

## Appointment Matters Relating to Fractional Post in Aided Secondary Schools

Types of Matters	Arrangements
<b>Appointment and Termination of Employment</b>	<ul style="list-style-type: none"> <li>- The arrangements of appointment and termination of employment for part-time teachers are the same as those for full-time teachers.</li> <li>- Schools should observe, on top of the Employment Ordinance, the relevant requirements in the Education Regulations and Code of Aid and follow the instructions as the Permanent Secretary for Education may from time to time issue.</li> </ul>
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>- Teaching experience of part-time teachers is counted on a complete month and full-time equivalent basis for incremental and promotion purposes.</li> <li>- For example, 0.5 part-time experience x 4 years = 2 years full-time equivalent experience.</li> </ul>
<b>Salaries and Incremental Dates</b>	<ul style="list-style-type: none"> <li>- If there is no change to the fraction of the teaching post held by part-time teachers, increments for the teachers will be based on the due proportion of the full-time scale, and will be given on an annual basis when they fall due.</li> <li>- Re-assessment of the salaries and incremental dates is required if there is a change to the fraction of the teaching post.</li> </ul>
<b>Promotion / Acting Appointment</b>	<ul style="list-style-type: none"> <li>- Part-time teachers are eligible for consideration for promotion.</li> <li>- Part-time teachers should not be appointed to fill vacant posts in the higher rank on acting basis.</li> </ul>
<b>Leave Entitlement</b>	<ul style="list-style-type: none"> <li>- The calculation of leave entitlement for part-time teachers is the same as that for the full-time teachers.</li> <li>- School should establish school's own policy in processing applications for various types of leaves to ensure impartiality and consistency.</li> </ul>
<b>Grant / Subsidized Schools Provident Fund</b>	<ul style="list-style-type: none"> <li>- Part-time teachers employed on a regular basis or as Regular Teacher with Defined Contract Period may at his / her option contribute to the provident fund.</li> <li>- Part-time or full-time continuous teaching experience are treated the same in counting the number of years of continuous contributory service, e.g. 3 years' 0.4 part-time service = 3 years' contributory service.</li> </ul>
<b>Supply Teacher</b>	<p><b>Schools with Incorporated Management Committee</b></p> <ul style="list-style-type: none"> <li>- Schools can make use of the TRG-recurrent grant to cover the expenses on supply teachers for approved leaves lasting for less than 30 days.</li> <li>- For leaves lasting 30 days or more of a regular part-time teacher, schools should follow the existing arrangements under the TRG by reimbursement or temporary freezing of the fractional post.</li> </ul>

<b>Types of Matters</b>	<b>Arrangements</b>
	<p><b>Schools without Incorporated Management Committee</b></p> <ul style="list-style-type: none"> <li>- Schools may employ supply teachers on daily basis to substitute for regular part-time teachers who are absent on approved leave for 3 consecutive calendar days. The supply teachers are paid on a pro rata basis in term of the fraction of the part-time post.</li> <li>- For leaves / temporary absence of the part-time teachers for 90 days or more, schools may employ temporary replacement on monthly term.</li> <li>- Schools may also apply for the Substitute Teacher Grant (STG) in lieu of supply / temporary teacher if the fractional post is temporarily unfilled for 3 or more consecutive days.</li> </ul>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>- Part-time teachers are covered by the current Block Insurance Policy.</li> </ul>

Education Bureau

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