

Selective Placement Division of the Labour Department

Provides Free Recruitment Service for Employers

February 2016

Career Experience Sharing

Many organisations are looking for stable employees with a high level of commitment. Persons with disabilities are characterised by great enthusiasm for and dedication to work. They treasure every job opportunity and will make every effort to accomplish their tasks without giving up easily. Employees with disabilities can thus meet employers' expectations. Different persons with disabilities have different strengths. Once given suitable opportunities, they will be able to give full play to their strength.

The Career Experience Sharing section in this issue features a company that provides various services for travellers at the airport. Having a strong demand for manpower due to the nature of the work, the company remains open-minded about employing persons with disabilities. Last year, the company recruited more than 20 persons with different types of disabilities, including physical impairment, visual impairment, hearing impairment, autism and ex-mental illness, to work as luggage cart attendants through the Selective Placement Division (SPD) of the Labour Department. Believing in the work ability of persons with disabilities, the company is willing to offer employment opportunities to them. One of the employees with disability, on the job for 5 months, indicated that in the absence of similar work experience, he lacked confidence in taking up the job offer in the beginning. It was at the encouragement of the placement officer and the systematic guidance on work by the employer that he became assured of himself and took up the challenge. So far, he enjoyed the job. His supervisor also held his enthusiastic attitude towards work and learning and thus his good performance in high regard. With minor adaptation to work, employees with disabilities, who may not be able to readily deliver in certain jobs, can also realise their potential at work. Take the job of luggage attendants as an example. There exists ample room for introducing work adjustments to the seemingly straightforward duties. The

company values every employee and assigns duties according to individual needs and abilities so as to fully utilise their strengths. For those having difficulties in pushing luggage trolleys up a ramp due to weaker physical strength, the company assigns them to work on level ground. Thus, impact of minor work adaptation cannot be underestimated. It can facilitate performance of employees with disabilities and encourage them to stay on jobs. Indeed, to many, integration into society and job satisfaction are the more meaningful attributes of jobs than monetary rewards. At present, employees with disabilities in the company are glad to be a staff member of the company. They are grateful to the company for providing job opportunities based on individual needs, thereby enabling them to make contributions to society at large. They wish they can continue to provide quality services to the company and travellers.

The company has joined the “Work Orientation and Placement Scheme” launched by SPD of LD. Eligible participating employers will be granted an allowance with a maximum amount of \$35,000 per employee with disabilities. Payment period will be up to a maximum of eight months. A Mentor who coaches an employee with disabilities on relevant job skills and assists him/her in adapting to the new job environment will be granted a Cash Award of \$1,000 for assisting him/her in continuing with employment after the first two months.

As shown in the above case, persons with disabilities can outperform others if employers provide them with suitable job opportunities by first identifying and subsequently maximising their strengths. They are a valuable and reliable asset to the company. Companies hiring persons with disabilities will help build good corporate image and achieve win-win situation for employers and employees. Please contact SPD if you are interested in offering job vacancies to persons with disabilities.

如欲閱覽本通訊中文版，請登入網頁: www.jobs.gov.hk/isps.

Activities Highlights

The Selective Placement Division of the Labour Department and the Employers' Federation of Hong Kong co-organised a seminar "Building an Inclusive Workplace through Sincere Communication" at Royal Plaza Hotel, Mong Kok on 27 November 2015. Mr. David LEUNG, JP, Commissioner for Rehabilitation, was the officiating guest of the seminar. As a major annual event of SPD, the seminar aimed at enhancing participants' understanding of the employment of persons with disabilities through talks given by guest speakers and the experience sharing of employers and persons with disabilities, thereby promoting merit-based recruitment and an inclusive workplace. Mr. David LEUNG, JP, Commissioner for Rehabilitation, emphasised that persons with disabilities had their own strengths and they treasured every job opportunity. He appealed to the support of employers in employing persons with disabilities to give them an opportunity so as to contribute to the community and make them a valuable human resource asset of the company, thereby achieving a win-win situation for all.

