



JobsDB Compensation and Benefit Survey 2008

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Introduction

To assist HR professionals devise their human resources plans for next year, JobsDB conducted a Compensation & Benefit Survey by the end of 2007. The most updated information from more than 130 corporations of different business sectors in Hong Kong is obtained. A report is compiled, giving valuable prediction on salary trend and benefit adjustment for 2008. Take a look at the report now.

Scope and Methodology

1. Objective

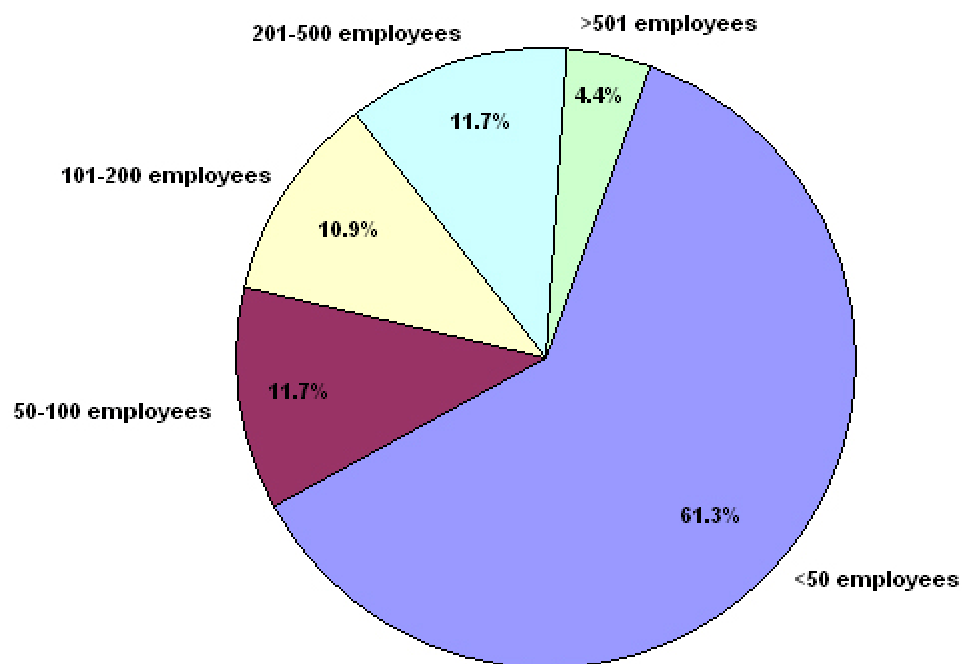
The aim of this survey is to collect information on the pay trend of full-time salaried employees working in different business sectors in Hong Kong between 2007 and 2008. Besides, information on various types of benefits was also collected for analysis. These findings will help companies make informed hiring decisions, and pay/benefit adjustment on the current staff.

2. Survey Coverage

The survey covered 137 companies from 22 business sectors. Only full-time salaried employees working in Hong Kong were surveyed. Expatriates, part-time and temporary employees were excluded. Among the surveyed companies, more than 60% of the companies employ less than 50 staff. Of the remaining 38.7% of companies, 11.7% employ 50-100 staff, 10.9% employ 101-200 staff, 11.7% employ 201-500 staff, and 4.4% employ more than 500 staff.

Size of Participating Companies

Total no. of participating companies: 137



Scope and Methodology (con't)**3. Datum Point**

Present basic monthly salary (excluding any bonuses, but including commission) of surveyed companies as at 1 September 2007 is recorded and predicted adjustment of basic monthly salary in 2008 is captured. The compensation and benefits in 2007 and 2008 are also surveyed.

4. Data Collection Method

The survey was conducted by an online questionnaire. Companies were invited to fill in the questionnaire through e-mail and completed it by early November 2007.

5. Data Analysis

Surveyed companies were requested to provide data of basic monthly salary of each job position in 2007, predicted salary adjustment of each job position in 2008 and the compensation and/or benefits provided in each company.

The data was analyzed to determine the “average”, “median”, “25th percentile”, “75th percentile”, or “percentage” for basic monthly salary, predicted salary adjustment, annual leave, performance bonus and year-end bonus. For other compensation or benefits, “percentage” was to be determined.

Separate analyses were carried out by grouping the surveyed companies according to their business sectors, or grouping the job positions according to their job functions.

Definitions

Basic monthly salary (HK\$): the monthly salary excluding any bonuses (both guaranteed and non-guaranteed bonuses) but including commission in a particular job position as at 1 September 2007.

Predicted adjustment (%): the predicted adjustment of a basic monthly salary in a particular job position in 2008.

Employees: it refers to those full-time salaried employees working in Hong Kong only. Expatriates, part-time and temporary employees are excluded.

Employee level: employees are grouped into four categories based on their field's experience:

1. Top / senior management
2. Middle management / non-managerial professionals
3. Supervisory / officers
4. Clerical / frontline

Average: a mathematical average of a set of data values (basic monthly salaries, percentage adjustments, number of annual leave, and performance bonus or year-end bonus). The upper and lower 5% of the data are being trimmed to avoid the extreme values. Arithmetic average will not be provided when number of the data values used in calculation is less than 5.

Median: a middle number of a set of data values (basic monthly salaries, percentage adjustments, number of annual leave and performance bonus or year-end bonus) which divides the whole set into halves. Median will not be provided when number of the data values used in calculation is less than 5.

25th percentile (1st quartile): it is the number of a set data values (basic monthly salaries, percentage adjustments, number of annual leave and performance bonus or year-end bonus) which cuts off the lowest 25% of data.

75th percentile (3rd quartile): it is the number of a set data values (basic monthly salaries, percentage adjustments, number of annual leave and performance bonus or year-end bonus) which cuts off the highest 25% of data.

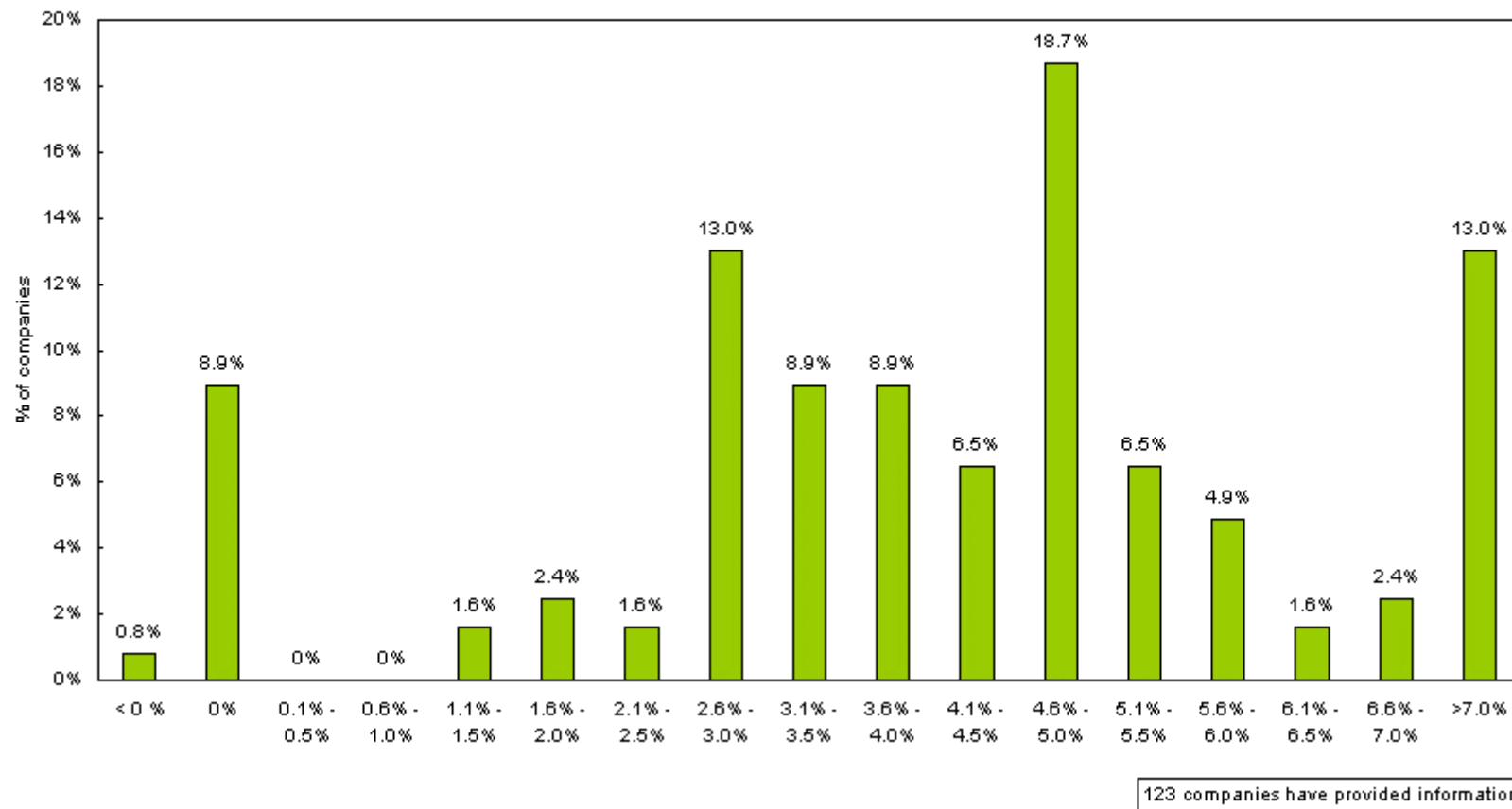
Inter-quartile Range (Q-range): the difference between the data values at the 25th and 75th percentiles and is a measure of statistical dispersion.

Inter-quartile Range will not be provided when number of the data values used in calculation is less than ten.

1. Pay Adjustment Prediction in 2008

Out of all respondents, 123 companies have provided pay adjustment statistics. Among these companies, most of them will increase the average salary of staff from 4.6% to 5.0% in 2008. 13.0% will even increase over 7%. Yet, 8.9% of companies are expected to freeze the salary.

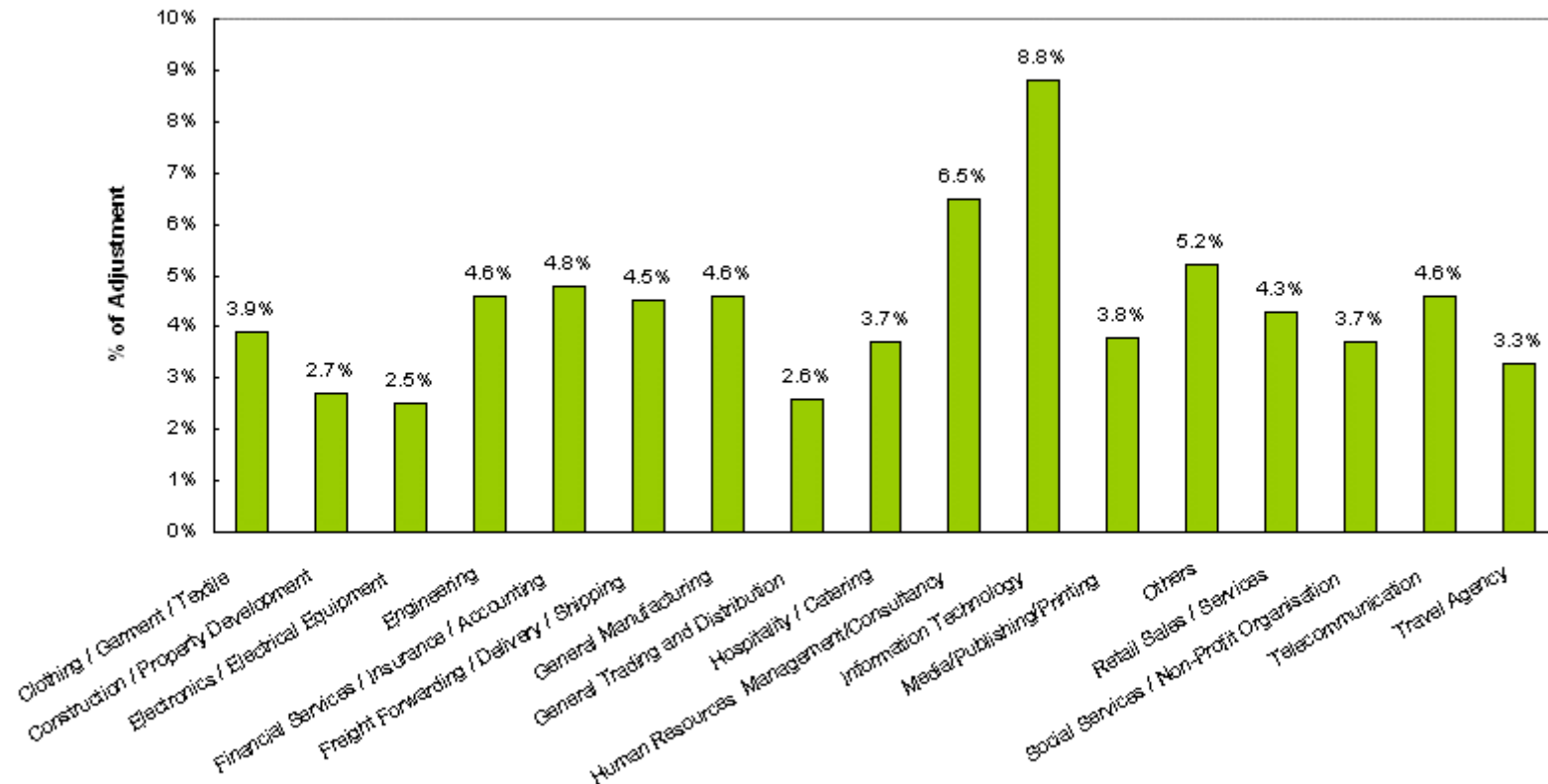
Percentage of adjustment of monthly salary in 2008



1.1. Pay Adjustment – by Business Sectors

In terms of business sectors, Information Technology (IT) reports to have the highest average increase of monthly salary in 2008 (8.8%), followed by Human Resources Management / Consultancy (6.5%).

**Percentage of adjustment of monthly salary in 2008
By business sectors**

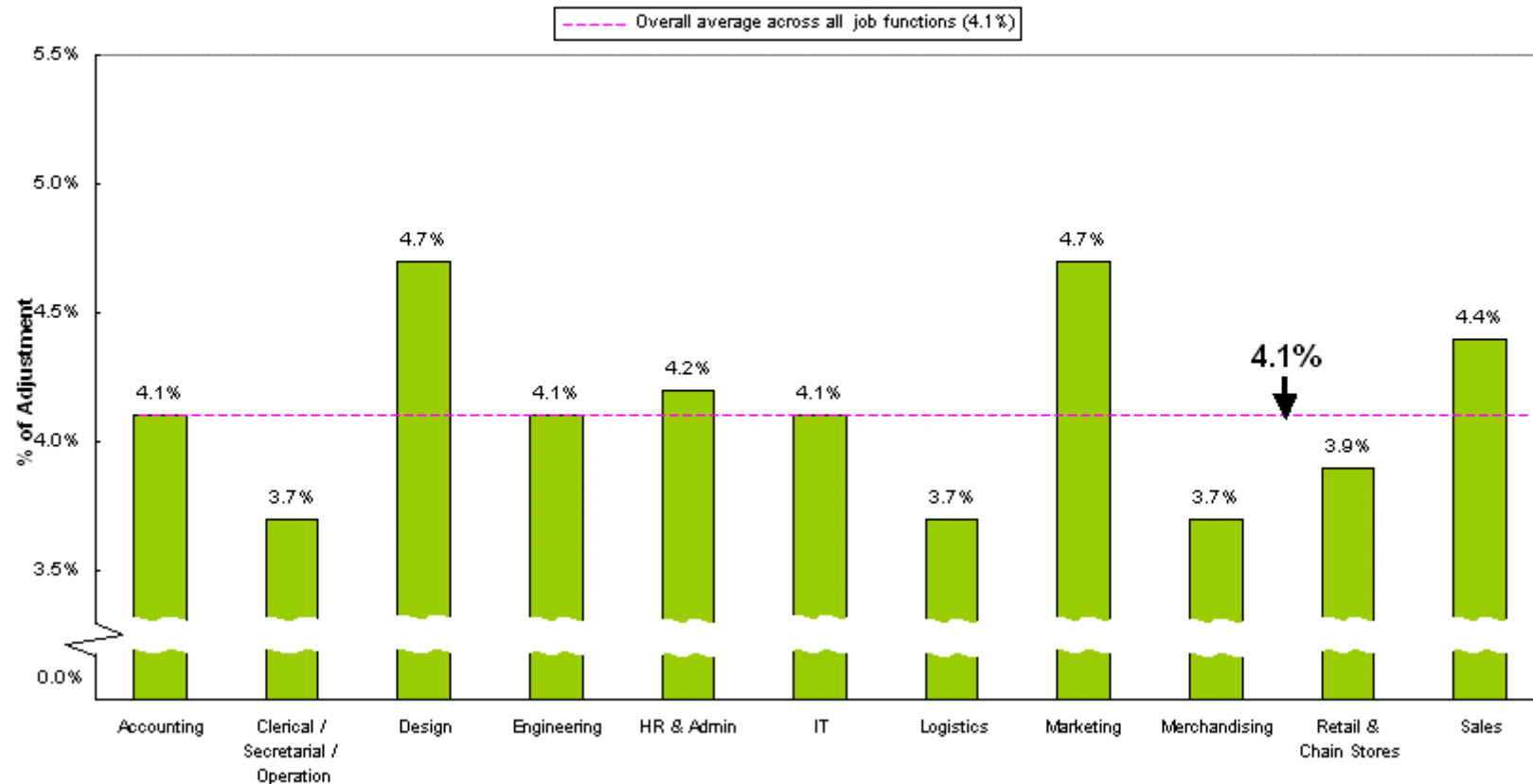


The following business sectors are not shown due to insufficient data:
Interior Design / Graphic Design, Jewellery / Watches, Legal Services, Medical / Pharmaceutical and Toys.

