

Catering Industry



Statutory Minimum Wage: Industry-specific Reference Guidelines



Labour Department



法定最低工資
Statutory Minimum Wage

**Catering Industry
Industry-specific Reference Guidelines on
Minimum Wage Ordinance**

- The statutory minimum wage (SMW) comes into force on 1 May 2011 and the initial SMW rate is \$28 per hour. Wages payable to an employee in respect of any wage period, when **averaged** over the total number of hours worked in the wage period, should be no less than the SMW rate.
- To address the characteristics and particular mode of operation of the catering industry, the Labour Department has drawn up this set of *Statutory Minimum Wage: Industry-specific Reference Guidelines* in consultation with employer and employee groups in the industry. Some common examples under different situations and employment terms in the industry are included in the guidelines. Employers and employees in the industry may refer to and apply the guidelines flexibly according to their actual circumstances and needs.
- For more details on the provisions of the Minimum Wage Ordinance, please refer to the *Statutory Minimum Wage: Reference Guidelines for Employers and Employees* published by the Labour Department. The *Reference Guidelines* explain the general application of the Ordinance under different scenarios for the reference of employers and employees in different industries. It should be noted that the interpretation of the Minimum Wage Ordinance (Cap. 608) would be based on its original text.

June 2011

Table of Contents

<u>Subject</u>	<u>Question Number</u>
(a) Basic principles in computing minimum wage	1, 2, 30
(b) Wage payment mode and arrangement	3, 4
(c) No contracting out to reduce employees' statutory entitlement to SMW	5
(d) Hours worked and basic computation principles	6, 7
(e) Meal break	8
(f) Time for "leaving the field"	9
(g) Arrangement of substituted rest days and duty roster	10, 11
(h) Wage items and wages payable	12, 13, 14, 15
(i) Rest day pay arrangement	16
(j) Examples of computing minimum wage	17, 18, 19, 20, 21, 22, 23, 24, 25
(k) Additional remuneration	26
(l) Calculation of periodical payment for work injury case	27
(m) Keeping record of total number of hours worked	28, 29
(n) Variation of terms of employment contract	31

Q 1 : How is minimum wage computed?

A 1 : Wages payable to an employee in respect of any wage period shall not be less than the amount of minimum wage calculated as follows:

$$\text{Minimum wage} = \frac{\text{Total number of hours worked by the employee in the wage period}}{\text{Total number of hours worked by the employee in the wage period}} \times \text{SMW rate (i.e. \$28)}$$

Q 2 : Do employers need to pay wages for each and every hour worked by employees? Must wages for each hour meet the SMW rate?

A 2 : According to the Minimum Wage Ordinance, minimum wage for an employee for a wage period is the amount derived by multiplying the total number of hours (including any part of an hour) worked by the employee in the wage period by the SMW rate. The employee should be paid wages not less than this amount in respect of the wage period.

Hence, the basic principle is that wages payable to an employee in respect of any wage period should be no less than the SMW rate **on average** for the total number of hours worked in the wage period. The Ordinance does not prescribe that payment must be accorded for each and every hour worked or wages for each hour must meet the SMW rate.

Q 3 : In view of the implementation of SMW, do employers and employees need to change their wage payment mode from monthly-rated to daily / hourly-rated?

A 3 : SMW does not change the existing wage payment mode (e.g. employed at monthly-rated, daily-rated, weekly-rated, piece-rated, commission-based, etc) formulated between employers and employees in accordance with their employment contracts and the Employment Ordinance (Cap. 57).

The Minimum Wage Ordinance provides a wage floor for employees. In essence, wages payable to an employee in respect of any wage period should be no less than the SMW

rate **on average** for the total number of hours worked in the wage period. As long as the amount of wages payable is not less than minimum wage, it does not matter which wage payment mode is adopted. Therefore, it is not necessary for employers and employees to change their wage payment mode upon the implementation of SMW.

Q 4 : Does it mean that employers only need to pay minimum wage to employees to comply with the law upon the implementation of SMW?

