



## **JobsDB Compensation and Benefit Survey Report 2012**

**JobsDB.com**

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## Introduction

To assist HR professionals devise their human resources plans for next year, JobsDB conducted a Compensation & Benefit Survey at the end of 2011. The most updated information from 144 corporations of different business sectors in Hong Kong is obtained. A report is compiled, giving valuable prediction on salary trend and benefit adjustment for 2012.

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## Scope and methodology

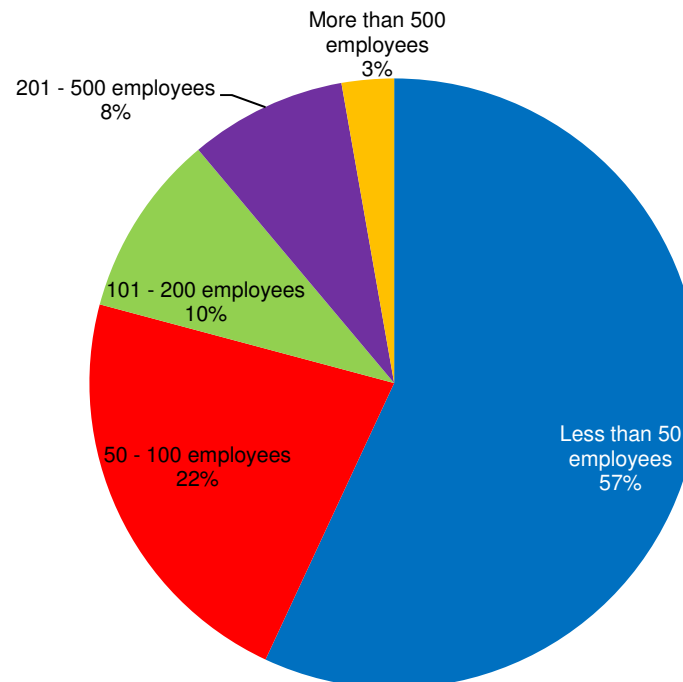
### 1. Objective

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 2011 and 2012. 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 144 companies from 24 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, 57% of the companies employ less than 50 staff, 22% employ 50-100 staff, 10% employ 101-200 staff, 8% employ 201-500 staff, and 3% employ more than 500 staff.

**Size of participating companies**  
**(Number of participating companies: 144)**



## **Scope and Methodology (con't)**

### **3. Datum Point**

Basic monthly salary (excluding any bonuses, but including commission) of surveyed companies as at 1 September 2011 was recorded and predicted adjustment of basic monthly salary in 2012 was captured. The compensation and benefits in 2011 and 2012 were also surveyed.

### **4. Data Collection Method**

The survey was conducted through an online questionnaire. Companies were invited to fill in the questionnaire through e-mail from 20 October to 3 November 2011.

### **5. Data Analysis**

Surveyed companies were requested to provide data of basic monthly salary of each job position in 2011, predicted salary adjustment of each job position in 2012 and compensation and/or benefits provided.

The data was analyzed to determine the “average”, “median”, “25<sup>th</sup> percentile”, “75<sup>th</sup> percentile”, or “percentage” for basic monthly salary, predicted salary adjustment, annual leave, performance bonus and double pay. 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 companies size, or grouping the job positions according to their job functions.



## Definitions

**Basic monthly salary (HK\$):** the present monthly salary excluding any bonuses (both guaranteed and non-guaranteed bonuses) but including commission in a particular job position. The present salary was recorded as at 1 September 2011

**Predicted adjustment (%):** the predicted adjustment of a basic monthly salary in a particular job position in 2012

**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 double pay). Arithmetic average will not be provided when number of the data values used in calculation is 5 or less.

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

**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 double pay) 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 double pay) which cuts off the highest 25% of data.

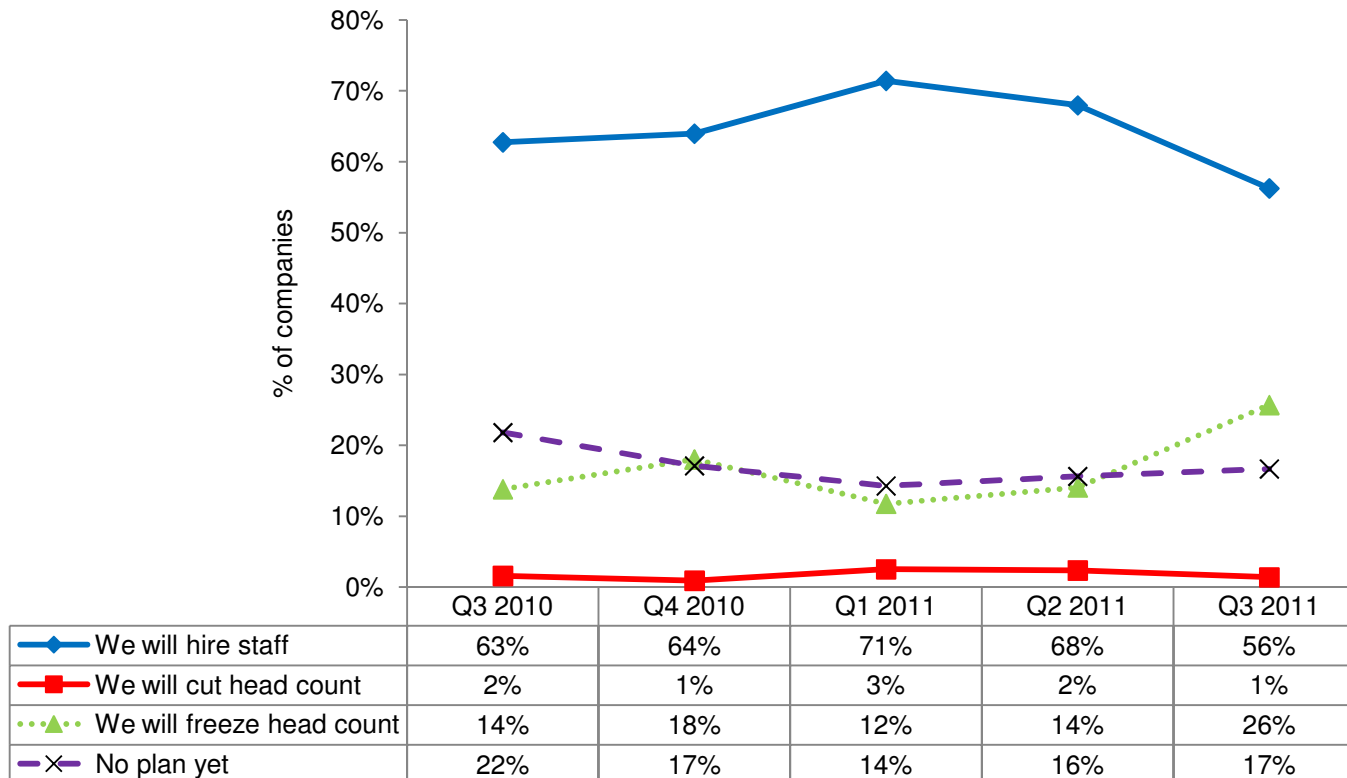
**Inter-quartile Range (Q-range):** the difference between the data values at the 25th and 75th percentiles and is a measure of statistical dispersion

## 1. Hiring plan and market expectation

### 1.1 Hiring plan in coming three months

Among the respondents, 56% said they will hire staff in the coming three months. This percentage is dropped by 12% compared with Q2 2011 (68% said they will hire staff) and decreased by 7% compared with the same period last year (Q3 2010: 63%). On the other hand, 26% of respondents said they will freeze head count, which is 12% higher than Q2 2011. Only 1% of respondents will cut head count.

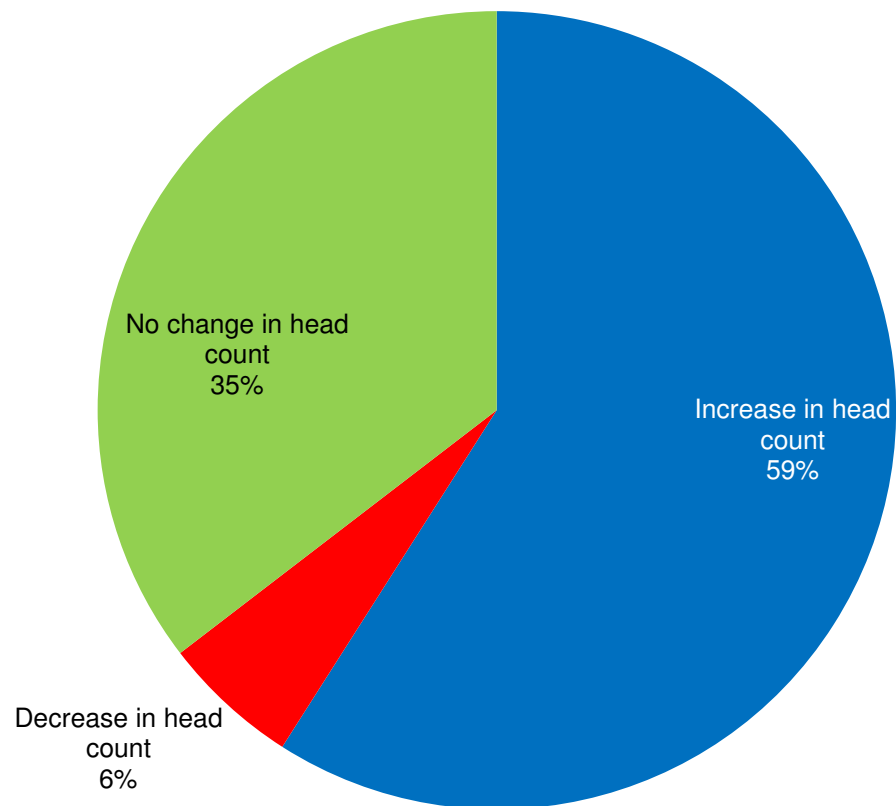
**Hiring plan comparison (Quarterly)**



## 1.2 Predicted change in head count of companies

In terms of predicted change in head count of companies, 59% of companies predicted to have an overall increase in head count in 2012. 35% of companies expected to keep the same head count and 6% predicted a decrease in head count.

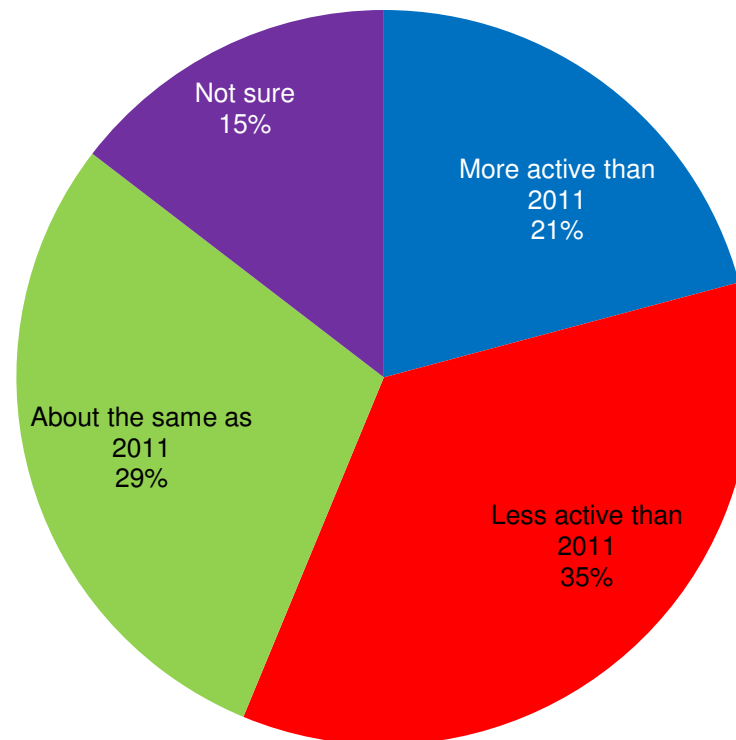
### Predicted change in head count in 2012



## 1.3 Expectation on employment market in 2012

When asked about the expectation on Hong Kong's employment market in 2012, 21% of the surveyed companies think that the employment market will be more active than 2011, while 35% think that it will be less active. 29% think that the condition will be about the same as in 2011.

### Expectation on employment market in 2012

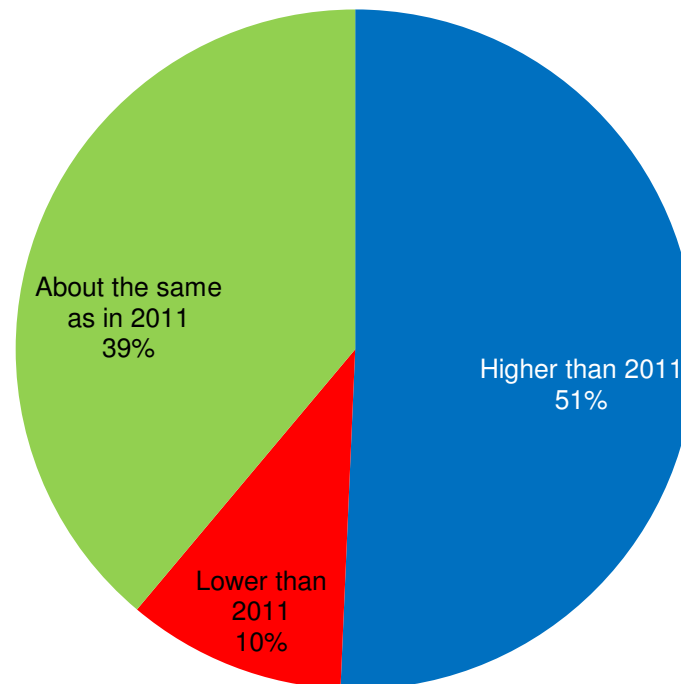


## 2. Pay adjustment prediction in 2012

### 2.1 Predicted adjustment in 2012 compared with 2011

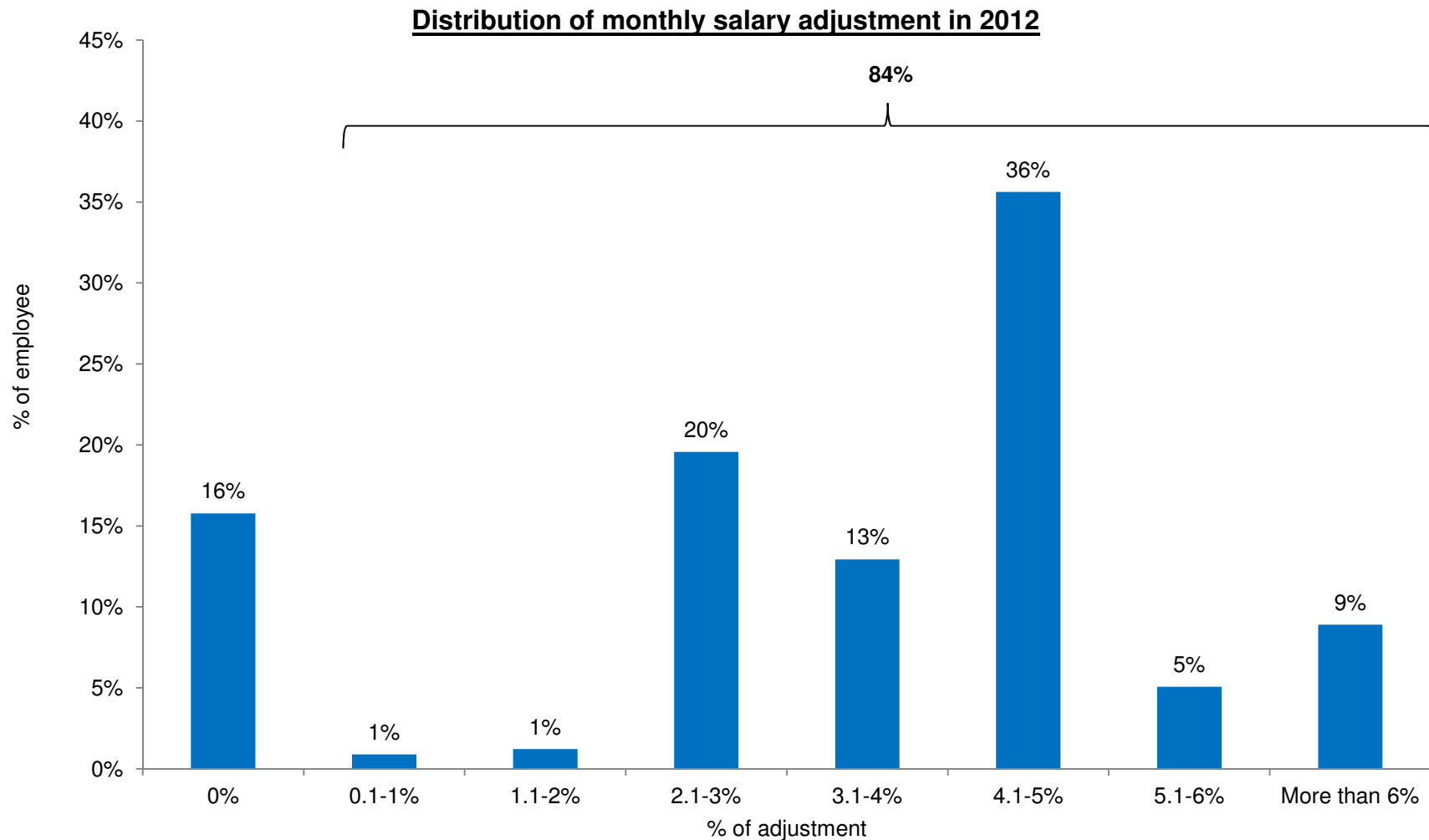
More than half (51%) of the respondents predicted that the salary adjustment will be higher in 2012 than 2011, while only 10% of respondents predicted a lower adjustment . 39% of respondents predicted that the salary adjustment will remain at the same level in 2011 and 2012. Among the respondents who think the employment market will be more active in 2012, 73% predicted a higher salary adjustment in 2012. Among the respondents who think the employment market will be less active in 2012, 24% predicted a lower salary adjustment, while 31% still predicted a higher salary adjustment.

#### Predicted adjustment in 2012 compared with 2011



## 2.2 Distribution of pay adjustment prediction in 2012

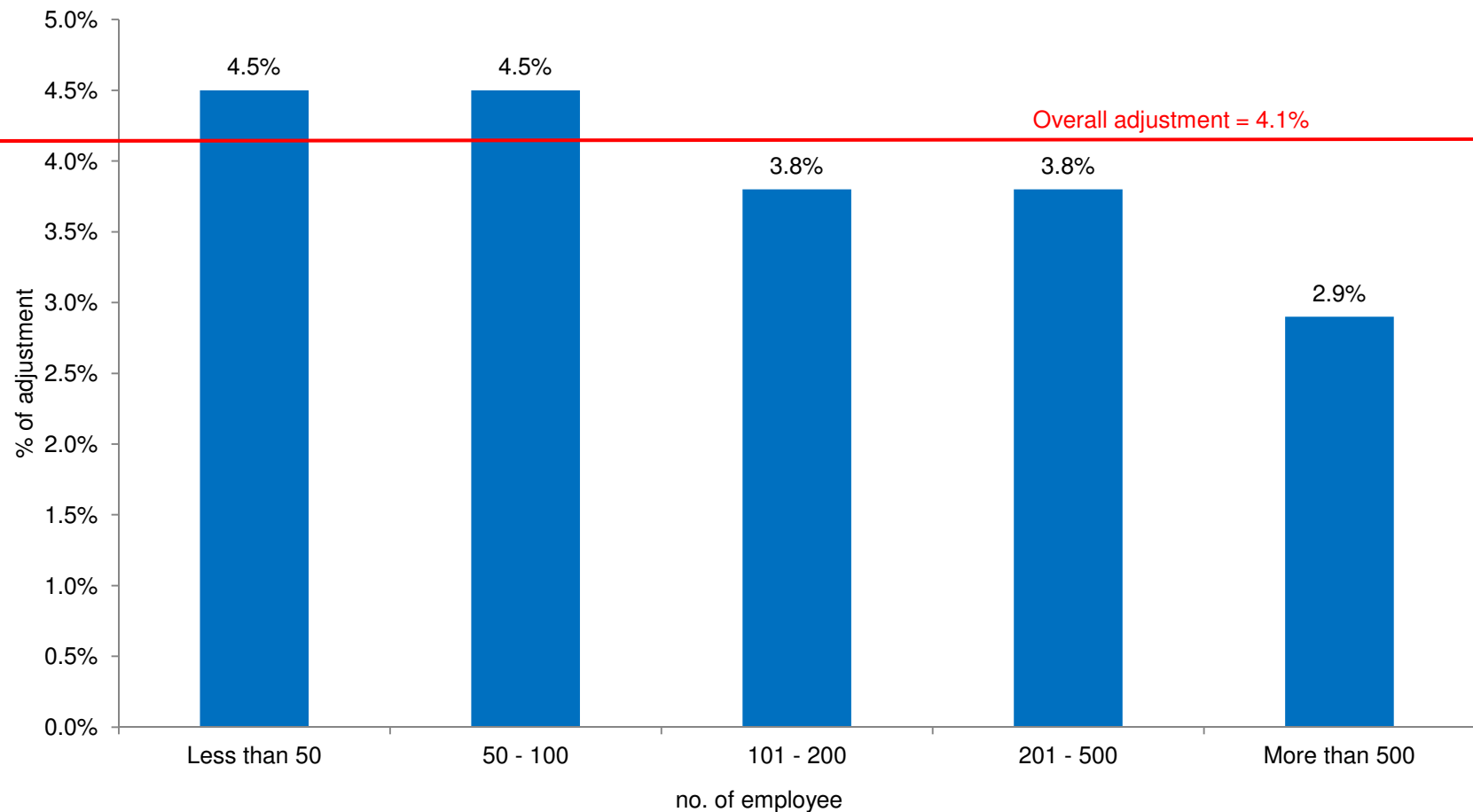
16% of employees will have a salary freeze in 2012. 84% of employees will have a pay rise, including 14% of employees having a salary increase of more than 5%. No pay fall is reported.



