

## 在水務署內實施五天工作周的計劃

### 目的

本文件旨在諮詢員方有關在水務署實施五天工作周的草擬計劃。

### 背景

2. 政府在今年一月宣佈研究由今年七月一日起在公務員體系實施五天工作周的建議。所謂五天工作周，一般而言是指星期一至星期五，整體而言政府辦公室在星期六會暫停運作。

### 基本原則

3. 在維持現行的公共服務水平不變的大前題下，實施新措施的基本原則是：

- (a) 不涉及額外人力資源；
- (b) 不減少員工的規定工作時數；
- (c) 不削減緊急服務；以及
- (d) 須維持一些必需的公共櫃台服務。

### 員方諮詢

4. 有關在水務署推行五天工作周的建議，曾在總協商會及一些分部/分區小組委員會上作粗略的討論。署方表示會盡量於部門內實行五天工作周的建議，而大多數員方代表亦原則上贊同建議。當有具體計劃時，署方會再向員工諮詢。

### 分期實施五天工作周計劃

5. 經考慮各部門/局的初步計劃後，公務員事務局日前給各部門/局進一步的指引，當中包括各部門可因應實際情況

分兩階段落實新的工作模式。第一階段(即由今年七月一日開始)適用於不會引起爭議或影響市民的範疇，例如內部行政，後勤支援或非緊急服務等；第二階段(在二零零六年七月後的十二個月內落實)適用於一些需要較多時間制訂妥善的工作安排的服務範疇，以減低對公眾的影響。

6. 因應當局的最新指引，本署就五天工作周的實施計劃如下(詳情請參考附件)：

| 科/部                | 第一階段                | 第二階段                                     | 不會實行五天工作周               |
|--------------------|---------------------|--|-------------------------|
| 發展科                | 全部(100%)            | -  | -                       |
| 財務及資訊科技科           | 全部(100%)            | -  | -                       |
| 機械及電機科             | 大部份(98.5%)          | 水錶測試組(1.5%)                              | -                       |
| 部門行政部              | 大部份(95%)            | 運輸組(5%)                                  | -                       |
| 設計及建設科             | 大部份(86.5%)          | 地盤監工(13.5%)                              | -                       |
| 客戶服務科 <sup>#</sup> | 系統支援,文件及帳戶處理(27.7%) | 客戶服務各分區、客戶/電話諮詢中心,抄錶組(待系統修改後方可實行)(70.3%) | 食水售賣站(1.1%)             |
| 運作科                | 於總部工作的同事(0.8%)      | 各分區(56.7%)                               | 濾水廠,抽水站操作及水務設施保安(42.5%) |
| 總數#                | 47.6%               | 36.5%                                    | 15.72%                  |

7. 上述計劃主要是根據各同事所負責的工作，對公眾服務的直接影響而制定。第二階段的實施時間初步訂為二零零七年一月一日，但抄錶組擬於二零零七年七月一日才開始五天工作周計劃。

<sup>#</sup> 另有佔部門整體 0.18%(客戶服務科 0.9%)的同事現時已實行五天工作周

## 具體工作時間安排

8. 配合五天工作周的新工作安排，需要重新編排每天的工作時數。簡單而言，總工作時數為每周 44 小時的員工平均需每天多工作 18 分鐘；而淨工作時數為每周 45 小時的員工需平均每天多工作 1 小時。此外，有少部份員工的五天工作周可能不一定是星期一至五，以配合運作需要。有關每天工作時數的重新編排，細節詳情將會在適當時候再諮詢員方。

## 非公務員合約僱員

9. 與實行新工作模式的公務員執行同樣職務的合約員工，同樣可以採用這個模式，如影響到聘用合約內有關工時的條款，署方會個別與他們達致協議。

## 諮詢意見

10. 為配合第一階段於今年七月一日實施，公務員事務局要求各部門/局於三月二十七日提交五天工作周的實施計劃，並於事前完成諮詢員方及有關政策局的意見。署方歡迎員方代表於三月二十四日總協商會特別會議上就上述計劃發表意見。因時間緊迫，署方會於三月二十四日的特別會議上，告知員方環境運輸及工務局對水務署草擬計劃的意見。署方在集合局方及員方的意見後，會再把五天工作周的實施計劃送交公務員事務局。

水務署  
二零零六年三月

Continued  
A 續

MWS  
8:00 - 6:00  
5 day Continued.

