

# **Guidelines on the Handling of Job-sharing in Aided Schools (For handling redundant/surplus teachers and surplus laboratory technicians)**

## **Introduction**

Job-sharing refers to two or more teachers/laboratory technicians filling one or more posts within the staff establishment approved by the Education Bureau (EDB).

## **General Principles**

2. Schools should adhere to the following principles in arranging job-sharing:-

- a) Job-sharing should not have any adverse effect on students' learning.
- b) Job-sharing should fulfill all requirements set under the Education Ordinance, Education Regulations, related Codes of Aid, related circulars and any other related Ordinances.
- c) Job-sharing should not lead to additional government expenditure.
- d) The teacher(s)/laboratory technician(s) concerned should participate in job-sharing on a voluntary basis.
- e) One person is only allowed to have one substantive rank.
- f) According to the Education Ordinance and Education Regulations, the headship post cannot be shared.

## **Arrangements for Job-sharing**

3. Schools may consider the following arrangements of job-sharing:-

a) Same rank and same grade

- (i) Job-sharing at the same basic or promotion rank is allowed. For example, 2 graduate teachers sharing 1 APSM post in different combinations (such as 0.5 + 0.5 or 0.3 + 0.7 of an APSM post), or 3 GM teachers sharing 2 GM posts (such as 0.6+0.7+0.7). Salaries are apportioned accordingly.
- (ii) To apply for this type of job-sharing, schools should submit respective [Appointment Forms of the teaching and non-teaching](#)

staff and specify in the Form the percentage of post to be taken up by filling the “Part-time (Fraction)” in Section II Part H for teaching staff and Section II Part F for non-teaching staff. A separate Appointment Form should be submitted for each staff.

b) Same rank and different grades

- (i) Under the all-graduate teaching force policy with effect from the 2019/20 school year, all teaching posts on the approved teaching staff establishment will be graduate teacher posts. Meanwhile, if there are non-graduate teachers in a school, the non-graduate teacher(s) may share graduate teacher posts with graduate teachers, on the condition that the substantive rank of the non-graduate teacher(s) are maintained in the non-graduate grade.
- (ii) For example, two serving teachers (1 APSM and 1 CM) would like to share 1 APSM post. The serving graduate teacher is willing to take up 0.5 APSM post and the CM teacher (who either chooses not to be regraded of his own accord, or his qualifications cannot meet the requirement for regrading) is willing to take up 0.5 CM post. Under such circumstances, the CM teacher retained in the non-graduate teaching grade (no matter whether the teacher has met the qualifications requirement for regrading to the graduate teaching grade or not) will be ranked as a CM and will have to be remunerated on the pay scale of the non-graduate post.
- (iii) Schools may follow the same procedure as stated in Para. 3 a) (ii) above to apply for this type of job-sharing.

c) Different ranks and same/different grade(s)

- (i) For schools which wish to share jobs among two or more teachers/laboratory technicians of different ranks and same/different grade(s), EDB is prepared to give the school a salary envelope so as to give the school maximum flexibility and to simplify the administrative procedures.
- (ii) Under this approach, schools could nominate serving teachers/laboratory technicians to hold the posts under the approved establishment and the salary envelope will be calculated on the basis of the actual salaries and incremental dates of these staff. The amount of the envelope will be adjusted annually to take account of the incremental creep and staff turnover. Schools may approach their respective School Development Officer for samples of salary

- envelope as reference.
- (iii) Government's contributions to the Provident Fund and/or Mandatory Provident Fund (MPF) Schemes will be calculated on the same basis as the salary envelope and apportioned among individual teachers.
  - (iv) The basis for remuneration of teachers who share the posts in the approved establishment has to be agreed between the school and the teachers concerned. For example, the teachers may decide to take a 95% pay across the board, if the salary envelope is 5% less than the pay roll before redundancy.
  - (v) Schools which wish to adopt the salary envelope approach should apply to the School Development Section of the respective district.
  - (vi) Schools may also apply for a teacher to fill two or more posts of different ranks. For example, when the SGT entitlement has reduced from 1 PSM(SGT) post to 0.5 PSM(SGT) post, schools may appoint PSM(SGT) to fill up the 0.5 PSM(SGT) post and another 0.5 APSM post on a sharing basis. If the guidance teacher has not yet regraded as graduate teacher, he/she has to be retained in the non-graduate grade to assume 0.5 AM(SGT) and 0.5 CM concurrently. Schools should use [the Form on "Job-sharing of Different Ranks"](#) in making this application. Sample for completing the application form is available from the School Development Officer.