A 4 : SMW only provides a wage floor for employees. This does not mean that employers only need to pay employees minimum wage upon the implementation of SMW. Employers still have to comply with the Employment Ordinance and existing terms in employment contracts (e.g. salary, arrangement of meal break and rest day) in dealing with employees' statutory and contractual entitlements.

Q 5 : Can an employer and an employee agree between themselves that the employee is to be paid less than the minimum wage?

A 5 : Any provision of a contract of employment that purports to extinguish or reduce any right, benefit or protection conferred on the employee by the Minimum Wage Ordinance shall be void. In other words, the employee's entitlement to SMW cannot be reduced by the employment contract made with the employer.

Q 6 : What should be counted as hours worked for computing minimum wage?

A 6 : According to the Minimum Wage Ordinance, for the purpose of computing minimum wage, hours worked (including any part of an hour) include any time when the employee is, in accordance with the contract of employment or with the agreement or at the direction of the employer:

- in attendance at a place of employment, irrespective of whether he is provided with work or training at that time; or
- travelling in connection with his employment, excluding travelling (in either direction) between his place of

residence and his place of employment, other than a place of employment that is outside Hong Kong and is not his usual place of employment.

A place of employment means any place at which the employee is, in accordance with the contract of employment or with the agreement or at the direction of the employer, in attendance for the purpose of doing work or receiving training.

Apart from the provisions of the Minimum Wage Ordinance, if the time in question is regarded as hours worked by the employee under the employment contract or agreement with the employer, such time should be included in computing minimum wage.

Q 7 : Is it required that any part of an hour be rounded up to one whole hour in counting hours worked for computing minimum wage?

A 7 : The Minimum Wage Ordinance does not require that any part of an hour be rounded up to one whole hour in counting hours worked for computing minimum wage. The Ordinance only provides that any part of an hour should be included in the hours worked for SMW computation. Therefore, the calculation of minimum wage should be based on the **actual** number of hours worked including any part of an hour.

Example:

The total number of hours worked by an employee in a wage period, including overtime work of eight hours and 15 minutes, is 208 hours and 15 minutes (i.e. 208.25 hours). The SMW rate is \$28. His minimum wage for that wage period shall be:

$$208.25 \text{ hours (total number of hours worked)} \times \$28 \text{ (SMW rate)} = \$5,831 \text{ (minimum wage)}$$

Q 8 : A kitchen worker is on duty from 9:00 a.m. to 10:00 p.m.. During this period, he is provided with 2 hours of meal breaks. Are the meal breaks counted as the hours worked for computing minimum wage?

A 8 : When this employee during his meal break also falls under the circumstances of hours worked as specified in the Minimum Wage Ordinance, such meal break **is** hours worked for computing minimum wage. For example, if he is, during his meal break, in accordance with the employment contract or with the agreement or at the direction of the employer, in attendance at his post for the purpose of doing work (irrespective of whether he is provided with work or not), such meal break is included in the hours worked for computing minimum wage.

On the contrary, meal break falling outside the provisions on hours worked in the Minimum Wage Ordinance is **not** hours worked for computing minimum wage. For example, if he, during his meal break, need not remain in attendance at his post and is free to go out for lunch or to have rest, such time is not hours worked for computing minimum wage as he is not, in accordance with the employment contract or with the agreement or at the direction of the employer, in attendance at his post for the purpose of doing work.

If meal break belongs to hours worked by the employee according to his employment contract or agreement with the employer, such time **must** be taken into account in computing minimum wage. For example, if an employer and his employee regard meal break as hours worked by the employee in accordance with their employment contract or agreement, such time should be included in the total number of hours worked in each wage period for SMW calculation.

Q 9 : Some catering establishments arrange their employees to be off duty during non-peak hours (e.g. between the service hours of lunch and dinner) known as “leaving the field” period. Is the time for these non-peak off-duty hours counted as hours worked in computing minimum wage?

A 9 : When an employee during these non-peak off-duty hours also falls under the circumstances of hours worked as specified in the Minimum Wage Ordinance, such time **is** hours worked for computing minimum wage. For example, if he is, during these non-peak off-duty hours, in accordance with the employment contract or with the agreement or at the direction of the employer, in attendance at his post for the purpose of doing work, irrespective of whether he is provided with work

or not, such time is included in the hours worked for computing minimum wage.

