

14 July 2010

EDUCATION BUREAU CIRCULAR NO. 8/2010

Implementation of the New Starting Salaries for Staff in Aided Schools

[Note: This Circular should be read by

- (a) Supervisors and Heads of all aided secondary and primary schools, including special schools – for action;
- (b) Supervisors and Heads of government and Caput schools, and schools under the Direct Subsidy Scheme – for information; and
- (c) Heads of sections – for information.]

Summary

This circular informs schools of the implementation details in respect of the revision in the starting salaries for teaching and non-teaching staff at the basic ranks in the degree-qualification grades paid under the Salaries Grant in aided schools. This circular supersedes EDB Circular No. 14/2008 and EDB Circular No. 15/2008. Salary arrangements as stipulated in the two superseded circulars that are still in force have been incorporated into the Guides to Salary Assessment.

Background

2. Pursuant to the Chief Executive-in-Council's decision in 2007, a Starting Salaries Survey (SSS) will be conducted on a triennial basis from 2006 onwards to ascertain the broad comparability of the civil service entry pay with the private sector entry pay. The last SSS was conducted in 2006 and revisions to the starting salaries of affected civil service basic ranks following the application of the results of that survey took effect from 1 August 2007. Following the triennial cycle, the Administration invited the Standing Commission on Civil Service Salaries and Conditions of Service (Standing Commission) to conduct the SSS in 2009. Based on the findings of the 2009 SSS, the Standing Commission recommended that the starting salaries for the basic ranks in the degree-qualification civilian grades should be adjusted downward by two pay points and those for all other basic ranks should remain unchanged. These new starting salaries

and related implementation details have been approved by the Finance Committee of the Legislative Council on 2 July 2010. The effective date of the new starting salaries is **1 October 2010**.

Impact on Aided Schools

New Starting Salaries

3. The pay scales of teaching staff and non-teaching staff remunerated under the Salaries Grant in aided schools are still linked to the civil service pay scales. As a result, the findings of the 2009 SSS are also applicable to teachers (except daily-rated supply teacher)^{Note 1} and non-teaching staff^{Note 2} in aided schools who are remunerated under the Salaries Grant and who are at the basic ranks in the degree-qualification grades. The starting salaries for these aided school staff will be correspondingly reduced by two pay points. The new starting salaries will also take effect from **1 October 2010**. The starting salaries for all other aided school staff at the basic ranks would remain unchanged. The following table stipulates the ranks in aided school that are affected by the 2009 SSS and the respective adjustment of the starting salaries.

<u>Rank</u>	<u>Downward adjustment of starting salaries / MPS[#] Point</u>
Graduate Master/Mistress (GM)	from 17 to 15
Assistant Primary School Master/Mistress (APSM)	from 17 to 15
Educational Psychologist II	from 25 to 23
Speech Therapist	from 18 to 16
Assistant Social Work Officer	from 18 to 16

[#] MPS = Master Pay Scale

4. The details of the new starting salaries and new pay scales effective from 1 October 2010 are set out in the relevant parts of Appendix 6 to both the Guide to Salary Assessment for Aided Secondary Schools (August 2010 version) and the Guide to Salary Assessment for Aided Primary Schools (August 2010 version). Schools may access the Guides via the following path on the EDB Homepage (<http://www.edb.gov.hk>) for reference from August 2010:

^{Note 1} Including teachers appointed under the Native-speaking English Teacher Schemes and temporary teachers employed on a monthly basis.

^{Note 2} Including temporary staff employed on a monthly basis.

Teachers' Development → Employment Related Information
→ Salary Assessment in Aided Schools

5. The new starting salaries apply automatically to new appointees of aided schools who are appointed on or after 1 October 2010. The salaries of these new appointees should be calculated on the basis of the starting salaries prevailing at the time of appointment plus incremental credits for experience (ICEs), if applicable. The salaries of serving staff of aided schools appointed before 1 October 2010, like their civil service counterparts, are not affected by the new starting salaries.

Salary Bars for Untrained Teachers

6. Since 1 August 2007, the salary bars have been set at **five** pay points above the prevailing starting salaries and would be adjusted automatically whenever there is a change in the starting salaries in the future. Subsequent to the present downward adjustment of starting salaries, the new starting salaries and the new salary bars for newly recruited teachers effective from 1 October 2010 are as follows:

<i>Rank</i>	<i>With effect from 1 October 2010</i>	
	<i>Starting salary / MPS Point</i>	<i>Salary bar / MPS Point</i>
GM	from 17 to 15	from 22 to 20
APSM	from 17 to 15	from 22 to 20
CM*	14	19

* the starting salary and salary bar for Certificated Master/Mistress (CM) remain unchanged on 1 October 2010

7. Along with setting the new salary bars at five pay points above the prevailing starting salaries, the salary bar for a serving untrained teacher is set at the adjusted level or set at the highest salary bar that he / she has experienced in the appointment to the respective rank, whichever is the higher. Therefore, the salary bars of serving untrained teachers are not affected by the adjustment of salary bars at paragraph 6 above.

Pay upon Appointment to Teaching Grades

8. In line with the Government's policy to encourage the movement of teachers between schools in the public sector, a "carry forward" arrangement has been adopted since 1 April 2000 to allow teachers to carry their current salary on transfer (within the same rank or between comparable ranks) between aided schools and between aided and government schools without a break in service. The application of the "carry-forward" arrangement ensures even-handed treatment in the event of

both upward and downward revision of starting salaries arising from an SSS conducted on a triennial basis. It also ensures parity of treatment with civil servants who are only entitled to a pay equivalent to the “carry-forward” arrangement upon transfer between government departments. The “carry forward” arrangement will continue to apply on teachers undergoing transfer subsequent to the present adjustment of starting salaries (i.e. teachers on transfer will not receive a lower salary on the basis of the reduced starting salaries to be implemented on 1 October 2010 plus ICEs if applicable). The related pay arrangements on appointment to teaching posts at different entry ranks in aided schools will also continue to apply. Teachers changing from a non-graduate teaching post (e.g. CM) to a graduate teaching post (GM/APSM) can have their salaries determined by either “carry-forward” arrangement or by reassessment, if applicable. Details of the pay arrangements could be found in the relevant parts of Appendix 10 to the Guides to Salary Assessment.

Pay Arrangements for Non-teaching Staff

9. Likewise, the existing pay arrangements for non-teaching staff upon appointment / transfer to a new post will continue to apply. The details of the arrangements are in Section 3.1 of the Guides to Salary Assessment.

Allowances

10. The eligibility for and the rate of some job-related allowances are linked to pay points. With the downward adjustment in starting salaries in the degree-qualification grades, the rates of some allowances also need to be revised, and are re-calculated in accordance with the following principles:

- (a) If an allowance is calculated at a rate of the starting pay of an entry rank, the rate should be based on the revised starting salary of the rank; and
- (b) If an allowance is calculated at a rate of a pay point, determination of the allowance should be based on the revised pay point value.

11. The Codes of Aid provide the rates for various types of acting allowances. The calculation of acting allowance should be based on the minimum pay point of the acting post prevailing at the time.

12. The revised rates of allowances are effective from 1 October 2010. Allowances for periods before that date should be paid according to the old rates.

Supply Staff

13. The rates for daily paid supply staff in the degree-qualification grades will also be adjusted following the downward adjustment of the starting salaries. The details will be announced under a separate cover.

Code of Aid

14. The relevant sections in the Codes of Aid will be amended in due course.

Enquiry

15. For enquiries, please contact the respective Senior School Development Officers.

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for Permanent Secretary for Education