

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 102/2016

From : Permanent Secretary for Education To : Supervisors and Heads of all aided schools

Ref. : EDB(CSV)/SV/2/1/1

Date : 29 June 2016

2016-17 Pay Adjustment for Staff in Aided Schools

Summary

The purpose of this circular memorandum is to inform aided schools of the details related to pay adjustment of their staff as a result of the 2016-17 Civil Service Pay Adjustment.

Details

2. The Finance Committee of the Legislative Council has approved a pay increase of 4.19 % for directorate officers and officers in the upper salary band, and 4.68 % for officers in the middle and the lower salary band¹ with effect from 1 April 2016. The revised Master Pay Scale (MPS), Model Scale I (MOD I) and Training Pay Scale (TPS) are at **Appendix I**.

Salary of staff paid by the Salaries Grant in aided schools

3. For regular teachers / monthly-paid temporary teachers / Native-speaking English Teachers / laboratory technicians / specialists and other non-teaching staff in aided schools who are remunerated by the Salaries Grant on pay scales linked to those of the civil service, their monthly salary will be adjusted to the new dollar values in accordance with the revised civil service pay scales. Similar adjustments will be made to the rates of pay of those staff approved to retain their pay point as at 31 August 2015 due to the lowering of their rank resulting from the reduction in the number of approved classes. Further, corresponding

¹ The upper, middle and lower salary bands are –

- Upper : Above Master Pay Scale (MPS) 33 or equivalent;
- Middle: From MPS 10 to 33 or equivalent; and
- Lower: Below MPS 10 or equivalent.

adjustments will be made to the amounts of the allowances payable to those staff where the amounts of those allowances are adjusted / determined in accordance with or by reference to the civil service pay scales.

Implementation date

4. The salary adjustment will take effect from 1 April 2016. The revised salaries together with any arrears since 1 April 2016 will be paid at the end of July 2016.

Subventions

5. All school subventions that are adjusted / determined on the basis of formulae with a factor of civil service pay adjustment will be increased as a result of the 2016-17 Civil Service Pay Adjustment. These include –

- (a) the Salaries Grant for teaching and non-teaching posts, the pay for which is pegged to the pay points of the civil service pay scales; and
- (b) the price-adjusted non-salaries grants that are adjusted / determined likewise such as the Supply Teacher Salaries Grant / Substitute Teacher Grant / Teacher Relief Grant. (The adjusted daily rates for supply staff will be announced under separate cover.)

6. All school subventions that are adjusted / determined on the basis of formulae **without** a factor of civil service pay adjustment will not be increased, e.g. the constituent grants of the Operating Expenses Block Grant (OEBG) / Expanded OEBG which are adjusted annually according to the movement of the Composite Consumer Price Index.

Salary arrears to staff who have left employment

7. Salary arrears may be paid to those staff who have –

- (a) retired after 1 April 2016;
- (b) resigned by giving sufficient notice after 1 April 2016;
- (c) resigned by paying an amount equivalent to their salary of the number of insufficient days of notice after 1 April 2016. The amount is capped at one month's salary; or
- (d) resigned after 1 April 2016 but were waived the payment in lieu of notice by the Incorporated Management Committee (IMC) / School Management Committee (SMC) of the school on exceptional grounds in view of the justified reasons

provided by the staff, and the IMC / SMC has informed the Permanent Secretary for Education of such a waiver and the reasons thereof.

In case of (c) above, the salary arrears may only be paid to them after deduction of an amount representing the difference in salaries (paid in lieu of notice) between the old and the revised rates. The deductions must be refunded to the Education Bureau by cheque made payable to **‘The Government of the Hong Kong Special Administrative Region’**. If the amount to be deducted is greater than the amount of salary arrears payable, it is not necessary to recover the difference from the staff concerned.

8. Salary arrears shall **not** be paid to those staff who –
- (a) were dismissed before the date of this circular memorandum;
 - (b) resigned before the date of this circular memorandum without satisfying the conditions listed at paragraphs 7(b), 7(c) and 7(d) above; or
 - (c) were identified to have been overpaid after re-assessment of their salary entitlement.

The salary arrears which are not required to be paid to the staff concerned, as specified in this paragraph, must be refunded to the Education Bureau by cheque payable to **‘The Government of the Hong Kong Special Administrative Region’**.

Sections 52(6) and 52(7) of the Inland Revenue Ordinance

9. Supervisors are reminded to observe sections 52(6) and 52(7) of the Inland Revenue Ordinance when releasing any salary payments to those staff who have either retired, resigned, or left Hong Kong. These sections are reproduced at **Appendix II** for easy reference.

Resignation without giving sufficient notice

10. With effect from the date of this circular memorandum, salary in lieu of notice on resignation must be paid at the revised rate.