On the contrary, if these non-peak off-duty hours fall outside the provisions on hours worked in the Minimum Wage Ordinance, they are **not** hours worked for computing minimum wage. For example, if the employee, during these non-peak off-duty hours, need not remain in attendance at his post and is free to go out to attend to personal matters or take a rest, he is not, in accordance with the employment contract or with the agreement or at the direction of the employer, in attendance at his post for the purpose of doing work, and such time is not hours worked for computing minimum wage.

If the time for these non-peak off-duty hours is regarded as hours worked by the employee according to his employment contract or agreement with the employer, it must be taken into account in computing minimum wage. For example, if an employer and his employee reckon these non-peak off-duty hours as hours worked by the employee in accordance with their employment contract or agreement, such time should be included in the total number of hours worked in each wage period in computing minimum wage.

Q 10 : A waiter is asked to work on 31 May which is his original rest day, and the employer arranges a substituted rest day for him on 1 June. Should this employee's working hours on 31 May be included in computing minimum wage for the wage period of May?

A 10 : This employee's working hours on 31 May are hours worked under the Minimum Wage Ordinance. In computing his minimum wage for May, such hours should be included. Minimum wage is derived by multiplying an employee's total number of hours worked in a wage period by the SMW rate.

Since he is granted a substituted rest day on 1 June, in computing minimum wage for June, working hours originally for 1 June need not be included.

Q 11 : If a monthly-rated employee takes extra (or fewer) rest days in a wage period because of substituted rest days or duty roster arrangement, how should the employer count the total number of hours worked in computing minimum wage?

A 11 : Minimum wage for a wage period is the amount derived by multiplying the total number of hours (including any part of an hour) worked by the employee in the wage period by the SMW rate.

Therefore, the total number of hours worked by an employee in a wage period is based on the **actual** hours worked. If the number of rest days is less than normal in a wage period, his total number of hours worked, and correspondingly his minimum wage, in the wage period will increase. If wages payable in respect of the wage period are less than minimum wage owing to the increase in the number of hours worked, the employer has to pay the difference (i.e. additional remuneration) to the employee in respect of that wage period.

Q 12 : In determining whether wages meet the minimum wage requirement, which items are included? What are wages payable to an employee?

A 12 : The definition of wages under the Minimum Wage Ordinance is aligned closely with that of the Employment Ordinance. Unless otherwise specified, the term “wages” in the Employment Ordinance means all remuneration, earnings, allowances including travelling allowances, attendance allowances, commission, overtime pay, tips and service charges, however designated or calculated, capable of being expressed in terms of money, payable to an employee in respect of work done or to be done, subject to certain exclusions¹. For example, contractual bonus (not of a gratuitous nature or payable at the discretion of the employer)

¹ According to the Employment Ordinance, the following items are not wages:

- i. the value of any accommodation, education, food, fuel, water, light or medical care provided by the employer;
- ii. employer’s contribution to any retirement scheme;
- iii. commission, attendance allowance or attendance bonus which is of a gratuitous nature or is payable only at the discretion of the employer;
- iv. non-recurrent travelling allowance or the value of any travelling concession or travelling allowance for actual expenses incurred by the employment;
- v. any sum payable to the employee to defray special expenses incurred by him by the nature of his employment;
- vi. end of year payment, or annual bonus which is of a gratuitous nature or is payable only at the discretion of the employer;
- vii. gratuity payable on completion or termination of a contract of employment.

payable to an employee when certain conditions are met (e.g. sales amount) is part of wages. For detailed definition of wages under the Employment Ordinance, please refer to the *Concise Guide to the Employment Ordinance* published by the Labour Department.

According to the Minimum Wage Ordinance, since the calculation of minimum wage excludes the time that is not hours worked, payment made to the employee for any time that is not hours worked (e.g. rest day pay, holiday pay, annual leave pay, maternity leave pay, sickness allowance, etc) must not be counted as part of the wages payable to the employee when computing minimum wage. The Minimum Wage Ordinance also sets out whether some other sums should be counted as wages payable in respect of a wage period in order to determine whether the wages meet the minimum wage requirement.