1.2. Pay Adjustment – by Job Functions

In terms of job functions, Marketing and Design are expected to have the highest pay increase, both with 4.7%, followed by Sales (4.4%) and Human Resources & Administration (4.2%). The overall average across all job functions is 4.1%.

**Percentage of adjustment of monthly salary in 2008
By job functions**

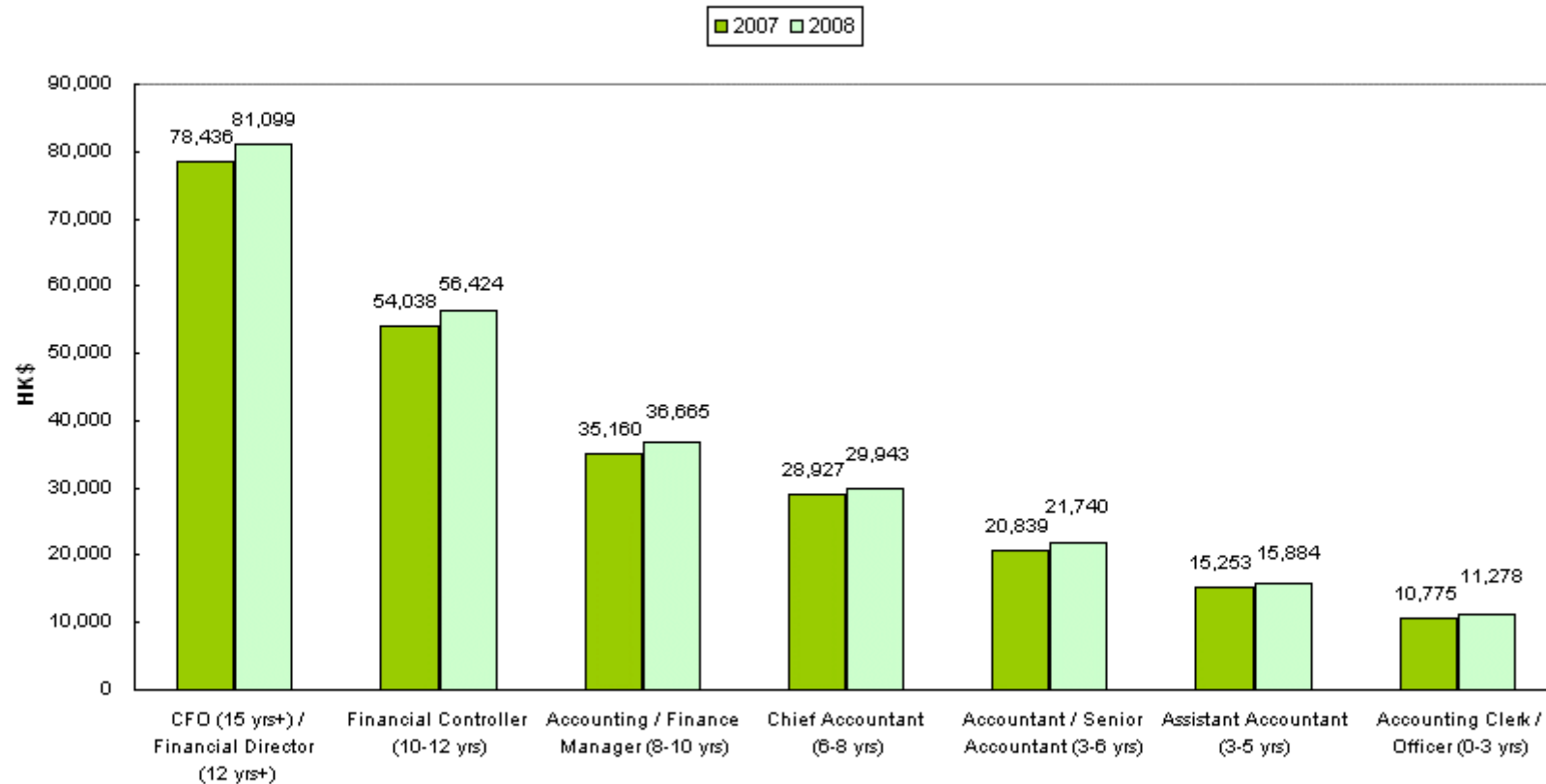


1.3. Pay Adjustment – by Job Positions

In terms of job positions, the highest average increase is observed in Senior Sales Manager, with 5.9% recorded. This is followed by Marketing Director (5.5%), Office Administrator (5.4%) and Systems Support / Network Manager, Technical Support, Marketing Assistant and Senior Marketing Officer (5.3%). The lowest average increase is recorded for Assistant Operations Manager, Operations Officer, and Assistant Administration Manager (2.8%).

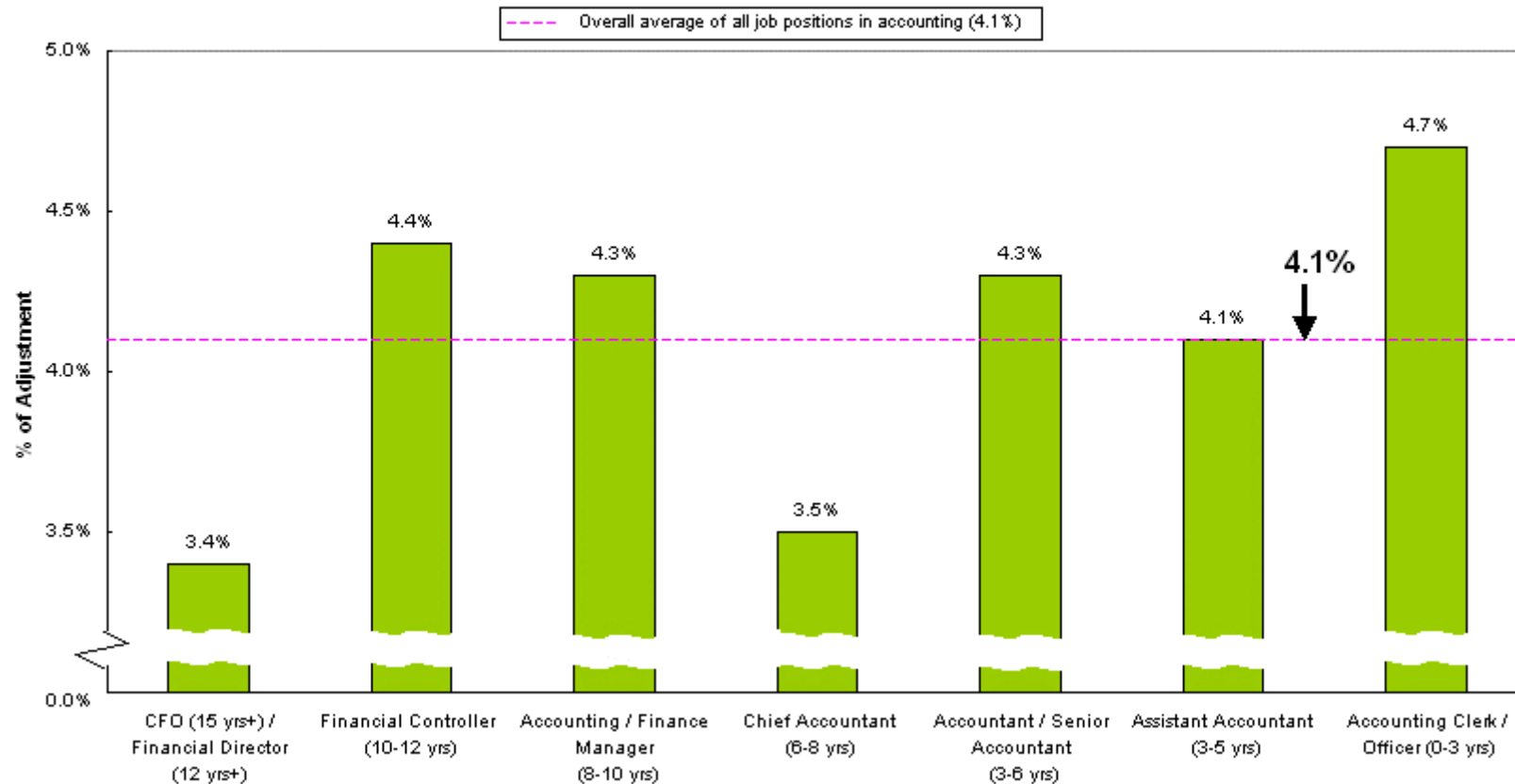
- Accounting
- Clerical / Secretarial / Operation
- Design
- Engineering
- Human Resources & Administration
- Information Technology
- Logistics
- Marketing
- Merchandising
- Retail & Chain Stores
- Sales

**Present (2007) & predicted (2008) average monthly salary
Accounting - by job positions**

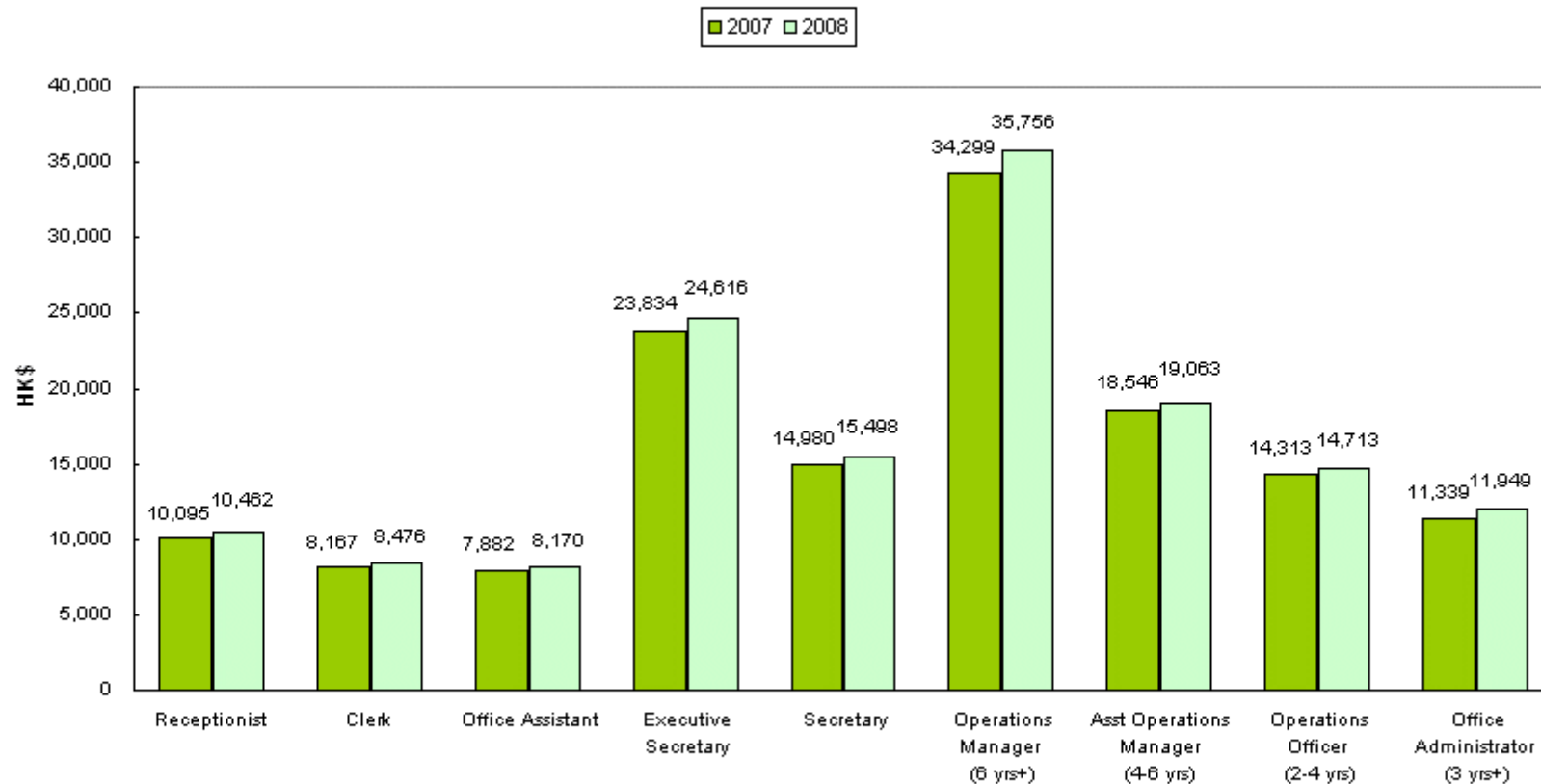


2007	Average	78,436	54,038	35,160	28,927	20,839	15,253	10,775
	Median	70,000	50,000	34,030	26,500	20,000	15,000	10,000
	Q-range	55,000 - 100,000	43,800 - 60,375	30,000 - 40,000	21,500 - 33,500	18,000 - 22,200	13,244 - 16,000	9,500 - 12,000
2008	Average	81,099	56,424	36,665	29,943	21,740	15,884	11,278

