

# 標準工時委員會 Standard Working Hours Committee



## 香港工時狀況統計調查 (會計師)

### SURVEY ON THE WORKING HOURS SITUATION IN HONG KONG (ACCOUNTANT)

勞工處及標準工時委員會委託「米奧特資料搜集中心有限公司」進行一項有關本地就業人士工時狀況的統計調查。調查所得的資料對委員會檢視本港工時狀況及協助政府釐定工時政策的路向有重大參考價值。統計調查所搜集的資料將嚴加保密，及只會用於編製整體統計數字作分析之用。

請將已填妥的問卷於 2014 年 9 月 20 日前，透過以下其中一種途徑交回 MOV: (1) 電郵: [swh@mov.com.hk](mailto:swh@mov.com.hk), (2) 傳真: 3900 1122, 或(3) 郵寄: 荃灣海盛路 11 號 One Midtown 13 樓 1309-13 室。如有查詢，請聯絡 MOV 外勤中心(電話: 3900 1271)。

- 此問卷對象為受僱為會計師的僱員，不包括待業人士、退休人士、自僱人士及僱主。
- 若你從事多於一份會計師工作，請以從事會計師工作的主業（即每星期工作時間最長的工作）作答。

The Labour Department and the Standard Working Hours Committee have appointed the "MOV Data Collection Center Limited" to conduct a survey on the working hours situation of the local workforce. The information collected is of important reference value to the Committee for examining the local working hours situation and assisting the Government to identify the way forward for a working hours policy. The data collected through the survey will be kept in strict confidence and only be used for compiling aggregate statistics for analysis.

Please return the completed questionnaire to MOV before 20 September 2014 through one of the following means: (1) by email: [swh@mov.com.hk](mailto:swh@mov.com.hk), (2) by fax: 3900 1122, or (3) by post: MOV Data Collection Center Limited, Unit 1309-13, One Midtown, 11 Hoi Shing Road, Tsuen Wan, Hong Kong. For enquiries, please call the field centre of MOV at 3900 1271.

- The target respondents of this questionnaire are employees employed as accountants, and do not cover the unemployed persons, retirees, self-employed persons and employers.
- If you have more than one job as an accountant, please reply according to the main job as an accountant (i.e. the job with the longest working hours per week).

#### 第一部份 就業狀況 Part I Employment Status

A1. 你是全職或兼職<sup>(註1)</sup>從事會計工作?  
Are you working full-time or part-time<sup>(Note 1)</sup> as an accountant?

(1)  全職  
Full-time

(2)  兼職  
Part-time

A2. 公司/機構業務類別:  
Type of business activity of your company/organisation:

(1)  會計師事務所  
Accounting firms

(2)  其他商業/運輸業/服務行業機構  
Other business/transportation/services companies

(3)  製造業/建造業機構  
Manufacturing/construction companies

(4)  政府部門及資助機構  
Government departments and subvented organisations

其他，請註明：  
Others, please specify: \_\_\_\_\_

A3. 職位：  
Position: \_\_\_\_\_

#### 第二部份 工時狀況 Part II Working Hours Situation

B1. 你在過去 7 日的總工作時數：(包括在任何地點從事此會計師工作的時間，不論該些時數是否有超時工資/補假，但不包括無須留駐在工作地點的用膳及休息時間)  
Total number of working hours in the past 7 days: (including all working hours related to this job as an accountant regardless of places of work and whether the hours are with or without overtime pay/time-off in lieu, but excluding meal breaks and rest time during which you are not required to attend at the place of employment)

總工作時數 \_\_\_\_\_ 小時  
Total number of working hours ..... hour(s)

其中：  
Of which:

(i) 有超時工資的超時工作時數 \_\_\_\_\_ 小時  
Number of overtime hours with overtime pay ..... hour(s)

(ii) 有補假的超時工作時數 \_\_\_\_\_ 小時  
Number of overtime hours recompensed by time-off in lieu ..... hour(s)

(iii) 無超時工資/補假的超時工作時數 \_\_\_\_\_ 小時  
Number of overtime hours without overtime pay/time-off in lieu ..... hour(s)