## 2.3 Pay adjustment – by company size

In terms of company size, companies with less than 100 staff is reported to have the highest average increase of monthly salary in 2012 (4.5%). Companies with more than 500 staff have the lowest average increase of monthly salary (2.9%). The average salary adjustment among all companies is 4.1%.

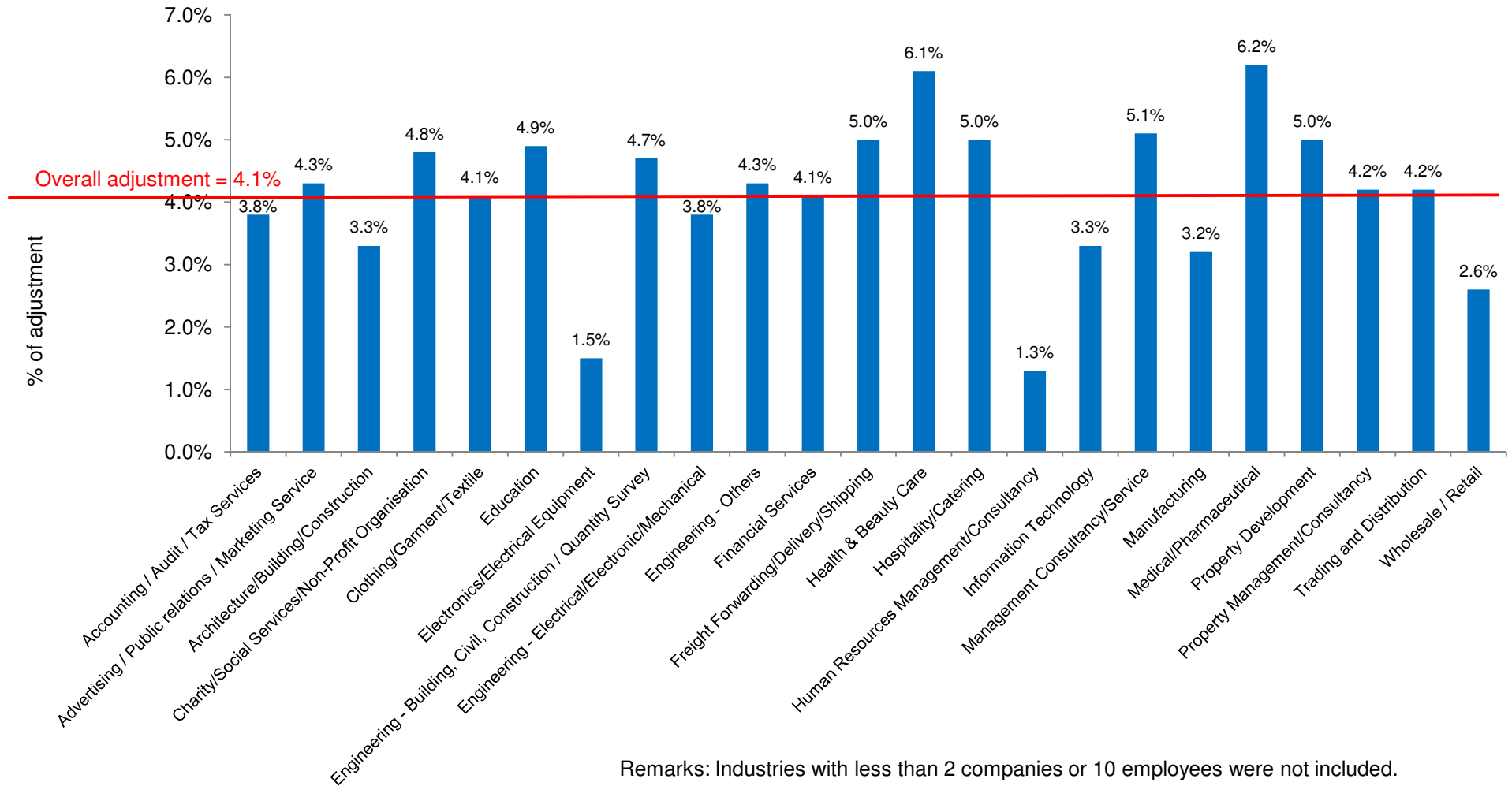
**Percentage of monthly salary adjustment in 2012 - by company size**



**2.4 Pay adjustment – by business sectors**

In terms of business sectors, medical / pharmaceutical is reported to have the highest average increase of monthly salary in 2012 (6.2%), followed by health & beauty care (6.1%). The average salary adjustment among all business sectors is 4.1%.

**Percentage of monthly salary adjustment in 2012 - by business sectors**



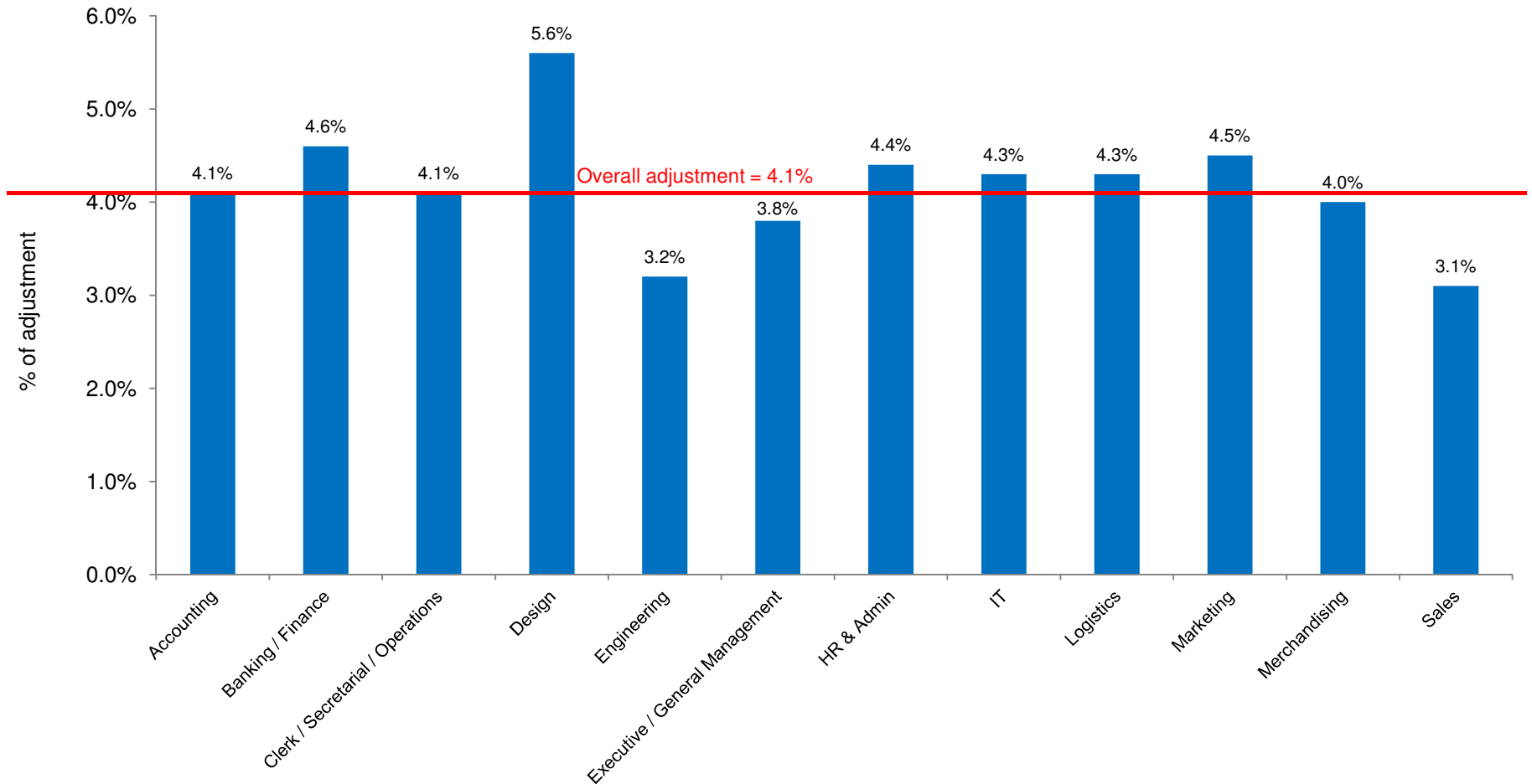
Remarks: Industries with less than 2 companies or 10 employees were not included.



## 2.5 Pay adjustment – by job functions

In terms of job functions, design is expected to have the highest salary increase (5.6%), followed by banking / finance (4.6%). The overall average across all job functions is 4.1%.

**Percentage of monthly salary adjustment in 2012 - by job functions**



Remarks: Job functions with less than 8 companies were not included.

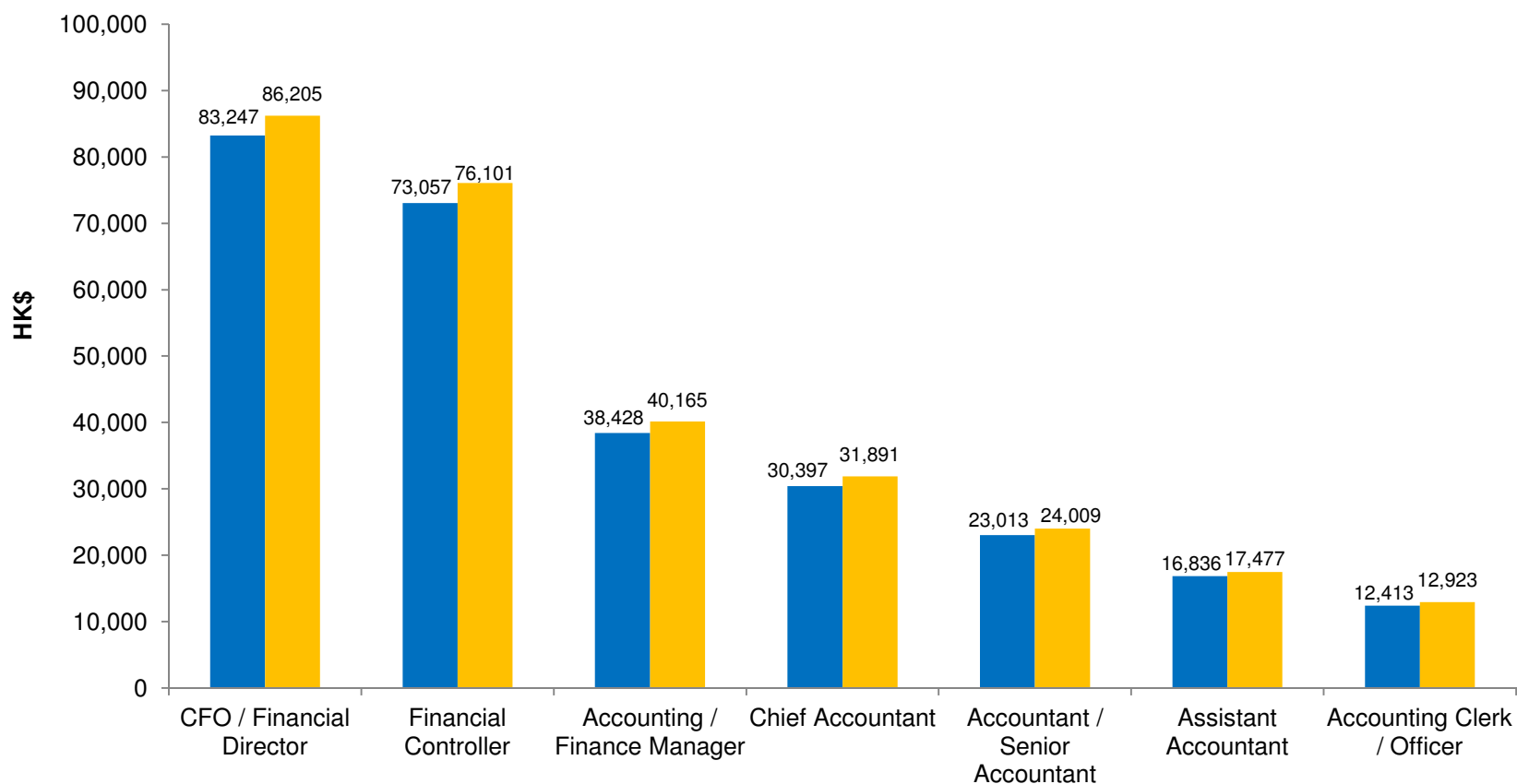
## **2.6 Pay adjustment – by job positions**

In terms of job positions, the highest average salary increase is observed in art / design director (7.6%), followed by senior designer (6.5%) and assistant HR officer (6.0%). In all job positions, none of them has recorded a salary freeze nor a downward average salary adjustment.

- Accounting
- Banking / Finance
- Clerical / Secretarial / Operations
- Design
- Engineering
- Executive / General Management
- Human Resources & Administration
- Information Technology
- Shipping / Logistics
- Marketing
- Merchandising
- Sales

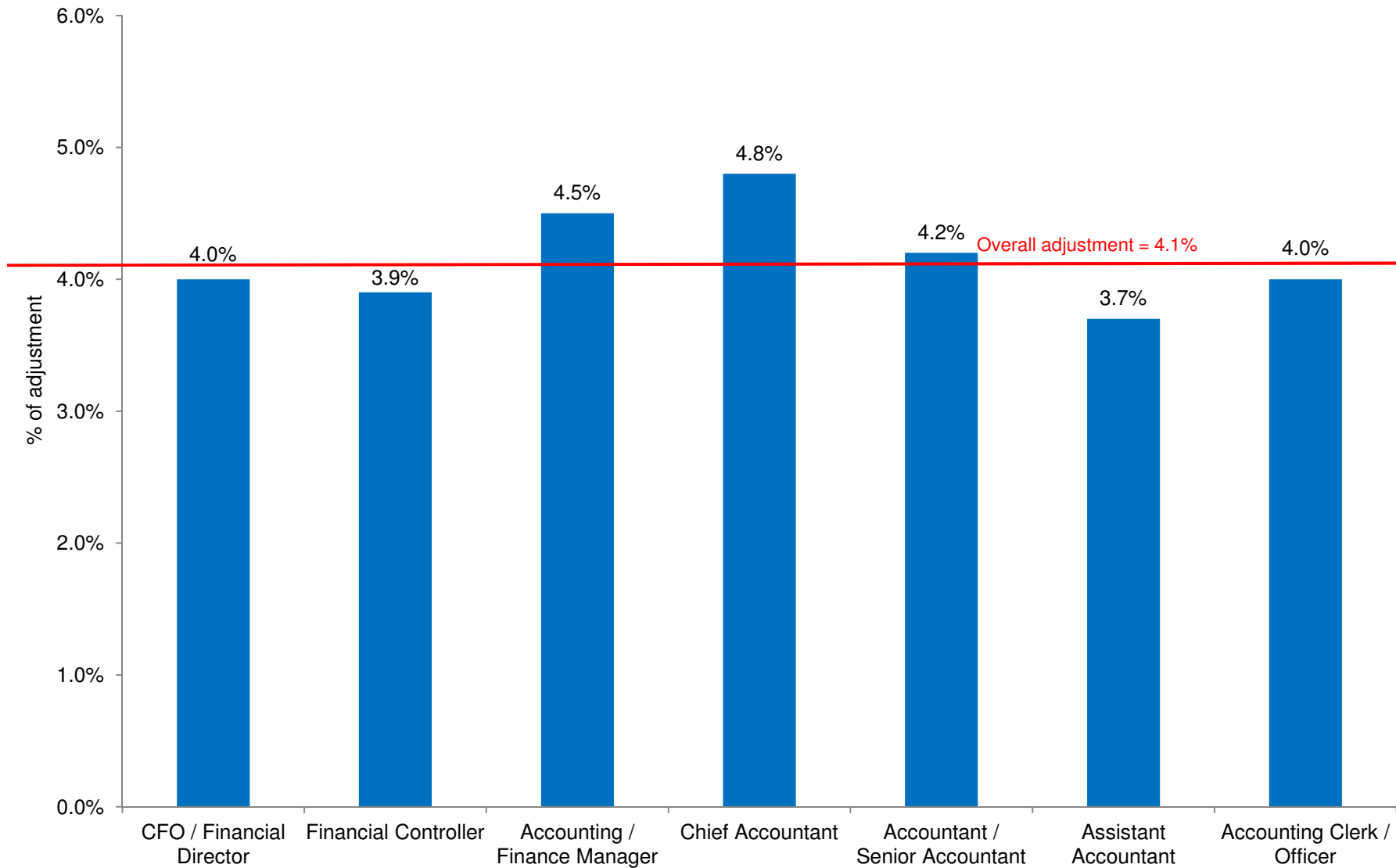
## Present (2011) & predicted (2012) average monthly salary (Accounting - by job positions)