Percentage of adjustment of monthly salary in 2008
Accounting - by job positions

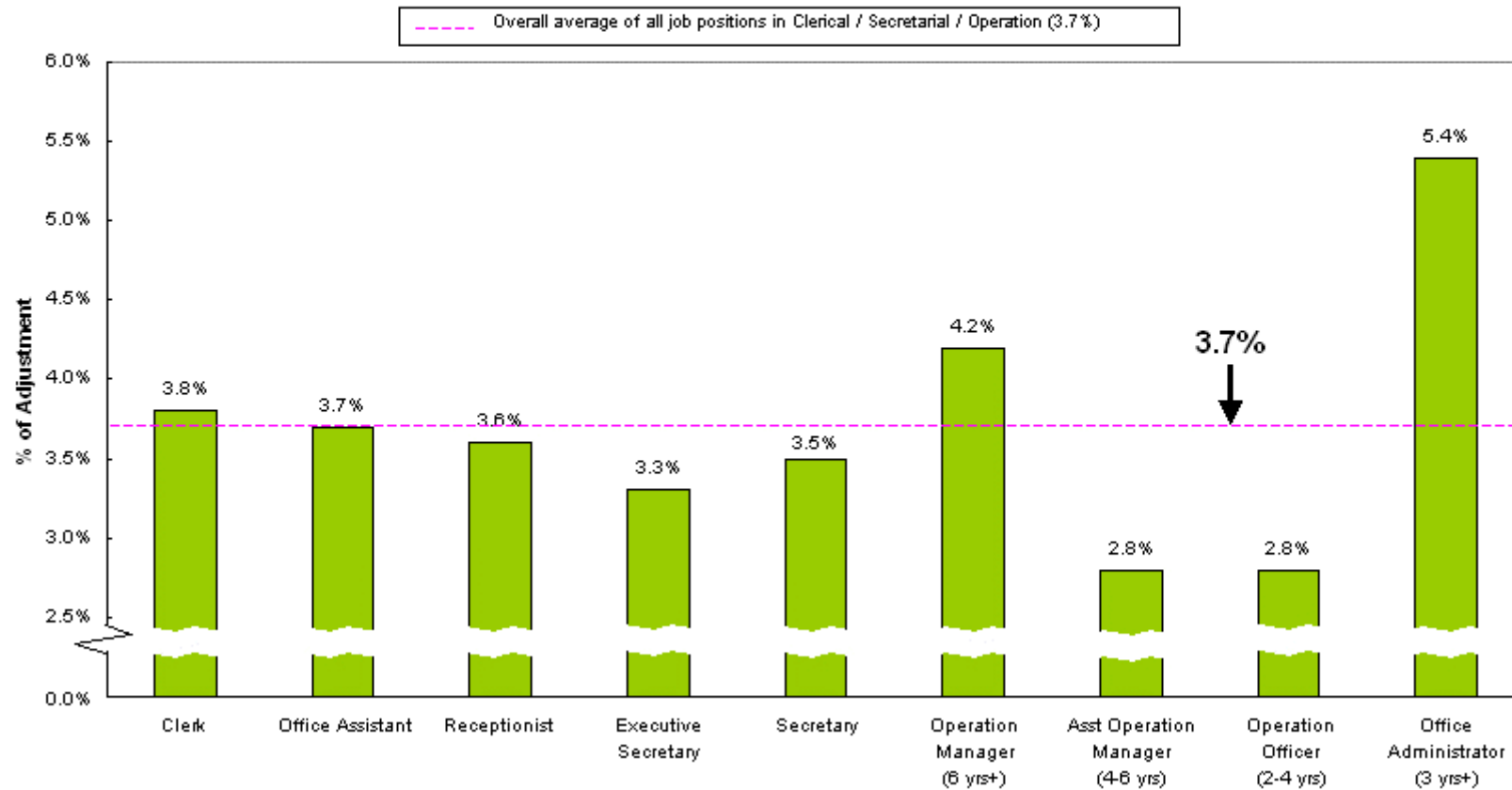


Present (2007) & predicted (2008) average monthly salary Clerical / Secretarial / Operation - by job positions

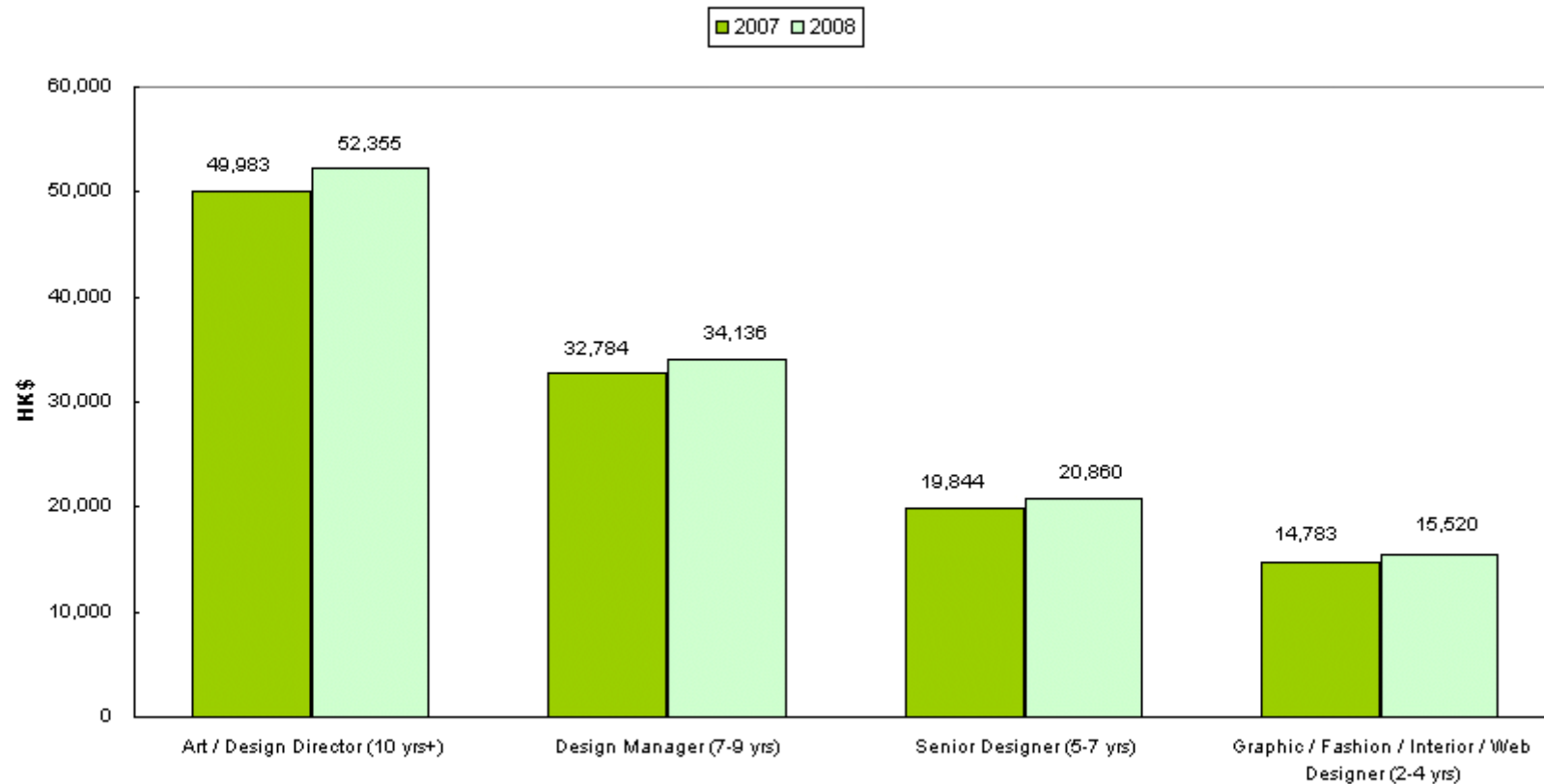


2007	Average	10,095	8,167	7,882	23,834	14,980	34,299	18,546	14,313	11,339
	Median	9,000	8,000	7,200	23,000	14,000	31,000	20,000	15,000	11,500
	Q-range	8,500 - 11,200	7,000 - 9,500	6,000 - 09,000	20,000 - 28,000	13,000 - 15,750	26,930 - 40,000	18,000 - 20,860	11,806 - 15,250	9,375 - 13,275
2008	Average	10,462	8,476	8,170	24,616	15,498	35,756	19,063	14,713	11,949

**Percentage of adjustment of monthly salary in 2008
Clerical / Secretarial / Operation - by job positions**

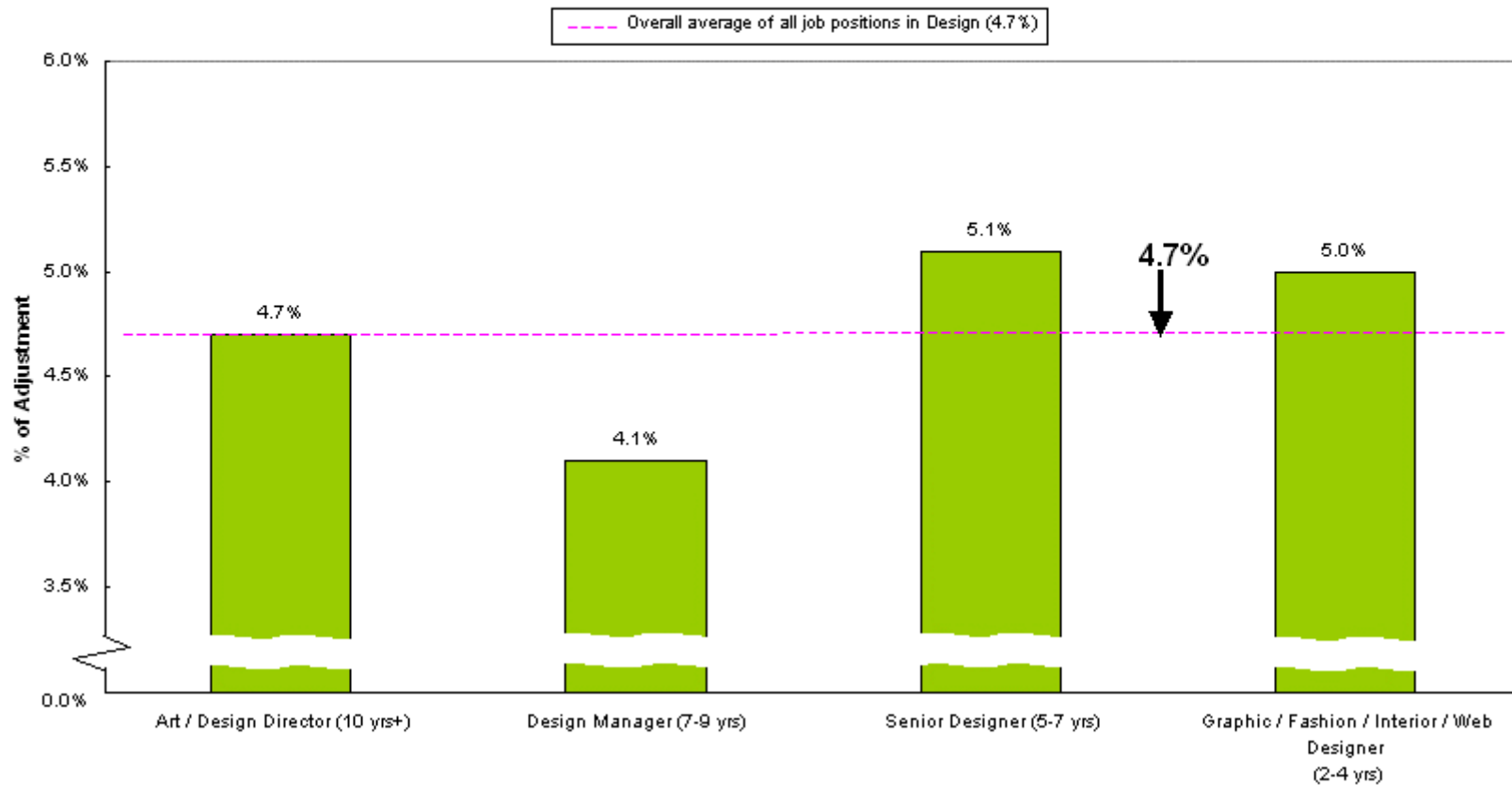


Present (2007) & predicted (2008) average monthly salary Design - by job positions

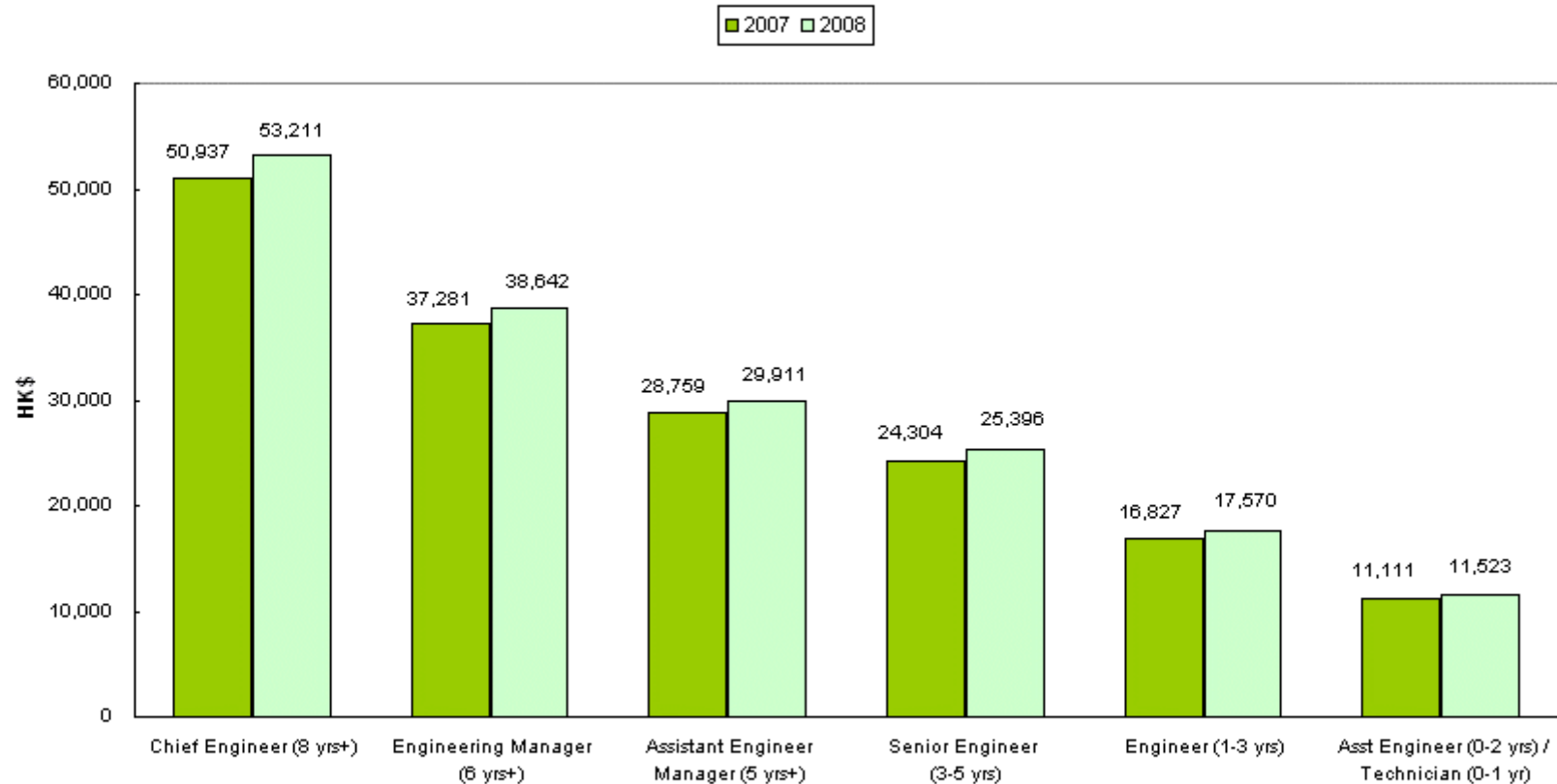


2007	Average	49,983	32,784	19,844	14,783
	Median	45,000	33,495	20,000	15,000
	Q-range	N/A	N/A	18,250 - 22,182	13,000 - 18,000
2008	Average	52,355	34,136	20,860	15,520