If wages payable to the employee in respect of the wage period are less than minimum wage, he is entitled to be paid the difference (i.e. additional remuneration). The contract of employment of the employee must be taken to provide that the employee is entitled to additional remuneration in respect of that wage period. The additional remuneration also applies in calculating entitlements under other relevant legislation.

Q 13 : If employers provide free food or accommodation to employees according to the contract of employment, can such costs or expenses be regarded as part of wages?

A 13 : The value of any accommodation, education, food, fuel, water, light or medical care provided by the employer does not fall within the definition of wages under the Employment Ordinance. Regarding free food or accommodation provided by the employer, such costs or expenses should not be regarded as part of wages.

Q 14 : Is meal allowance part of wages? In determining whether wages meet the minimum wage requirement, can it be included?

A 14 : According to the Employment Ordinance, “wages” means all remuneration, earnings, allowances including travelling

allowances, attendance allowances, commission, overtime pay, tips and service charges, however designated or calculated, capable of being expressed in terms of money, payable to an employee in respect of work done or to be done. As meal allowance is part of wages, it can be included when determining whether wages meet the minimum wage requirement.

Q 15 : In determining whether wages meet the minimum wage requirement, is end of year payment regarded as wages?

A 15 : The definition of wages for SMW is aligned closely with that under the Employment Ordinance. The definition of wages under the Employment Ordinance does **not include** end of year payment and annual bonus which is of a gratuitous nature or is payable only at the discretion of the employer. Hence, in determining whether wages meet the minimum wage requirement, end of year payment, or annual bonus which is of a gratuitous nature or is payable only at the discretion of the employer, is similarly **not included**.

Note: End of year payment means any annual payment (including double pay, 13th month payment, end of year bonus, etc) of a contractual nature. A contract of employment can be made orally or in writing and it includes express and implied terms.

Q 16 : Are employees' rest days paid? Is it required that rest days be remunerated at the SMW rate of \$28 per hour?

A 16 : Neither the Minimum Wage Ordinance nor the Employment Ordinance prescribes that rest days should be paid. Whether rest days are with pay or otherwise and how rest day pay is calculated (including whether rest day pay is remunerated at the SMW rate) are matters to be agreed between employers and employees.

If existing employment terms in these respects need to be clarified or renewed because they are unclear and / or employers have genuine problems in shouldering the financial burden, there should be thorough staff consultation with a view to reaching consensus on lawful, sensible and reasonable grounds through labour-management

communication and negotiation.

According to the Employment Ordinance, employers should not unilaterally vary the employment terms and conditions of employees. The Labour Department stands ready to assist employers and employees to resolve their problems and reach consensus. If employees suspect that their employment rights have been undermined, they could seek help from the Labour Department. The Labour Department will actively follow up such cases.

Note: Employees are entitled to paid statutory holidays and paid annual leave if they meet the relevant requirements of the Employment Ordinance. For details, please refer to the *Concise Guide to the Employment Ordinance*.

Q 17 : A pantry helper's wage period is a calendar month. He works 12 hours per day (including irregular meal break which is regarded as hours worked by the employee in accordance with his agreement with the employer) and 6 days per week with **no-pay** rest day. In a 30-day wage period, he works 26 days without overtime work. How much is his minimum wage for this month?

A 17 : Minimum wage according to the total number of hours worked for this month:

$$(26 \times 12) \text{ hours (total number of hours worked)} \times \$28 \text{ (SMW rate)} = \$8,736$$

Q 18 : A fast food shop cleaner's wage period is a calendar month and his monthly wage is \$7,000. He works 8 hours per day (including irregular meal break which is regarded as hours worked by the employee in accordance with his agreement with the employer) and 6 days per week with **paid** rest day. In a 31-day wage period, he works 27 days without overtime work, and takes 4 rest days². How much is his minimum

² Whether rest days are with or without pay and the calculation method of rest day pay (including whether rest day pay is remunerated at the SMW rate) are matters to be agreed between employers and employees. In this example, pay for 4 rest days (figure rounded to the nearest integer) is calculated as follows: $\$7,000 \div 31 \text{ days} \times 4 \text{ days} = \903 . The amount of rest day pay may vary if the number of calendar days and the number of rest days in the relevant month or its calculation method as agreed between employers and employees is different from this example.

wage for this month? Does his monthly wage meet the minimum wage requirement?