■ 2011 ■ 2012

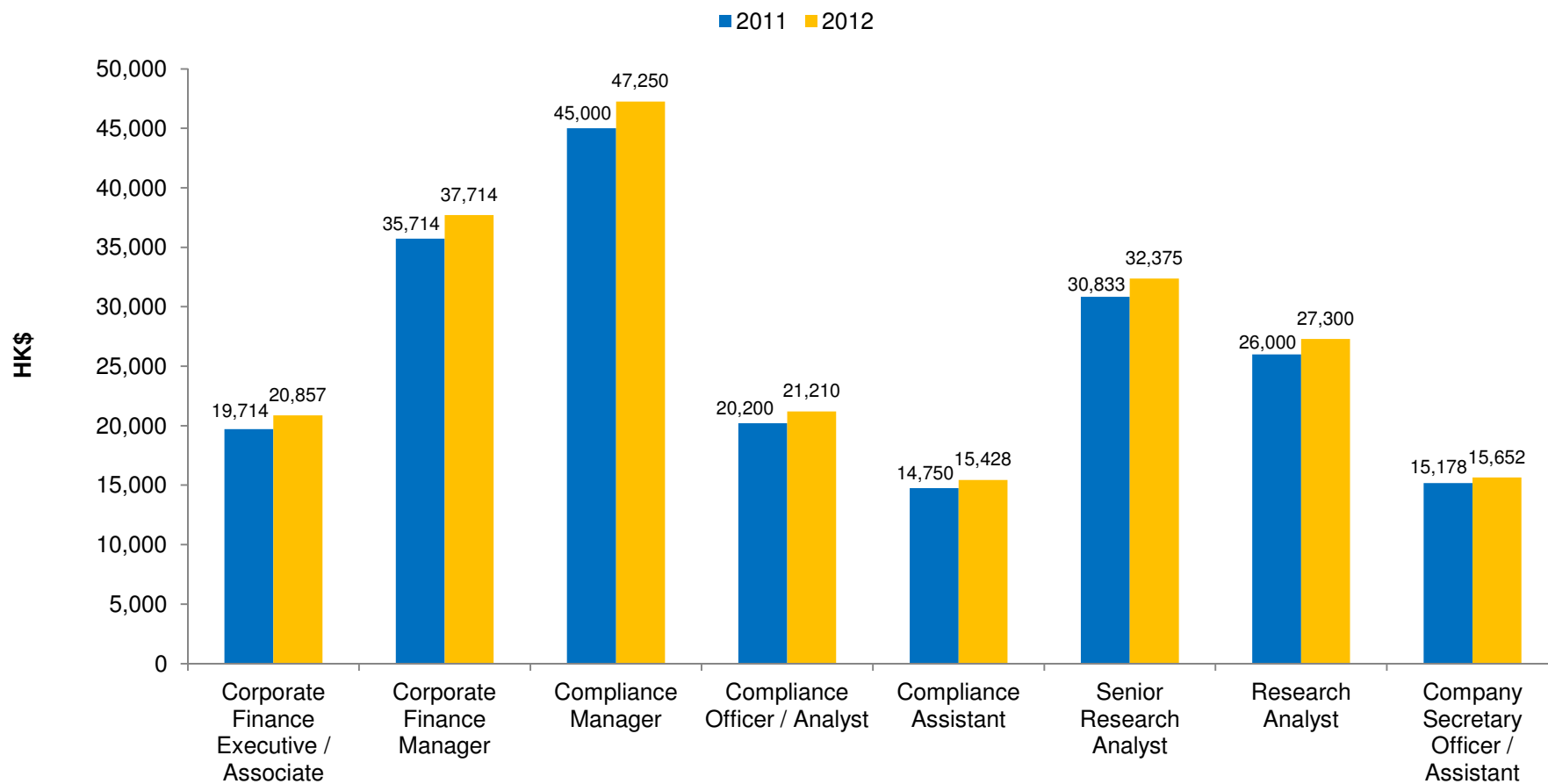


2011	Average	83,247	73,057	38,428	30,397	23,013	16,836	12,413
	Median	85,000	60,000	37,250	27,800	20,000	16,450	11,800
	Q-range	50,000 – 100,000	45,000 – 80,000	31,625 – 43,950	25,000 – 31,500	19,000 – 27,875	15,000 – 20,000	10,350 – 14,162
2012	Average	86,205	76,101	40,165	31,891	24,009	17,477	12,923

## Percentage of monthly salary adjustment (Accounting - by job positions)

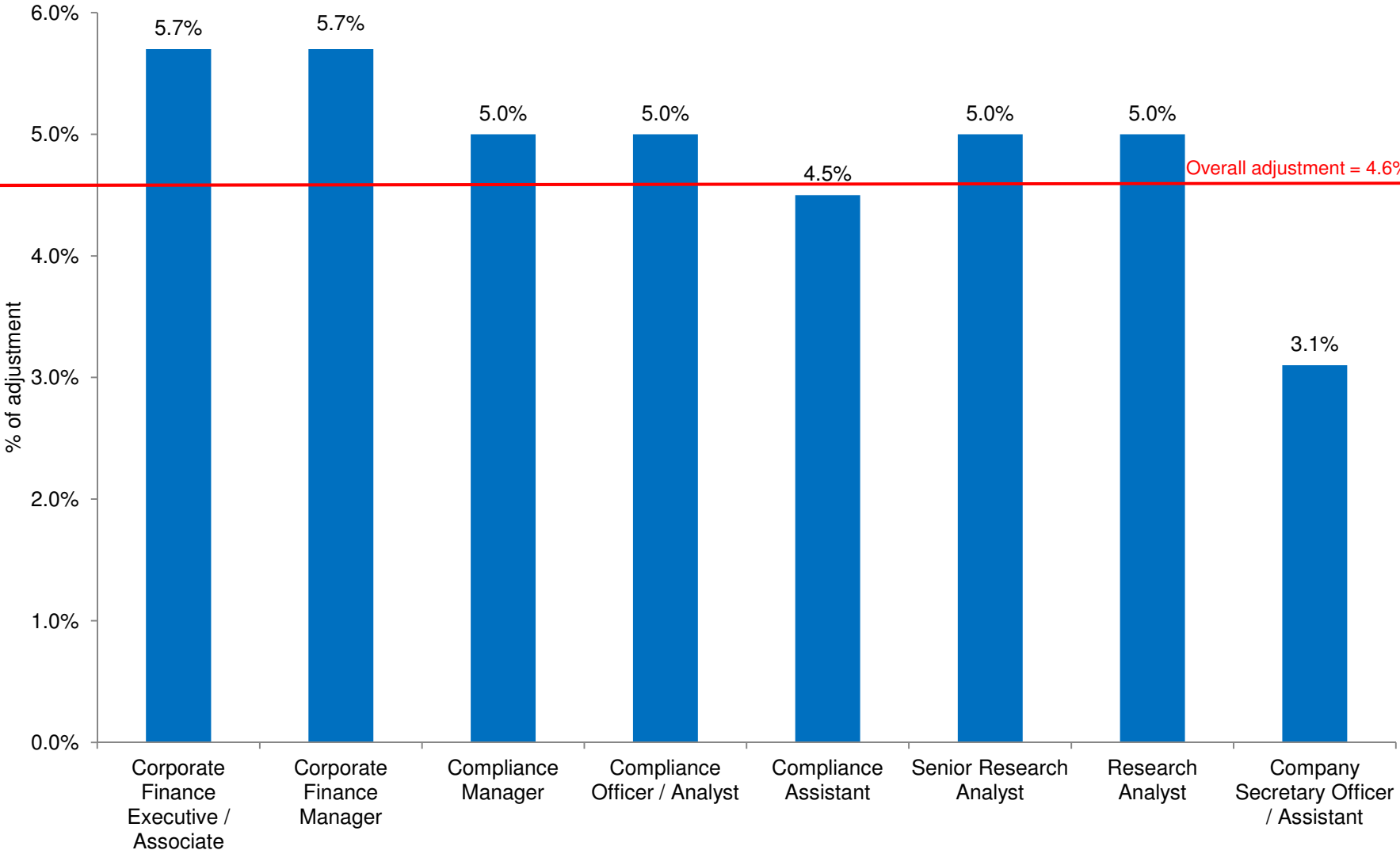


## Present (2011) & predicted (2012) average monthly salary (Banking / Finance - by job positions)

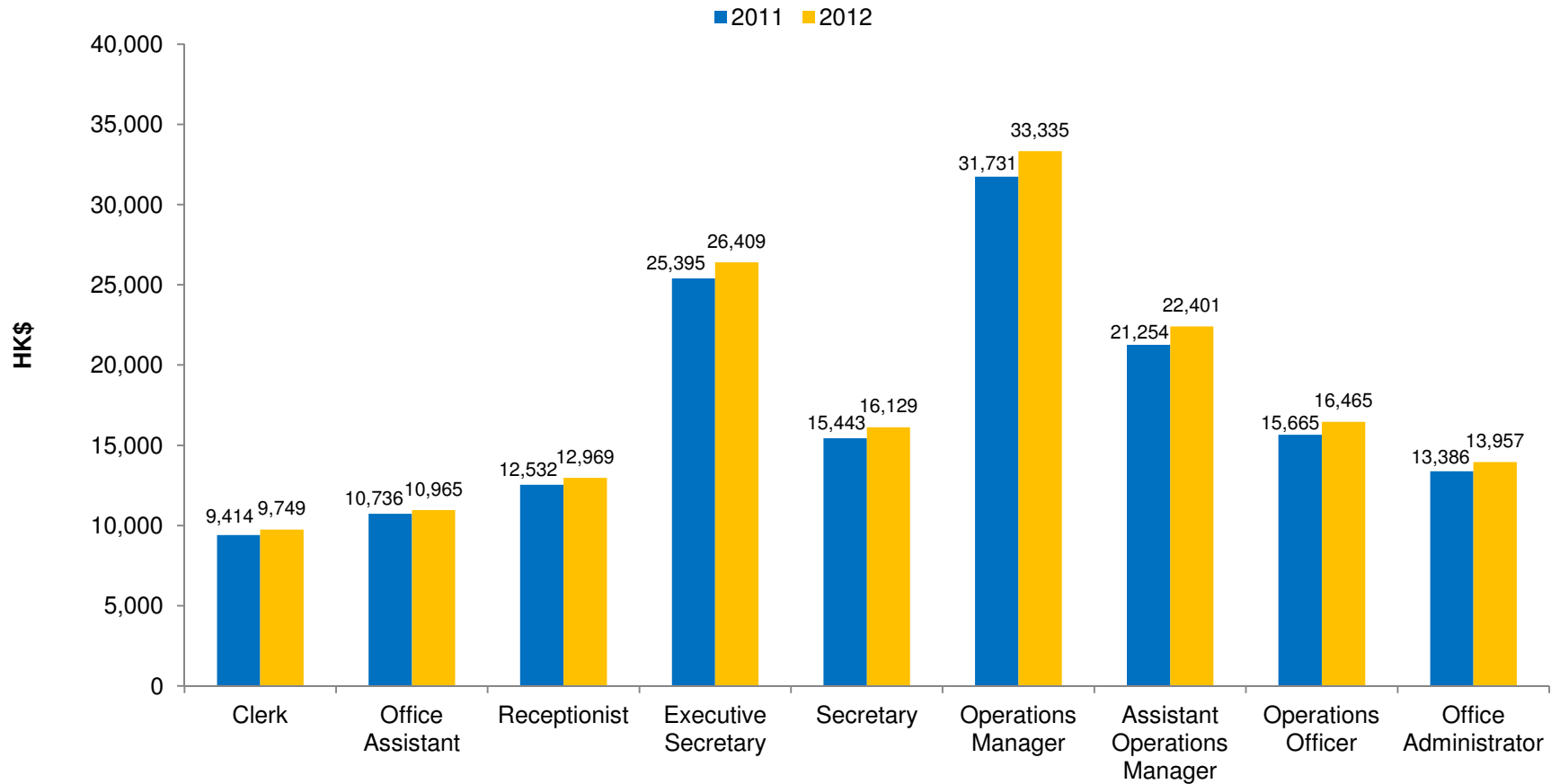


2011	Average	19,714	35,714	45,000	20,200	14,750	30,833	26,000	15,178
	Median	20,000	40,000	47,500	20,000	13,500	35,500	28,000	15,000
	Q-range	20,000 – 20,000	30,000 – 40,000	37,500 – 55,000	18,000 – 20,000	12,000 – 16,250	25,250 – 36,000	25,000 – 28,000	15,000 – 15,000
2012	Average	20,857	37,714	47,250	21,210	15,428	32,375	27,300	15,652

**Percentage of monthly salary adjustment  
(Banking / Finance - by job positions)**

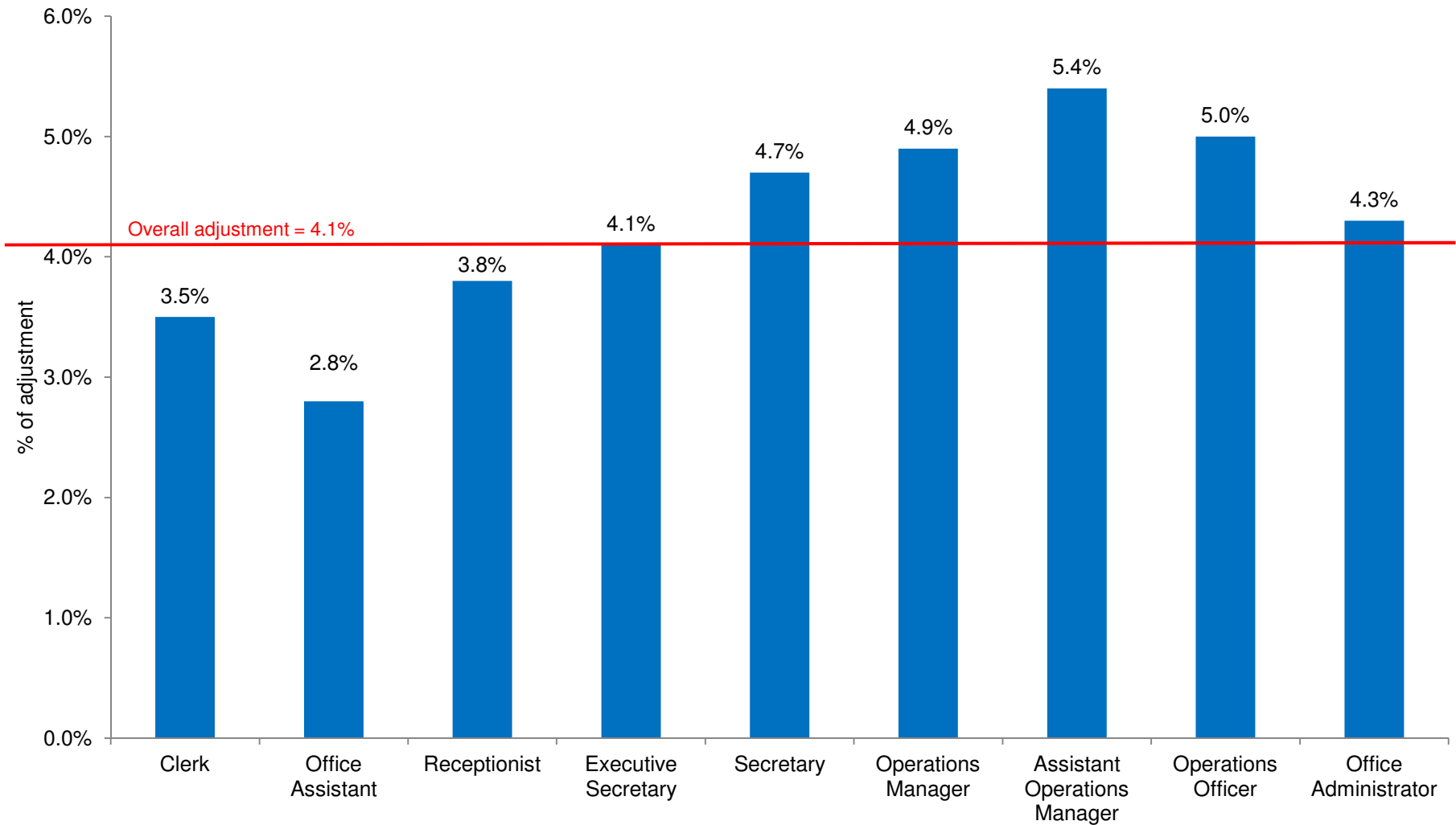


**Present (2011) & predicted (2012) average monthly salary**  
**(Clerical / Secretarial / Operations - by job positions)**



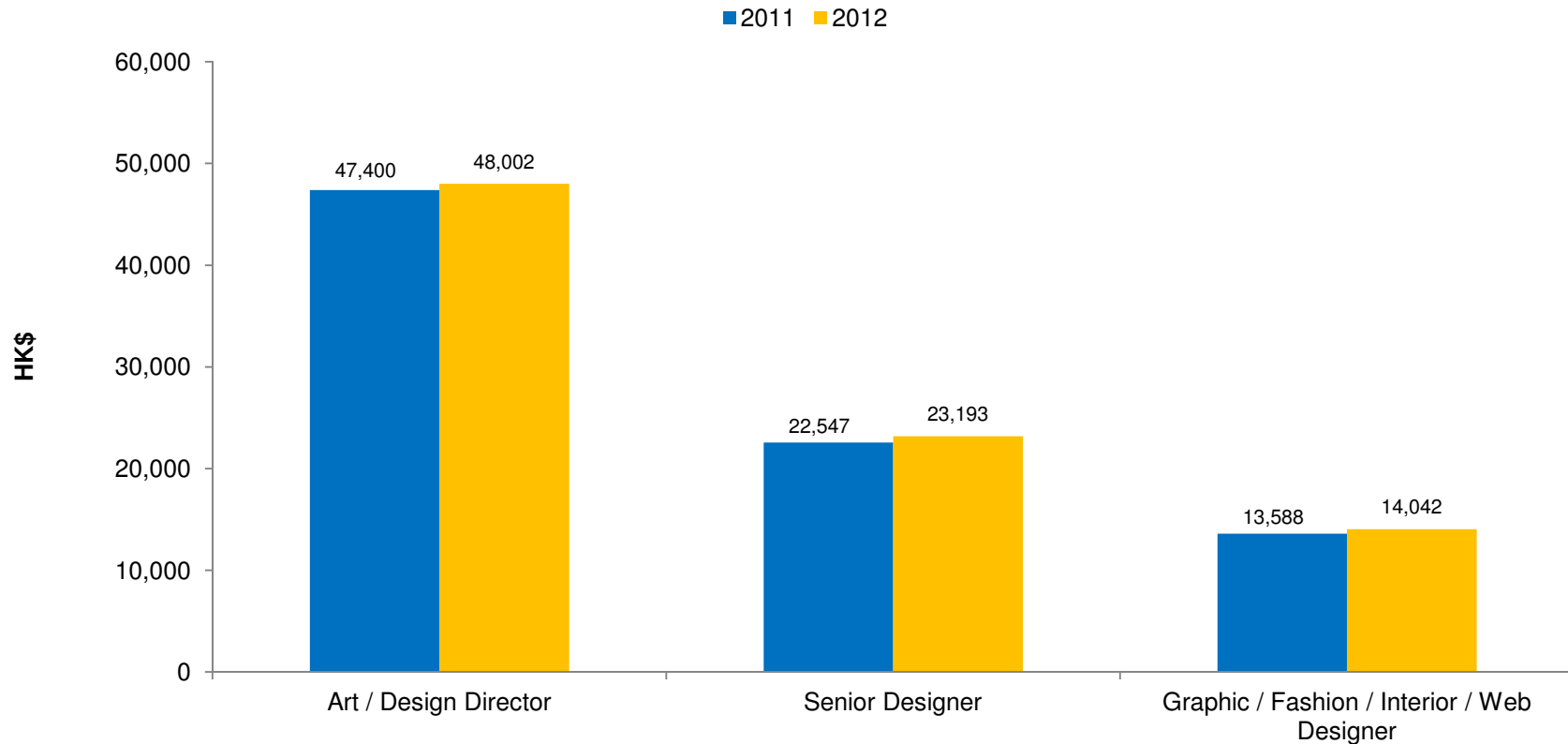
2011	Average	9,414	10,736	12,532	25,395	15,443	31,731	21,254	15,665	13,386
	Median	8,500	8,000	10,000	25,000	15,000	32,000	22,250	15,000	12,000
	Q-range	8,255 – 10,000	7,500 – 9,000	9,500 – 11,500	24,000 – 28,750	12,000 – 18,300	27,000 – 35,000	16,250 – 22,500	13,300 – 18,000	10,734 – 15,000
2012	Average	9,749	10,965	12,969	26,409	16,129	33,335	22,401	16,465	13,957