Percentage of adjustment of monthly salary in 2008
Design - by job positions

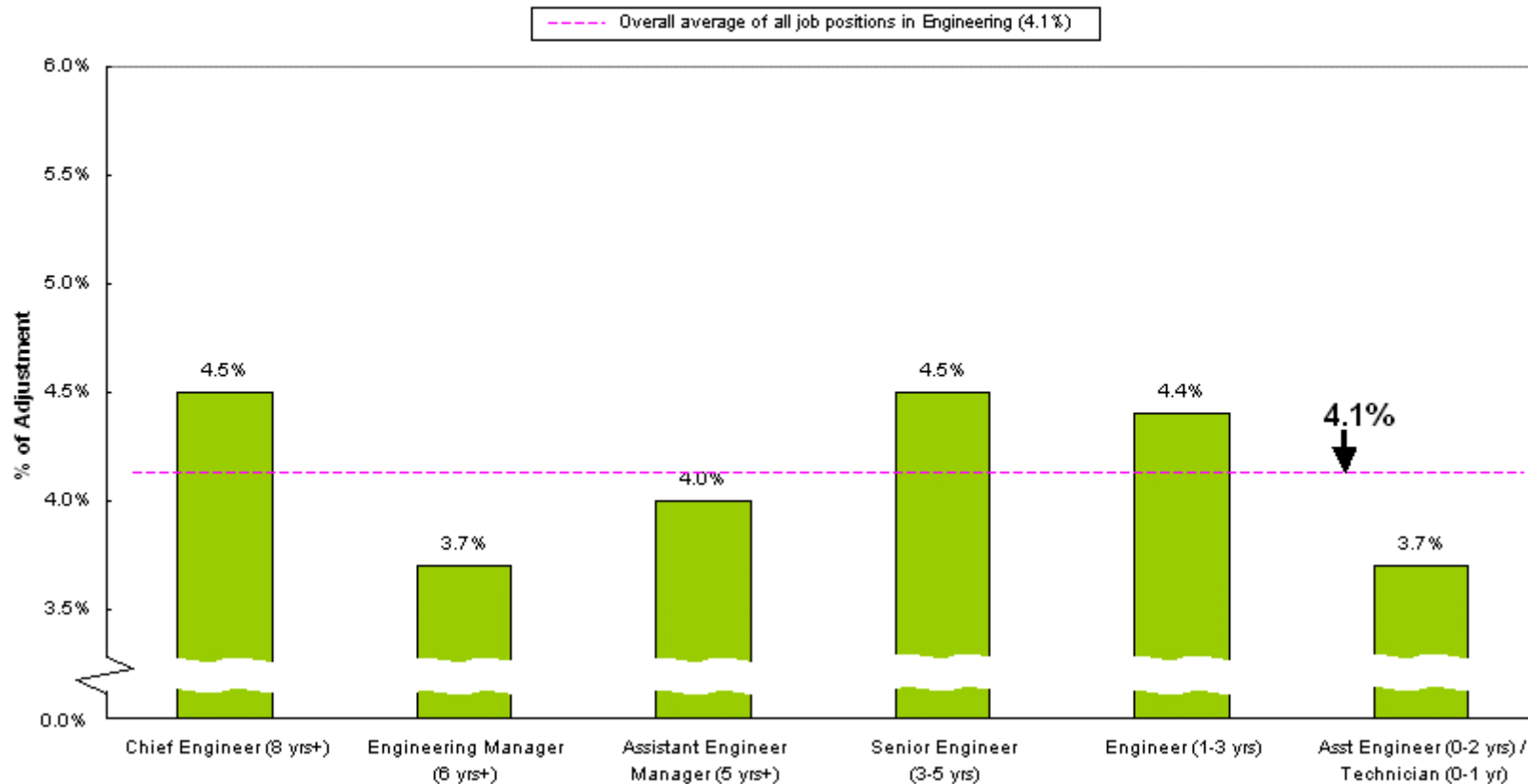


**Present (2007) & predicted (2008) average monthly salary
Engineering - by job positions**

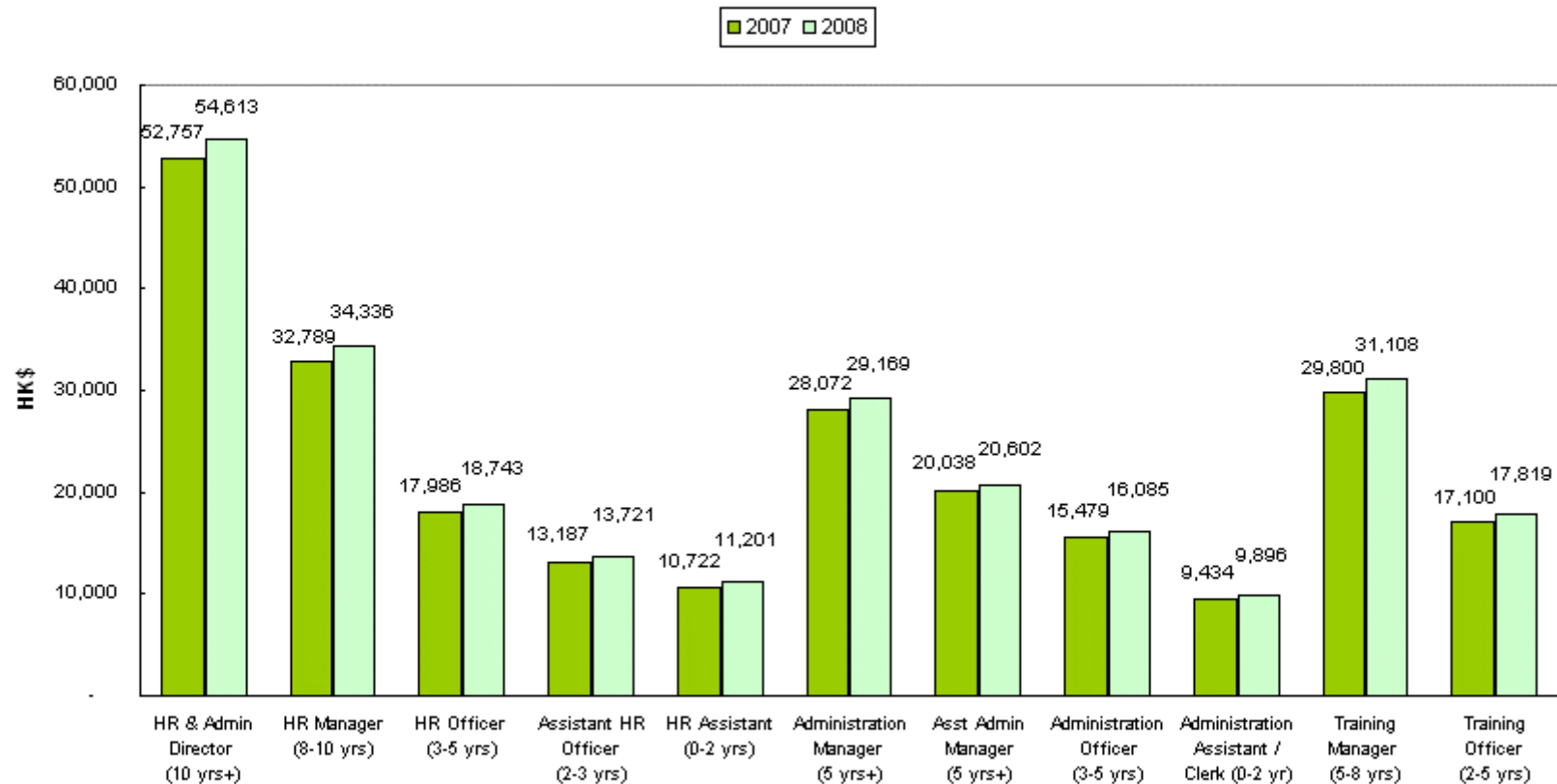


2007	Average	50,937	37,281	28,759	24,304	16,827	11,111
	Median	50,000	39,000	26,500	25,000	18,000	11,000
	Q-range	N/A	34,500 - 40,000	N/A	18,000 - 30,000	15,000 - 20,000	9,900 - 12,118
2008	Average	53,211	38,642	29,911	25,396	17,570	11,523

**Percentage of adjustment of monthly salary in 2008
Engineering - by job positions**

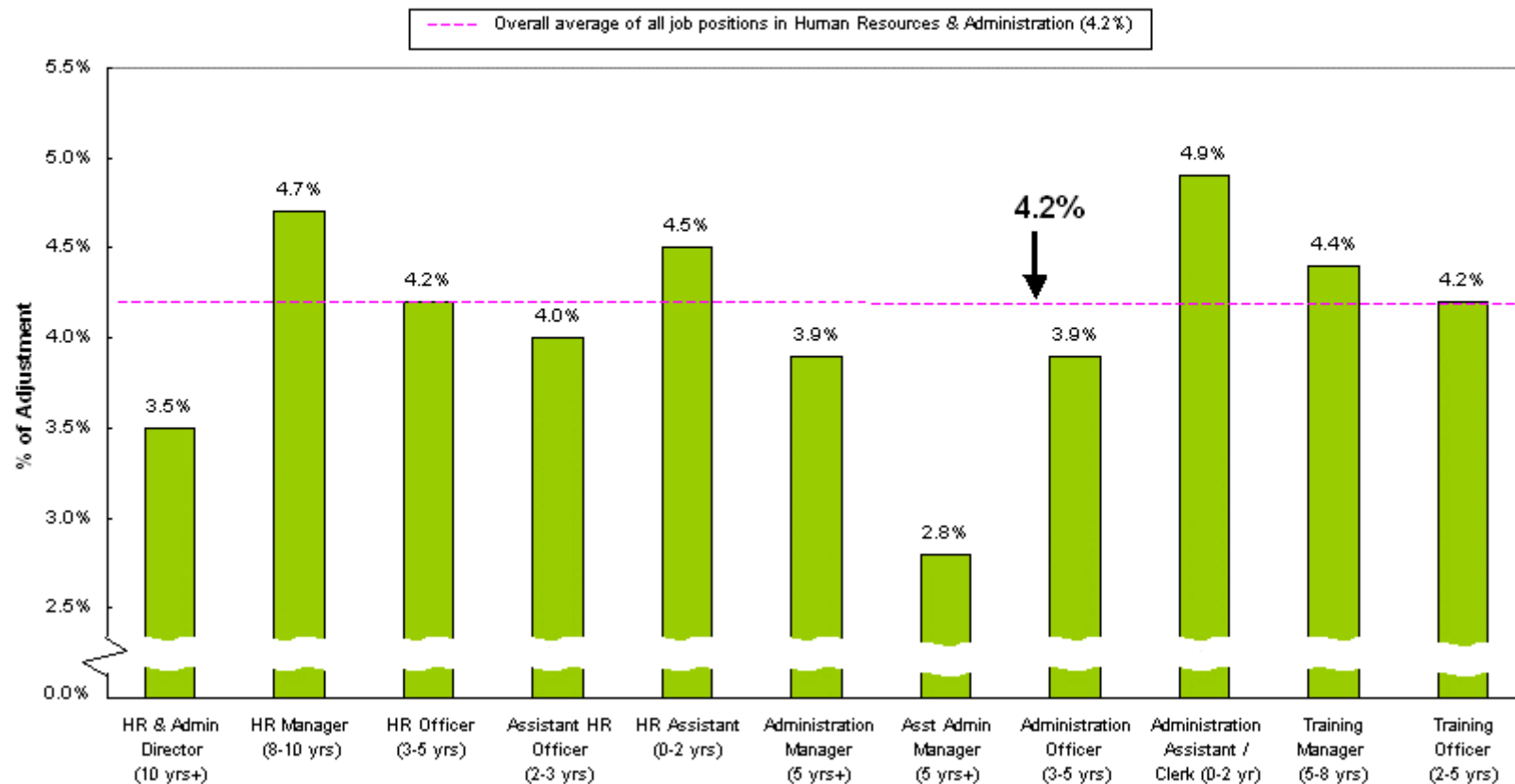


Present (2007) & predicted (2008) average monthly salary Human Resources & Administration - by job positions

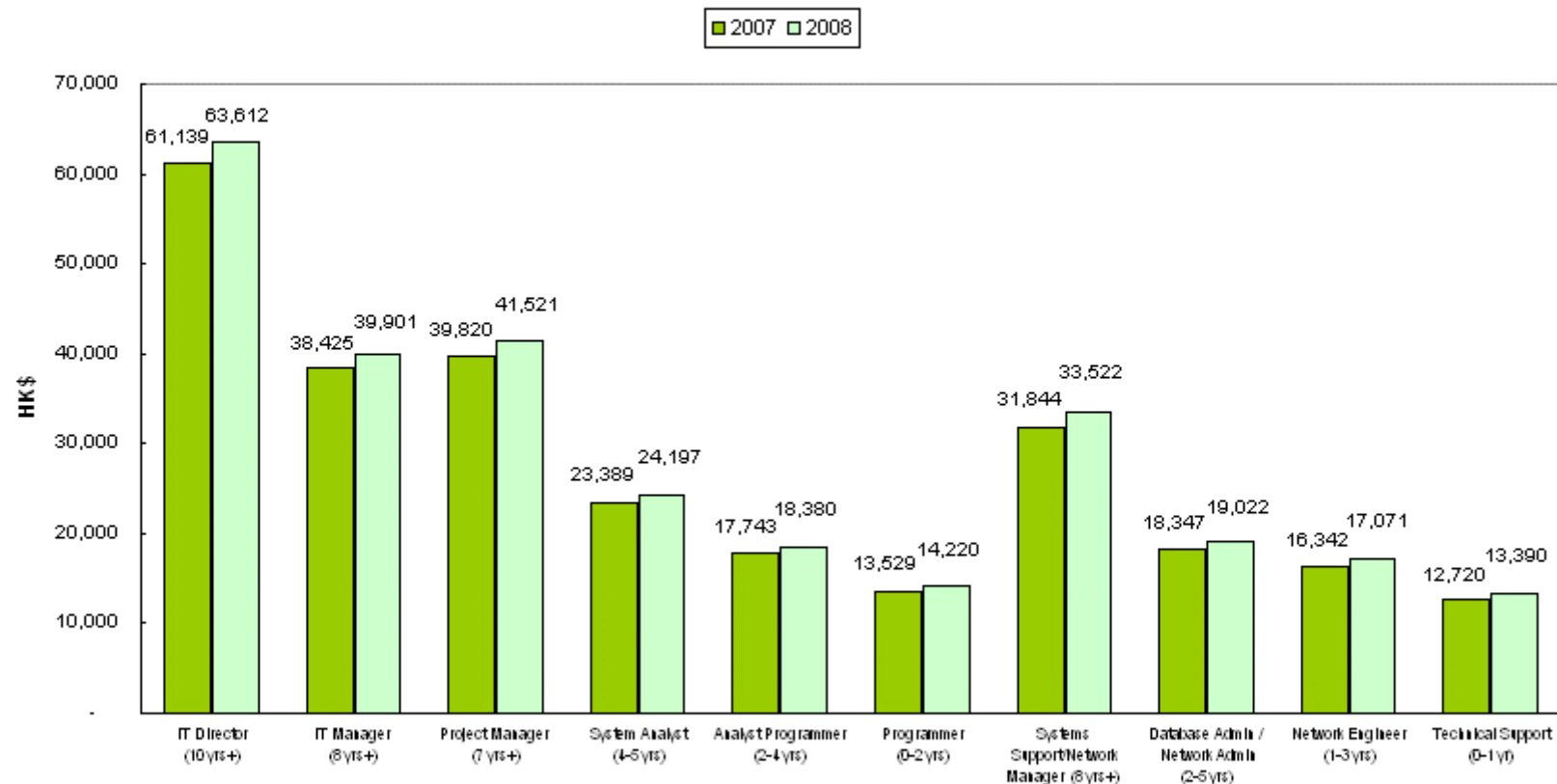


2007	Average	52,757	32,789	17,986	13,187	10,722	28,072	20,038	15,479	9,434	29,800	17,100
	Median	48,000	30,500	17,065	12,750	10,000	26,000	20,000	15,000	9,000	27,500	16,750
	Q-range	40,000 - 55,000	26,500 - 36,586	16,000 - 20,000	11,208 - 15,000	9,300 - 12,000	21,250 - 33,500	20,000 - 21,875	13,200 - 16,600	8,550 - 10,000	N/A	N/A
2008	Average	54,613	34,336	18,743	13,721	11,201	29,169	20,602	16,085	9,896	31,108	17,819

