

To : CSDO (), Education Bureau

Application Form

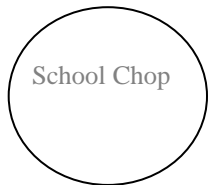
**Application for Special Pay Arrangement in the 2021/22 School Year for Over-ranked Head /
Stepped-down Teacher(s) at Promotion Rank(s)/ Stepped-down Laboratory Technician I in Aided Secondary or Special Schools**

I refer to your letter dated _____ September 2021. The School Management Committee/Incorporated Management Committee¹ would like to seek approval for the following over-ranked staff (including those over-ranked head, stepped-down teacher(s) at promotion rank(s) and/or stepped-down laboratory technician I who stepped down prior to 1 September 2021) to retain, in the 2021/22 school year, his/her/their¹ pay point(s) as at 31 August 2021² as detailed below -

HKID No.	Name in English and Chinese	As at 31 August 2021				Effective from 1 September 2021 to 31 August 2022 upon stepping down (please amend the period if necessary)					Rectification Plan	
		Rank	Salary ³ (MPS Pt)	Max Salary (MPS Pt)	Incremental Date (01/mm)	Rank ⁴	Salary ⁵ (MPS Pt)	Max Salary ⁶ (MPS Pt)	Incremental Date ⁶ (01/mm)	Date of Next Increment ⁶ (dd/mm/yyyy)	Action to be taken ⁷	Proposed School Year ⁸

- Note
- 1 : Please delete as appropriate.
 - 2 : The stepped-down staff with pay point not exceeding the maximum pay point of the stepped-down rank is allowed to proceed along the salary scale of the stepped-down rank.
 - 3 : Excluding the Responsibility Allowance, if any.
 - 4 : For stepping down that involves a teacher at more than one rank above the basic rank (e.g. PGM) and where no vacancy is available at the next lower rank, the school concerned is given the discretion to decide whether to have the teacher step down more than one rank or to have a series of step-downs involving more than one teacher until the entitlement is not exceeded. The decision made should be supported with strong justifications. An appeal mechanism should also be in place. All these should be made known to the teachers of the school and be properly documented as a safeguard against any allegations of unfairness or impropriety that may subsequently arise.
 - 5 : No longer eligible for any Responsibility Allowance previously entitled to, if any, which thus should be excluded.
 - 6 : Only applicable to the stepped-down staff with pay point not yet exceeding the maximum pay point of the stepped-down rank. For all other cases, please indicate "NA" as the stepped down staff will not be granted any salary increment until he/she is **reinstated to the previous rank at your school** for normal progression along the salary scale of the previous rank.
 - 7 : Please refer to the attached Annex and fill in the Code Number.
 - 8 : If the proposed school year is not the 2022/23 school year, the school should also attach a plan on how to rectify the situation and list out the anticipated vacancy situation of promotion ranks among schools under the same sponsoring body (if applicable) in the coming school years.

I confirm that: (a) the selection arrangement of surplus staff stipulated in EDBCM No. 45/2021 has been observed;
 (b) there are no vacancies of the relevant ranks within the school or in schools under the same sponsoring body for redeployment in the 2021/22 school year. The vacancy situation of respective promotion ranks within the school and among schools under the same sponsoring body (if applicable) is attached;
 (c) the stepped-down staff were informed of the above **special and temporary** arrangement;
 (d) the particulars in this form including the Rectification Plan are correct;
 (e) the duties of the stepped-down staff will be commensurate with his/her/their salary as far as possible in the 2021/22 school year; and
 (f) the School shall refund any overpaid salaries grant to the Education Bureau.



Signature of School Supervisor : _____
 Name of School Supervisor : _____
 School Name and Code : _____
 Date : _____

Plan to Rectify the Over-ranked Situation

Code Number #	Action To be Taken in the 2021/22 School Year and the Years Afterwards
1	Redeploy the over-ranked staff to fill a vacancy due to retirement / resignation / end of contract of a staff in the same school.
2	Redeploy the over-ranked staff to fill a new post of the corresponding rank to be created in the same school due to _____.
3	Redeploy the over-ranked staff to fill a vacancy due to retirement / resignation / end of contract of a staff in another school under the same sponsoring body.
4	Redeploy the over-ranked staff to fill a new post of the corresponding rank to be created in another school under the same sponsoring body due to _____.
5	The over-ranked staff will join job-sharing.
6	The over-ranked staff will retire / resign.
7	Other action (please specify) : _____ _____
8	Other action (please specify) : _____ _____
9	Other action (please specify) : _____ _____

Actions suggested in Code Numbers 1 to 6 are for school's reference and are not exhaustive, please specify in Code Numbers 7 to 9 any other proposed effective measures to rectify the over-ranked situation.