### Summary Table of Five-Day Week

附件

| Services / Functions   | Grades involved<br>(Staff strength as at<br>31.1.2006)                    | No. of staff<br>working 5<br>days now | Ph I<br>(1.7.2006) | Ph II<br>(1.1.2007) | > 5 days  |
|--|---|---------------------------------------|--------------------|---------------------|-----------|
| <b>CS Branch</b>   |   |                                       |                    |                     |           |
| Provision of customer services in respect of applications, inspection and field activities   | 17 Eng, 48 WI, 83 CSI, 16 CO, 36 CA, 1 PS, 29 WS, 105 Art, 63 WmII, 30 MD |                                       |                    | 428                 |           |
| Technical support & special duties   | 6 Eng, 2 WI   |                                       | 8                  |                     |           |
| Non-emergency enquiry services in Customer Telephone Enquiries Centre/Account, general and change of consumership  | 2 Eng, 28 CO, 1 CA, 1 WI  |                                       |                    | 32                  |           |
| Provision of customer services in respect of field activities (including attendance to water supply fault complaints & emergency works outside normal office hrs.) | 3 WS, 10 Art, 12 WmII   |                                       |                    | 25                  |           |
| Operation of Customer Enquiry Centre   | 1 EO, 13 CO, 1 CA   |                                       |                    | 15                  |           |
| User Support and Document Management Centre Operation  | 4 Eng, 14 CO, 34 CA   |                                       | 52                 |                     |           |
| Business co-ordination   | 1 AO, 3 CO, 2 CA  |                                       | 6                  |                     |           |
| Billing and Collection for customers accounts  | 1 TA, 3 AO, 125 CO, 51 CA   |                                       | 180                |                     |           |
| Provide meter reading services   | 131 MR  |                                       |                    | 131<br>(1.7.2007)   |           |
|  | 1 EO, 1 CO, 1 CA  |                                       | 3                  |                     |           |
| Attendance to emergency calls  | 4 WI, 4 CC  | 8                                     |                    |                     |           |
| Operation of water selling kiosks  | 8 Art, 2 WmII   |                                       |                    |                     | 10        |
| <b>Branch total:</b>   |   | <b>8</b>                              | <b>249</b>         | <b>631</b>          | <b>10</b> |
| <b>Development Branch</b>  |   |                                       |                    |                     |           |
| Administration and Grade Management  | 3 Eng, 1 PS, 1 WI, 1 TO, 1 CO   |                                       | 7                  |                     |           |
| Research & Development   | 1 Eng, 1 Stat, 1 Stat Offr  |                                       | 3                  |                     |           |
| Reservoir Safety   | 6 Eng, 6 WI, 2 TO, 1 CO, 7 WS, 2 Art, 4 MD                                |                                       | 28                 |                     |           |
| Prosecution and Quality Management   | 3 Eng, 6 WI, 6 CSI, 1 CO  |                                       | 16                 |                     |           |
| Leakage Management   | 5 Eng, 10 WI, 2 CA, 18 WS, 27 Art, 18 WmI, 6 WmII, 6 MD                   |                                       | 92                 |                     |           |
| Asset management   | 5 Eng   |                                       | 5                  |                     |           |
| Resources planning   | 6 Eng, 6 TO, 1 CA, 1 TP, 1 Art, 1 WmI, 1 MD                               |                                       | 17                 |                     |           |
| Supply planning  | 4 Eng, 1 CO, 1 CA   |                                       | 6                  |                     |           |

### Summary Table of Five-Day Week

附件

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|---|---|---------------------------------------|--------------------|---------------------|----------|
| System planning   | 5 Eng   |                                       | 5                  |                     |          |
| Policy formulation, administrative and scientific support of the Department                     | 23 WC, 3 CO, 1 CA   |                                       | 27                 |                     |          |
| Laboratory testing Services   | 50 ELT, 10 Sampler, 13 MD, 2 Art, 16 Lab Attd, 9 WmII   |                                       | 100                |                     |          |
| Laboratory testing and water treatment works monitoring   | 10 ELT  |                                       | 10                 |                     |          |
| <b>Branch total:</b>  |   | 0                                     | 316                | 0                   |          |
| <b>Finance and Information Technology Branch</b>  |   |                                       |                    |                     |          |
| Finance and Supplies  | 3 TA, 4 AO, 44 CO, 1 CA, 3 Supplies Offr, 27 Supplies Supervisor, 5 S Asst, 4 S Attd, 8 WmII, 2 PA          |                                       | 101                |                     |          |
| Information Technology Management   | 6 Eng, 10 TO  |                                       | 16                 |                     |          |
| Internal Audit  | 1 TA  |                                       | 1                  |                     |          |
| Data Management   | 2 Eng, 1 CO   |                                       | 3                  |                     |          |
| <b>Branch total:</b>  |   | 0                                     | 121                | 0                   | 0        |
| <b>Mechanical &amp; Electrical Branch</b>   |   |                                       |                    |                     |          |
| Mechanical and electrical projects  | 30 Eng, 11 WI, 10 TO, 25 WS, 25 Art, 4 WmI, 2 WmII, 7 MD  |                                       | 114                |                     |          |
| Electrical and mechanical maintenance   | 32 Eng, 1 PS, 67 WI, 73 TO, 6 CO, 7 CA, 202 WS, 2 Sr Art, 303 Art, 60 WmI, 36 WmII, 3 Special Driver, 23 MD |                                       | 815                |                     |          |
| Counter service of Meter Testing Laboratory for testing of water meters                         | 2 WI, 2 WS, 8 Art, 2 WmI  |                                       |                    | 14                  |          |
| General work function of the Safety Unit  | 3 Eng, 2 WI, 1 TO, 1 MD   |                                       | 7                  |                     |          |
| Training  | 2 Eng, 5 WI, 1 TO, 1 CA   |                                       | 9                  |                     |          |
| M&E administration/grade management and staff welfare   | 1 Eng, 2 WI, 1 TO   |                                       | 4                  |                     |          |
| <b>Branch total:</b>  |   | 0                                     | 949                | 14                  | 0        |
| <b>New Works Branch</b>   |   |                                       |                    |                     |          |
| Provision of Civil Engineering Design Services for waterworks projects in WSD                   | 22 Eng  |                                       | 22                 |                     |          |
| Preparation of engineering drawings, processing of utility enquiry files and printing documents | 121 TO, 6 PP, 1 TP  |                                       | 128                |                     |          |
| Contract Administration   | 21 Eng, 1 PS, 29 WI   |                                       | 51                 |                     |          |
| On-site supervision and inspection of construction works  | 52 WS   |                                       |                    | 52                  |          |
| Stores Control  | 2 WS  |                                       | 2                  |                     |          |