**Percentage of adjustment of monthly salary in 2008
Human Resources & Administration - by job positions**

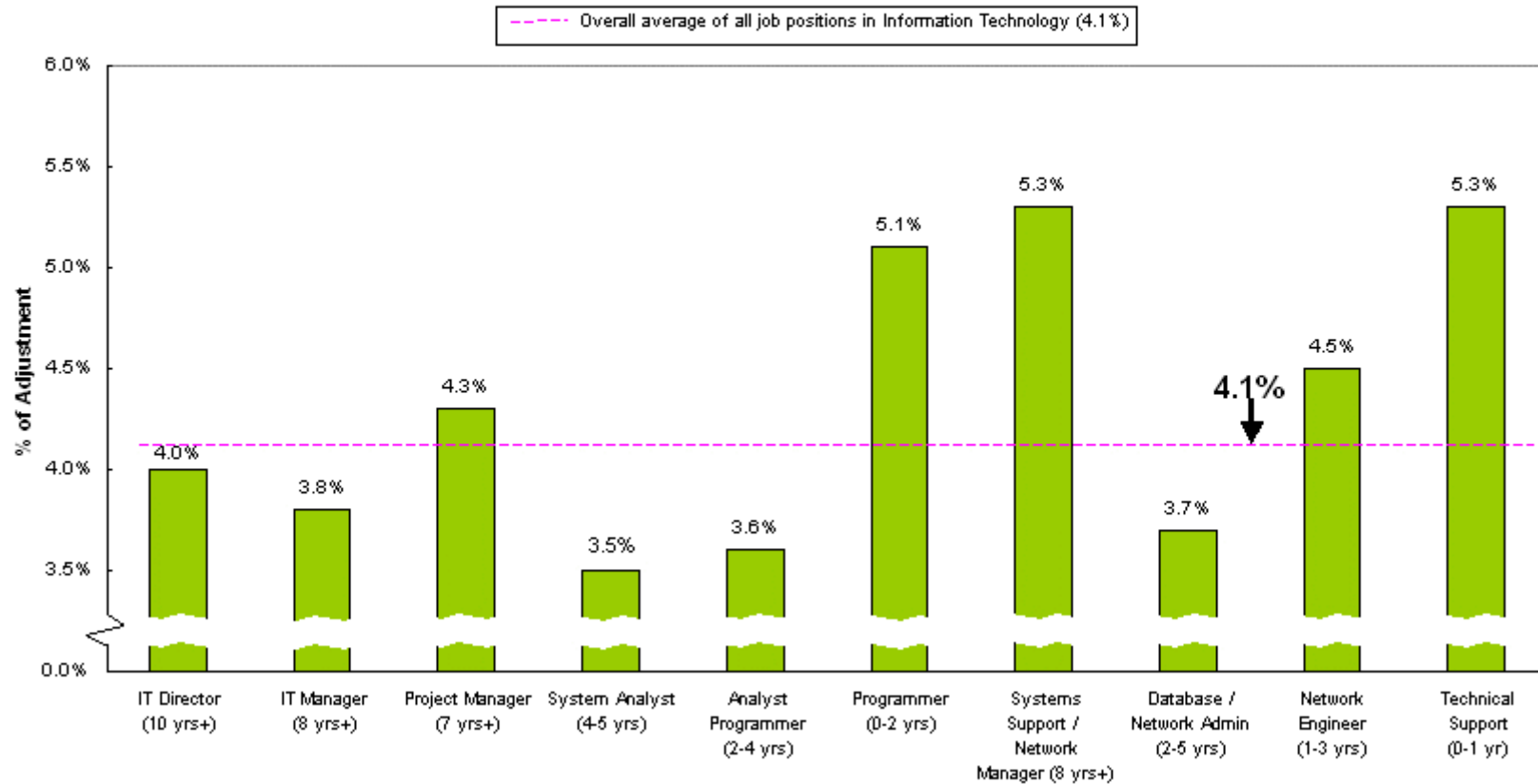


Present (2007) & predicted (2008) average monthly salary Information Technology - by job positions

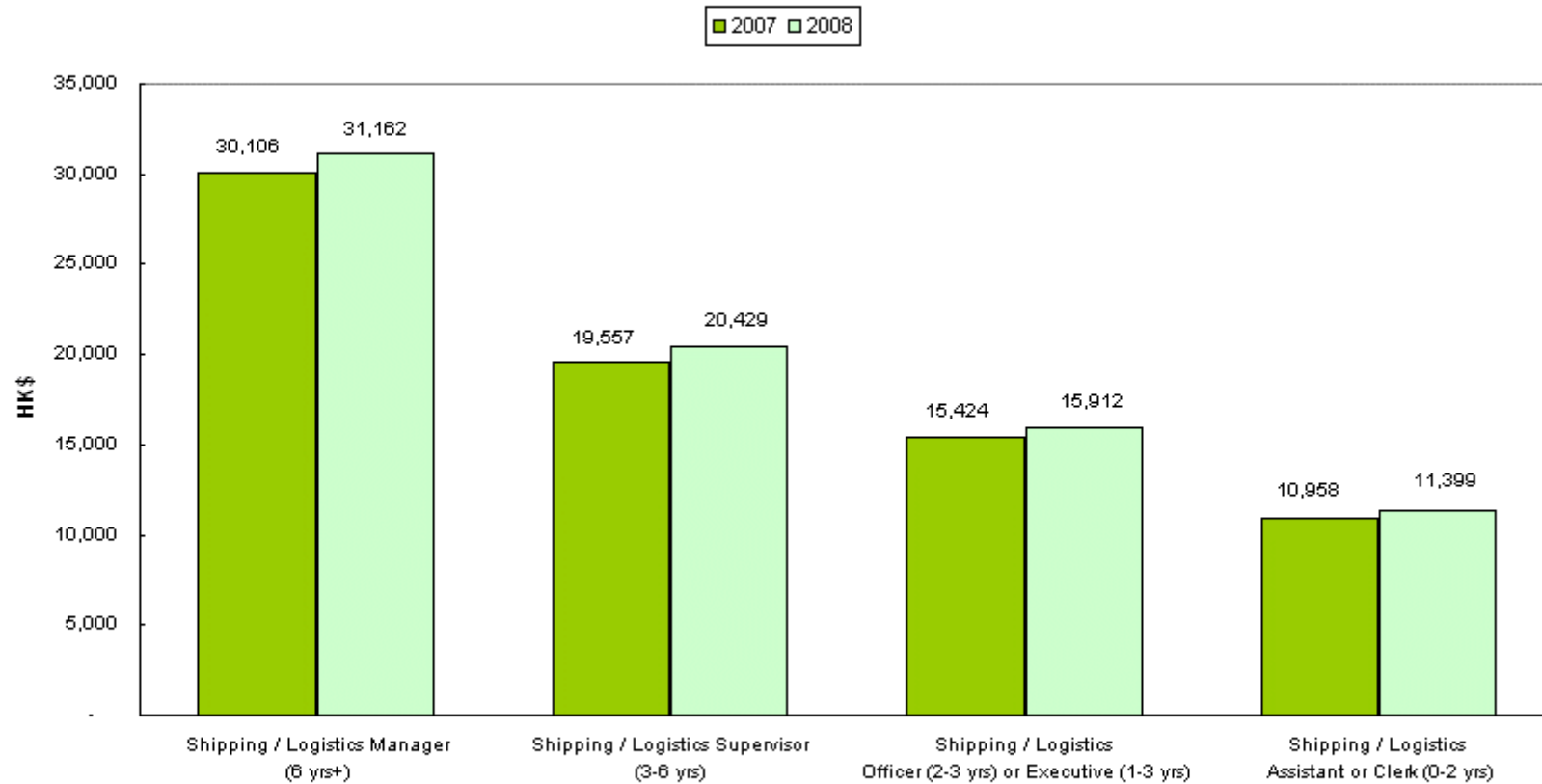


	IT Director (10 yrs+)		IT Manager (8 yrs+)		Project Manager (7 yrs+)		System Analyst (4-5 yrs)		Analyst Programmer (2-4 yrs)		Programmer (0-2 yrs)		Systems Support/Network Manager (8 yrs+)		Database Admin / Network Admin (2-5 yrs)		Network Engineer (1-3 yrs)		Technical Support (0-1 yr)	
	2007	Average	61,139	38,425	39,820	23,389	17,743	13,529	31,844	18,347	16,342	12,720	31,844	18,347	16,342	12,720	31,844	18,347	16,342	12,720
		Median	57,013	37,080	36,500	22,000	17,000	14,000	30,000	17,000	15,875	11,000	30,000	17,000	15,875	11,000	30,000	17,000	15,875	11,000
2008	Average	63,612	39,901	41,521	24,197	18,380	14,220	33,522	19,022	17,071	13,390	33,522	19,022	17,071	13,390	33,522	19,022	17,071	13,390	

Percentage of adjustment of monthly salary in 2008
Information Technology - by job positions

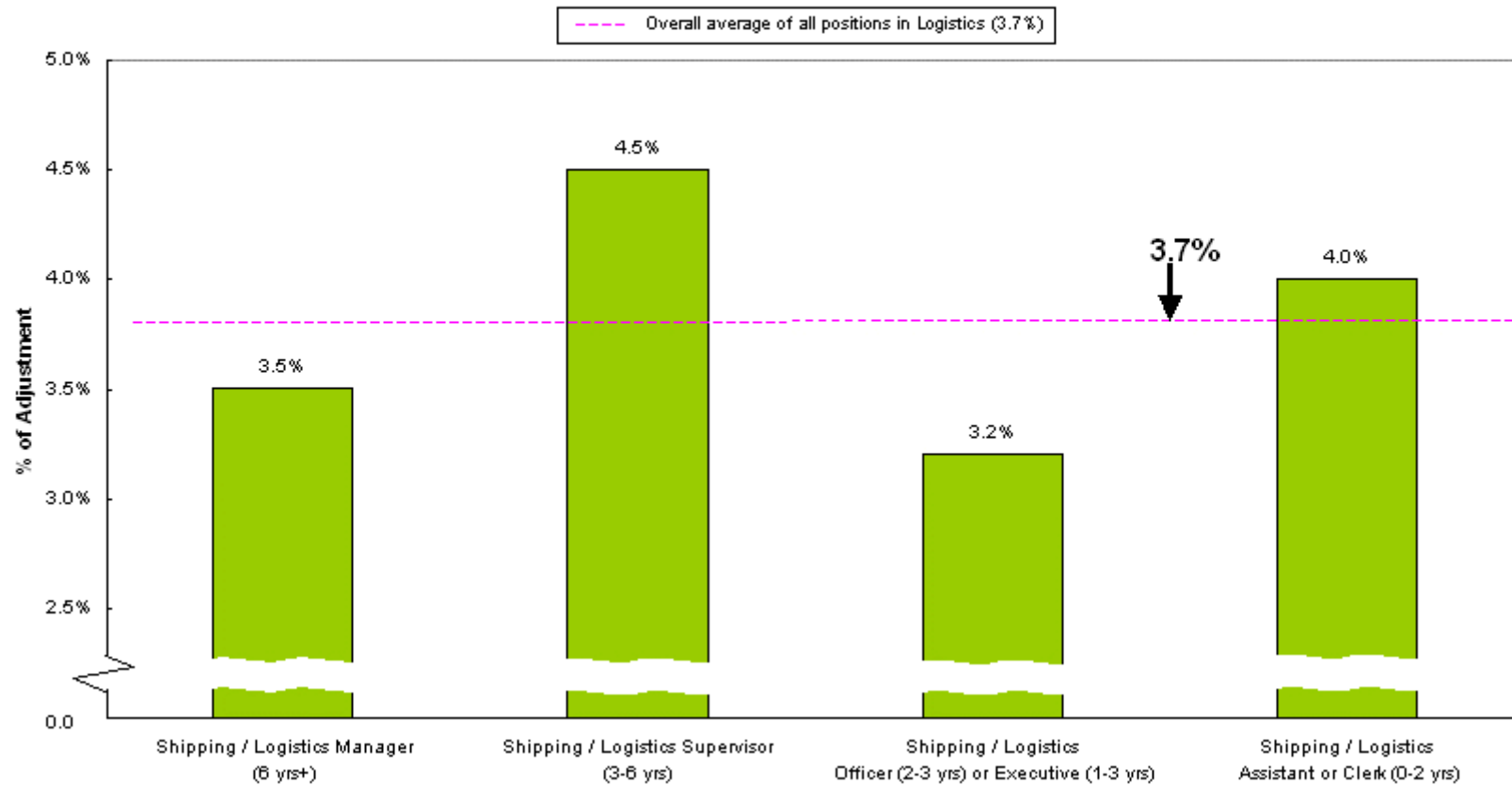


**Present (2007) & predicted (2008) average monthly salary
Logistics - by job positions**

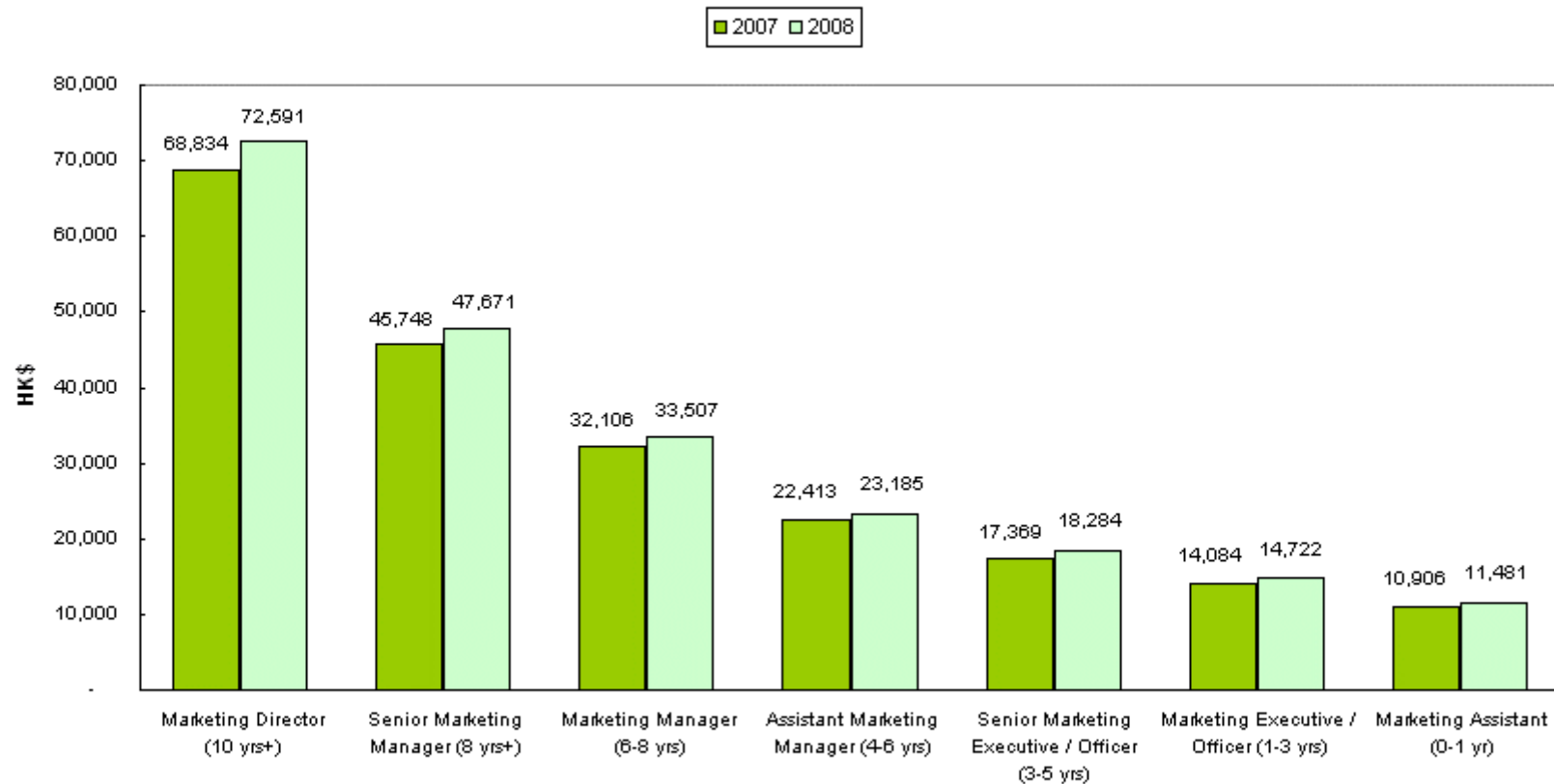


2007	Average	30,106	19,557	15,424	10,958
	Median	31,500	20,000	14,510	10,500
	Q-range	25,000 - 36,500	18,000 - 21,025	13,500 - 16,947	10,000 - 12,000
2008	Average	31,162	20,429	15,912	11,399