## Percentage of monthly salary adjustment (Clerical / Secretarial / Operations - by job positions)



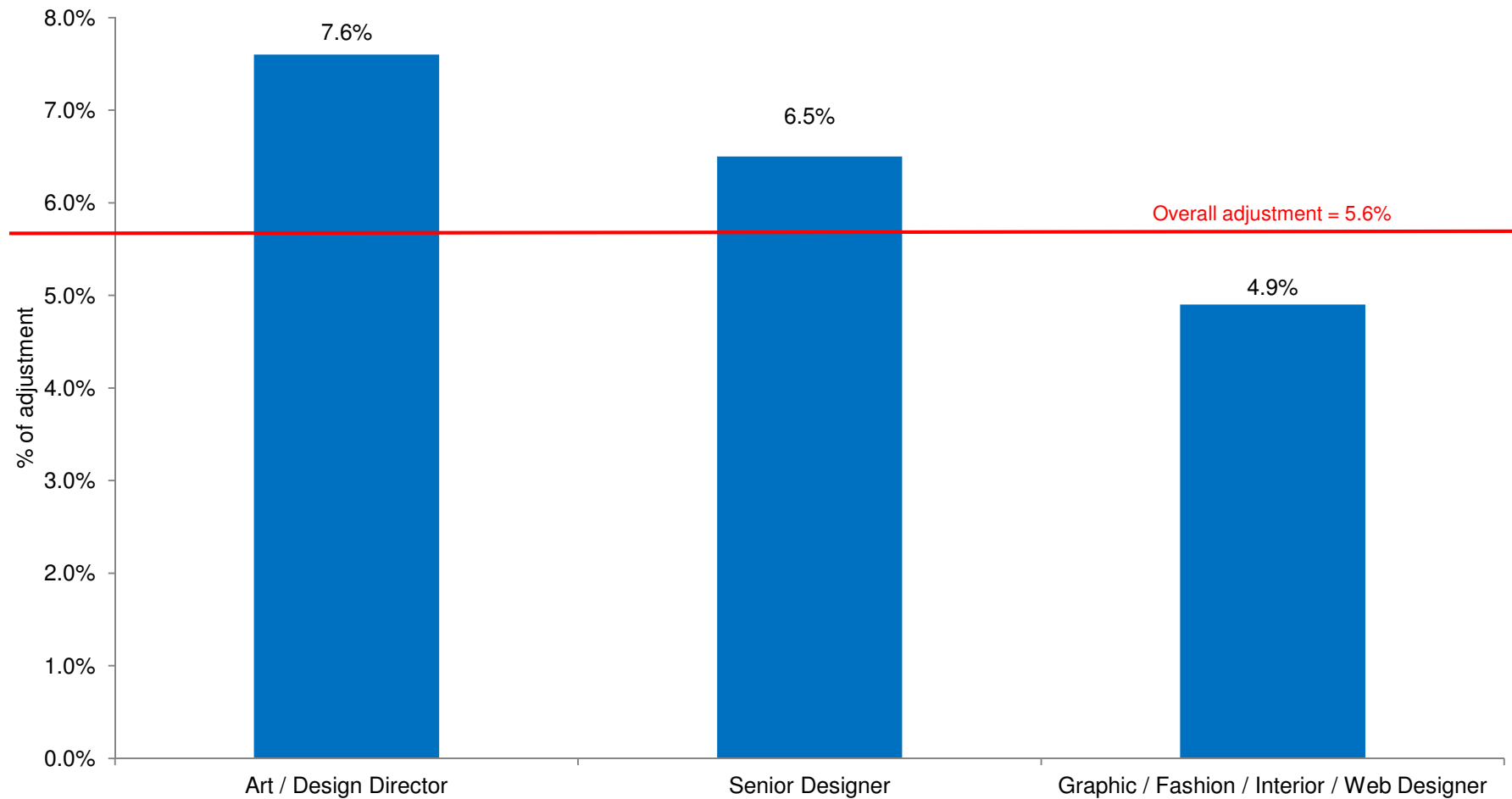


**Present (2011) & predicted (2012) average monthly salary**  
**(Design - by job positions)**

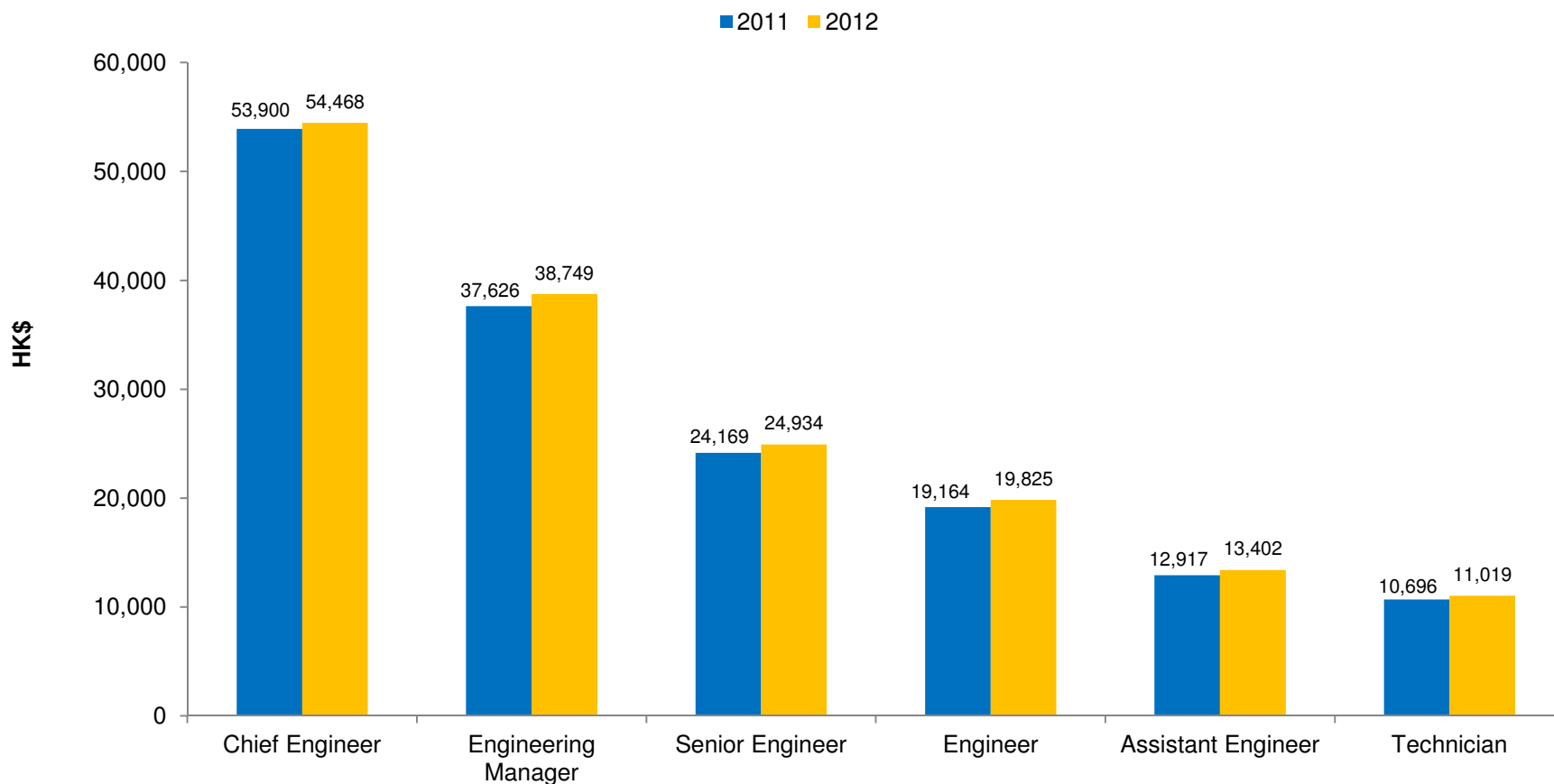


2011	Average	47,400	22,547	13,588
	Median	55,000	18,000	12,000
	Q-range	32,000 – 58,000	16,000 – 34,000	12,000 – 13,000
2012	Average	48,002	23,193	14,042

## Percentage of monthly salary adjustment (Design - by job positions)

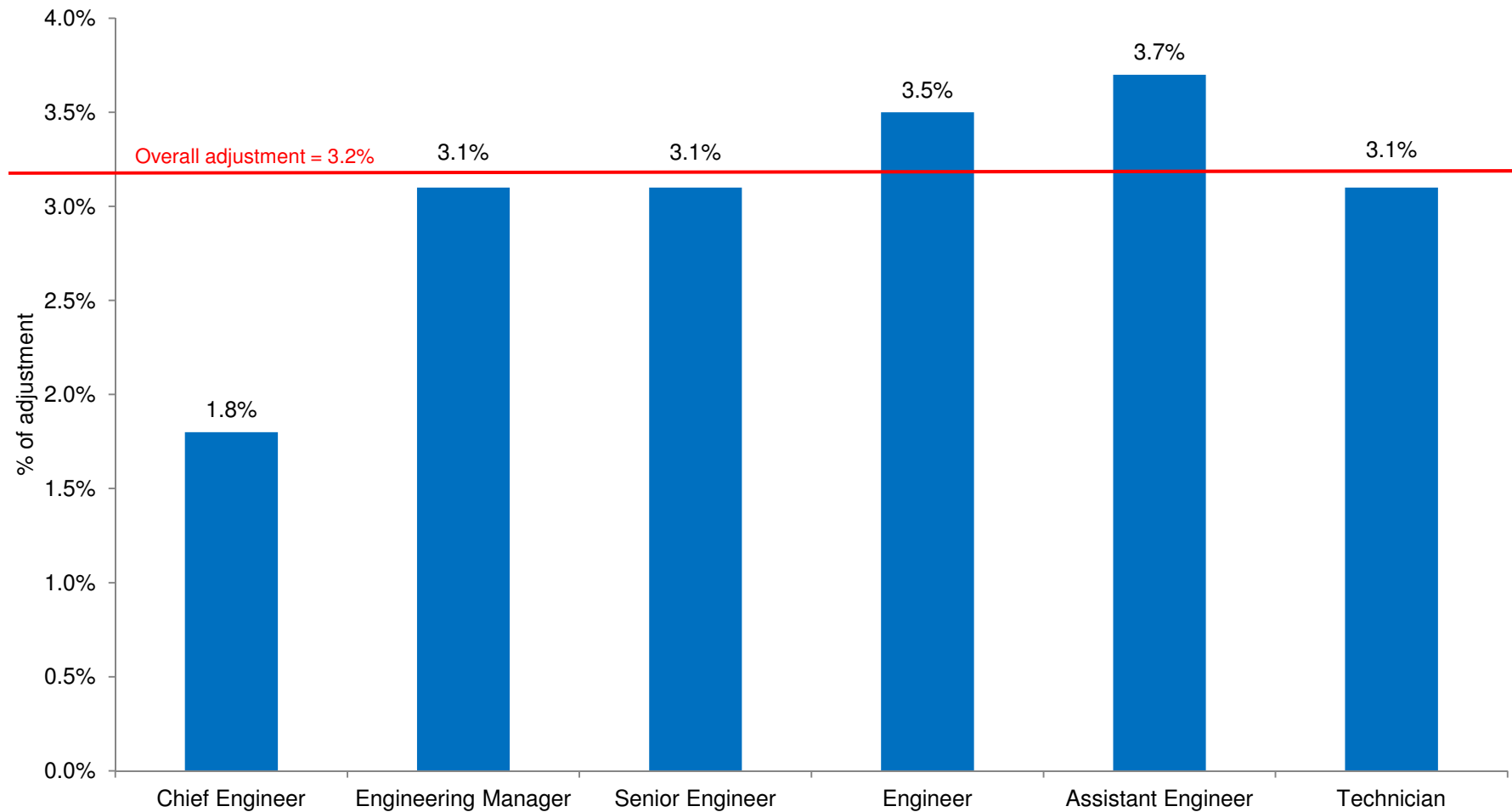


## Present (2011) & predicted (2012) average monthly salary (Engineering - by job positions)

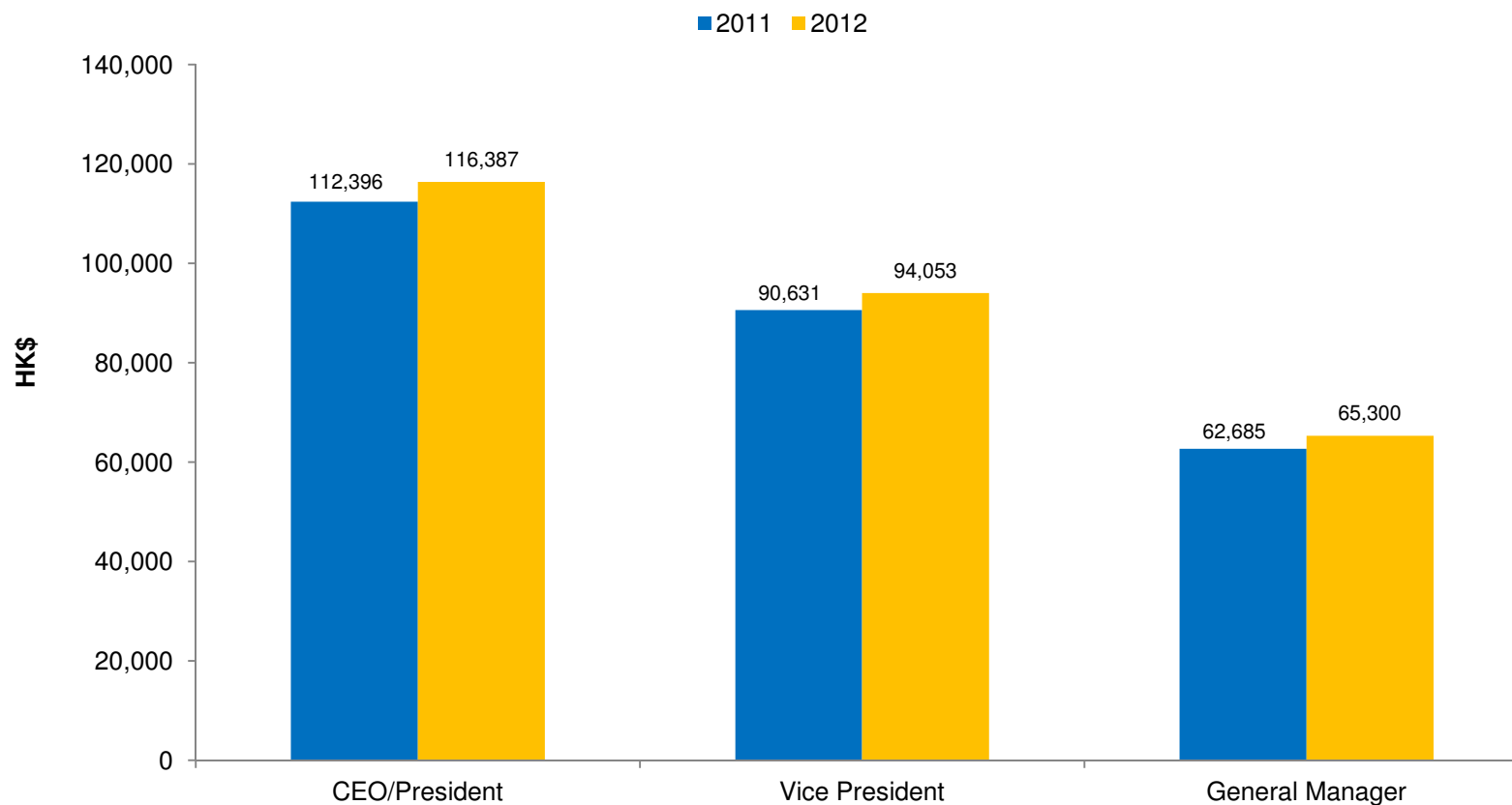


2011	Average	53,900	37,626	24,169	19,164	12,917	10,696
	Median	46,000	38,105	19,686	15,961	13,000	9,384
	Q-range	37,500 – 46,000	38,105 – 38,105	19,686 – 28,000	15,961 – 23,000	10,472 – 13,000	9,384 – 12,000
2012	Average	54,468	38,749	24,934	19,825	13,402	11,019

## Percentage of monthly salary adjustment (Engineering - by job positions)

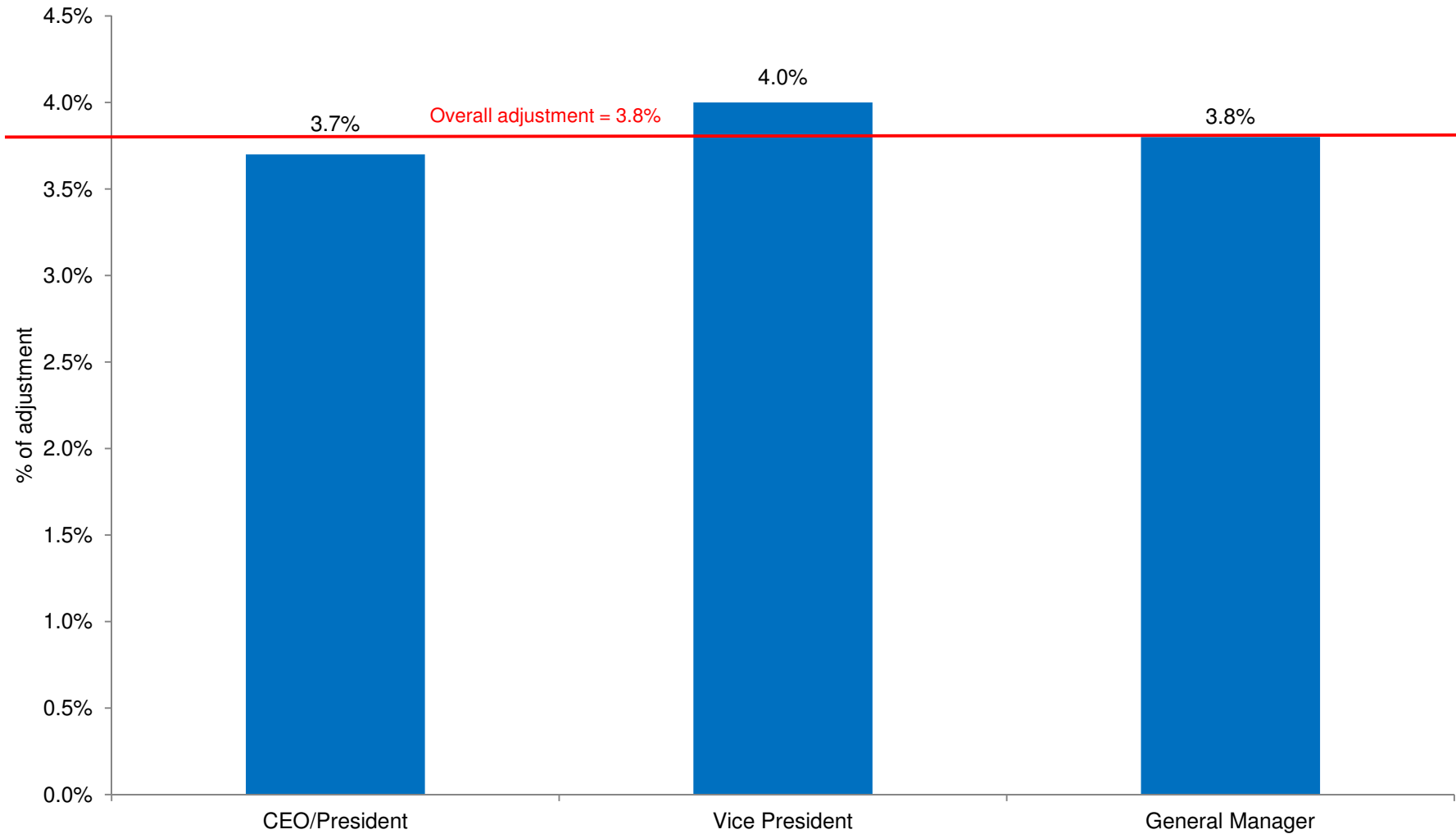


## Present (2011) & predicted (2012) average monthly salary (Executive / General Management - by job positions)

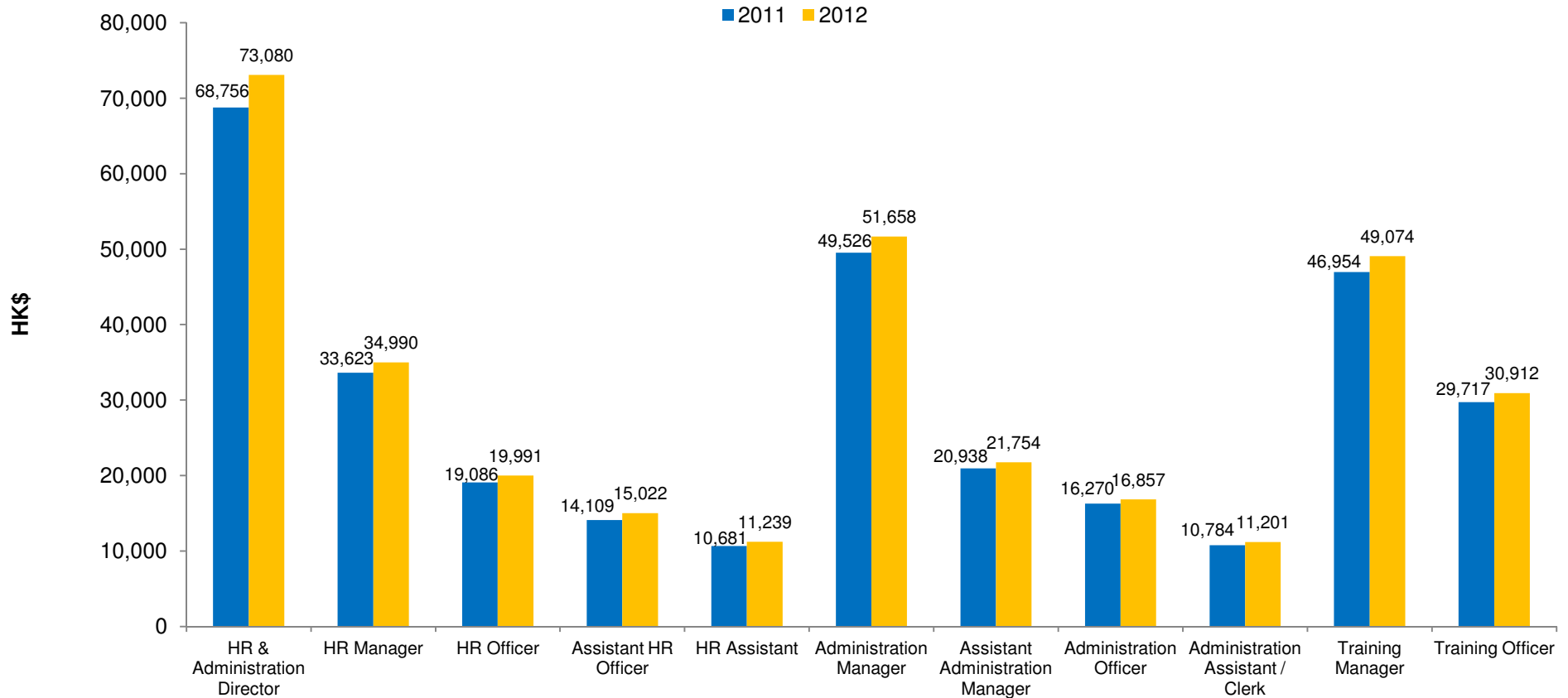


2011	Average	112,396	90,631	62,685
	Median	100,000	90,000	50,000
	Q-range	58,750 – 127,500	55,115 – 100,000	40,950 – 56,000
2012	Average	116,387	94,053	65,300