**Summary Table of Five-Day Week**

附件

| Services / Functions   | Grades involved<br>(Staff strength as at<br>31.1.2006)   | No. of staff<br>working 5<br>days now | Ph I<br>(1.7.2006) | Ph II<br>(1.1.2007) | > 5 days   |
|--|--|---------------------------------------|--------------------|---------------------|------------|
| Quantity Surveying   | 2 QS, 19 SO, 3 CO, 3<br>CA   |                                       | 27                 |                     |            |
| Land Surveying   | 1 LS, 31 SO, 29 CM, 3<br>WmII  |                                       | 64                 |                     |            |
| Project management/Consultants<br>Managements  | 28 Eng, 2 TO, 2 PS, 1<br>CA  |                                       | 33                 |                     |            |
| Project Planning   | 6 Eng  |                                       | 6                  |                     |            |
| <b>Branch total:</b>   |  | <b>0</b>                              | <b>333</b>         | <b>52</b>           | <b>0</b>   |
| <b>Operations Branch</b>   |  |                                       |                    |                     |            |
| Administration including<br>management of Maintenance<br>Works Management System                             | 8 Eng, 4 PS, 19 CO, 30<br>CA, 9 OA, 4 WI, 7<br>WmII  |                                       |                    | 81                  |            |
| Headquarters' support for slope<br>maintenance and operations<br>matters                                     | 8 Eng, 1 GE, 2 WI, 2<br>TO   |                                       | 13                 |                     |            |
| Inspection of trench works carried<br>out by other parties   | 8 WI, 12 WS,   |                                       |                    | 20                  |            |
| Supply and operations excluding<br>operation of water treatment<br>works and pumping stations                | 22 Eng, 41 WI, 1 TO, 6<br>CA, 61 WS, 36 Art, 43<br>WmI, 44 WmII, 3 MD  |                                       |                    | 257                 |            |
| Planned works for distribution<br>system   | 19 Eng, 31 WI, 1 TO, 11<br>CA, 68 WS, 7 Art, 7<br>WmI, 8 WmII, 17 MD   |                                       |                    | 169                 |            |
| Operation of water treatment<br>works and pumping stations   | 12 WI, 191 WS, 5 Sr<br>Art, 278 Art, 47WmI,<br>150 WmII  |                                       |                    |                     | 683        |
|  | 2 Eng, 10 WI, 3 WS, 3<br>Art   |                                       |                    | 18                  |            |
| Maintenance of distribution<br>system  | 5 Eng, 66 WI, 137 WS,<br>1 CA, 45 Art, 37 MD,<br>59 WmI, 21 WmII   |                                       |                    | 371                 |            |
| Security services for WSD<br>installations   | 4 PA   |                                       |                    |                     | 4          |
| <b>Branch total:</b>   |  | <b>0</b>                              | <b>13</b>          | <b>916</b>          | <b>687</b> |
| <b>Headquarters Administration</b>   |  |                                       |                    |                     |            |
| Headquarters administration and<br>departmental administration<br>duties including public relations<br>works | 1 DWS, 1 DDWS, 5<br>ADWS, 5 Eng, 2 WI, 10<br>EO, 9 PS, 3 Con Asst,<br>47 CO, 19 CA, 5 OA, 1<br>STYS, 2 TP, 1 OLO, 1<br>Calli, 1 Tel Opr, 5<br>WmII, 9 MD |                                       | 127                |                     |            |
| Management of Transport<br>Services  | 1 TSO, 1 CO  |                                       | 2                  |                     |            |
|  | 1 TSO, 2 CO, 2 CA, 2<br>Sr FM  |                                       |                    | 7                   |            |
| <b>Branch total:</b>   |  | <b>0</b>                              | <b>129</b>         | <b>7</b>            | <b>0</b>   |
| <b>Deptal Total :</b>  |  | <b>8</b>                              | <b>2110</b>        | <b>1620</b>         | <b>697</b> |