Percentage of adjustment of monthly salary in 2008
Logistics - by job positions

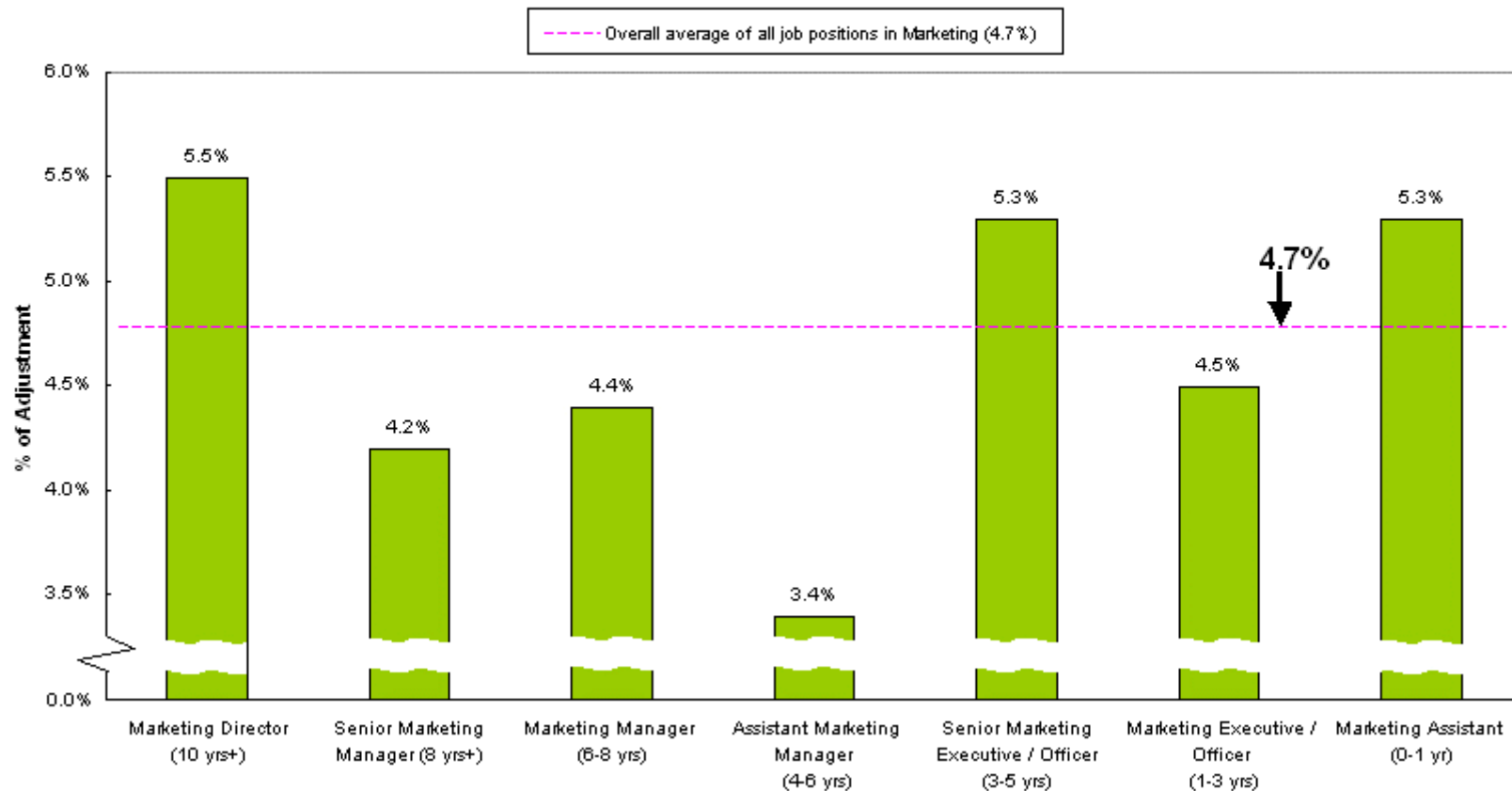


**Present (2007) & predicted (2008) average monthly salary
Marketing - by job positions**

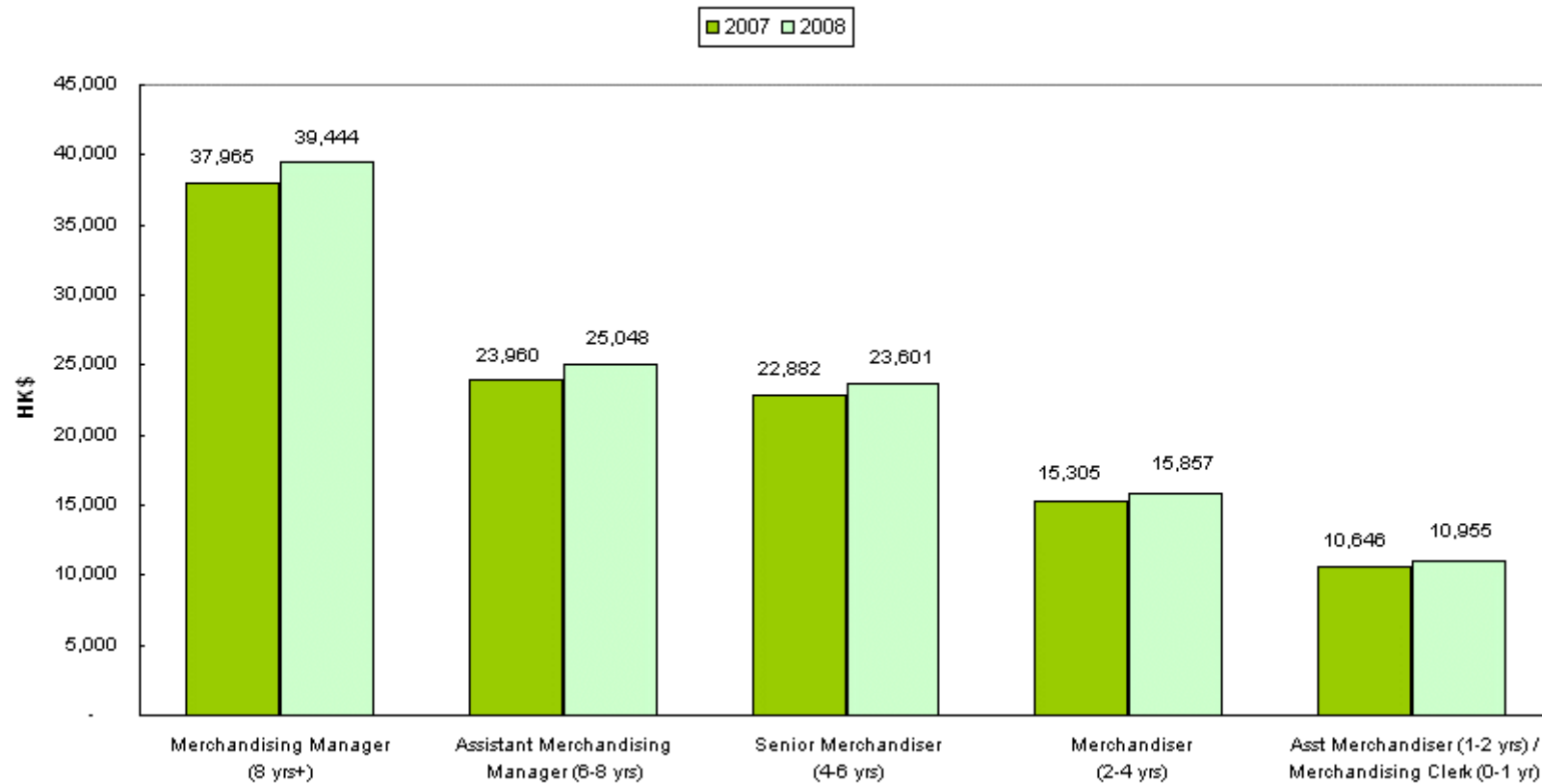


2007	Average	68,834	45,748	32,106	22,413	17,369	14,084	10,906
	Median	70,000	47,000	30,000	22,000	18,000	13,900	10,000
	Q-range	49,000 - 88,500	35,000 - 50,000	25,000 - 36,810	20,000 - 25,230	14,100 - 19,500	12,000 - 15,036	9,500 - 12,000
2008	Average	72,591	47,671	33,507	23,185	18,284	14,722	11,481

Percentage of adjustment of monthly salary in 2008
Marketing - by job positions

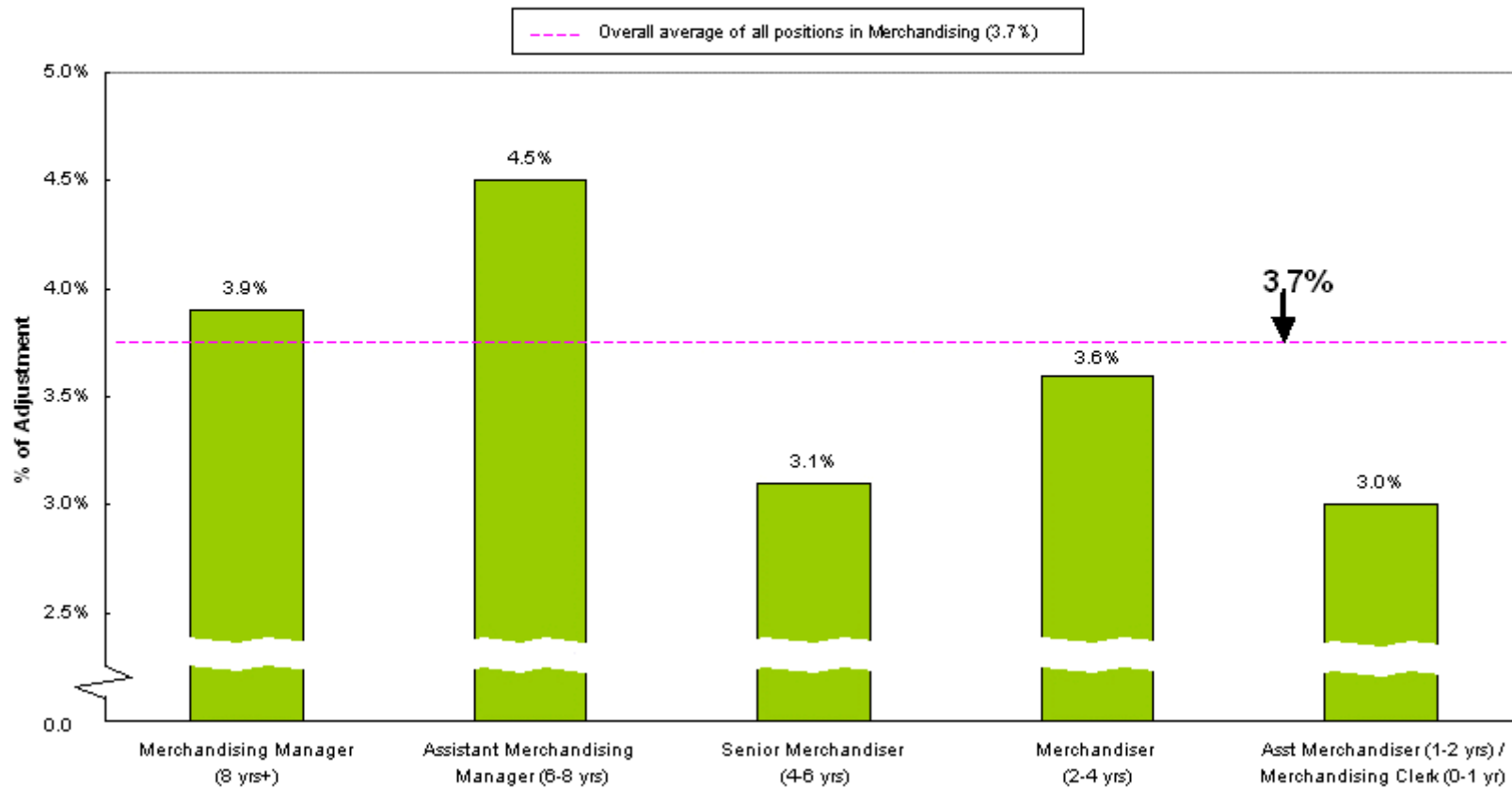


Present (2007) & predicted (2008) average monthly salary Merchandising - by job positions

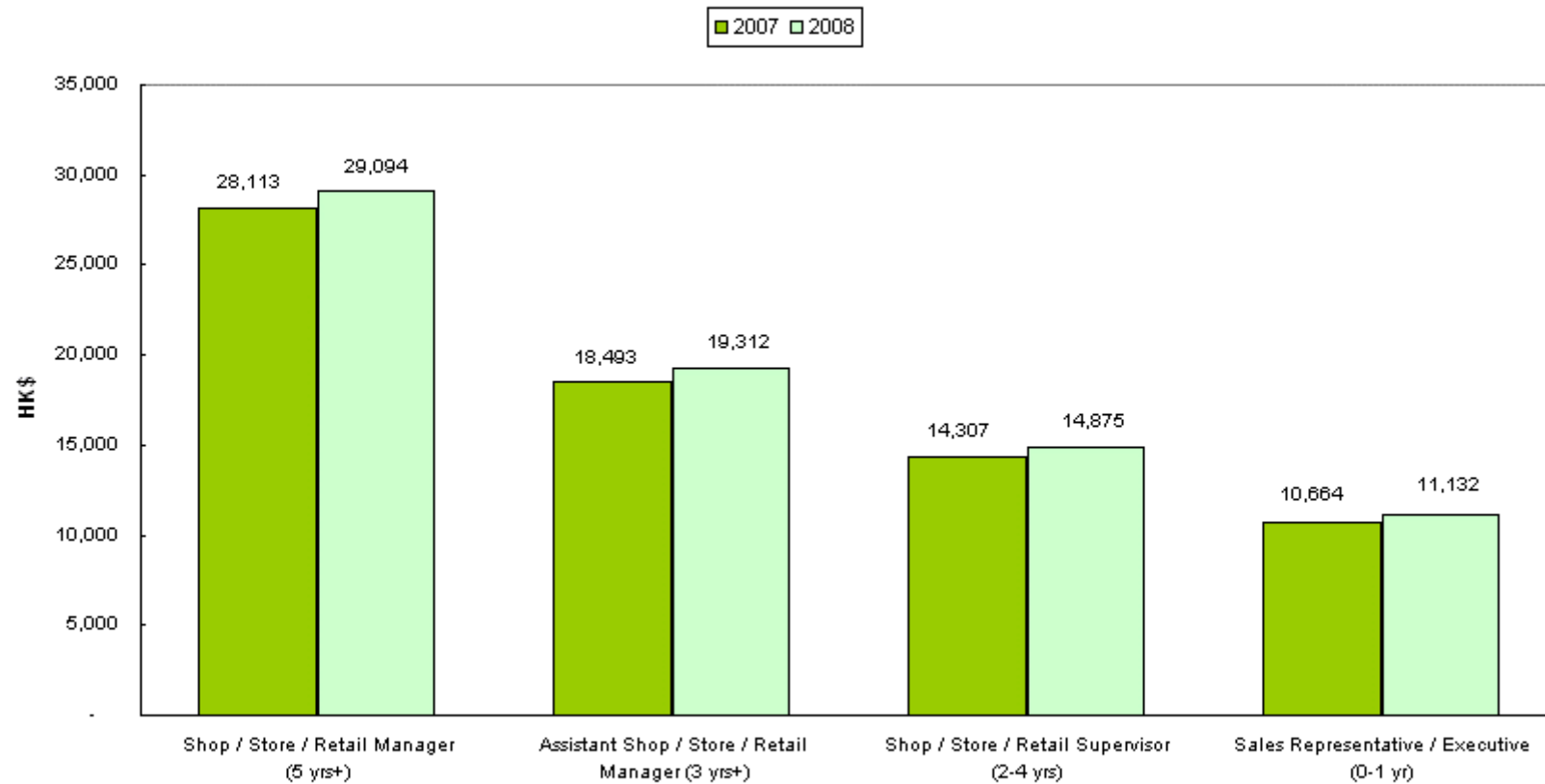


2007	Average	37,965	23,960	22,882	15,305	10,646
	Median	32,000	24,000	22,000	15,105	10,000
	Q-range	29,500 - 44,375	N/A	20,000 - 25,000	13,750 - 17,000	9,000 - 11,650
2008	Average	39,444	25,048	23,601	15,857	10,955