## Percentage of monthly salary adjustment (Executive / General Management - by job positions)

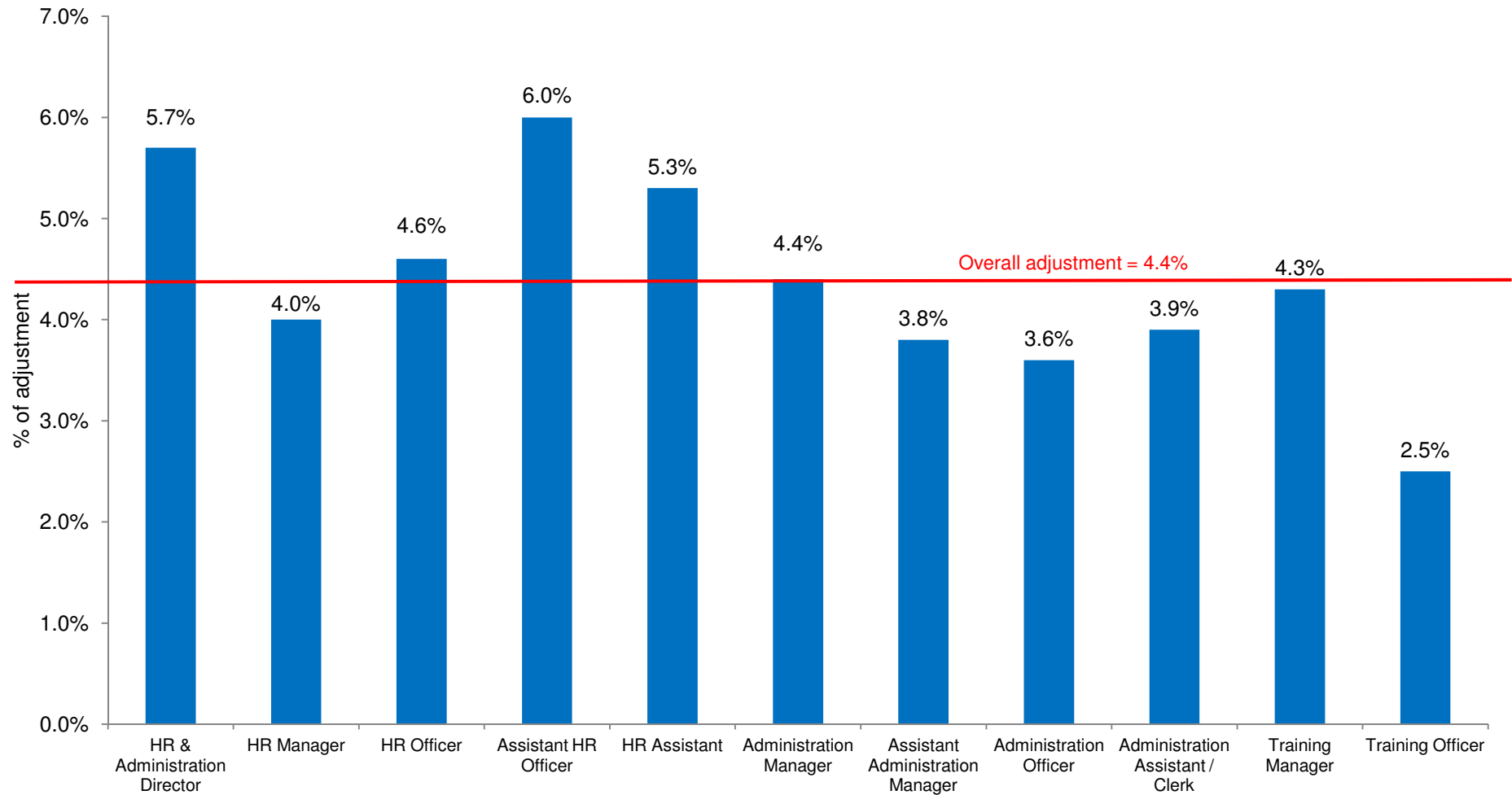


## Present (2011) & predicted (2012) average monthly salary (Human Resources & Administration - by job positions)



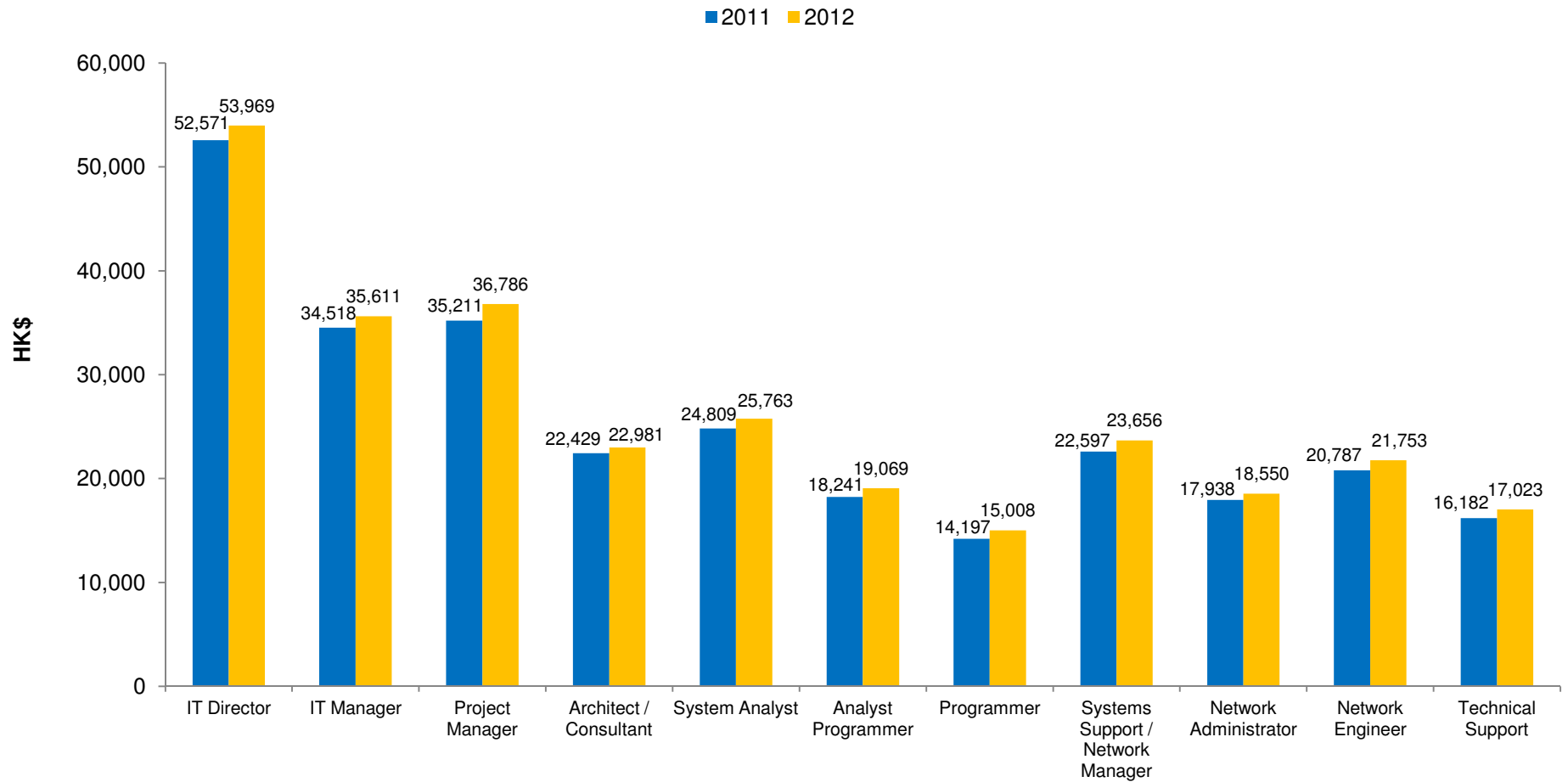
2011	Average	68,756	33,623	19,086	14,109	10,681	49,526	20,938	16,270	10,784	46,954	29,717
	Median	63,000	33,825	19,500	15,000	10,000	32,500	20,000	15,000	11,000	42,000	18,500
	Q-range	44,350 – 73,750	25,000 – 41,000	16,485 – 22,000	13,250 – 15,000	10,000 – 11,750	24,720 – 36,000	17,750 – 22,875	14,600 – 17,000	9,000 – 11,863	26,000 – 67,920	16,625 – 46,625
2012	Average	73,080	34,990	19,991	15,022	11,239	51,658	21,754	16,857	11,201	49,074	30,912

**Percentage of monthly salary adjustment  
(Human Resources & Administration - by job positions)**



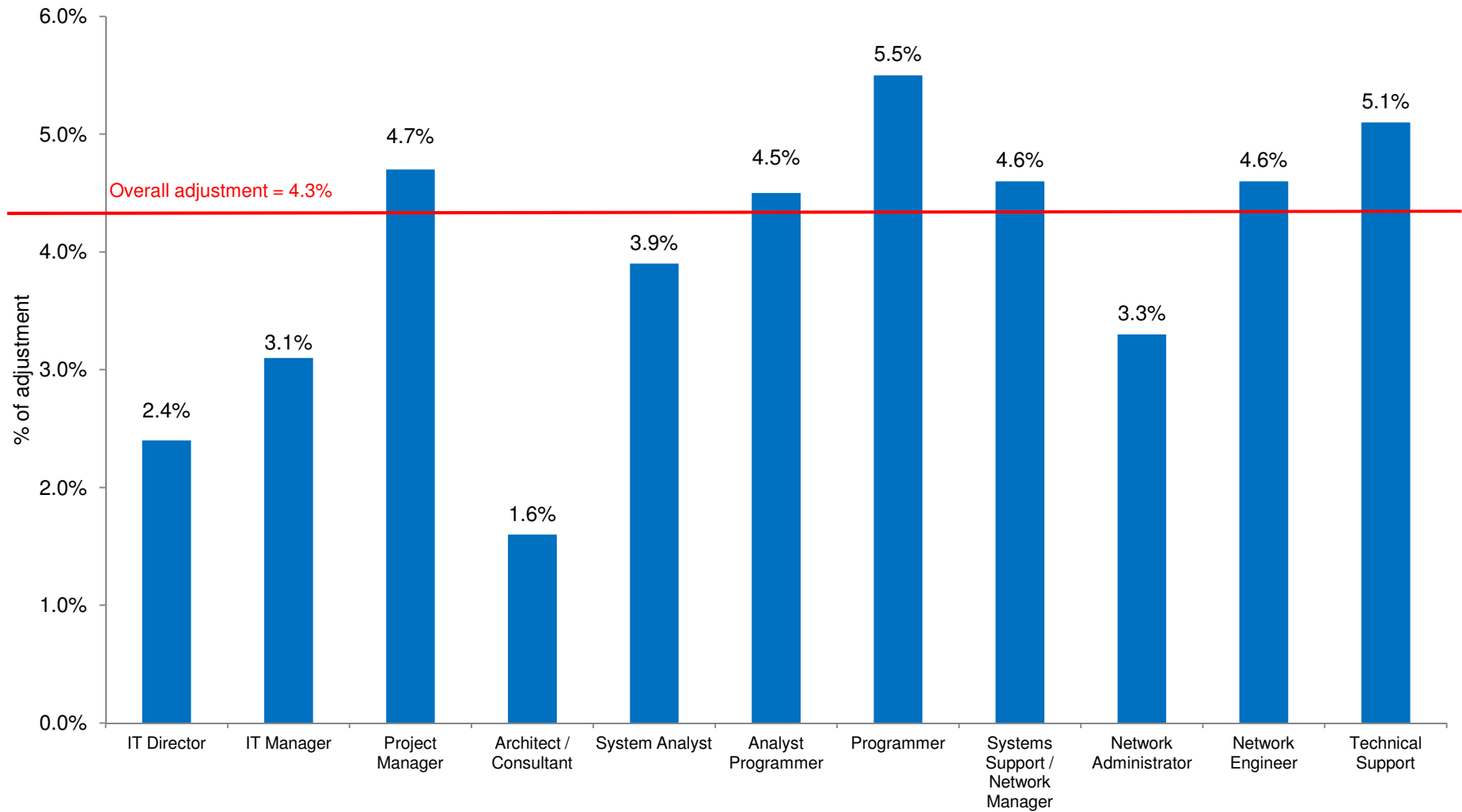


## Present (2011) & predicted (2012) average monthly salary (Information Technology - by job positions)

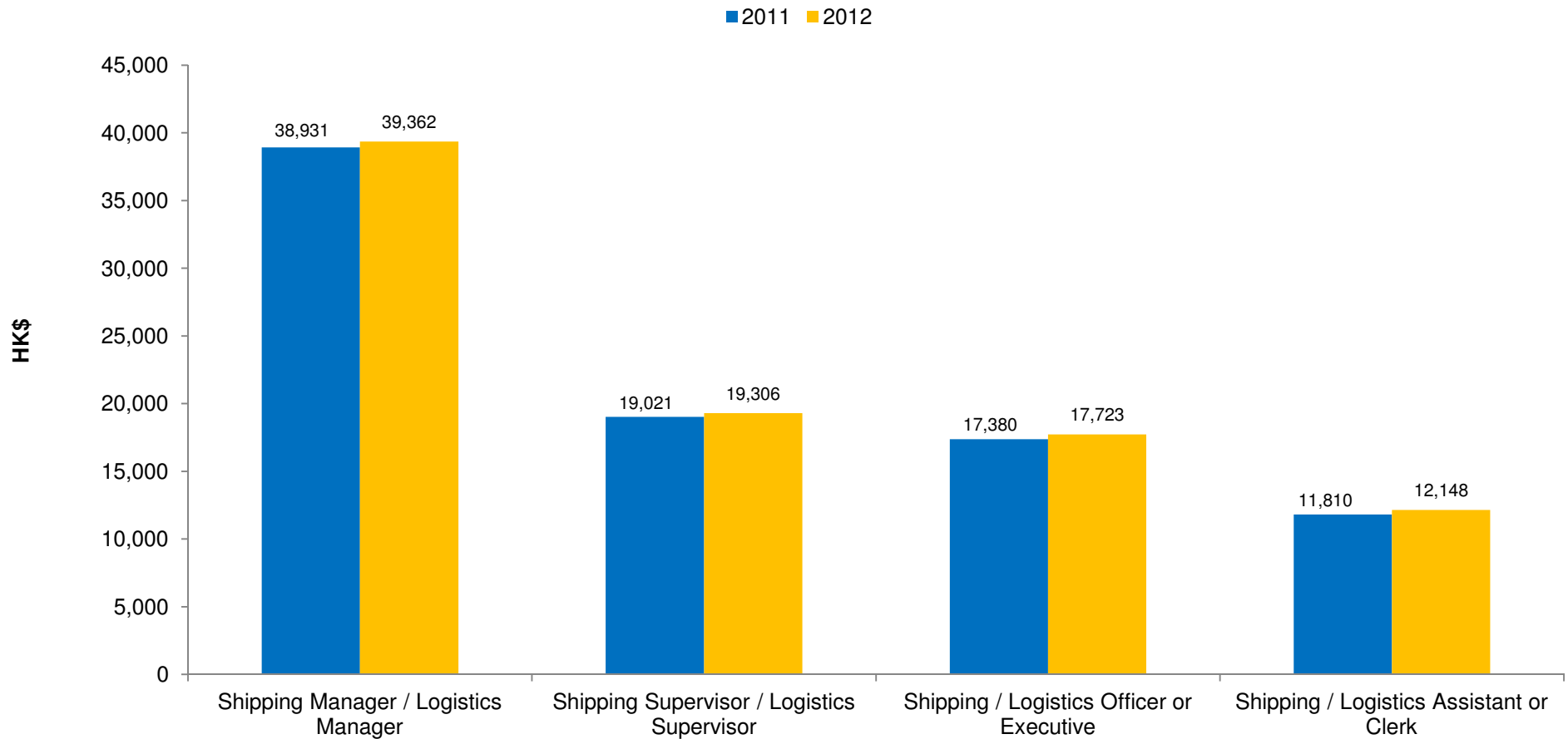


2011	Average	52,571	34,518	35,211	22,429	24,809	18,241	14,197	22,597	17,938	20,787	16,182
	Median	52,000	30,000	36,500	13,000	25,000	16,500	14,000	19,100	18,600	20,770	12,000
	Q-range	40,500 – 65,000	25,070 – 42,475	25,000 – 44,053	13,000 – 31,500	18,500 – 28,000	13,000 – 20,903	12,500 – 16,000	13,875 – 35,250	14,750 – 22,125	17,850 – 20,770	10,800 – 16,250
2012	Average	53,969	35,611	36,786	22,981	25,763	19,069	15,008	23,656	18,550	21,753	17,023