註 1：兼職工作指：(1) 每星期有固定工作日數：每星期通常工作日數少於 5 天或每個工作天通常工作時數少於 6 小時；或 (2) 每星期沒有固定工作日數：每星期通常工作時數少於 30 小時。如工作不符合以上兼職定義均屬於全職工作。

Note 1: Part-time work refers to: (1) for a job with a fixed number of working days per week: the number of usual days of work per week is less than 5 or the number of usual hours of work per working day is less than 6; or (2) for a job without a fixed number of working days per week: the number of usual

hours of work per week is less than 30. Any job which does not meet the above definition will be regarded as a full-time job.

**B2. 過去 7 日是否屬於旺季月份（即工作時數特別長的日子）？**

Do the past 7 days fall within peak season months (i.e. days with relatively long working hours)?

- (1)  是：  
Yes:  
(i) 那麼，非旺季月份（即工作時數屬於正常情況的日子）的平均每星期工作時數比較過去 7 日的總工作時數少百分之幾：  
Then, average weekly working hours in non-peak season months (i.e. days of which the number of working hours are normal) are **less than** the total working hours in the past 7 days by: ..... %  
(ii) 其他旺季月份是在哪些月份：  
Which other month(s) is/are the peak season month(s):..... month
- (2)  否：  
No:  
(i) 那麼，你工作的旺季月份是在哪些月份：  
Then, which month(s) is/are the peak season month(s) of your job: ..... month  
(ii) 旺季月份的平均每星期工作時數較過去 7 日的總工作時數多百分之幾：  
Average weekly working hours in peak season months are **more than** the total working hours in the past 7 days by: ..... %
- (3)  不適用（即無特定旺季）  
Not applicable (i.e. no peak season)

以下問題提及的「合約/協議」包括書面合約或口頭協議，以及機構/公司規定。

'Contract/agreement' mentioned in the following questions refer to written contract or verbal agreement, and organisation/company rules.

**B3. 合約/協議有否指明每星期工作日數？**

Is the number of working days per week specified in contract/agreement?

- (1)  有指明每星期工作日數：  
Number of working days per week is specified:  
(i) 全日的工作日（6 小時或以上） ..... 日  
Whole working day (6 hours or above)..... day(s)  
(ii) 半日的工作日（少於 6 小時） ..... 日  
Half working day (less than 6 hours) ..... day(s)
- (2)  沒有指明每星期工作日數：  
Number of working days per week is not specified

**B4. 合約/協議有否指明每星期或每日工作時數？（不包括無須留駐在工作地點的用膳及休息時間）**

Is the number of working hours per week or per day specified in contract/agreement? (excluding meal breaks and rest time during which you are not required to attend at the place of employment)

- (1)  有指明每星期/每日工作時數：（\*刪去不適用者）  
Number of working hours per week/per day is specified: (\* Delete where inappropriate)  
每星期\*： 小時 分鐘 或 B3(1)(i)所指每日\*： 小時 分鐘  
Per week: ..... hours ..... minutes or Per day as per B3(1)(i): ..... hours ..... minutes  
B3(1)(ii)所指每半日： 小時 分鐘  
Per half day as per B3(1)(ii): ..... hours ..... minutes
- (2)  沒有指明每星期/每日工作時數  
Number of working hours per week/per day is not specified

**B5. 合約/協議的工作日、休息日及其他假期的超時工資相對基本工資的比率分別是：**

Contractual/agreed rates of overtime pay over the basic pay respectively for working days, rest days and other holidays are:

基本工資：超時工資 Basic pay: overtime pay	工作日 Working days	休息日 Rest days	其他假期 Other holidays
(1) 1:1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) 1:1.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) 1:2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) 其他，請註明： Others, please specify: _____			
(5) 不適用（即超時工作並非以超時工資方式補償） Not applicable (i.e. overtime work is not compensated by way of overtime pay)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) 合約/協議沒有指明 Not specified in contract/agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B6. 合約/協議的工作日、休息日及其他假期的補假比率分別是：**

Contractual/agreed rates of time-off in lieu respectively for working days, rest days and other holidays are:

補假比率 Rate of time-off in lieu	工作日 Working days	休息日 Rest days	其他假期 Other holidays
(1) 1:1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) 1:1.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) 1:2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) 其他，請註明： Others, please specify: _____			
(5) 不適用（即超時工作並非以補假方式補償） Not applicable (i.e. overtime work is not compensated by way of time-off in lieu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) 合約/協議沒有指明 Not specified in contract/agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B7. 無超時工資或補假但仍超時工作的原因：(可複選)**

**Reasons for working overtime without overtime pay or time-off in lieu: (multiple answers allowed)**

- (1)  希望得到僱主的信任/最佳的晉升機會  
Want to gain trust from employer/better opportunity to get promoted
- (2)  希望累積多點經驗/技術  
Want to gain more experience/skills
- (3)  工作量大/人手不足  
Heavy workload/staff shortage
- (4)  希望更好/更快地完成工作  
Want to do my job better/finish my job faster
- (5)  應僱主要求，難以拒絕/擔心僱主不滿  
Difficult to refuse the request of employer/concerned that employer may be unhappy
- (6)  現時的薪酬福利已預期沒有超時工資或補假  
Overtime work without overtime pay or time-off in lieu is expected under the current salary and fringe benefits
- (7)  與僱主有共識無超時工資或補假  
Have understanding with employer that overtime work is without overtime pay or time-off in lieu
- (8)  無超時工資或補假是從事這個專業常見的情況  
Overtime work without overtime pay or time-off in lieu is common in this profession
- (9)  公司很多同事都無超時工資或補假  
Many of my colleagues work overtime without overtime pay or time-off in lieu
- (10)  其他，請註明：  
Others, please specify: \_\_\_\_\_
- (11)  不適用 (例如：沒有超時工作、有超時工作且已獲全數補償)  
Not applicable (e.g. no overtime work, overtime work with full compensation)

**B8. 你是否需要輪班工作？**

**Do you have to work on shift?**

- (1)  需要，並有以下輪班安排：(可複選)  
Yes, and with the following shift arrangement: (multiple answers allowed)
  - 更期由公司/機構定期編制/更新 (例如每星期、每月等)  
Duty roster is prepared/updated by the company/ organisation on a regular basis (e.g. monthly, weekly)
  - 已有固定更期  
With a fixed duty roster
  - 有需要輪夜班 (指一般需於晚上八時至早上六時期間工作)  
Night shift is required (normally refers to work performed between 8pm and 6am on the following day)
  - 其他，請註明：  
Others, please specify: \_\_\_\_\_
- (2)  不需要  
No

**B9. 你是否需要候召/候命工作？(即在合約/協議工時以外的時間處於準備狀態，等待召喚展開工作)**

**Do you have to perform on-call / stand-by duty? (i.e. to stay at a preparatory state to wait for calls for commencing work outside the contractual/agreed working hours)**

- (1)  需要，在僱主指定地點候召/候命 (例如：工作地點)  
Yes, on-call / stand-by at places specified by the employer (e.g. place of employment)
- (2)  需要，但沒有指定候召/候命地點，只需要在奉召後的特定時間內展開工作  
Yes, on-call / stand-by at any places but work is required to commence within a specified period of time
- (3)  需要，但沒有任何規定  
Yes, but without specific requirement
- (4)  需要，有其他規定 (請註明)：  
Yes, with other requirement (please specify): \_\_\_\_\_
- (5)  不需要  
No

**B10. 你的工作有沒有以下的特別工時安排？**

**Do the following special working hours arrangements apply to your job?**

	有 <u>Yes</u>	沒有 <u>No</u>
(i) 由僱主設定的彈性上下班時間 Flexi-hour as set by employer.....	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 對自己的工作時間有一定自主性 (例如：如有需要，可自行調動工作時間) Have autonomy in deciding my own working hours (e.g. can adjust working time if required) .....	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 在家或其他地方工作 Working remotely/ at home .....	<input type="checkbox"/>	<input type="checkbox"/>
(iv) 其他特別工時安排，請註明： Other special working hours arrangement, please specify : _____		