### **Other related Issues**

4. Schools should also note the following related issues:

a) Recognition of experience

Part-time teaching experience will be recognized on a pro rata basis. For example, 4 years' experience of 0.5 part-time teaching is counted as 2 years' full-time teaching experience ( $0.5 \times 4 \text{ years} = 2 \text{ years}$ ).

b) Incremental Dates

- (i) Full-time teachers joining salary envelope assuming a part-time status will maintain their incremental dates and be given annual increments when they fall due.
- (ii) Re-assessment of the incremental dates is required if there are changes to the teachers' proportion of full time scale under the salary envelope.

c) Provident Fund

- (i) Teachers, working part-time or full-time, who occupy established posts under the Codes of Aid, are included in the Grant/Subsidized Schools Provident Fund.
- (ii) Part-time or full-time continuous teaching experiences 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, 4 years' 0.6 part-time service = 4 years' contributory service.

d) Leave entitlement

- (i) Part-time teachers under a continuous contract of employment involving working continuously for the same employer for four weeks or more, with at least 18 hours in each week, are entitled to the same leave entitlement as their full time counterparts, such as full pay maternity leave of 14 weeks, and full pay sick leave period in a total of 28 days on appointment, 48 days on completion of each succeeding year of service and accumulated maximum balance of 168 days.
- (ii) For example, if a new part-time teacher has class periods in the morning sessions only and his/her doctor recommends a sick leave period of 28 days, say, from 1 February 2008 to 28 February 2008, he/she is entitled to paid sick leave for this period.
- (iii) If the part-time teacher has class periods only on Mondays, Wednesdays and Fridays and he/she is required to perform ad hoc duties on the other weekdays, he/she is still entitled to paid sick leave for the period of 28 days.

e) Arrangements for handling redundant/surplus teachers

- (i) Aided schools should optimise the use of job-sharing arrangements to absorb redundant/surplus teachers (including Student Guidance Teachers) and surplus laboratory technicians.
- (ii) If schools adopt job-sharing to handle the redundant/surplus teachers or surplus laboratory technicians situation, schools should decide on the mode of job-sharing and draw up a job-sharing plan in consultation with the teachers and/or laboratory technicians concerned prior to identifying the redundant/surplus staff.

- (iii) When schools adopt the measures in this guidelines to absorb redundant/surplus teaching staff concerned, schools should also make reference to and comply with the current circular memoranda on the arrangements for redundant/surplus teachers and laboratory technicians applicable to aided primary and secondary schools.

f) Job-sharing combining with appointment to posts not within the approved establishment

Recognized teaching experience in posts not under the approved establishment may be counted for incremental and promotion purposes. Schools should arrange MPF Scheme(s) for teachers appointed to posts not under the approved establishment, where appropriate, as they are not entitled to contribute to the Grant/Subsidized Schools Provident Fund.

g) Contractual issues

- (i) Schools should make known to the teachers whether the job-sharing or part-time appointment is a long-term/short-term/regular/temporary arrangement.
- (ii) Job-sharing should be arranged on a voluntary basis and open to all teachers.
- (iii) Duties of all teachers including part-time teachers should be made known to all staff.
- (iv) The terms and conditions of service should be clearly stipulated in the appointment contract.

h) Insurance

Teachers engaged in sharing of posts under the approved establishment, or part-time posts funded by other resources provided by EDB such as the Capacity Enhancement Grant, are covered by the current Block Insurance Policy for employees' compensation.

**Enquiries**

5. For further enquiries, please contact the respective district School Development Section.

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