In the first session of the seminar, Dr. WONG Kwai-lam, a corporate trainer and veteran media professional, was invited to deliver a thematic talk on "The Art of Communication in a New Multigenerational Workplace". Amused by Dr. WONG's humorous sharing on various communication skills, the participants learnt from him the workplace communication principles "H.E.A.R.T.", which denoted Helping Hands, Empathy, Appreciation, Role / Responsibility / Relationship and Trust.

In the second session of the seminar, "Experience Sharing by Employer and Employee with Disabilities", Mr. PUI Chiu-wing, employer representative from Neil Collins Corporate Advisory Services Limited, and his employee with disability, Mr. KOO Tin-yu, an insolvency case officer, shared with participants their experience in workplace co-operation. Mr. BUI admitted that Mr. KOO's performance was not satisfactory when he first joined the company. The company later introduced some work adjustments according to Mr KOO's needs and abilities to help him settle on his job. As a result, Mr KOO not only made significant improvements to his performance but he could also shoulder duties of greater complexity. Mr. BUI spoke highly Mr. KOO's present performance and encouraged other

employers to offer more job opportunities to persons with disabilities so as to unleash their potential.

The last session of the seminar covered the assistive aids for persons with disabilities and the “Support Programme for Employees with Disabilities”. Dr. Kenneth FONG of Department of Rehabilitation Sciences, Faculty of Health and Social Sciences, The Hong Kong Polytechnic University started by giving an introduction on the assistive devices for persons with disabilities in workplace, with a view to facilitating the understanding of participants on how to realize the potential of employees with disabilities with the aid of suitable assistive devices. This was followed by a briefing by Mr. Patrick CHEONG, Allied Health Manager of Po Leung Kuk, on the “Support Programme for Employees with Disabilities” launched by the government and how to apply for subsidy under the programme to procure assistive devices or undertake workplace modifications to enhance the work efficiency of employees with disabilities.

The participants actively took part in the seminar. They were keen to ask questions in the sessions. The seminar came to a close in a lively atmosphere. We look forward to your support and seeing you again in the next seminar!

What's New

Employing Persons with Disabilities to work from home - Tips for employers and employees

Persons with disabilities, similar to their able-bodied counterparts, can perform well in jobs of various natures, thereby actualising their work potential if given equal employment opportunities. However, for some persons with disabilities, the difficulties encountered by them in securing employment do not arise from their work abilities but caused by various constraints beyond their control, such as availability of suitable facilities and equipment at work, location of the workplace, and availability of transport to the workplace and so on.

At present, owing to the developments in information technology, the mode and venue of work can take different forms. Workplaces are no longer restricted to office premises. Many employers allow employees to work in places other than offices to allow more flexibility to business operations.

Against this background, the Selective Placement Division of the Labour Department published this booklet to provide relevant information for employers and employees when employing persons with disabilities to work from home. It will also dispel employers' doubts about arranging home-based work for persons with disabilities, thus encouraging more employers to employ persons with disabilities to work from home.

The booklet is uploaded to the Interactive Selective Placement Service website ([http:// www.jobs.gov.hk /isps](http://www.jobs.gov.hk/isps)) for public access. To get a copy, please contact the Publicity & Promotion Unit of SPD at 2852 4876.

Know More About the Employment Ordinance - Statutory Holidays

An employee, irrespective of his length of service, is entitled to the statutory holidays during employment. If the statutory holiday falls on a rest day, a holiday should be granted on the day following the rest day which is not a statutory holiday or an alternative holiday or a substituted holiday or a rest day.

<http://www.labour.gov.hk>

Holiday Pay

An employee having been employed under a continuous contract for not less than 3 months is entitled to the holiday pay which is equivalent to the daily average wages earned by the employee in the 12-month period preceding the holiday (If an employee is employed for less than 12 months, the calculation shall be based on the shorter period). Holiday pay should be paid to the employee not later than the day on which he is next paid his wages after that statutory holiday.

