

## EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 40/2020

From : Permanent Secretary for Education                      To : Supervisors/Heads of all aided secondary, primary and special schools

Ref : EDB(SA)ADM/150/5/63(9)

Date : 16 March 2020

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### Revised Daily Rates of Pay for Supply Teachers and Supply Staff

#### Summary

This circular memorandum announces the revised rates of pay for supply teachers and supply staff in aided schools with effect from 1 September 2019.

#### Details

2. With effect from 1 September 2019, the daily rates of pay for supply teachers and supply staff in aided schools are revised as follows:

	Existing Daily Rate	Revised Daily Rate
	\$	\$
(a) <u>Supply teachers for secondary schools (including secondary section of special schools)</u>		
(i) Graduate Teacher	1,594	1,678
(ii) Non-graduate Teacher	1,447	1,523
(iii) Unqualified Teacher	684	720
(b) <u>Supply teachers for primary schools (including primary section of special schools)</u>		
(i) Graduate Teacher	1,312	1,380
(ii) Non-graduate Teacher	1,249	1,315
(iii) Unqualified Teacher	684	720
(c) <u>Supply staff</u>		
(i) Registered Nurse	1,312	1,380
(ii) Enrolled Nurse	827	871

	<b>Existing Daily Rate</b>	<b>Revised Daily Rate</b>
	\$	\$
(iii) Houseparent	938	988
(iv) Cook	730	768
(v) Teacher Assistant	567	597
(vi) Boarding Service Master/Mistress II	827	871
(vii) Assistant Clerical Officer	643	677
(viii) Clerical Assistant	567	597
(ix) Special Driver	881	928
(x) Motor Driver	730	768

3. School supervisors should observe the relevant provision on payment of wages under Employment Ordinance and make prompt payments to their supply teachers and supply staff and, where applicable, claim reimbursement from the Education Bureau. If schools have employed daily-rated supply teachers and supply staff for the 2019/20 school year at the old daily rates of pay effective from 1 September 2018 before the issue of this circular memorandum, they are reminded to pay the arrears to the staff concerned as soon as possible. For schools which have claimed reimbursement of wages at the old rates, please submit new claim forms to the Recurrent Subventions Section of this Bureau for reimbursement of the differences caused by the revised rates of pay. For the Teacher Relief Grant, we will disburse and/ or adjust the grant including the annual recurrent cash grant in accordance with the new daily rates for schools automatically.

4. As the Substitute Teacher Grant and Substitute Nurse Grant will also be adjusted with reference to the above daily rates of pay, for schools which have applied for the two grants, please be reminded to submit new claim forms to the Recurrent Subventions Section of this Bureau to claim the differences of grants.

### **Enquiries**

5. For enquiries, please contact the respective Senior School Development Officer.

Ms Karen LAU  
for Permanent Secretary for Education

c.c. Heads of Government Schools )  
Heads of Sections ) for information