 209	
IV.	<b>附件</b> 甲 参與機構名單 乙 問卷		

### 2020 Guangdong Cities Pay and Benefits Survey Report

### TABLE OF CONTENTS

_			Page	
I.	INTRODUCTION Executive Summary			
		sage from the Chairperson of the 2020 Greater Bay Area Pay and Benefits	3	
		ey Committee	4	
		sage from the Director of Centre for Human Resources Strategy and	4	
		elopment, School of Business, Hong Kong Baptist University	_	
		sage from the Director of Research Center for Human Resources Management,	5	
		ol of Business Administration of South China University of Technology	-	
		sage from the President of Hong Kong People Management Association	6 7	
	Message from the Vice President of Talent Development and Management			
		ciation of Guangdong	0	
		sage from the Chairperson of the 2020 Guangdong Cities Pay and Benefits	8	
		ey Committee  Guangdong Cities Survey Committee, Steering Committee and Survey	9	
		n Member List	9	
	TCall	i Wellioer List		
II.	SHR	VEY METHOD		
11.	1.	Scope	12	
	2.	Questionnaire	12	
	3.	Data Collection	12	
	4.	Data Analysis	13	
	5.	Reference Date	13	
	6.	Limitation	13	
	7.	Definition of Terms	13	
ш	CHD	VEY RESULTS		
111.	1.	Profile of Organizations Surveyed	16	
	2.	Salary Adjustment	23	
	3.	Starting Salary for Fresh Graduates and Employment Arrangements for	42	
		New Employees		
	4.	Incentive Schemes	51	
	5.	Bonus and Benefits	56	
	6.	Workforce Movement	59	
		Employee Turnover	60	
		Redundancy	66	
		Increase of Manpower	72	
	7.	2020 Cash Compensation Packages of Surveyed Positions	75	
	8.	Cost-saving Measures - Measures Arrangement during the Outbreak of	195	
		Covid-19		

#### IV. APPENDIX

- List of Participating Organizations Questionnaire
- В

### 2020 广东省城市薪酬及福利调查报告

### 目錄

	<b></b>		页
I.	香港 华南 香港 广东 2020	摘要 年度粤港澳大湾区薪酬及福利调查委员会 主席致辞 浸会大学工商管理学院人力资源策略及发展研究中心 主任致辞 理工大学工商管理学院人力资源管理研究中心 主任致辞 人才管理协会 主席致辞 省人才开发与管理研究会 副会长致辞 年度广东省城市薪酬及福利调查小组 主席致辞 年度广东省城市调查委员会、督导委员会及调查小组名单	1 3 4 5 6 7 8 9
II.	调查: 1. 2. 3. 4. 5. 6. 7.	方法 覆盖范围 问卷 资料收集 资料分析 调查时期 调查限制 词汇释义	12 12 12 12 13 13
III.	调查: 1. 2. 3. 4. 5. 6.	报告内容 参与机构基本资料 员工薪金调整 应届毕业生入职薪酬及新入职雇员的雇用安排 奖励计划 员工福利 人事变动 主动离职员工 非主动离职员工 新增员工 2020 年度各职位薪酬及津贴分析 节流措施 - 新冠疫情下公司安排的措施	16 23 42 51 56 59 60 66 72 75 195
IV	77.1.74		

### IV. 附件

甲 参与机构名单

乙 问卷

### 2020 Macao SAR Pay and Benefits Survey Report

### TABLE OF CONTENTS

I.	TNIT	FRANICTION	Page		
1.					
	Executive Summary  Manufacture State 2020 Court Park Park Park Park Park Park Park Park				
	Message from the Chairperson of the 2020 Greater Bay Area Pay and Benefits Survey Committee				
		ssage from the Director of Centre for Human Resources Strategy and	3		
		velopment, School of Business, Hong Kong Baptist University	4		
			•		
	Message from the Director of Research Center for Human Resources Management, School of Business Administration of South China University of Technology				
			5		
		ssage from the President of Hong Kong People Management Association	6		
		ssage from the Vice President of Talent Development and Management	7		
		sociation of Guangdong			
	202	0 Survey Committee, Steering Committee and Survey Team Member List	8		
II.	SU	RVEY METHOD			
	1.	Jobs Surveyed	11		
	2.	Questionnaire	11		
	3.	Data Collection	11		
	4.	Data Analysis	11		
	5.	Reference Date	12		
	6.	Limitation	12		
	7.	Definition Terms	12		
III. SURVEY RESULTS					
	1.	Total Number of Employees Surveyed	14		
	2.	The Percentage of Part-time Employees and Full-time Equivalents	14		
	3.	Overall of 2020 Actual Salary Adjustment	14		
	4.	Overall of 2021 Projected Salary Adjustment	14		
	5.	Salary Review Criteria	15		
	6.	Starting Salary for Fresh Graduates of Bachelor's Degree	15		
	7.	Incentive Scheme Criteria - Variable Bonus	15		
	8.	No. of months of Variable Bonus	15		
	9.	Employee Benefits	16		
	10.	Workforce Movement	16		
	11	2020 Annual Cash Compensation Package for Some Local Benchmark Jobs	17		
	12	Cost-saving Measures-Measures Arrangement during the Outbreak of Covid-19	18		

## 2020 澳門特別行政區薪酬及福利調查報告

### 目錄

			頁
I.	引		
	内名	·	1
		20年度粤港澳大灣區薪酬及福利調查委員會 主席致辭	2
		港浸會大學工商管理學院人力資源策略及發展研究中心 主任致辭	3
		南理工大學工商管理學院人力資源管理研究中心 主任致辭	4
		港人才管理協會 · 會長致辭	5
		東省人才開發與管理研究會 副會長致辭	6
	,,,	20 年度調查委員會、督導委員會及調查小組名單	7
II.	調	查方法	
	1.	覆蓋範圍	10
	2.	問卷	10
	3.	資料收集	10
	4.	資料分析	10
	5.	調查時期	11
	6.	調查限制	11
	7.	詞彙釋義	11
III.	調	查報告內容	
	1.	調査職位人數	13
	2.	兼職僱員的全職等額百分比	13
	3.	2020 年度整體實際薪金調整幅度	13
	4.	2021 年度整體薪金調整幅度預測	13
	5.	薪金調整的考慮因素	14
	6.	應屆學士畢業生的平均入職月薪	14
	7.	獎勵計劃的考慮因素- 非固定花紅	14
	8.	非固定花紅的月數	14
	9.	僱員福利	15
	10.	人事變動	15
	11.	2020年度部分職位薪酬及津貼分析	16
	12.	節流措施 - 新冠疫情下公司安排的措施	17