

## General Information on Appointments to Administrative and Professional Posts

The general information provided below is purely for reference purpose and is subject to amendment by the University from time to time, and is NOT part of any agreement of service. Further enquiries may be directed to the Director of Human Resources of the University.

### FOR GENERAL REFERENCE ONLY

#### Appointment

Appointments are normally made on fixed-term contract basis initially for up to three years, which may be extended or renewed subject to mutual agreement.

Upon completion of contract service normally for not less than six years, consideration may be given for further appointment on Continuous Appointment (CA).

#### Salary

Commencing salaries will be commensurate with qualifications and experience subject to budget. The current salary ranges for some of the administrative and professional posts are outlined below.

Grade/Rank	Salary per Month (HK\$) (w.e.f. April 1, 2018)
<i>Senior Assistant Registrar I/Senior Assistant Secretary I and equivalent rank</i>	122,625 – 135,560
<i>Senior Assistant Registrar II/Senior Assistant Secretary II/Senior Staff Tutor and equivalent rank</i>	100,920 – 122,625
<i>Senior Architect/Senior Engineer</i>	100,920 – 135,560
<i>Senior Computer Officer I/Senior Sub-Librarian</i>	100,920 – 122,625
<i>Assistant Registrar I/Assistant Secretary I/ Assistant Bursar I and equivalent rank</i>	104,170 – 109,625
<i>Senior Computer Officer II/Sub-Librarian</i>	78,065 – 108,510
<i>Assistant Secretary/Assistant Registrar/Assistant Bursar and equivalent rank</i>	68,590 – 99,855
<i>Assistant Librarian I</i>	68,590 – 91,165
<i>Architect/Engineer</i>	52,495 – 103,795
<i>Assistant Librarian II/Administrative Officer/ Computer Officer I</i>	49,945 – 73,700
<i>Assistant Architect/Assistant Engineer</i>	28,350 – 41,775

[Approximate exchange rate: US\$1 = HK\$7.8; GBP1 = HK\$10; EUR1 = HK\$8.9; AU\$1 = HK\$5.7 (as of August 2018)]

#### Retirement

The normal retirement age is 65. Appointment however may be extended beyond the normal retirement age subject to approval of the University Council.

#### Retirement Benefits

Depending on the duration of the fixed-term contract and where applicable, an appointee will be entitled to University contribution to a retirement scheme plus a contract-end gratuity (totaling up to 15% of basic salary).

## Leave

### **(a) Annual Leave**

- Under the Annual Leave Scheme for Terms of Service (A) and Equivalent Staff (2002), appointees will be entitled to annual leave at the rate of 22 working days per year.
- Additional leave may be provided upon application (up to 20 working days in an academic year) specifically for training and development purposes.

### **(b) Maternity Leave**

- Full-time female appointees who have been in the University's continuous employ for forty weeks or more immediately prior to the commencement of maternity leave will be entitled to ten weeks of fully paid maternity leave.

## Housing Benefits

Subject to review and confirmation by the University from time to time, housing benefits will be provided to eligible appointees.

Under the Staff Housing Assistance Package 2018, eligible appointees are offered the following benefits:

<b>Staff salaries level * (HK\$ per month) w.e.f. April 1, 2018</b>	<b>Housing benefits</b>
\$115,475 and above	University Accommodation or Non-Accountable Housing Cash Allowance at HK\$24,000 per month
\$105,555 – \$115,474	University Accommodation or Non-Accountable Housing Cash Allowance at HK\$18,000 per month
\$87,945 – \$105,554	Non-Accountable Housing Cash Allowance at HK\$18,000 per month
\$70,590 – \$87,944	Non-Accountable Housing Cash Allowance at HK\$14,400 per month

\*The figures are for general reference only. The University reserves the right to determine if housing benefit is to be granted.

## Medical Care

Under the University's Staff Medical Benefits Scheme 1999, general out-patient medical care is provided to an appointee on fixed-term contract. Depending on the duration of the contract, an appointee may also be provided with specialist outpatient care, dental care and hospital benefits. An appointee on fixed-term contract(s) of three years or longer is also entitled to maternity benefits.

The above medical benefits will where applicable cover an appointee's spouse and/or dependent children as well.

## Outside Practice

An appointee who wishes to engage in outside practice or consultancy will have to obtain prior approval from the University.

## **Salary Tax**

Salary tax in Hong Kong is chargeable on the smaller of

- a) the net chargeable income at progressive rates; or
- b) the net income at standard rate with the tax payable capped at an amount calculated at standard rate on the net income (15% from 2011-12 onward).

Details can be found from the website of the Inland Revenue Department: <http://www.ird.gov.hk/>

## **Review of Appointment**

A review will be conducted towards the end of the first six months of appointment to confirm whether the appointment will be continued after the first six months.

## **Termination of Appointment**

During the first six months of appointment prior to confirmation of the continuation of the appointment, termination of appointment may be made by either party by giving to the other party one month's notice in writing or payment in lieu of notice equivalent to one month's wages. Thereafter, the appointment may be terminated by either party by giving to the other party four months' notice in writing or payment in lieu of notice equivalent to four months' wages. If the appointee is the holder of a designated office or a Head of Unit, six months' written notice or payment in lieu of notice equivalent to six months' wages is required.

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