A 18 : (a) Minimum wage according to the total number of hours worked for this month:
 (27×8) hours (total number of hours worked) \times \$28 (SMW rate) = \$6,048

(b) Wages payable to the employee in respect of this month:
\$6,097 [$\$7,000 - \903 (pay for 4 rest days)]³

If (b) is not less than (a), the minimum wage requirement is met.

If (b) is less than (a), the employer has to pay additional remuneration to meet the minimum wage requirement.

In this example, since (b) is not less than (a), his monthly wage of \$7,000 has met the minimum wage requirement.

Q 19 : A kitchen worker's wage period is a calendar month and his monthly wage is \$8,000. He works 9 hours per day and 6 days per week with **paid** rest day. In a 31-day wage period, he works 26 days without overtime work, and takes 4 rest days and 1 paid statutory holiday. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 19 : (a) Minimum wage according to the total number of hours worked for this month:
 (26×9) hours (total number of hours worked) \times \$28 (SMW rate) = \$6,552

(b) Wages payable to the employee in respect of this month:
\$6,710 [$\$8,000 - \$1,032$ (pay for 4 rest days) $-$ \$258 (pay for 1 statutory holiday)]³

In this example, since (b) is not less than (a), his monthly

³ Since the calculation of minimum wage excludes the time that is not hours worked, payment made to the employee for any time that is not hours worked (e.g. rest day pay, holiday pay, annual leave pay, maternity leave pay, sickness allowance, etc) must not be counted as part of the wages payable to the employee for computing minimum wage. For rest day pay, holiday pay, annual leave pay, maternity leave pay, sickness allowance, etc, hypothetical figures are used in this set of Industry-specific Reference Guidelines for illustration only, and the actual amount should be calculated according to the Employment Ordinance and the contract of employment.

wage of \$8,000 has met the minimum wage requirement.

Q 20 : A cashier's wage period is a calendar month and his monthly wage is \$8,500. He works 10 hours per day and 6 days per week with **paid** rest day. In a 30-day wage period, he works 22 days without overtime work, and takes 4 rest days and 4 days of full-paid sick leave. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 20 : (a) Minimum wage according to the total number of hours worked for this month:
 (22×10) hours (total number of hours worked) \times \$28 (SMW rate) = \$6,160

(b) Wages payable to the employee in respect of this month:
\$6,234 [$\$8,500 - \$1,133$ (pay for 4 rest days) $- \$1,133$ (sickness allowance for 4 days of full-paid sick leave)]³

In this example, since (b) is not less than (a), his monthly wage of \$8,500 has met the minimum wage requirement.

Q 21 : A kitchen worker's wage period is a calendar month and his monthly wage is \$9,000. He works 11 hours per day and 6 days per week with **paid** rest day. In a 30-day wage period, he works 23 days without overtime work, and takes 4 rest days and 3 days of paid annual leave. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 21 : (a) Minimum wage according to the total number of hours worked for this month:
 (23×11) hours (total number of hours worked) \times \$28 (SMW rate) = \$7,084

(b) Wages payable to the employee in respect of this month:
\$6,900 [$\$9,000 - \$1,200$ (pay for 4 rest days) $- \$900$ (pay for 3 days of annual leave)]³

In this example, since (b) is less than (a), apart from paying monthly wage of \$9,000, the employer has to pay additional remuneration of \$184 ($\$7,084 - \$6,900$), i.e. \$9,184 in total.

Q 22 : A junior dim sum cook's wage period is a calendar month and his monthly wage is \$8,500. He works 12 hours per day and 6 days per week with **paid** rest day. In a 30-day wage period, he works 26 days without overtime work, and takes 4 rest days. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 22 : (a) Minimum wage according to the total number of hours worked for this month:
 $(26 \times 12) \text{ hours (total number of hours worked)} \times \$28 \text{ (SMW rate)} = \$8,736$

(b) Wages payable to the employee in respect of this month:
 $\$7,367 [\$8,500 - \$1,133 \text{ (pay for 4 rest days)}]^3$

In this example, since (b) is less than (a), apart from paying monthly wage of \$8,500, the employer has to pay additional remuneration of \$1,369 ($\$8,736 - \$7,367$), i.e. \$9,869 in total.