Work on Statutory Holidays

If the employer requires the employee to work on a statutory holiday, the employer should make the following arrangement:

Alternative Holiday Arrangement	Prior Notice to Employee on the Date of Alternative Holiday
An alternative holiday should be arranged within 60 days before the statutory holiday; or	To be given not less than 48 hours' prior notice before the alternative holiday
An alternative holiday should be arranged within 60 days after the statutory holiday	To be given not less than 48 hours' prior notice before the statutory holiday

If the employer and employee agree, any day within 30 days before or after the statutory or alternative holiday may be taken by the employee as a substituted holiday.

Restriction on Pay in lieu of Holiday

Regardless of whether an employee is entitled to holiday pay, an employer should grant his employee a statutory holiday, or arrange an “alternative holiday” or “substituted holiday”. An employer must not make any form of payment to the employee in lieu of granting a holiday. In other words, “buy-out” of a holiday is not allowed.

For further details, please call LD’s 24-hour enquiry hotline at 2717 1771 (handled by 1823 Call Centre) or visit LD’s website at <http://www.labour.gov.hk>.

Management Tips - Good People Management Creates Win-Win Situation

Many companies in Hong Kong by tradition organise the annual New Year feast or Spring Reception for employers and employees to celebrate the Lunar New Year together. These meal gatherings are not only an occasion for making wishes of prosperity and good health in the year ahead, but also a good opportunity for employers and employees to build mutual trust and understanding. For employers, employees are the most valuable asset of the company. Employers will certainly benefit if staff members are happy with their work, have a sense of belonging and maintain high work efficiency. Reasonable remuneration aside, the key to attracting and retaining talents is good people management.

Good people management practices should embody three main principles: employee-oriented, law-abiding, and equal and fair. Through the adoption of such practices, employers and employees can establish partnership and create a harmonious working environment. It also helps to build up a highly motivated and efficient workforce which will enhance the productivity and competitiveness of the company.

Five Keys Aspects of Good People Management

● Pledge for recruitment, selection and employment:	The employer should analyse the duties and requirements of the post objectively, ensure equal opportunities in employment in the selection of suitable candidate and draw up written employment contract to protect the interests of both the employer and employee.
● Staff training and development:	The employer should provide orientation and on-the-job training for employees, regularly evaluate their training needs and map out career paths for them.
● Safety and health at work:	The employer should develop a safety policy, safety standards, training programmes, monitoring and review systems and a safety organisation.
● Employer-employee communication:	The employer should establish regular and effective two-way communication channels, and formulate and effectively implement complaint and disciplinary procedures.
● Termination of employment:	The employer should treat employees equally when their employment is terminated. In case of dismissal and redundancy, the employer should provide employees with reasonable compensation, appropriate counselling and assistance according to clear and objective criteria and procedures.

Source: Labour Department - Good People Management and Family-Friendly Employment Practices

Highlight of Job Seekers with Disabilities

Hong Kong

- Ma. Resides in Aberdeen. Secondary 5 standard. Severe hearing impaired. Has experience as Office Assistant and Typist. Looks for General Office Clerk and Clerical Assistant jobs. (Ref 1895)
- LEUNG. Resides in Ap Lei Chau. Secondary 5 standard. Mild limping. Has experience as General Office Clerk. Looks for related jobs. (Ref 13091)
- SO. Resides in Aberdeen. Secondary 5 standard. Total loss of one upper limb. Has experience as Shipping Clerk and Programme Worker. Familiar with MS Word, Excel and Dreamweaver. Looks for Clerical Jobs. (Ref: 19055)
- CHAN. Resides in Aberdeen. Post-secondary standard. Epilepsy. Familiar with AutoCad, Chinese and English Typing. Looks for Draftsman, Building Services Mechanic jobs. (Ref: 27234)
- CHAN. Resides in Ap Lei Chau. Secondary 3 standard. Intellectual disability. Looks for leaflet distributor job on weekend.(Ref: 27317)
- PUN. Resides in Wan Chai. Secondary 5 standard at Nepal. Visually impaired. Looks for Card/ Leaflet distributor jobs. (Ref: 28014)
- LIN. Resides in Sheung Wan. Degree graduate standard. Ex-mentally ill. Familiar with clerical work. Looks for any clerical jobs. (Ref: 28089)