## Percentage of monthly salary adjustment (Information Technology - by job positions)

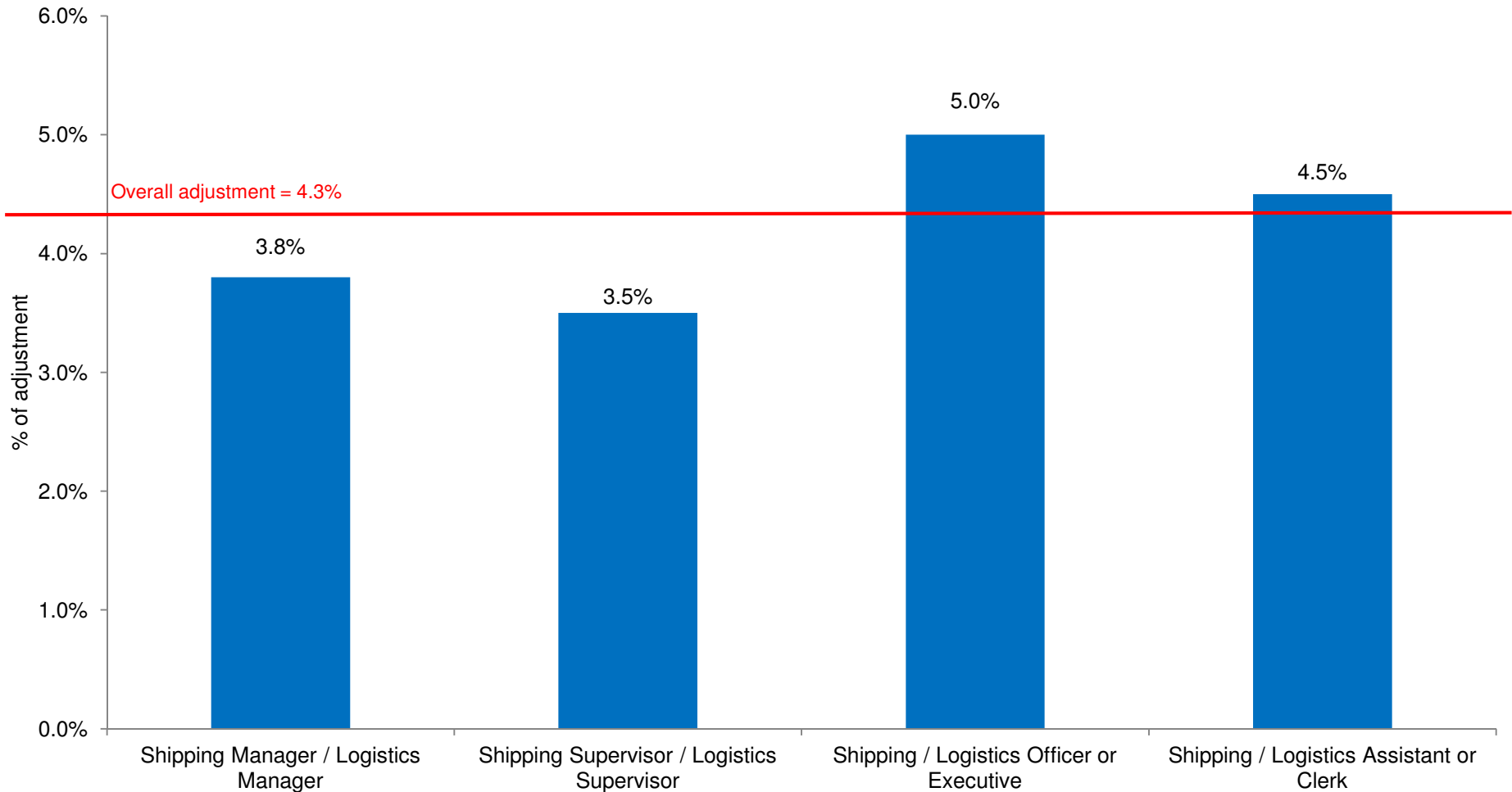


**Present (2011) & predicted (2012) average monthly salary**  
**(Shipping / Logistics - by job positions)**

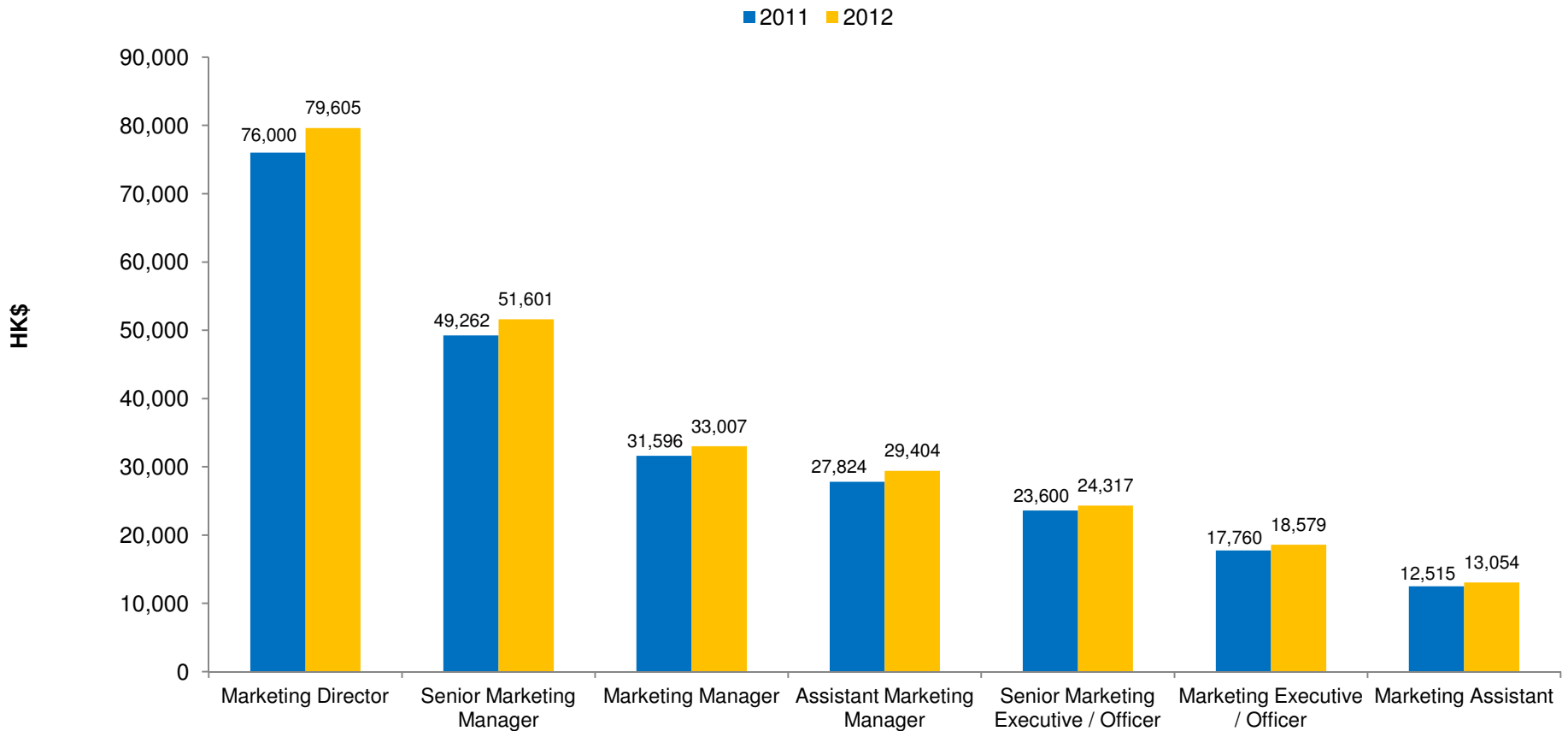


2011	Average	38,931	19,021	17,380	11,810
	Median	38,750	19,000	16,000	12,000
	Q-range	27,275 – 48,500	15,000 – 20,000	15,000 – 16,500	10,600 – 12,396
2012	Average	39,362	19,306	17,723	12,148

## Percentage of monthly salary adjustment (Shipping / Logistics - by job positions)

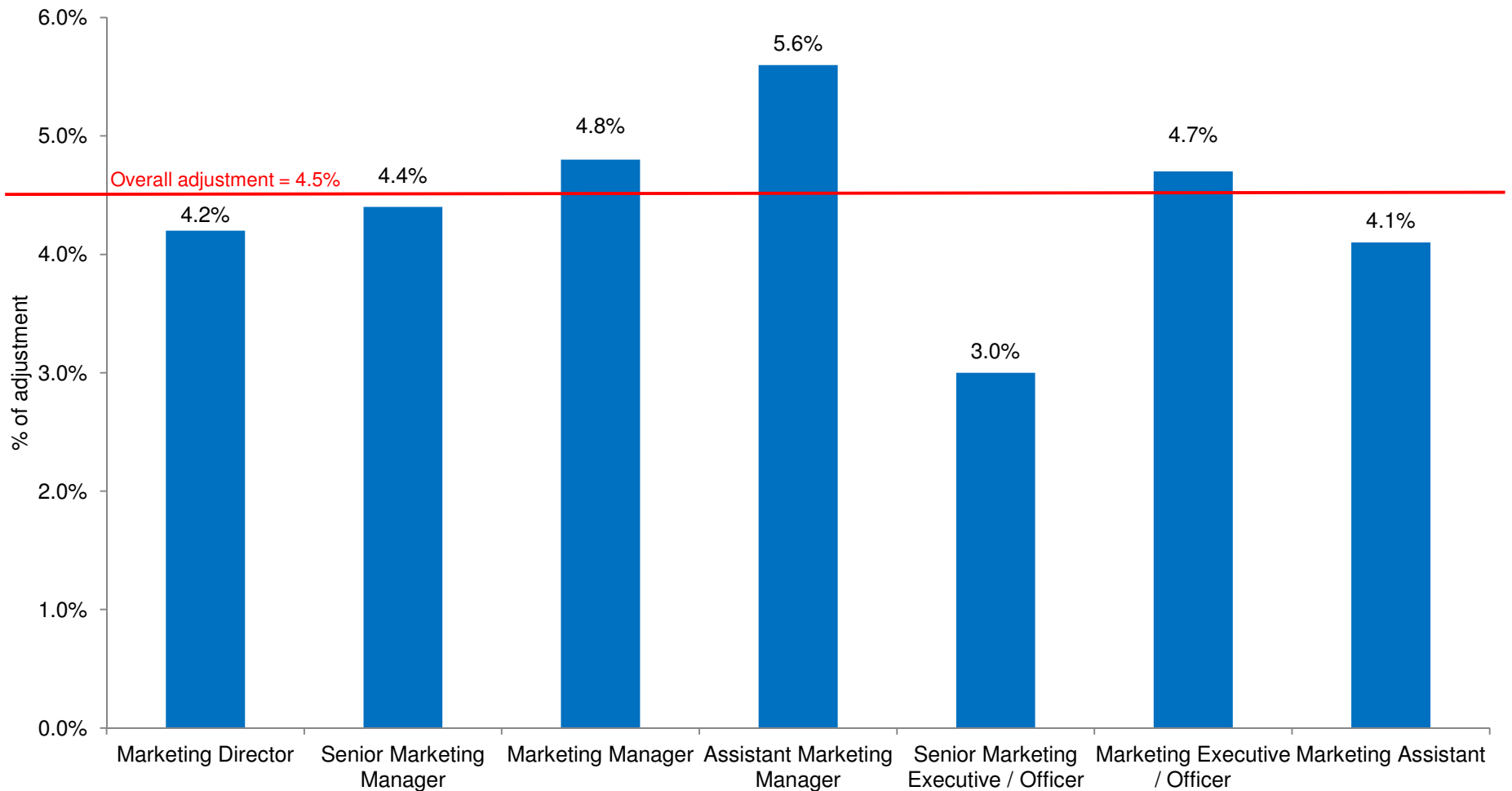


## Present (2011) & predicted (2012) average monthly salary (Marketing - by job positions)

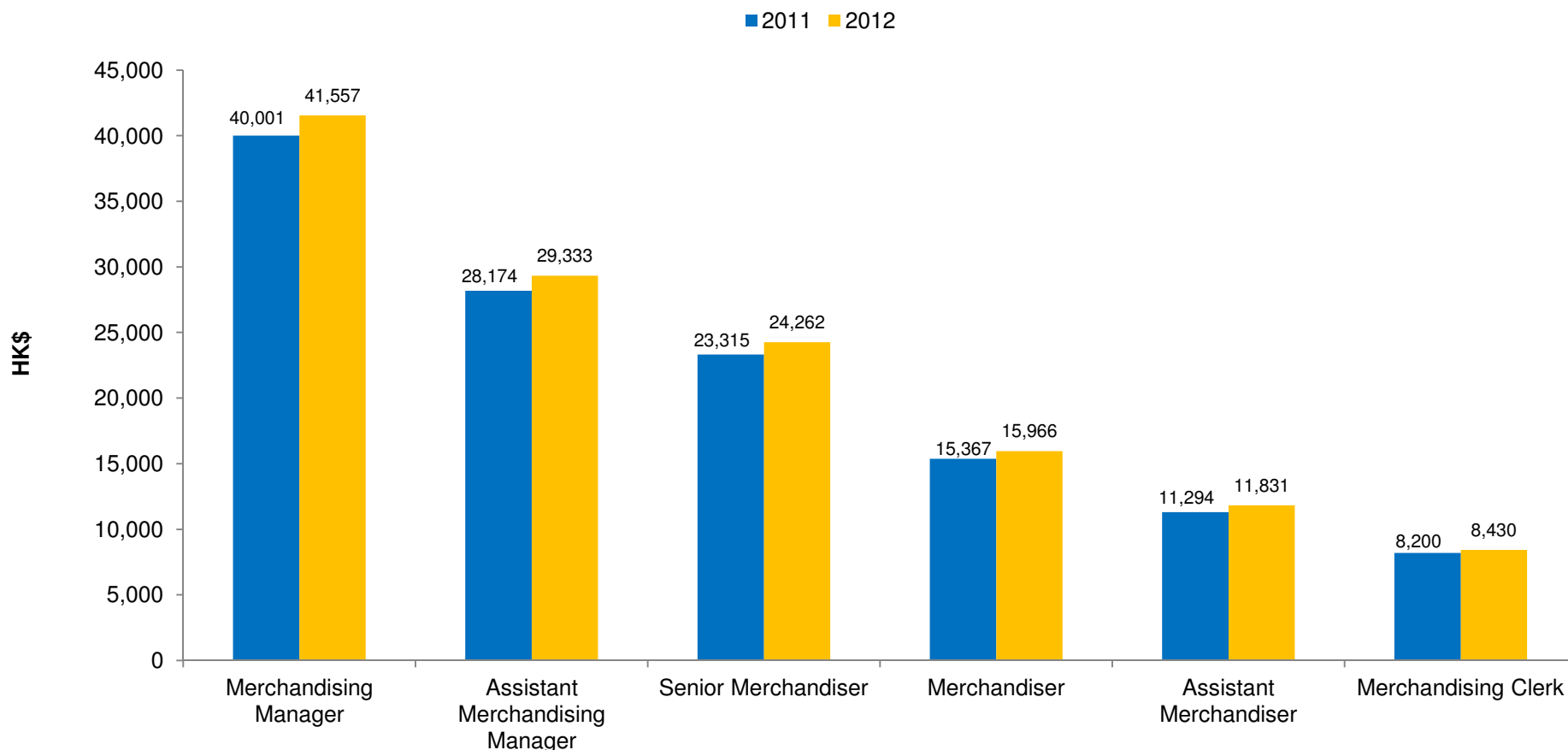


2011	Average	76,000	49,262	31,596	27,824	23,600	17,760	12,515
	Median	63,000	42,500	30,000	24,100	22,000	16,000	12,000
	Q-range	59,500 – 100,000	35,215 – 54,000	25,000 – 38,755	20,000 – 32,400	22,000 – 25,000	14,000 – 18,000	10,000 – 15,000
2012	Average	79,605	51,601	33,007	29,404	24,317	18,579	13,054

## Percentage of monthly salary adjustment (Marketing - by job positions)

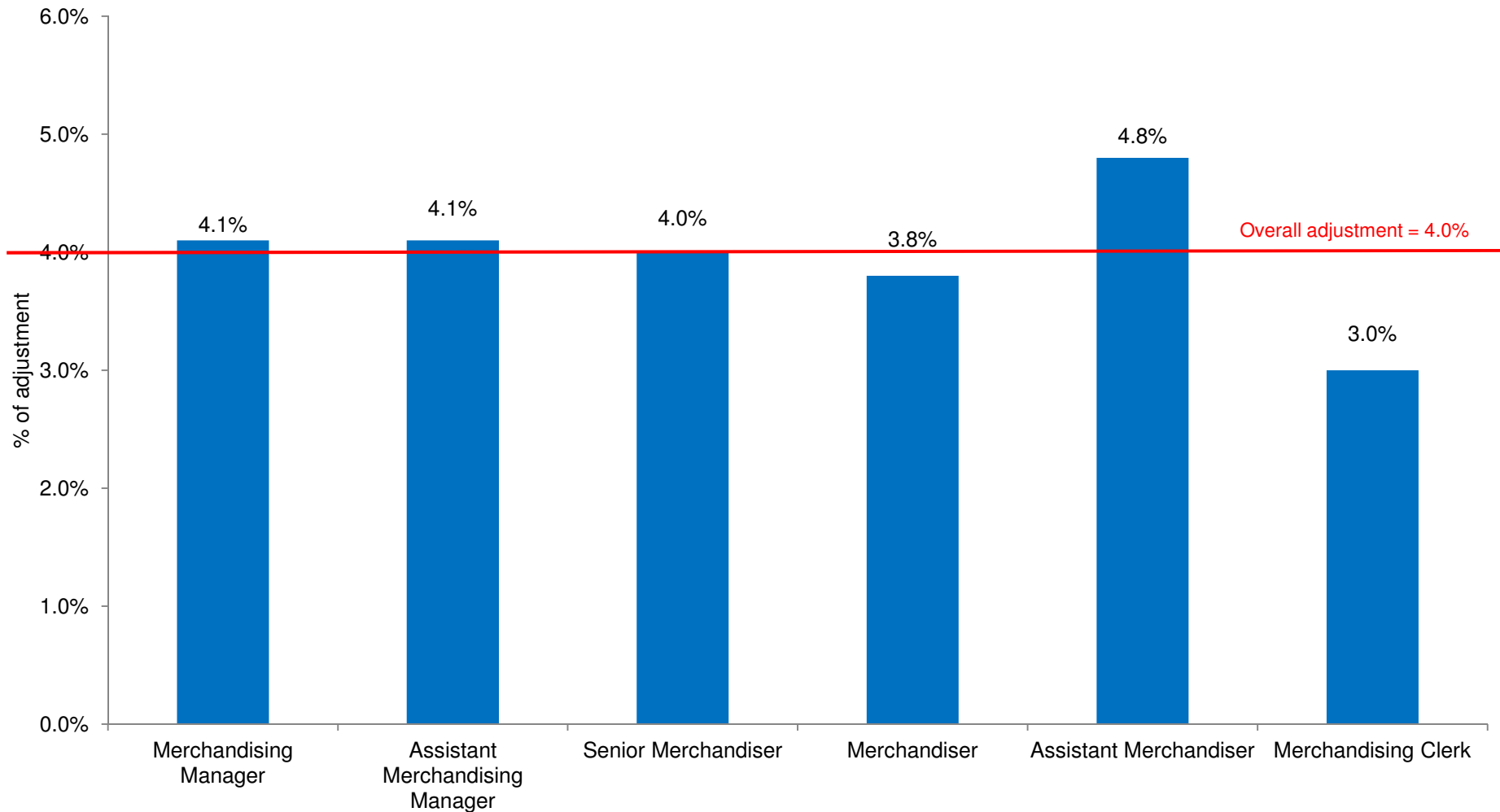


## Present (2011) & predicted (2012) average monthly salary (Merchandising - by job positions)



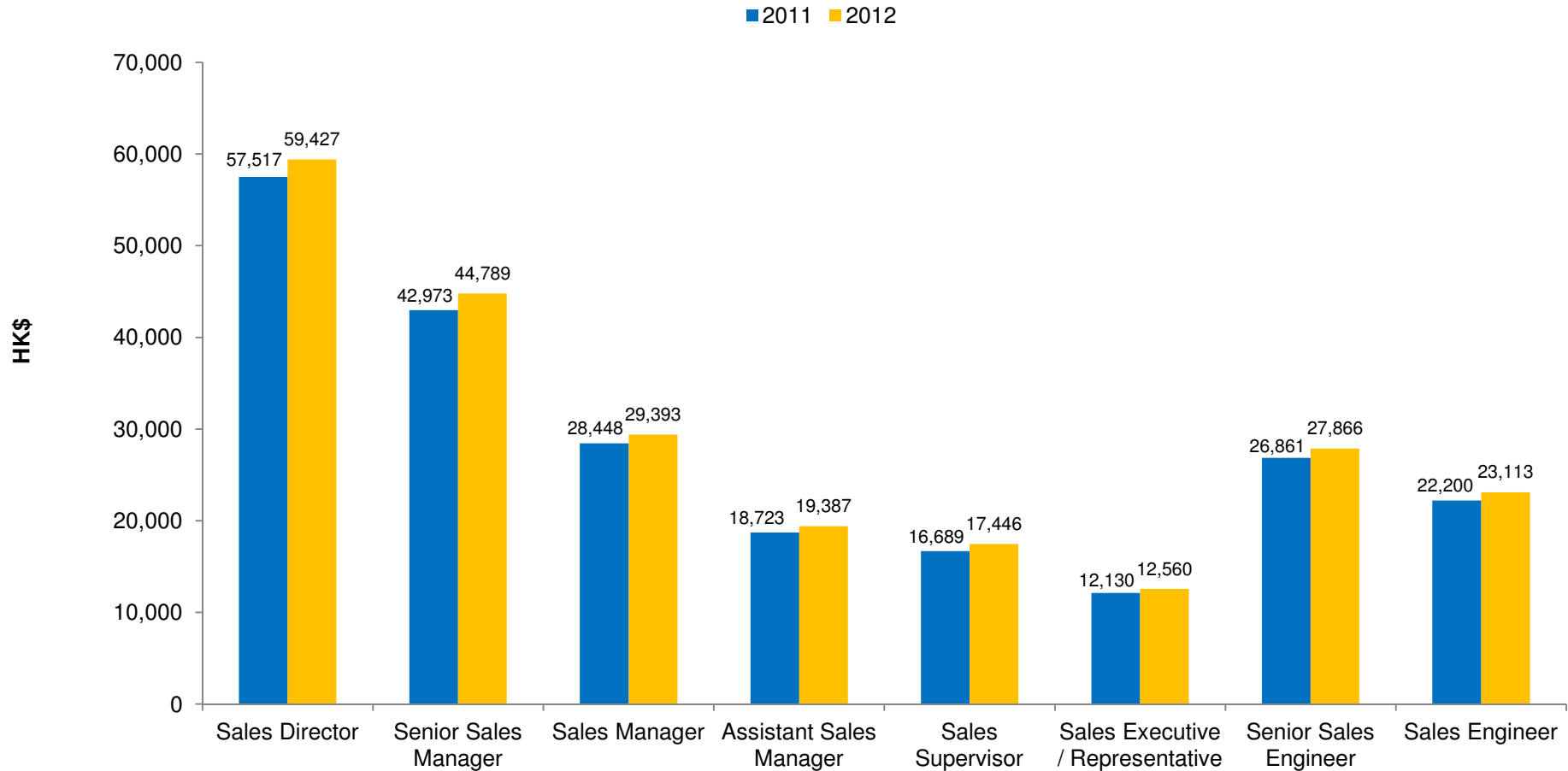
2011	Average	40,001	28,174	23,315	15,367	11,294	8,200
	Median	35,000	29,200	23,100	15,800	11,413	8,000
	Q-range	35,000 – 35,000	29,200 – 29,200	23,100 – 23,100	14,000 – 15,800	10,578 – 11,413	7,000 – 9,000
2012	Average	41,557	29,333	24,262	15,966	11,831	8,430