Q 23 : An assistant cook's wage period is a calendar month and his monthly wage is \$8,500. He works 12 hours per day and 6 days per week with **no-pay** rest day. In a 30-day wage period, he works 26 days without overtime work, and takes 4 rest days. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 23 : (a) Minimum wage according to the total number of hours worked for this month:
 $(26 \times 12) \text{ hours (total number of hours worked)} \times \$28 \text{ (SMW rate)} = \$8,736$

(b) Wages payable to the employee in respect of this month:
 $\$8,500 - \$0 \text{ (no payment to the employee for time that is not hours worked)}^3$

In this example, since (b) is less than (a), apart from paying monthly wage of \$8,500, the employer has to pay additional remuneration of \$236 ($\$8,736 - \$8,500$), i.e. \$8,736 in total.

Q 24 : A part-time waiter's wage period is a calendar month and his monthly wage is \$4,000. He works 4 hours per day and 6

days per week with **paid** rest day. In a 31-day wage period, he works 26 days without overtime work, and takes 5 rest days. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 24 : (a) Minimum wage according to the total number of hours worked for this month:
 $(26 \times 4) \text{ hours (total number of hours worked)} \times \$28 \text{ (SMW rate)} = \$2,912$

(b) Wages payable to the employee in respect of this month:
 $\$3,355 [\$4,000 - \$645 \text{ (pay for 5 rest days)}]^3$

In this example, since (b) is not less than (a), his monthly wage of \$4,000 has met the minimum wage requirement.

Q 25 : A canteen labourer's wage period is a calendar month and his monthly wage is \$8,300. He works 12 hours per day. He works 5 days and has 2 **no-pay** days off (including 1 rest day) per week. In a 31-day wage period, he works 23 days without overtime work, and takes 8 **no-pay** days off. How much is his minimum wage for this month? Does his monthly wage meet the minimum wage requirement?

A 25 : (a) Minimum wage according to the total number of hours worked for this month:
 $(23 \times 12) \text{ hours (total number of hours worked)} \times \$28 \text{ (SMW rate)} = \$7,728$

(b) Wages payable to the employee in respect of this month:
 $\$8,300 - \$0 \text{ (no payment to the employee for time that is not hours worked)}^3$

In this example, since (b) is not less than (a), his monthly wage of \$8,300 has met the minimum wage requirement.

Q 26 : Attendance bonus ranging from several hundred to more than a thousand dollars is common in the industry. If the total wages of an employee fall below minimum wage in a wage period when he earns no attendance bonus, does the employer need to pay him additional remuneration?

A 26 : An employee is entitled to be paid wages in respect of any wage period of not less than minimum wage. The minimum wage for a wage period is the amount derived by multiplying the total number of hours (including any part of an hour) worked by the employee in the wage period by the SMW rate. If wages payable to the employee in respect of the wage period are less than minimum wage, he is entitled to be paid the difference (i.e. additional remuneration).

Therefore, if wages payable to an employee in respect of a wage period are less than minimum wage because he does not earn any attendance bonus, his employer has to pay him additional remuneration in accordance with the Minimum Wage Ordinance so that his wages will not be less than wages at the SMW rate.

Q 27 : An employee is injured at work and on sick leave throughout the whole wage period. He only receives periodical payment (i.e. four-fifths of earnings) according to the Employees' Compensation Ordinance. Does this meet the minimum wage requirement?

A 27 : Minimum wage is derived by multiplying an employee's total number of hours worked in a wage period by the SMW rate. Since this employee suffers from work injury and does not report to work in the whole wage period, neither hours worked nor minimum wage would accrue for this wage period. As to his sick leave for the work injury, the employer should make the periodical payment according to the Employees' Compensation Ordinance.

Q 28 : Must employees use time cards to record hours worked?