**Percentage of adjustment of monthly salary in 2008
Merchandising - by job positions**



Present (2007) & predicted (2008) average monthly salary Retail & Chain Stores - by job positions

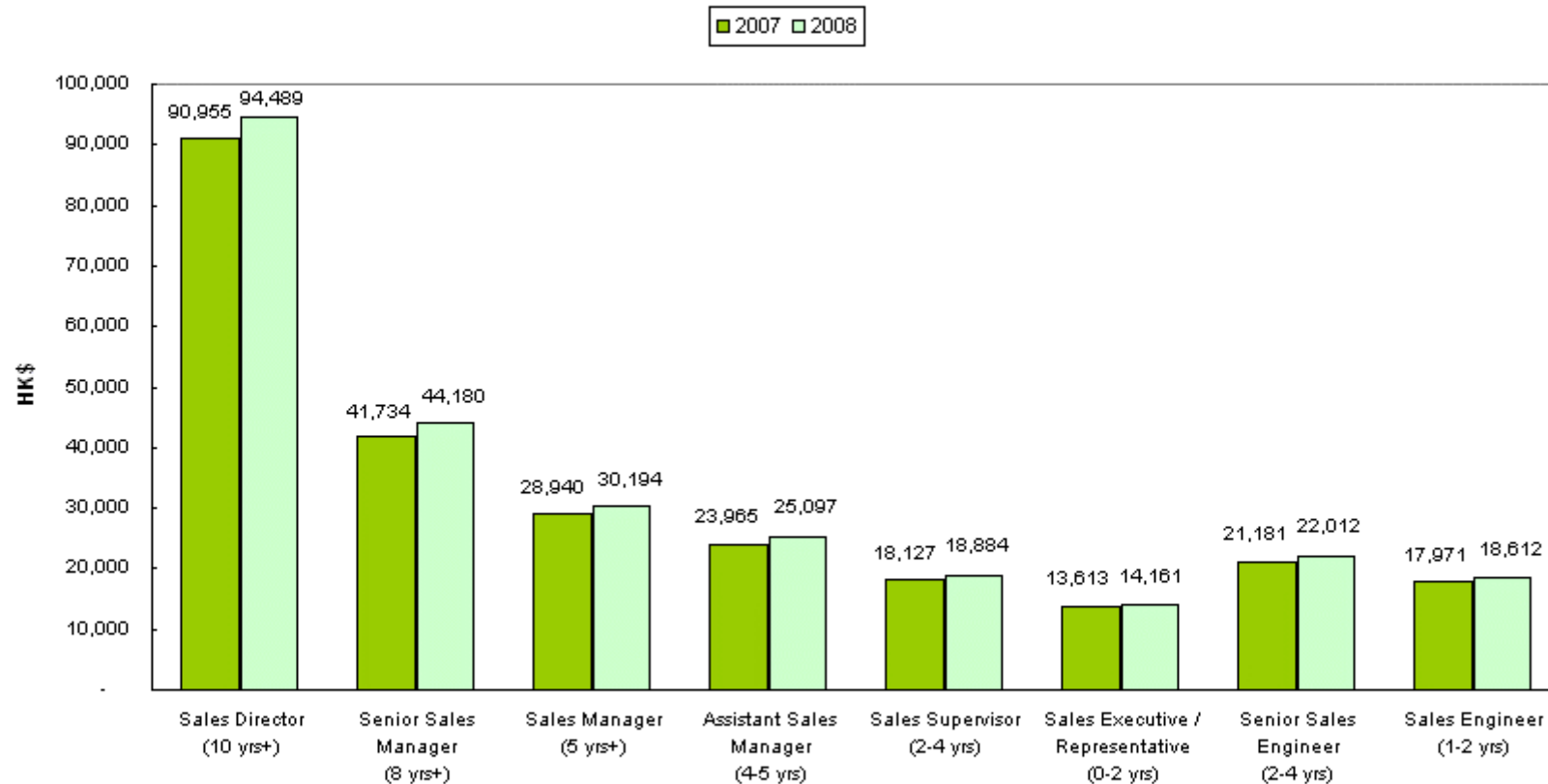


2007	Average	28,113	18,493	14,307	10,664
	Median	24,500	18,175	14,000	9,030
	Q-range	22,750 - 31,250	16,241 - 20,604	12,075 - 18,750	8,563 - 10,000
2008	Average	29,094	19,312	14,875	11,132

**Percentage of adjustment of monthly salary in 2008
Retail & Chain Stores - by job positions**

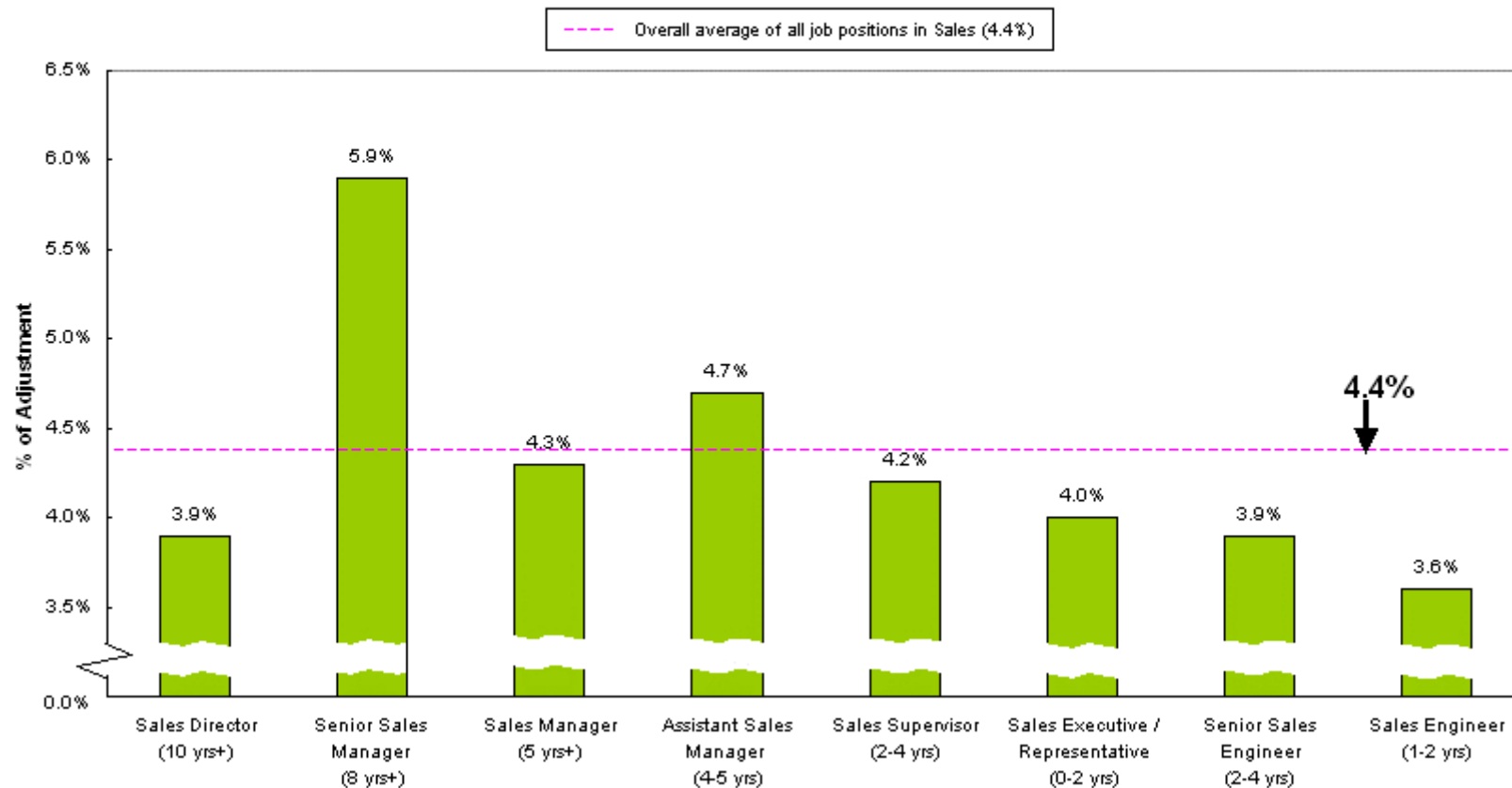


Present (2007) & predicted (2008) average monthly salary Sales - by job positions



2007	Average	90,955	41,734	28,940	23,965	18,127	13,613	21,181	17,971
	Median	72,000	40,000	30,000	23,000	18,090	12,500	19,400	15,000
	Q-range	56,250 - 87,500	35,000 - 49,000	24,250 - 35,000	20,000 - 28,000	15,000 - 20,250	10,000 - 15,000	N/A	N/A
2008	Average	94,489	44,180	30,194	25,097	18,884	14,161	22,012	18,612

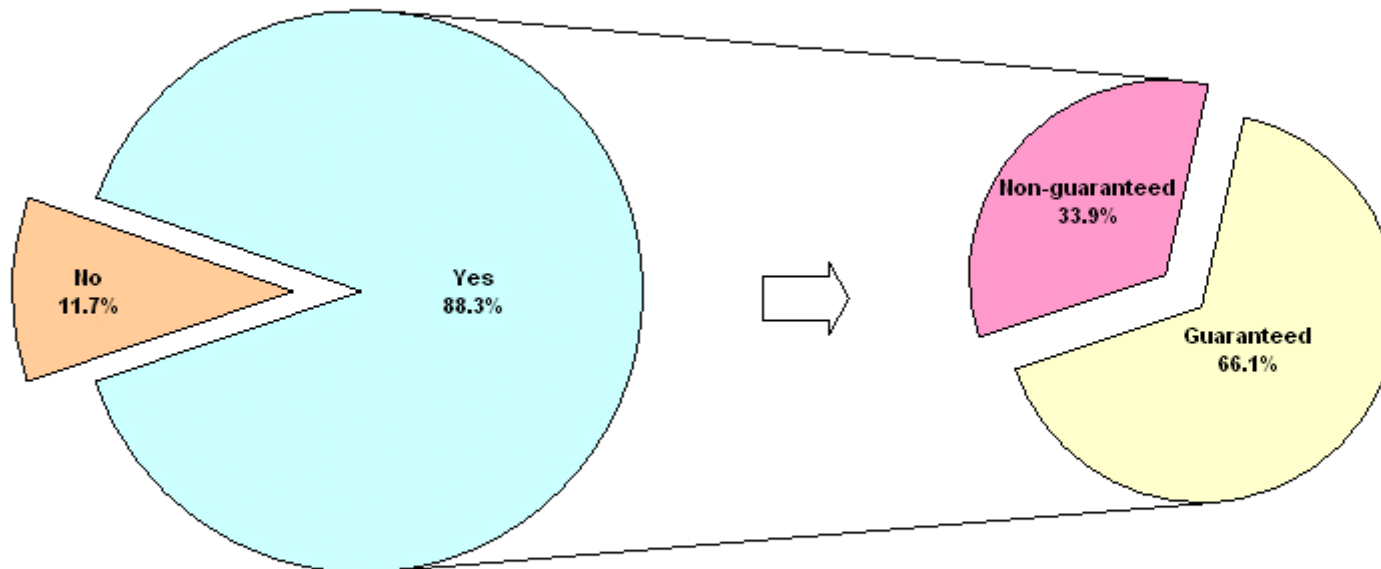
Percentage of adjustment of monthly salary in 2008
Sales - by job positions



2. Bonuses

Of all companies surveyed, 88.3% provided performance bonus or year-end bonus to staff in 2007. Among them, 66.1% provided the bonus on a guaranteed basis.

Companies providing performance bonus / year-end bonus in 2007



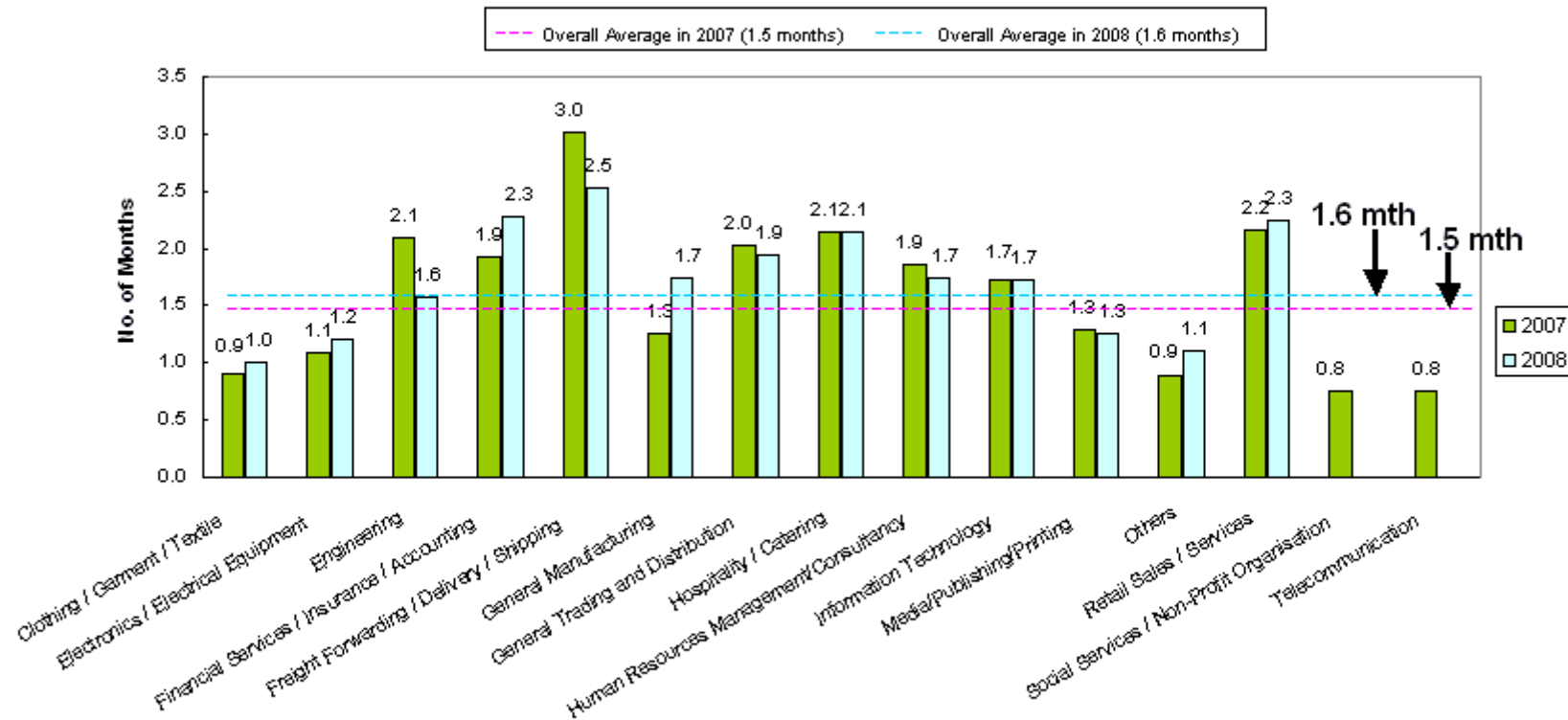
2.1.1. Performance Bonus in 2007 – by Business Sectors

For performance bonus, in terms of business sectors, Freight Forwarding / Delivery / Shipping provided the highest average performance bonus in 2007 (3.0 months of the basic salary), followed by Retail Sales / Services (2.2 months), Engineering (2.1 months) and Hospitality / Catering (2.1 months).

2.1.2. Performance Bonus Adjustment – by Business Sectors

In 2008, the overall predicted adjustment of performance bonus is 1.6 months, a slight increase from 1.5 months in 2007. In terms of business sectors, Freight Forwarding / Delivery / Shipping is expected to receive the highest average performance bonus in 2008 (2.5 months), followed by Financial Services / Insurance / Accounting (2.3 months) and Retail Sales / Services (2.3 months).

