

	RESOURCE LIBRARY – HUMAN RESOURCES Staff Assistance	<i>CODE:</i> 04.01.050
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OBJECTIVE:目的:

- To encourage hotels to deploy their best employees to assist sister hotels
鼓励酒店部署其最佳员工对姐妹酒店提供帮助
- To reward those employees who are asked to work in another property.
奖励那些要求在另一家酒店工作的员工。

APPLICATION:应用:

Hotels experiencing a very busy time or an unusually high profile event may need additional well qualified staff for a limited period of time.

酒店非常繁忙的时候或举行异常高规格的活动时，可能在有限的一段时间内需要更多高素质的员工。

In such cases the General Manager may make a request directly to other group hotels asking the General Manager for personnel assistance and specifying their exact requirements.

在这种情况下，总经理可以直接向其他酒店提出请求，要求其总经理提供人员协助，并明确规定具体要求。

STATEMENT OF POLICY

政策声明

1. Employees who are sent to assist other group hotels during a particularly busy time will receive in addition to their salary a bonus of 25%. This is to recognize the special assistance they have given and the possible hardship involved.
在特别忙碌的时间被派到其他店提供帮助的员工将获得其工资加上25%的奖金。这是由于意识到了他们的特别援助和可能的吃苦受累。
2. The receiving hotel will pay 25% bonus in cash to the concerned employee(s) before his/her departure.
接收酒店将在有关雇员离开之前以现金形式向其支付25 %的奖金。
3. Their salary and related expenses including traveling costs for the duration of their assistance including traveling time is to be charged to the receiving hotel by inter-company account.
他们的工资和相关费用(包括援助期间及旅行时间的差旅费)，通过联营公司间往来帐户记入接收酒店。