A 28 : Neither the Employment Ordinance nor the Minimum Wage Ordinance specifies the ways of employers recording hours worked by employees. Employers and employees can draw up reasonable and practicable ways to record hours worked with regard to their trade characteristics, administrative measures and monitoring needs in individual establishments, nature of work of the employees, etc.

By keeping proper records on attendance, hours worked, wages, etc, employers and employees can safeguard their respective rights and benefits and help avoid unnecessary

disputes.

Q 29 : Is there any specified format for the record of the total number of hours worked? Does the Labour Department provide any sample form of the record to employers?

A 29 : Neither the Employment Ordinance nor the Minimum Wage Ordinance specifies the format for recording the total number of hours worked. Officers of the Labour Department may inspect the wage and employment records and require the total number of hours worked and the following particulars in the wage and employment records (which are set out in the Employment Ordinance) to be produced in a single document:

- name and identity card number of the employee
- wage period
- wages paid in respect of each wage period
- periods of annual leave, sick leave, maternity leave and holidays entitled and taken, together with details of payments made in respect of such periods

The Labour Department has published the booklet *Proper Keeping of Wage and Employment Records* for public reference. For details, please visit the Labour Department's homepage (<http://www.labour.gov.hk>).

Q 30 : Can one assume that the minimum wage requirement would certainly be met if employees are paid at wage level equivalent to the monthly monetary cap (i.e. \$11,500) on keeping record of the total number of hours worked?

A 30 : Wages payable to an employee in respect of any wage period shall not be less than the amount of minimum wage calculated as follows:

Total number of hours worked in the wage period × SMW rate (i.e. \$28)

The monthly monetary cap (i.e. \$11,500) is only the amount of wages payable for exempting employers from the requirement to keep record of the total number of hours worked by employees, irrespective of whether an employee's wages have met the minimum wage requirement. Minimum wage of an employee is determined by his total number of hours worked in a wage period. An employer must pay his

employee wages not less than minimum wage, regardless of whether or not he is required to record the employee's total number of hours worked.

Q 31 : Can employers unilaterally reduce benefits to which employees are currently entitled under employment contracts?

A 31 : According to the Employment Ordinance, employers should not unilaterally vary the employment terms and conditions of employees. For details, please refer to the *Concise Guide to the Employment Ordinance*. The Labour Department will actively follow up cases of employees suspecting their employment rights have been undermined.

In contemplating any change to the employment terms, employers should carefully assess the impact both on themselves and on the employees.

Enquiries

Enquiry Hotline: 2717 1771 (the hotline is handled by the 1823 Call Centre)

Enquiry in person to Offices of the Labour Relations Division of the Labour Department

Hong Kong

Hong Kong East Office
34/F, Revenue Tower,
5 Gloucester Road,
Hong Kong.

Hong Kong West Office
3/F, Western Magistracy Building,
2A Pokfulam Road,
Hong Kong.

Kowloon

Kowloon East Office
Room 1206, 12/F, Stelux House,
698 Prince Edward Road East,
San Po Kong, Kowloon.

Kowloon West Office
Room 1009, 10/F,
Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Shamshuipo, Kowloon.

Kowloon South Office
2/F, Mongkok Government Offices,
30 Luen Wan Street,
Mongkok, Kowloon.

Kwun Tong Office
6/F, Kowloon East Government Offices,
12 Lei Yue Mun Road,
Kwun Tong, Kowloon.

New Territories

Tsuen Wan Office
5/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan, New Territories.

Kwai Chung Office
6/F, Kwai Hing Government Offices,
166 - 174 Hing Fong Road,
Kwai Chung, New Territories.

Tuen Mun Office
Room 2720, 27/F,
Tuen Mun Parklane Square,
2 Tuen Hi Road, Tuen Mun,
New Territories.

Sha Tin & Tai Po Office
Rooms 304-313, 3/F,
Sha Tin Government Offices,
1 Sheung Wo Che Road,
Sha Tin, New Territories.



法定最低工資
Statutory Minimum Wage

**Set a wage floor and
protect grassroots employees**

Labour Department's Homepage : <http://www.labour.gov.hk>