Comparison of performance bonus provided between 2007 & 2008 By business sectors



The following business sectors are not shown due to insufficient data :
Construction / Property Development, Interior Design / Graphic Design, Jewellery/Watches, Medical/Pharmaceutica,
Travel Agency, Social Services / Non-Profit Organisation (2008) & Telecommunication (2008)

2.1.3. Performance Bonus in 2007 - by Employee Levels

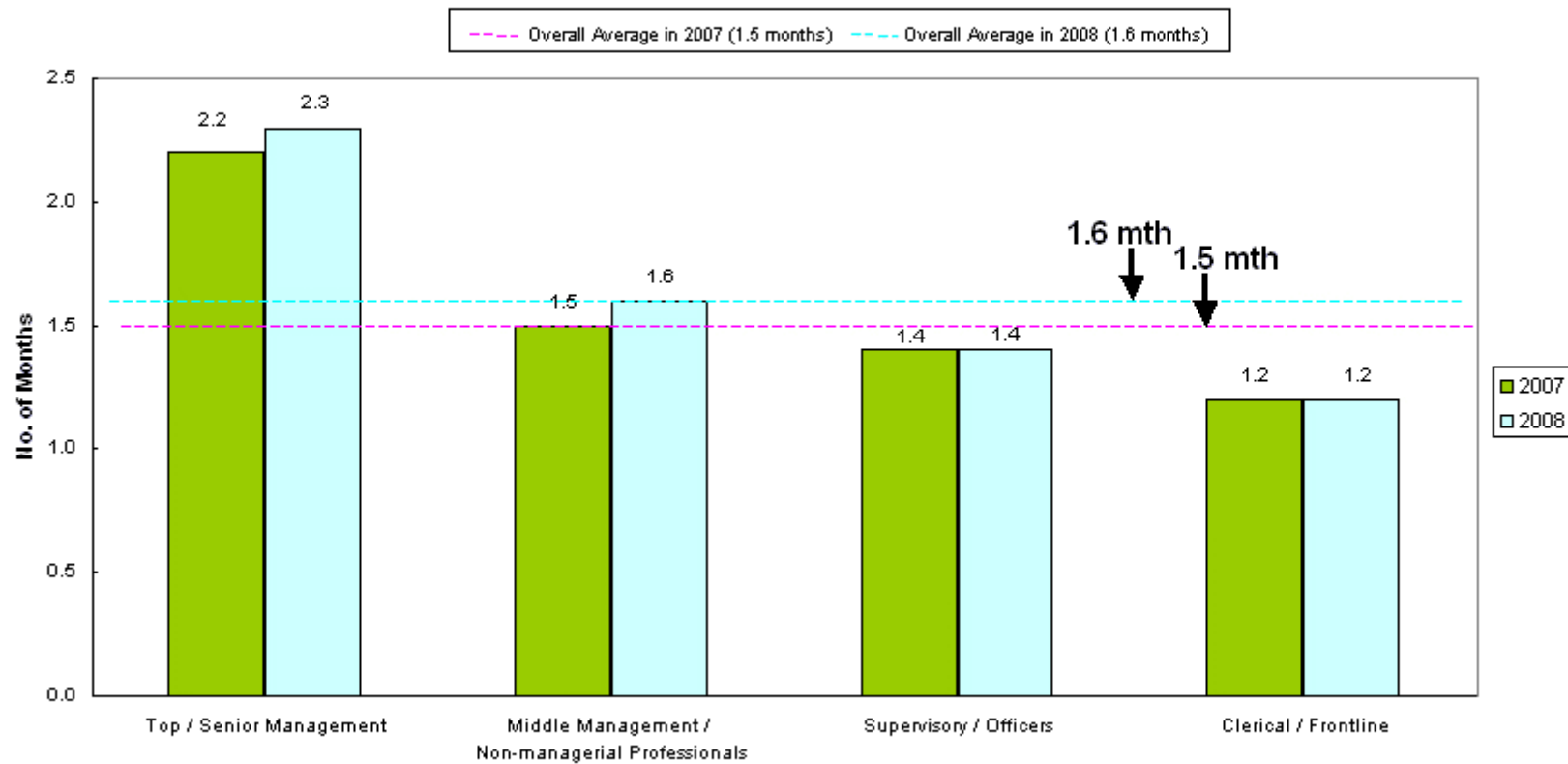
The overall average amount of performance bonus for top / senior management in 2007 was 2.2 months (of the basic monthly salaries), for middle management / non-managerial professionals was 1.5 months, for supervisory officers is 1.4 months, and for clerical / frontline is 1.2 months.

2.1.4. Performance Bonus Adjustment - by Employee Levels

The overall average amount of performance bonus for top / senior management in 2008 is 2.3 months, for middle management / non-managerial professionals is 1.6 months, for supervisory officers is 1.4 months, and for clerical / frontline is 1.2 months. Comparing 2007 and 2008, the overall adjustment in performance bonus in terms of employee levels is small. The amount of increase for top and middle management levels is only 0.1 month. For the other two employee levels, there is no change in the amount.

The difference in the amount between top / senior management and middle management / non-managerial professionals is large (0.7 month) compared with the difference in other employee levels (0.1 to 0.2 month) in 2008.

Comparison of performance bonus provided between 2007 & 2008 By employee levels



2.2.1. Year-end Bonus in 2007 – by Business Sectors

In 2007, in terms of business sectors, Freight Forwarding / Delivery / Shipping had the highest amount (1.3 months of the basic salary). General Manufacturing recorded the lowest amount (0.9 month).

2.2.2. Year-end Bonus Adjustment – by Business Sectors

Adjustment in 2008

For year-end bonus, the average amount expected in 2008 is the same as the figure in 2007 (1.1 months of the basic salary).

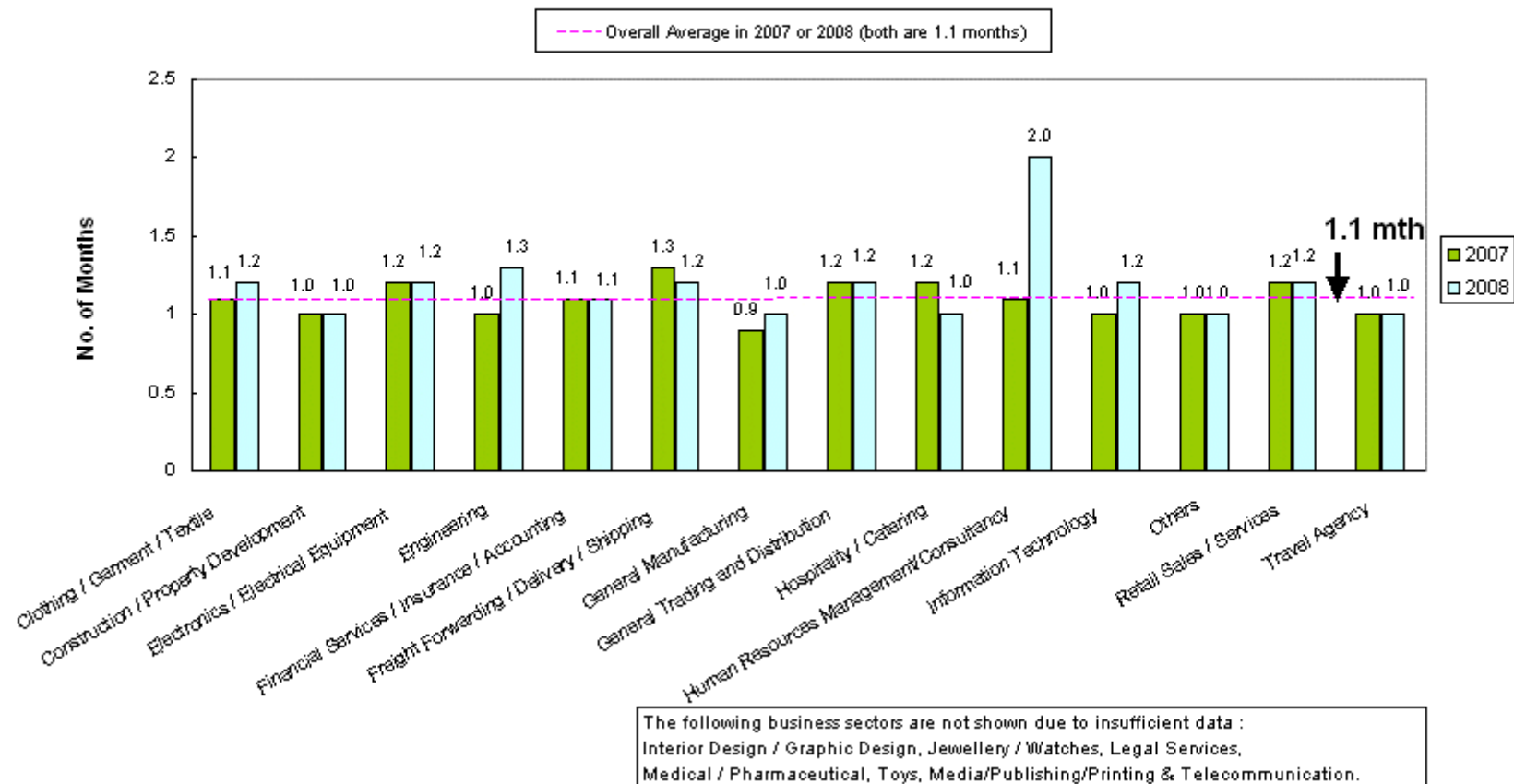
Highest Amount

In 2008, Human Resources Management / Consultancy is expected to get the highest amount of year-end bonus (2.0 months of the basic salary), followed by Engineering (1.3 months).

Largest Increase

Among all business sectors, the largest increase from 2007 to 2008 is recorded in Human Resources Management / Consultancy (81.8%, 1.1 months to 2.0 months).

Comparison of year-end bonus provided between 2007 & 2008 By business sectors



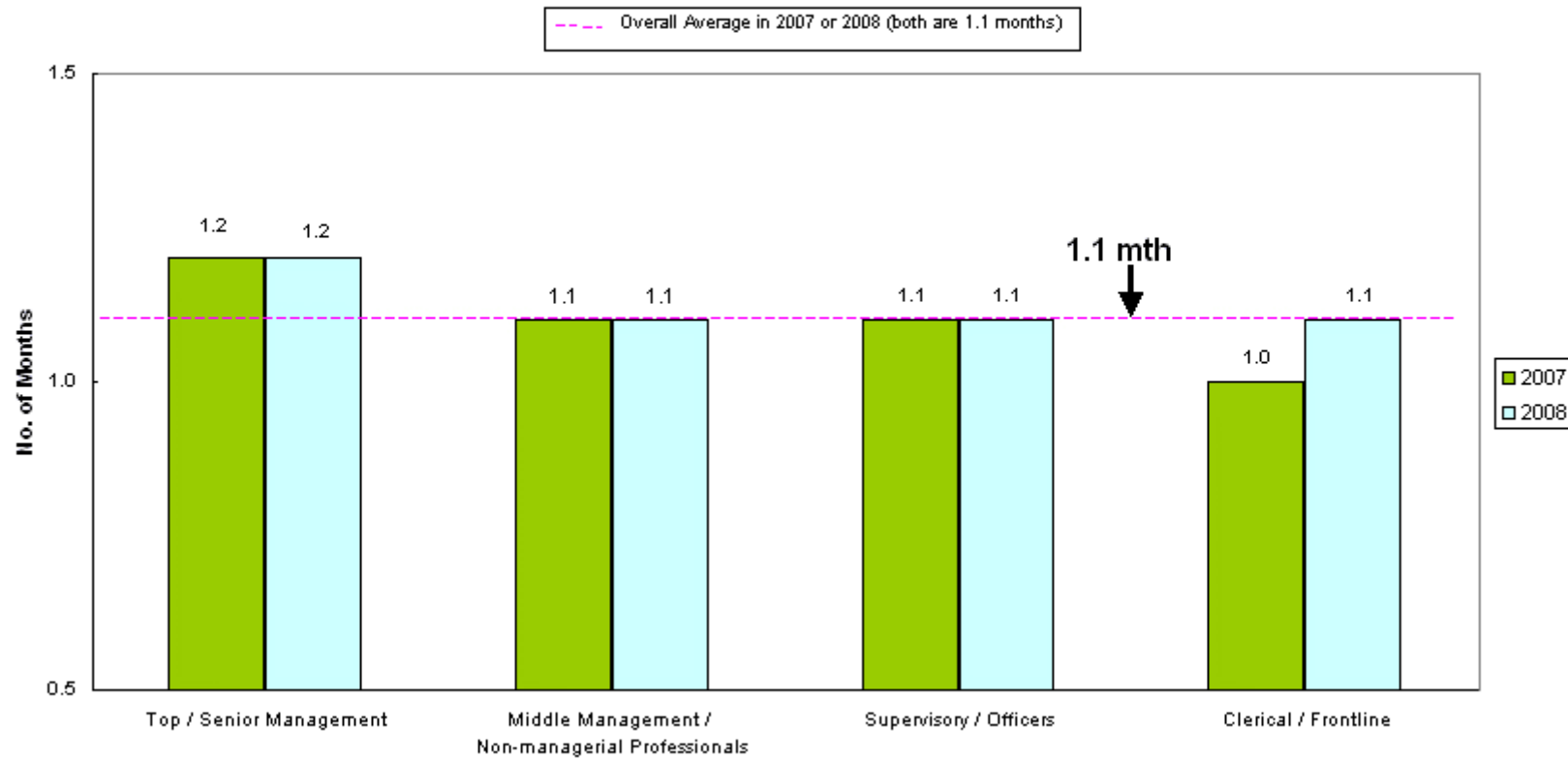
2.2.3. Year-end Bonus in 2007 – by Employee Levels

In 2007, the overall average amount of year-end bonus for top / senior management was 1.2 months (of the basic monthly salaries), for middle management / non-managerial professionals was 1.1 months, for supervisory officers was 1.1 months, and for clerical / frontline was 1.0 month.

2.2.4. Year-end Bonus Adjustment – by Employee Levels

In 2008, only the overall average amount of year-end bonus for clerical / frontline has an increase (to 1.1 months). Therefore, the increase in the amount of year-end bonus expected for 2008 in all employee levels is small (0 to 0.1 month).

**Comparison of year-end bonus provided between 2007 & 2008
By employee levels**



3. Benefits

The Compensation & Benefit Survey shows that employers are providing more benefits to staff to help them achieve a work-life balance as well as develop in their career.

5-Day Working Week

The survey finds that more than 60% of the respondents have implemented a five-day working week in 2007, and a further 7.3% are expected to implement such working schedule next year, making up a total of more than 70%.

Flexible Working Hours

More than 10% of the surveyed companies allow employees to work in flexible working hours, and a further 7.3% will introduce this practice in 2008. Most of the companies allow staff to start and finish work at any time, provided that they have to be at the office during the core working time period and fulfill a fixed number of working hours every day.

Leave

In addition to annual leave and sick leave, lots of companies provide other types of leave for employees, such as compassionate leave, marriage leave. Almost one-third of the surveyed companies also provide study and examination leave, and a further 7.3% of the respondents will provide this to staff in 2008. More than a quarter of the respondents provide paternity leave to staff in 2007 as a move towards family-friendly employment practice. A further 8% will provide this type of leave next year.

Health-related Benefits

The survey has found that more employers are providing health-related benefits. Nearly 40% of the respondents expect to provide an ergonomic working environment for employees in 2008, and nearly one-quarter of the surveyed companies will offer family leave benefits to staff next year.

Other Benefits

Other benefits provided by employers include MPF contribution, with most employers contributing 5% of staff's monthly basic salary, which is the minimum amount required for employers in contributing to the MPF scheme. Only 2.9% of the respondents contributed to 11% to 15% of staff's salary, and the contribution is for top / senior management staff only. For insurance plans, 91.2% of respondents provide out-patient service, 88.3% provide hospitalization, and 70.1% provide Chinese bonesetters and medical consultation. Next year, 46% will provide dental service.

Among the surveyed companies, 74.5% provide training to staff, and more than half provide both in-house and outsourced training. This year, nearly half of the companies provide education allowance to employees, and a further 13.1% will offer this benefit next year.

Other benefits provided by employers include transportation allowance, purchase of company stock, rental reimbursement, etc.