Organisation Structure of Personnel Office

Corinna Lee
Director of Personnel

Administrative, Professional and General Staff Personnel Matters

Administrative, Professional, General and Research Staff Appointment and Review

Ivy Cheung, Personnel Manager
- ✓ Appointment and continuous appointment review of staff on Terms of Service (B), (C) & equivalent
- ✓ Retirement/extension of service/promotion of junior staff on Terms of Service (B) & (C)
- ✓ PRD Exercise/Computer System

Jolie Cheung, Personnel Manager
- ✓ Appointment, continuous appointment review and extension of service staff on Terms of Service (A) & equivalent
- ✓ Appointment of research staff

Personnel Services and Staff Support

Betty To
Assistant Director of Personnel
Secretary of
Administrative Affairs Committee

Staff Benefits Administration, Personnel Services, Admin & Support Staff Review

Harris Lam, Personnel Manager
- ✓ Staff Benefits (leave)

Angel Leung, Personnel Manager
- ✓ Staff Benefits (housing, passage, children's education allowance and deceased staff benefits)
- ✓ Concurrent appointments
- ✓ Resignation
- ✓ Promotion of Terms of Service (B) & equivalent staff
- ✓ Extension beyond retirement of Terms of Service (B) staff

Ronn Tsang, Personnel Manager
- ✓ Staff Benefits (medical and retirement benefit schemes)
- ✓ Outside Practice and related matters
- ✓ Employees' compensation

Mabel Ng, Personnel Manager
- ✓ Visa/ immigration matters
- ✓ Outside Practice and related matters
- ✓ Employment certification

Staff Development and Assistance

Daniel Chow, Training Manager
- ✓ Staff training and development (STD) activities
- ✓ Conference grant
- ✓ Reimbursement of STD expenses
- ✓ Employee Assistance Programme

Angel Leung, Personnel Manager
- ✓ Positive workplace initiatives

Mabel Ng, Personnel Manager
- ✓ Enquiries on staff grievance matters

Academic Personnel Matters

HR Systems (CUPIS) and Analytics

Agnes Kan
Assistant Director of Personnel
Secretary of
University Academic Personnel Committee

Academic and Academic Support Staff Appointment and Review

Academic Personnel Services for respective Faculties:
1. Appointment/Contract renewal
2. Substantiation/Continuous appointment
3. Retirement/extension of service beyond retirement

Amy Leung, Personnel Manager
- ✓ Faculty of Education
- ✓ Faculty of Science (including appointment of research staff of the above faculties)

Ronn Tsang, Personnel Manager
- ✓ Faculty of Social Science

Jolie Cheung, Personnel Manager
- ✓ Faculty of Business Administration

Kenny Ho, Personnel Manager
- ✓ Faculty of Engineering
- ✓ Faculty of Medicine

Jenny Chan, Personnel Manager
- ✓ Faculty of Law
- ✓ Annual Performance Assessment
- ✓ Retirement & extension of service (co-ordinator)

Florence Lam, Personnel Manager
- ✓ Faculty of Arts
- ✓ Substantiation/continuous appointment (co-ordinator)

Serena Chu, Personnel Manager
- ✓ Advancement/crossing of pay bands
- ✓ Liaison with staff associations/union

HR Systems (CUPIS) and Analytics

Eric Chan, Project Manager
- ✓ CUPIS
- ✓ CDCF and Personnel Data Analytics

Kenny Ho, Personnel Manager
Harris Lam, Personnel Manager
Daniel Chow, Training Manager
Jolie Cheung, Personnel Manager
- ✓ CUPIS module Leads

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