## Percentage of monthly salary adjustment (Merchandising - by job positions)



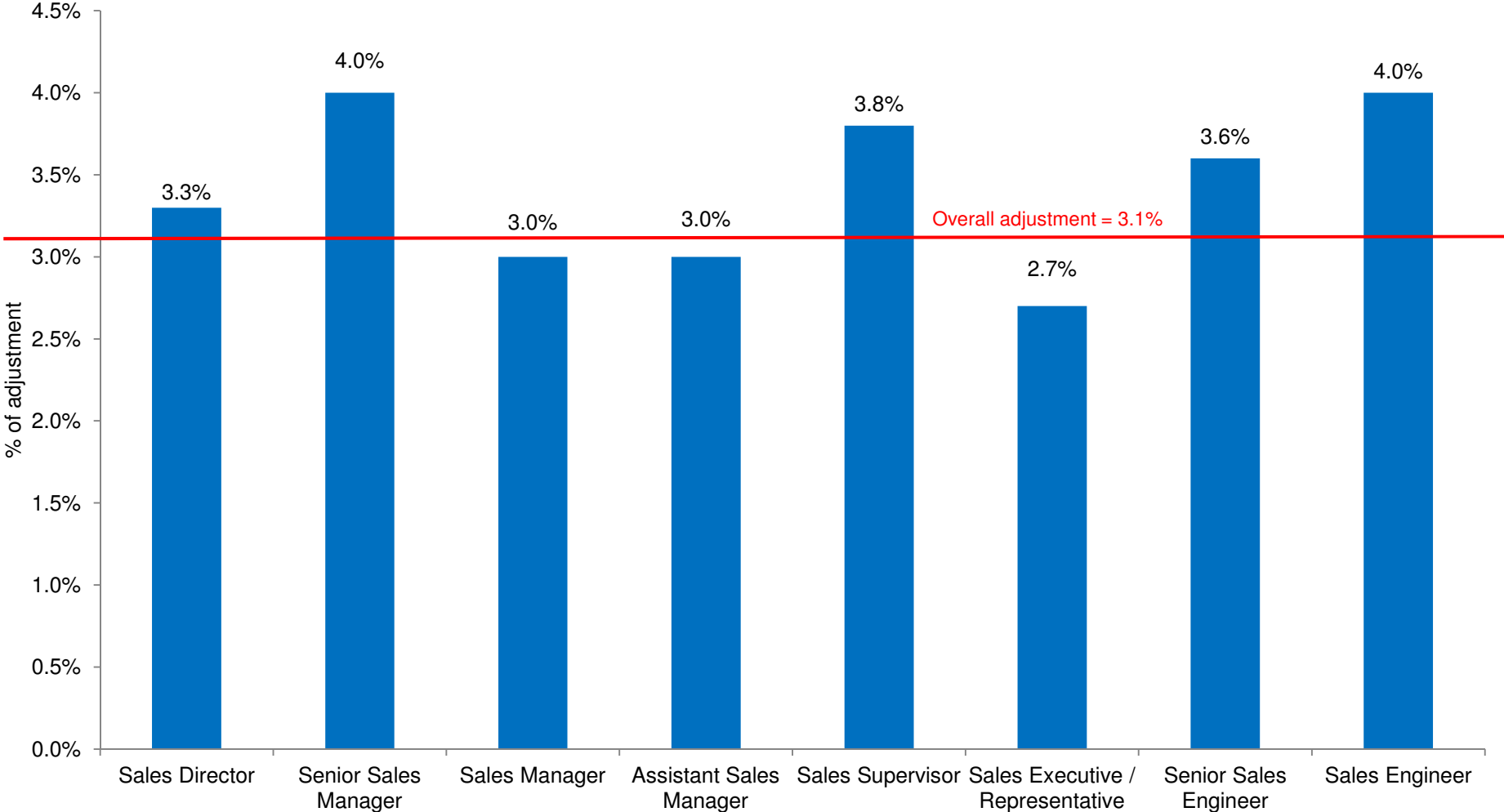


## Present (2011) & predicted (2012) average monthly salary (Sales - by job positions)



2011	Average	57,517	42,973	28,448	18,723	16,689	12,130	26,861	22,200
	Median	58,000	42,682	29,400	18,700	15,850	10,000	25,000	20,000
	Q-range	41,000 – 60,000	31,000 – 45,000	21,000 – 35,000	15,000 – 24,000	11,900 – 20,000	8,400 – 15,000	21,000 – 28,750	18,000 – 28,000
2012	Average	59,427	44,789	29,393	19,387	17,446	12,560	27,866	23,113

**Percentage of monthly salary adjustment  
(Sales - by job positions)**

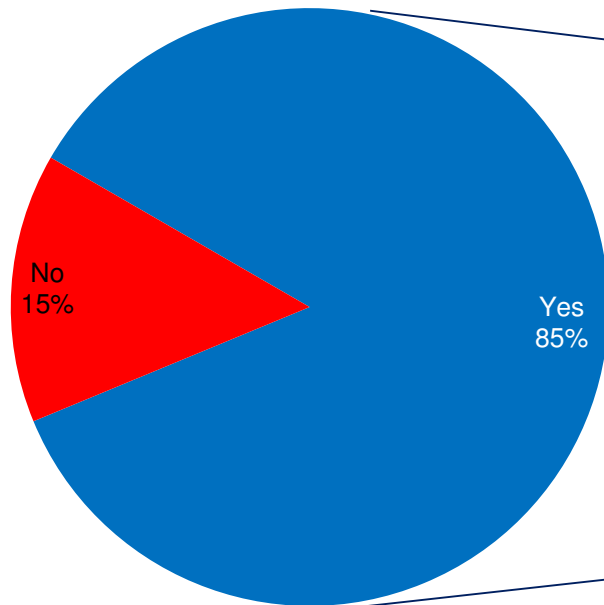


## 3. Bonuses

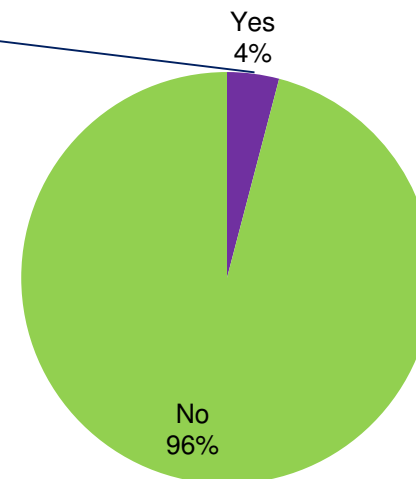
### 3.1 Performance bonus

Among all companies surveyed, 85% provided performance bonus in 2011 and only 4% of them provided guaranteed performance bonus.

Companies providing performance bonus in 2011



Companies providing guaranteed performance bonus in 2011



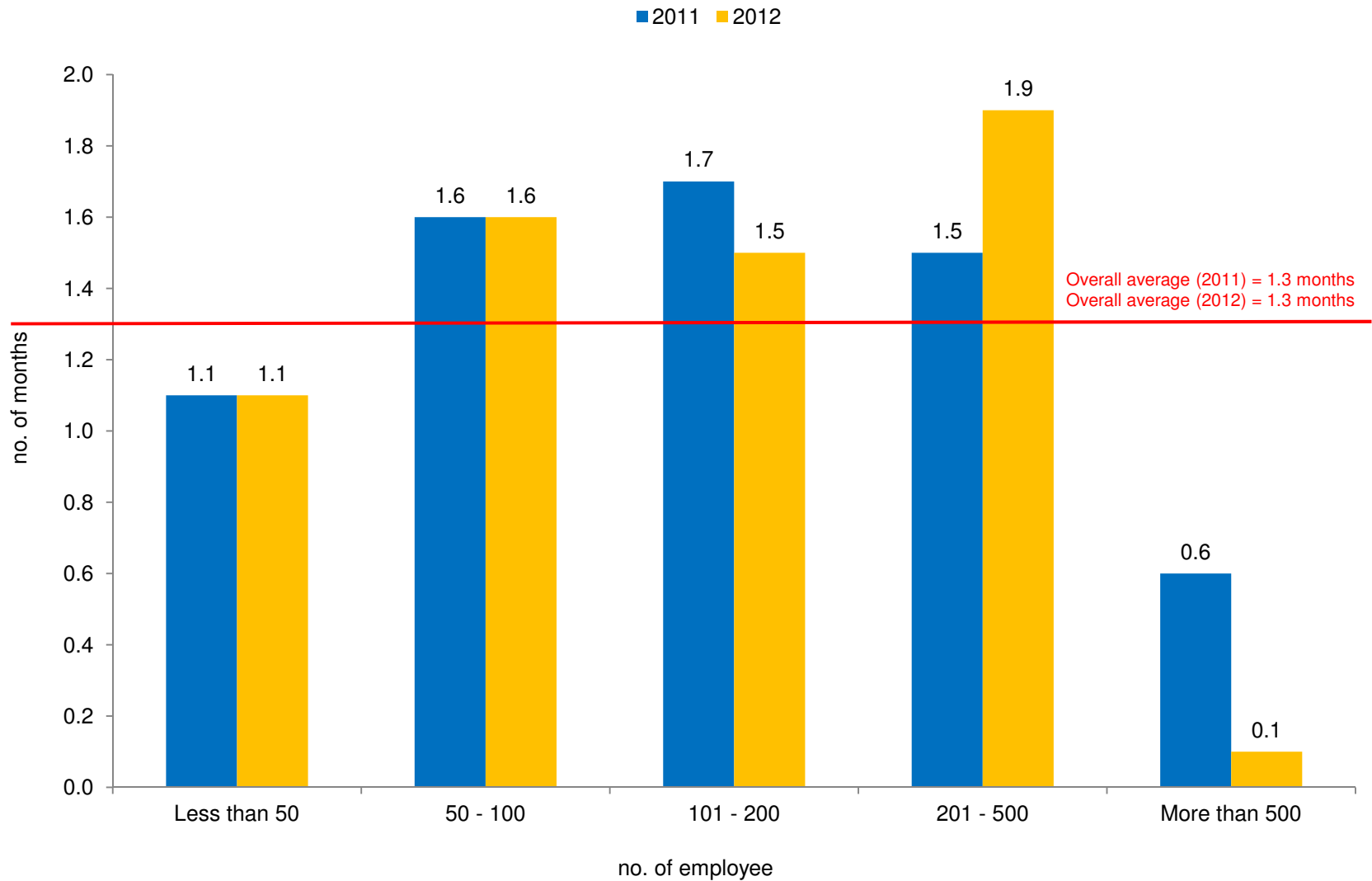
### **3.1.1 Performance bonus in 2011 – by company size**

For performance bonus, companies with 101 – 200 staff provided the highest average performance bonus in 2011 (1.7 months of the basic salary). The overall performance bonus provided by the surveyed companies is 1.3 months.

### **3.1.2 Expected performance bonus in 2012 – by company size**

In 2012, the overall predicted performance bonus is 1.3 months. In terms of company size, companies with 101 – 200 staff and more than 500 staff reported a decrease in predicted performance bonus, from 1.7 months to 1.5 months and from 0.5 month to 0.1 month of the basic salary respectively. On the other hand, companies with 201 – 500 staff reported an increase in predicted performance bonus from 1.5 months to 1.9 months of basic salary. Predicted performance bonus for other companies remains the same as in 2011.

## Comparison of performance bonus provided in 2011 and 2012 - by company size



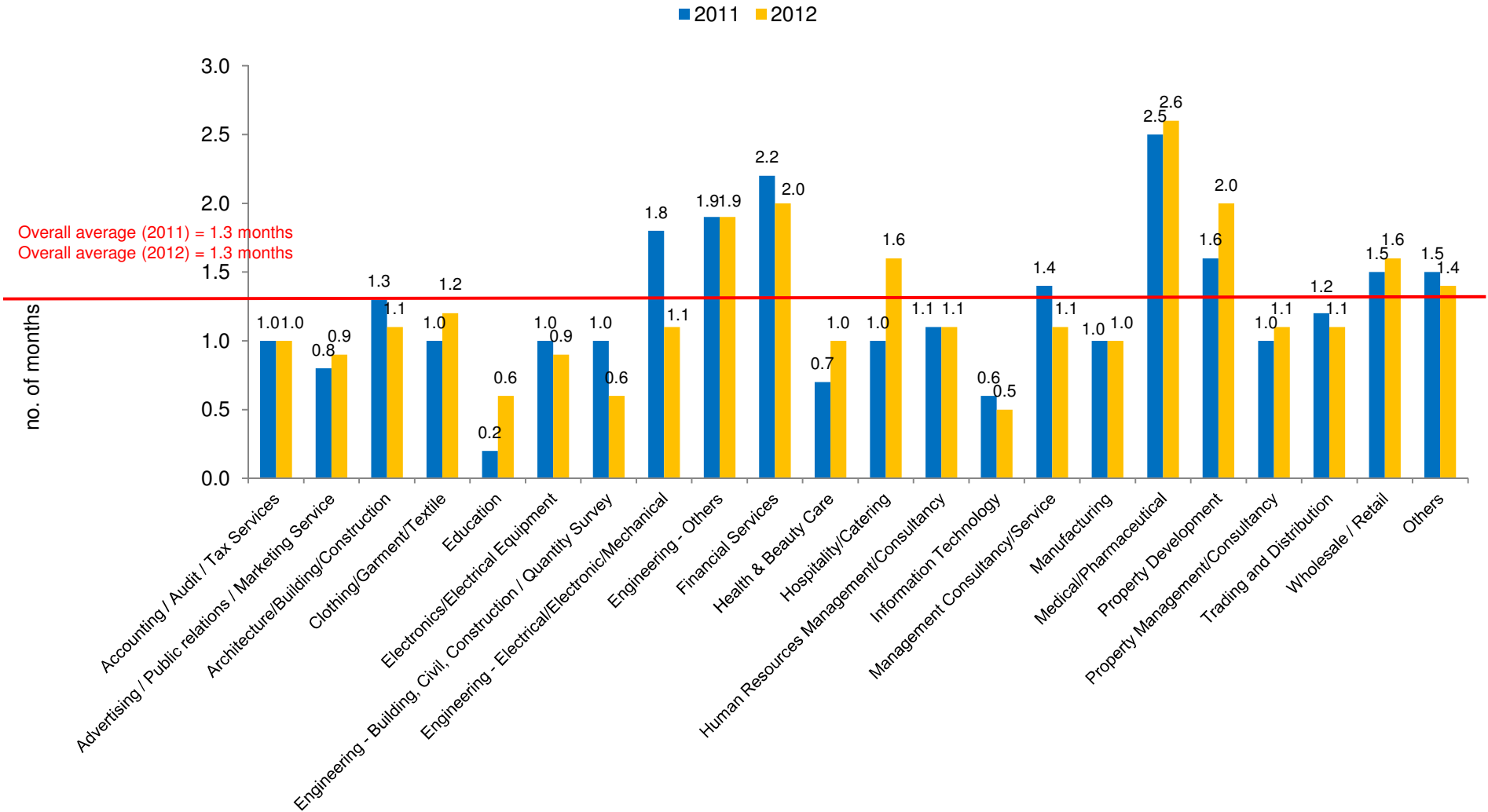
### **3.1.3 Performance bonus in 2011 – by business sectors**

For performance bonus, medical / pharmaceutical provided the highest average performance bonus in 2011 (2.5 months of the basic salary), followed by financial services (2.2 months) and engineering – others (1.9 months).

### **3.1.4 Expected performance bonus in 2012 – by business sectors**

In terms of business sectors, medical / pharmaceutical is expected to provide the highest average performance bonus (2.6 months of the basic salary) in 2012. Education reported the highest increase in performance bonus (from 0.2 month to 0.6 month) while engineering – building, civil, construction / quantity survey reported the highest decrease (from 1.0 month to 0.6 month).

## Comparison of performance bonus provided in 2011 and 2012 - by business sectors



Remarks: Industries with less than 2 surveyed companies or 10 employees were not included.