Kowloon

- Yu. Resides in Wong Tai Sin. Secondary 4 standard. Severe hearing impaired. Has experience as packer and labourer. Looks for any jobs. (Ref 3127)
- Leung. Resides in Ngau Tau Kok. Secondary 5 standard. Partial loss or dysfunction of one lower limb. Has experience as Sales Representative. Looks for Care Home Attendant, Cleaner, Hospital Service Worker jobs.(Ref: 15013)
- SU. Resides in Jordan. Secondary 3 standard. Partial loss or dysfunction of one upper limb. Looks for Cleaner, Card/ Leaflet Distributor jobs. (Ref: 20893)
- LAU. Resides in To Kwa Wan. Secondary school educated. Mild visually impaired in left eye. Has experience as packer. Looks for relevant jobs. (Ref: 22309)
- LEE. Resides in Kowloon Bay. Secondary 5 standard. Familiar with Chinese Typing and Microsoft office, Possesses General accounting knowledge. Has customer

services experience in bank. Looks for General Office Clerk, Customer Services Clerk, Telephone Operator jobs. (Ref: 26887)

- CHAN. Resides in Wong Tai Sin. Secondary 6 standard. Visually impaired. Familiar with MS Office. Looks for Telephone Operator, Customer Services Clerk, Receptionist/Hostess jobs. (Ref: 27685)
- AU. Resides in Kowloon Bay. Secondary 6 standard. Intellectual disability. Has experience as Cleaner. Familiar with MS Word. Looks for Waiter/Waitress jobs. (Ref: 28016)
- LEE. Resides in Choi Hung. Secondary 5 standard. Ex-mentally ill. Familiar with Chinese & English Typing. Looks for Accounting/Book-keeping Clerk, Clerk jobs. (Ref: 28038)

New Territories

- FONG. Resides in Tuen Mun. Secondary 3 standard. Mild grade intellectually disabled. Has experience as Restaurant Worker and Packer. Looks for Office Assistant, Restaurant Worker and Packer jobs. (Ref 11404)
- LAU. Resides in Kwai Chung. Secondary 7 standard. Ex-mentally ill. Has experience as General Office Clerk. Looks for General Office Clerk or Clerical Assistant jobs. (Ref: 22038)
- LO. Resides in Tai Po. Secondary 5 standard. Hearing impaired. Has experience as General Office Clerk. Familiar with Chinese Typing, MS Excel & MS PowerPoint. Looks for General Assistant, General Office Clerk jobs. (Ref: 23650)
- NG. Resides in Tuen Mun. Post-secondary standard. Autism. Possesses LCC Elementary & Intermediate. Looks for General Office Clerk jobs. (Ref: 24847)
- LAI. Resides in Fanling. Secondary 6 standard. Partial loss or dysfunction of one upper limb. Familiar with Chinese & English Typing. Looks for General Office Clerk, Librarian, Typist/Data-entry jobs. (Ref: 27623)
- POON. Resides in Kwai Chung. Secondary 5 standard. Visually impaired. Familiar with Chinese and English Typing. Looks for General Office Clerk and Receptionist jobs. (Ref 28097)
- FAN. Resides in Tin Shui Wai. University degree holder. Wheelchair User. Experienced in Information System Management. Looks for Web Page Designer/

Programming Jobs. (Ref: 28010)

- CHOW. Resides in Cheung Chau. Secondary 5 standard. Ex-mentally ill. Has an experience as Office Assistant, Storeworker and Labourer. Looks for any kinds of jobs. (Ref: 25766)
- LAM. Resides in Tsing Yi. Post-secondary standard. Ex-mentally ill. Has experience as Office Assistant, Storeworker and Labourer. Looks for any kinds of job. (Ref: 26341)

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