11. In calculating the salary in lieu of notice as stipulated in paragraphs 7 and 10 above, the monthly average of the salary earned by the staff during the period of 12 months (or the shorter period if the staff have been employed for a period less than 12 months) immediately before the date of notification should be based.

Enquiries

12. Enquiries may be directed to the respective Senior School Development Officers.

Benjamin YUNG
for Permanent Secretary for Education

c.c. Supervisors/Heads of Caput, DSS and ESF schools) for information
Heads of sections)

總薪級表
Master Pay Scale

薪點 Point	2016年3月31日 (as at 31.3.2016)	由2016年4月1日起 (w.e.f. 1.4.2016)
	\$(元)	\$(元)
49	117,080	121,985
48	113,010	117,745
47	109,090	113,660
46 (44B)	105,260	109,670
45 (44A)	101,620	105,880
44	95,215	99,205
43	91,910	95,760
42	88,125	91,815
41	84,480	88,020
40	80,990	84,385
39	77,650	80,905
38	74,210	77,320
37	70,955	73,930
36 (33C)	67,745	70,585
35 (33B)	64,745	67,460
34 (33A)	63,095	65,740
33	62,235	65,150
32	59,445	62,225
31	56,770	59,425
30	54,220	56,755
29	51,805	54,230
28	49,465	51,780
27	47,235	49,445
26	45,130	47,240
25	43,105	45,120
24	41,215	43,145
23	39,360	41,200
22	37,590	39,350
21	35,890	37,570
20	34,180	35,780
19	32,560	34,085
18	31,020	32,470
17	29,560	30,945
16	28,140	29,455

總薪級表
Master Pay Scale

薪點 Point	2016年3月31日 (as at 31.3.2016)	由2016年4月1日起 (w.e.f. 1.4.2016)
	\$(元)	\$(元)
15	26,785	28,040
14	25,505	26,700
13	24,280	25,415
12	22,900	23,970
11	21,550	22,560
10	20,305	21,255
9	19,160	20,060
8	17,995	18,840
7	16,890	17,685
6	15,845	16,590
5	14,905	15,605
4	13,970	14,625
3	13,120	13,735
2	12,310	12,890
1	11,575	12,120
0	10,885	11,395

第一標準薪級表
Model Scale 1 Pay Scale

薪點 Point	2016年3月31日 (as at 31.3.2016)	由2016年4月1日起 (w.e.f. 1.4.2016)
	\$(元)	\$(元)
13	15,065	15,775
12	14,765	15,460
11	14,460	15,140
10	14,180	14,845
9	13,900	14,555
8	13,640	14,280
7	13,385	14,015
6	13,120	13,735
5	12,855	13,460
4	12,600	13,190
3	12,325	12,905
2	12,075	12,645
1	11,815	12,370
0	11,570	12,115

見習職級薪級表
Training Pay Scale

薪點 Point	2016年3月31日 (as at 31.3.2016)	由2016年4月1日起 (w.e.f. 1.4.2016)
	\$(元)	\$(元)
16	26,720	27,970
15	25,445	26,635
14	24,220	25,355
13	23,165	24,250
12	21,745	22,765
11	19,960	20,895
10	18,325	19,185
9	17,260	18,070
8	16,200	16,960
7	15,210	15,925
6	14,290	14,960
5	13,400	14,030
4	12,590	13,180
3	11,830	12,385
2	11,085	11,605
1	10,425	10,915

Extracts from Inland Revenue Ordinance (Cap. 112)

Section 52 Information to be furnished by officials and employers

(6) The employer of any individual who is chargeable to tax under Part 3 and is about to leave Hong Kong for any period exceeding 1 month shall give notice in writing to the Commissioner of the expected date of departure of such individual. Such notice shall be given not later than 1 month before the expected date of departure :
Provided that-

- (a) the Commissioner may accept such shorter notice as he may deem reasonable; and
- (b) this subsection shall not apply in the case of an individual who is required in the course of his employment to leave Hong Kong at frequent intervals.

(Added 49 of 1956 s. 38)

(7) An employer who is required by subsection (6) to give notice to the Commissioner of the expected departure of an individual shall not, in the case of an individual whom he has ceased, or is about to cease, to employ in Hong Kong, except with the consent in writing of the Commissioner or in the case of money paid to the Commissioner on the direction of the individual, make any payment of money or money's worth to or for the benefit of the individual for a period of 1 month from the date on which he gave the notice; and compliance with this subsection shall constitute a defence in any proceedings against an employer in respect of his failure to make any payment to or for the benefit of the individual during the said period. (Added 26 of 1969 s. 29. Amended 2 of 1971 s. 34)