### **3.1.5 Performance bonus in 2011 - by employee levels**

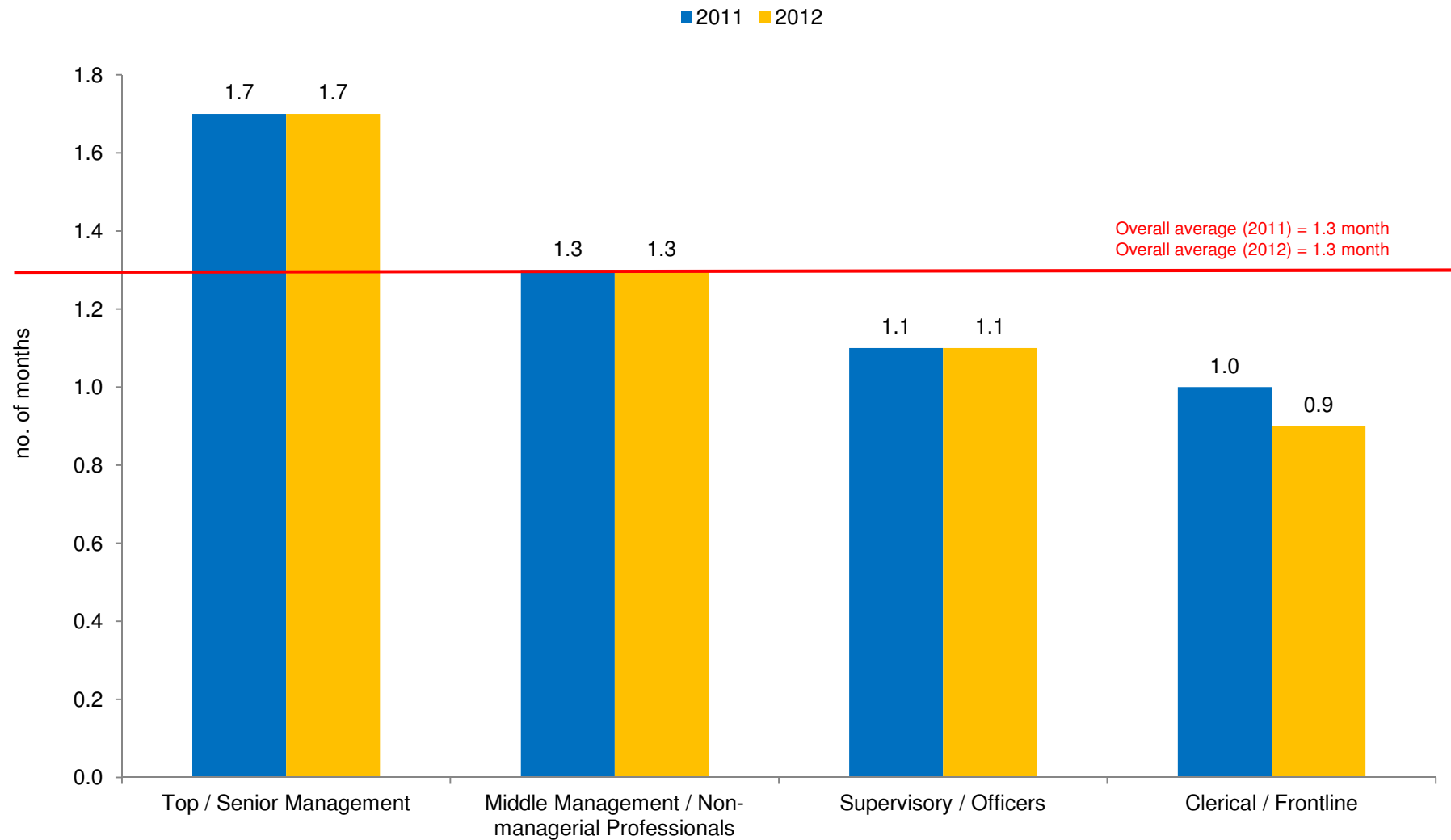
The overall average amount of performance bonus in 2011 was 1.7 months (of the basic monthly salary) for top / senior management , 1.3 months for middle management / non-managerial professionals, 1.1 months for supervisory / officers, and 1.0 month for clerical / frontline staff.

### **3.1.6 Expected performance bonus in 2012 - by employee levels**

Except that the predicted average amount of performance bonus for clerical / frontline staff is decreased from 1.0 month to 0.9 month, performance bonus for all other employee levels in 2012 is expected to be the same compared with 2011.



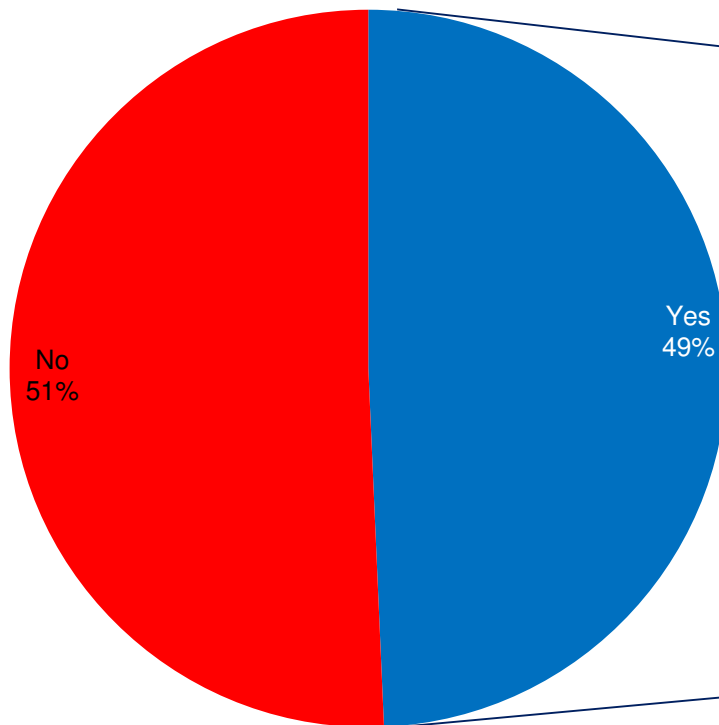
## Comparison of performance bonus provided in 2011 and 2012 - by employee levels



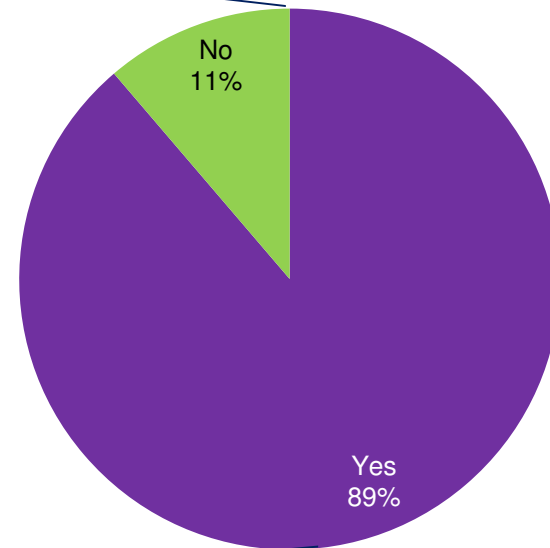
## 3.2 Double pay

Among all companies surveyed, 49% provided double pay in 2011 and 89% of them provided guaranteed double pay.

Companies providing double pay in 2011



Companies providing guaranteed double pay in 2011



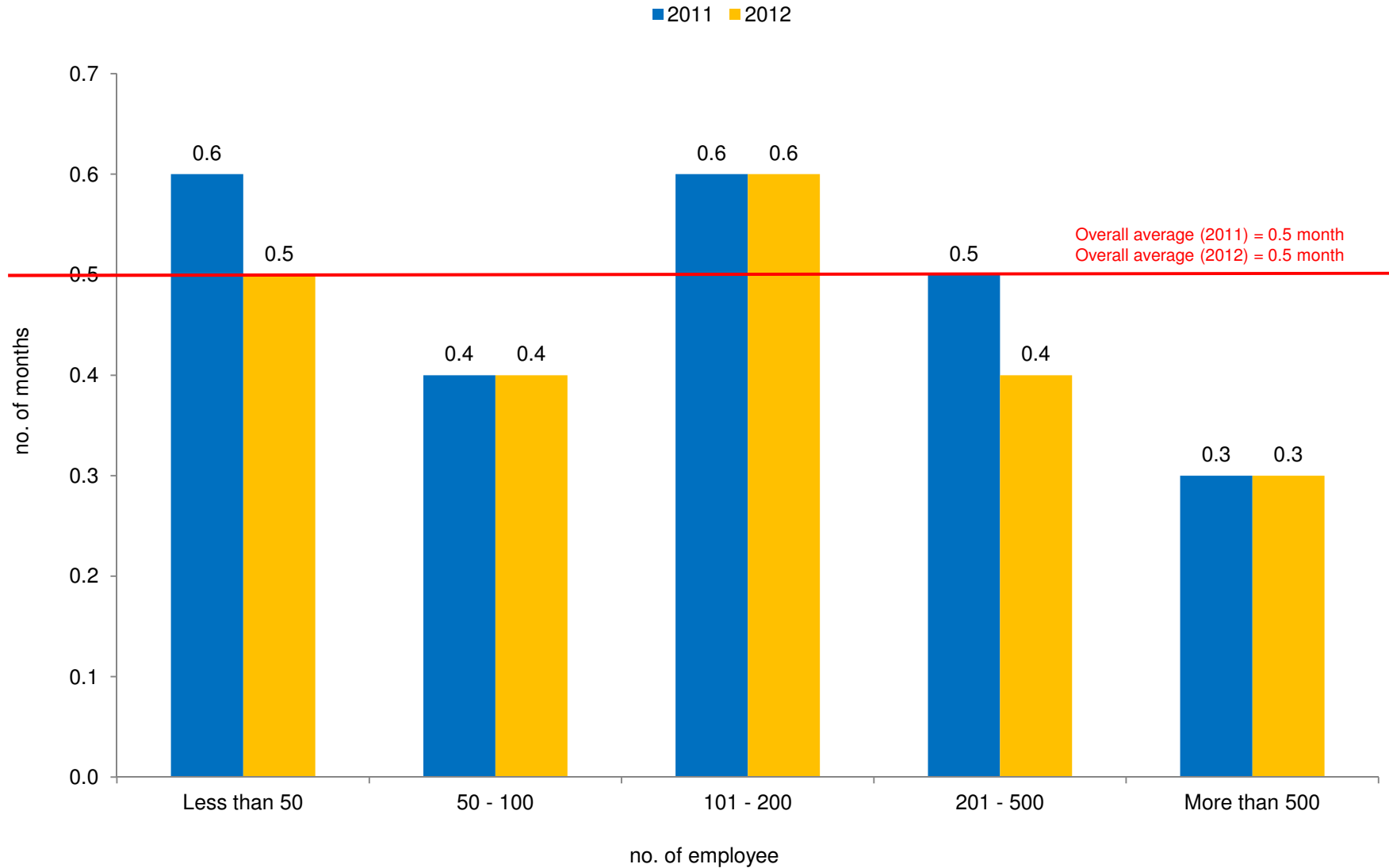
### **3.2.1 Double pay in 2011 – by company size**

In 2011, in terms of company size, companies with less than 50 staff and 101 – 200 provided the highest average amount of double pay (0.6 month of the basic salary). The overall average of double pay provided by the surveyed companies is 0.5 month.

### **3.2.2 Expected double pay in 2012 – by company size**

The predicted double pay in 2012 provided by companies with less than 50 staff and 201 – 500 staff is decreased from 0.6 month to 0.5 month and from 0.5 month to 0.4 month respectively. The double pay for the other companies is predicted to be the same as in 2011. The predicted overall average of double pay is 0.5 month of basic salary.

## Comparison of double pay provided in 2011 and 2012 - by company size



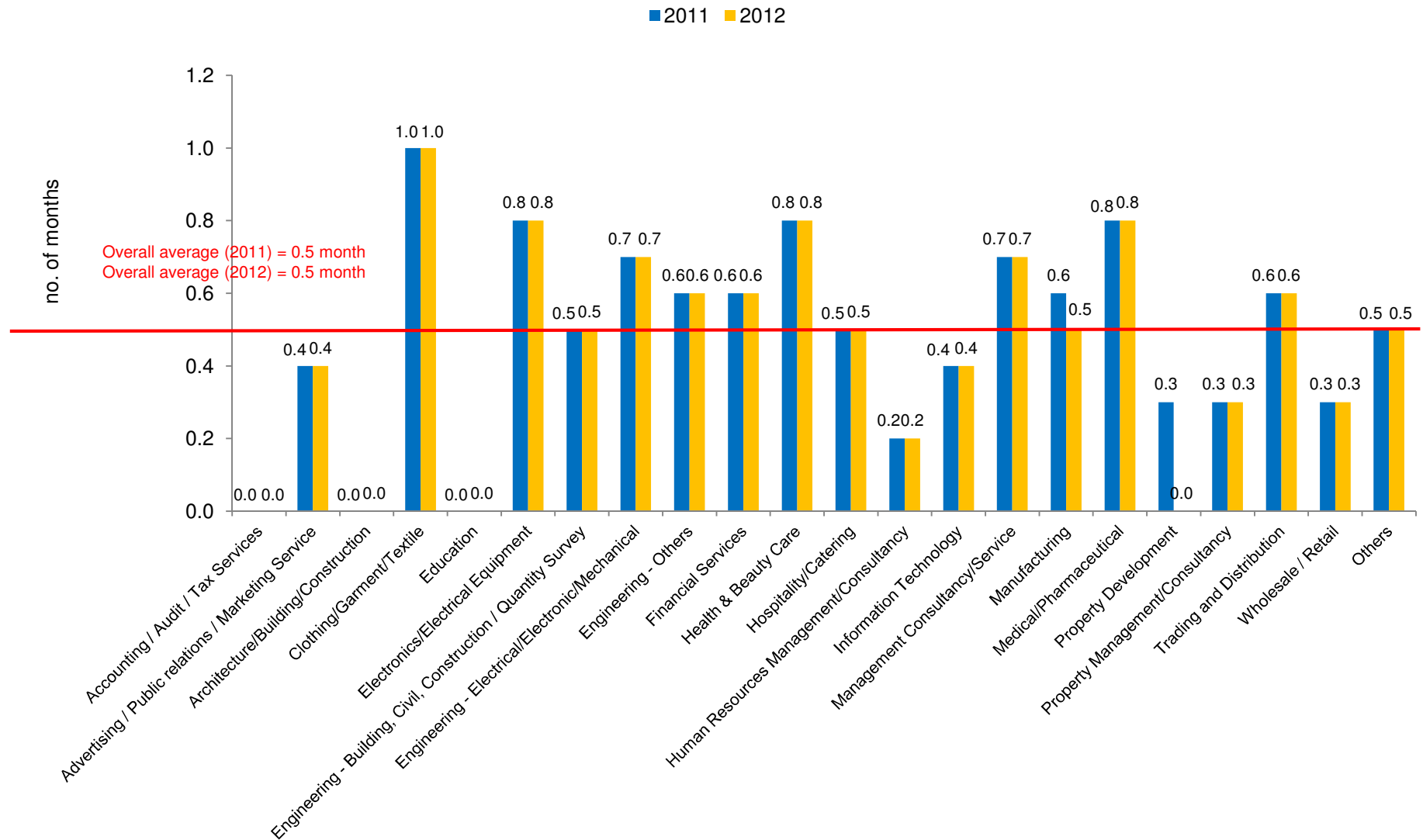
### **3.2.3 Double pay in 2011 – by business sectors**

In 2011, in terms of business sectors, clothing / garment / textile provided the highest average amount of double pay (1.0 month of basic salary).

### **3.2.4 Expected double pay in 2012 – by business sectors**

In 2012, clothing / garment / textile is predicted to provide the highest average amount of double pay (1.0 month of basic salary). Most of the business sectors maintain the same average amount of double pay for 2011 and 2012, while property development reported the highest decrease in double pay (from 0.3 month to 0 month).

## Comparison of double pay provided in 2011 and 2012 - by business sectors



Remarks: Industries with less than 2 companies or 10 employees were not included.

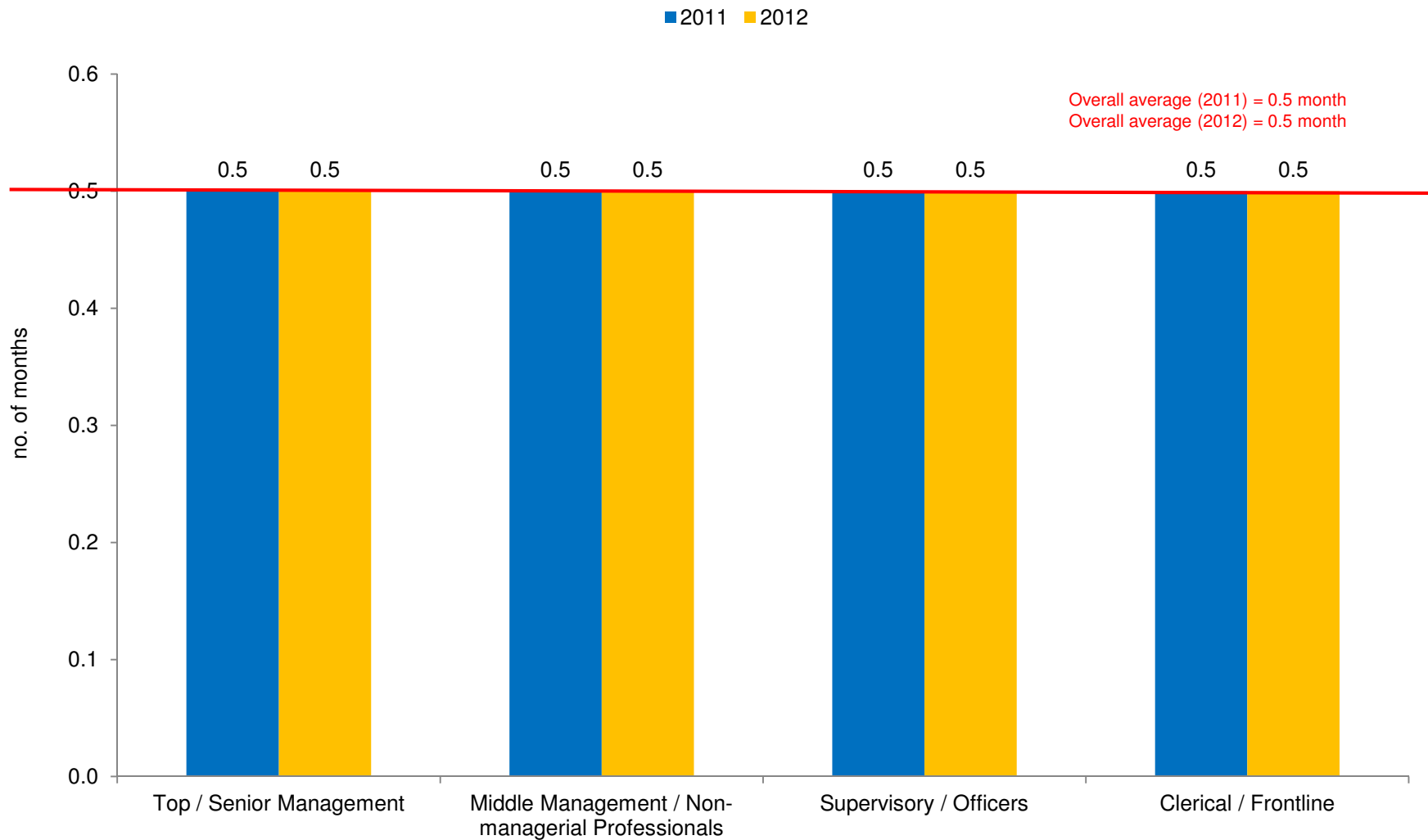
### **3.2.5 Double pay in 2011 – by employee levels**

In 2011, the overall average amount of double pay for all employee levels was 0.5 month (of the basic monthly salary).

### **3.2.6 Expected double pay in 2012 – by employee levels**

In 2012, the predicted double pay for all employee levels is 0.5 month.

## Comparison of double pay provided in 2011 and 2012 - by employee levels





## 4. Benefits

The Compensation & Benefit Survey shows that employers are providing various benefits to help employees achieve work-life balance and build their careers.

### **5-Day Working Week**

The survey findings indicated that by 2012, 82% of the surveyed companies will be implementing five-day working week. Among the surveyed companies, 74% have already implemented the five-day working week policy in 2011 or before, and 8% expect to implement in 2012.

### **Flexible Working Hours**

Of the surveyed companies, only 16% have implemented flexible working hours in their workplace, and only 8% of the companies expect to introduce this practice in 2012.

### **Leave**

In addition to annual leave and sick leave, the most popular types of leave include compassionate leave (71%) and marriage leave (70%). 35% of the surveyed companies provided paternity leave and 28% provided study and examination leave.

## Other Benefits

For health-related benefits, 26% of the surveyed companies provided an ergonomic environment. For family friendly-related benefits, 13% provided family leave.

The most common type of insurance plan offered in 2011 was clinical (out-patient service) (80%), followed by hospitalization (77%) and Chinese Bonesetters consultation and Chinese medical practitioners consultation (69%).

41% of the companies provided overtime compensation, and 4% of companies expect to provide overtime compensation in 2012. The most common types of overtime compensation are compensation leave (68%) and hourly payment (39%).

74% of surveyed companies provided training for staff in 2011, while 42% of companies provided education allowance.

Other benefits mentioned in this survey include transportation allowance, purchase of company stock at discounted prices, rental reimbursement and pension fund or retirement plan other than MPF.