

	RESOURCE LIBRARY – HUMAN RESOURCES Salary Review	<i>CODE:</i> 04.01.061 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
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OBJECTIVE:目的:

- To ensure all employees are fairly and competitively rewarded with regard to remuneration.
确保员工在薪酬方面得到公平、有竞争力的回报。
- To ensure consistency and control across the company in the way salary reviews are handled.
以处理薪金审核方式确保整个公司的一致性和控制。

APPLICATION:应用:

A salary and benefits survey of other hotels in the area is to be completed every 12 months, between September and December of the previous year to ensure the information is as up to date as possible.
在前一年的九月至十二月间的每12个月完成本地区其他酒店的薪金和福利调查，以确保获得尽可能最新的信息。

A maximum and minimum salary threshold is to be established for every position in the hotel; this should be sent to the Head office for approval. This will protect the salary structure from being affected by long serving staff that remain in the same job. The salary threshold thereafter is to be updated in line with inflation and competitors.

要确定酒店每个职位的最高薪金标准和最低薪金标准，并应将其送交总部审批。这样可以保障留在同一岗位上的长期服务员工的薪酬结构，避免受到影响。此后，根据通货膨胀和竞争对手情况对薪金标准进行更新。

All employees are to receive information about their salary review in writing and at the same time, employees who do not receive a salary increase should be given an explanation as to why.

所有员工都会收到有关其薪金审核的书面信息，同时，应向不接受加薪的员工解释清楚原因。

Obviously all changes in salary are to be immediately updated in the computer and personnel files.
显然，所有员工的薪金变化将立即在计算机和人事档案上进行更新。

STATEMENT OF POLICY
政策声明

1. Salaries will be reviewed in January every year by the Personnel Manager, relevant Department Head, and Controller and approved by the General Manager. Department Head salaries will be reviewed by the General Managers and Controller and approved by the President.
员工薪金由人事部经理、相关部门主管和财务总监于每年的一月进行审核，并经总经理批准。部门主管的薪金由总经理和财务总监进行审核，并经总裁批准。
2. Salary increases are awarded by taking into consideration the last performance appraisal completed attitude and motivation, inflation and competitor rates. The salary increase must not exceed or fall below the salary threshold.
考虑到最后绩效考核完成的态度和积极性、通货膨胀率和竞争对手的递增率，给予员工加薪。加薪不得超过或低于薪金标准。