

SALARY ASSESSMENT FOR STAFF IN AIDED SECONDARY SCHOOLS (PAID OUT OF SALARIES GRANT)

Teacher Administration Section



Note: The contents in the PowerPoint slides should only be regarded as supplementary information for explaining the relevant cases during the presentation. For comprehensive reference of the rules and practices on salary assessment, please refer to the Guide to Salary Assessment for Aided Primary / Secondary Schools.

CHAPTER 1:

**INTRODUCTION TO
SALARY ASSESSMENT**

Introduction to salary assessment

WHO (paid out of Salaries Grant)

- Newly join the school
- Renew contract
- Regrade in the serving school

WHAT

1. Appointment Forms / Regrading Forms
2. Teacher Registration status (*S42 Cap279 Edu. Ord.*)
(i.e. Permitted Teacher(PT) / Registered Teacher(RT))
PT : without initial teacher training AND applied by school
RT : with initial teacher training AND applied by teacher
3. Certified True Copies of **qualification(s)**
4. Certified True Copies of **Certificate(s) of Service**

TOOLS

- Guides to Salary Assessment for Aided Schools
- Codes of Aid for Aided Schools
- Others (e.g. EDB circulars)

Salary
particulars

- a) MPS Point
- b) Salary bar
- c) Incremental Date
- d) Next incremental Date
- e) Maximum Point

Note

1. Confirm the establishment / entitlement (please refer to the approval letter)
2. Confirm the qualifications and incremental credit for experience (ICE)
3. Base on the available information to complete and confirm the salary assessment
4. Submit appropriate form(s) and all the supporting documents