**第三部份 對現時工作時數及工時政策的意見**  
**Part III Views on Current Working Hours and Working Hours Policy**

**C1. 你認為你現時每星期的總工作時數是：**

**Views on your current total number of working hours per week:**

- (1)  太長 (2)  適中 (3)  太短  
 Too long Just right Too short

**C2. 就你現時每星期的工作時數，你認為所得的回報（包括薪酬及福利、事業發展機會及社會地位等）是：**

**Views on your rewards (including salary and fringe benefits, career prospects and social status etc.) in respect of your current working hours per week:**

- (1)  合理 (2)  不合理 (3)  沒意見  
 Reasonable Not reasonable No comment

**C3. 假如工作時數減少，你希望可以分配多些時間於哪些活動？（可複選）**

**If your working hours are shortened, on which type of activities would you like to spend more time? (multiple answers allowed)**

- (1)  家庭活動 (4)  進修  
 Family activities Education  
 (2)  個人活動（例如：娛樂、體育） (5)  休息  
 Personal activities (e.g.: amusement, sports) Rest  
 (3)  社交 (6)  其他，請註明：  
 Social activities Others, please specify: \_\_\_\_\_

**C4. 假如能夠減少工作時數，但收入亦可能會減少，你是否希望減少工作時數？**

**If you could reduce your working hours but your income may also decrease, would you like to reduce your working hours?**

- (1)  希望 (2)  不希望  
 Yes No

**C5. 就你從事的會計師工作，你是否贊成以下方向安排僱員的工作時數？**

**Do you agree with the following approaches to employees' working hours arrangements in respect of your job as an accountant?**

- |   | 贊成<br>Agree              | 不贊成<br>Disagree          | 沒意見<br>No comment        |
|---|--------------------------|--------------------------|--------------------------|
| (i) 由僱主及僱員雙方協定<br>By mutual agreement between employers and employees .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) 按行業需要制訂自願性質的指引<br>Setting voluntary guidelines having regard to requirements of the sector .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) 規定僱傭合約訂明工作時數、超時工作安排及超時工作的補償方法<br>Providing for stipulation of hours of work, overtime arrangement and overtime compensation in employment contracts .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) 設定標準工時（即僱員在一段時間內工作超出法定標準工時的工作時數可獲補償，而僱主可以要求僱員從事超時工作的時數無上限）<br>Setting standard working hours (i.e. employees receive compensation when they work overtime beyond the number of standard working hours as legislated and there is no upper limit on overtime hours) ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) 設定最高工時上限（即在標準工時之上，僱員在一段時間內的正常工作連同超時工作的時數不可以超出法定上限）<br>Setting maximum working hours (i.e. on top of standard working hours, employees' normal working hours plus overtime hours cannot exceed the limit as legislated) .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**第四部份 個人資料**  
**Part IV Personal Information**

**D1. 性別**  
**Gender**

- (1)  男 (2)  女  
 Male Female

**D2. 年齡（以足歲計）**  
**Age (count in full years)**

- (1)  15 – 24 (3)  35 – 44 (5)  55 – 64  
 (2)  25 – 34 (4)  45 – 54 (6)  ≥ 65

**D3. 上一個月的總收入（包括基本工資（未扣除公積金/強積金的供款）、非酌情發放的佣金/小費，及非酌情發放的花紅/津貼（如：住屋津貼、輪班津貼）**

**Total income in the past month (including basic wages (before deducting contribution to provident fund/Mandatory Provident Fund), commissions/tips not of gratuitous nature, and allowances and bonuses not of gratuitous nature (e.g. housing allowances, shift allowance)**

- (1)  HK\$0 – 19,999 (3)  HK\$30,000 – 39,999 (5)  HK\$50,000 – 79,999  
 (2)  HK\$20,000 – 29,999 (4)  HK\$40,000 – 49,999 (6)  HK\$≥80,000

**D4. 聯絡電話：**

**Contact number:** \_\_\_\_\_

**D5. 填寫問卷日期：**

**Date of completion of questionnaire:** \_\_\_\_\_ 月 \_\_\_\_\_ 日  
 \_\_\_\_\_ Month \_\_\_\_\_ Day