GUIDE TO SALARY ASSESSMENT

for

Aided Secondary Schools

Education Bureau
August 2026

Guide to Salary Assessment for Aided Secondary Schools

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1. General Principles

This guide intends to provide schools with reference in assessing the salaries of staff who are remunerated under the Salaries Grant in aided schools. Schools should also refer to the Codes of Aid and relevant circulars when assessing salaries. Please note that in case the salary assessment made by an aided school is determined to be incorrect, the SMC / IMC should be responsible for the arrangement of rectifying any overpayment or underpayment with the staff concerned. The subsidy on the Salaries Grant payroll to an aided school is based on the salary assessment made by the Education Bureau (EDB), which is final.

1.1 Basics of salary assessment

1.1.1 The entry salary of new appointees should normally be offered at the prevailing minimum pay point of that rank commensurate with the prescribed entry qualification and/or experience. Additional increments may be offered for appointees possessing relevant post-qualification experience in excess of the minimum entry requirement for the new appointment. (Details of 'Salary Assessment for Teaching Staff' and 'Salary Assessment for Non-teaching Staff' are at Sections 2 and 3 respectively.)

1.1.2 Basic steps of assessing entry salary of a new appointee are:

a) confirm the rank of the new appointee;
b) identify the entry qualification(s);
c) identify the appropriate pay scale (see relevant parts of Appendix 5);
d) determine the salary bar (if any);
e) calculate the incremental credit for experience (ICE) in terms of years and months by counting the relevant recognised post-qualification experience after deducting the capped experience (if any);
f) calculate **only** the recognised experience acquired with valid Registered Teacher (RT) / Permitted Teacher (PT) status (details are in Appendix 12);
g) determine the incremental credit for qualification (ICQ);
h) add the number of years of ICE (if any) and the number of ICQ (if any) to the minimum pay point of the appropriate pay scale;
i) determine the incremental date by means of the effective date of appointment and the number of residual months of ICE (if any);

j) confirm the salary particulars including the entry salary point and the date of next increment.

1.1.3 A teacher paid under the Salaries Grant transferring from an aided school to another aided school at the same substantive rank and same full time equivalence of his/her former post with continuous service and without taking no-pay leave could normally retain the salary particulars he/she received in the former post.

1.1.4 For those teaching and non-teaching staff who had been subject to the reduced starting salaries effective from 1 April 2000 and were still serving on the entry ranks as at 1 August 2007, their salaries should be adjusted in accordance with the conversion arrangement as detailed in Section 4.

1.1.5 With effect from 1 August 2007, the "carry-forward" arrangement applies to all serving teachers upon transfer (within the same rank or between comparable ranks) between public-sector schools and schools under the Direct Subsidy Scheme (DSS) without a break in service. The salary as determined under this arrangement will generally prevail over the calculation of salary based on the new starting salaries plus incremental credit for experience (ICE) (The details are in Appendix 9A).

(Points to Note for Salary Assessment on Newly Appointed Staff in Aided Schools is in Appendix 1.)

1.2 Qualifications

The date of recognition of a qualification should normally be the date of obtaining the qualification, i.e. date of announcement of result or date of issue of certificate/diploma.

1.2.1 Local qualifications

Unless otherwise specified, entry qualifications contained in Appendix 5 refer to qualifications awarded by local institutes with self-accrediting status.

1.2.2 Non-local qualifications

For holders of non-local academic/teacher training qualifications, the SMC/IMC should, before submitting the appointment forms

to EDB, request them to approach the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for an assessment of their non-local qualifications (including academic qualification and professional training).

If the non-local qualifications of the persons concerned have previously been assessed as comparable to the local qualifications required for appointment or they have previously been accepted for appointment to teaching posts within the approved establishment in public-sector schools, including government, aided, caput and bought place schools, they need not be reassessed. Details of Assessment of Non-local Qualifications for Appointment to Teaching Posts are in EDBC No. 1/2005.

1.2.3 Non-local qualifications as listed in EDBC No. 41/1998

For the non-local qualifications as listed in paragraph 2 of the EDBC No. 41/1998 on 'Non-local Qualifications for Appointment to Graduate Teaching Posts', the holders may approach the respective Regional Education Offices if they wish to ascertain whether EDB still accepts such qualifications for appointment / regrading to graduate teaching posts in aided / caput schools. An extract of the Circular is in Appendix 2B.

1.2.4 Guiding principles in vetting non-standard qualifications

The Advisory Committee on Teacher Education and Qualifications (ACTEQ) has endorsed a set of guiding principles in vetting non-standard qualifications for appointments in aided schools. The guiding principles take effect on 1.3.2010. The details are in Appendix 2C.

1.2.5 Teacher training qualifications

Schools should study carefully the transcripts from the applicants in considering their qualifications to ensure that they possess the teacher training as required. They should in particular pay attention to their practicum. Generally speaking, programmes on primary education have practicum in primary schools, and programmes on secondary education have practicum in secondary schools. If in doubt, the school should ask the applicant to seek clarification from the awarding institution, and seek advice from EDB.

1.3 No-pay leave

Serving teachers taking a no-pay leave of more than 15 days and less than or equal to 45 days consecutively will have their incremental dates (ID) deferred by one month; a no-pay leave of more than 45 days and less than or equal to 75 days consecutively deferred by two months; and so on. Their ID will remain unchanged if the no-pay leave taken is less than or equal to 15 days consecutively.

1.4 Mark-time arrangement

With effect from 1.10.1989, mark-time arrangements at the initial salary point(s) for untrained Graduate Master/Mistress (GM) were abolished (see Appendix 7 for the history of such arrangement).

With reference to ASGC No. 14/1991 dated 20.3.1991 on appointment of Certificated Master/Mistress (CM) holding non-standard qualifications, mark-time arrangements at the initial salary point(s) for untrained non-graduate teachers were abolished with effect from 1.1.1991 (pre 1.1.1991 experience should be counted for mark-time arrangements) (see Appendix 5 for pay scales with mark-time arrangement).

1.5 Break in service

1.5.1 Before 1.9.2006, for the purpose of salary assessment, including the special pay arrangement after 1.4.2000, a break between the former and the new teaching appointment will be considered as a break in service if the break exceeds 45 consecutive days. With effect from 1.9.2006, a break exceeding one year will be considered as a break in service for the purpose of salary assessment of teachers (Details of the change effective from 1.9.2006 are in Appendix 12).

1.5.2 Before 1.9.2006, teacher's service not in the public sector schools may constitute a break in service. With effect from 1.9.2006, relevant working experience in EDB and education faculties of recognised local tertiary institution will not be considered as a break in service for salary assessment purpose. However, teacher's service in other non-public sector schools is still regarded as a break in service (Details of the change effective from 1.9.2006 are in Appendix 12).

1.6 Salary bar / capped experience not counted for increments

1.6.1 GM appointed on or after 5.12.1980 and CM appointed on or after 1.1.1991 (effective date for implementing the barring is 1.4.1991) are barred at specific salary points (details in Appendices 3 and 4) beyond which untrained teachers are not allowed to proceed.

1.6.2 The salary bars have been changed over the years. With effect from 1 August 2007, the salary bars would be set at **five** pay points above the prevailing starting salaries and would be adjusted automatically whenever there is a change in the starting salaries. The adjusted salary bars would apply to newly recruited untrained teachers.

1.6.3 The salary bars at different times since 1991 are listed as follows:

	GM / MPS Pt.	CM / MPS Pt.
before 1.9.1997	27	19
effective from 1.9.1997	22	19
effective from 1.4.2000	17	17
effective from 1.8.2007	22	19
effective from 1.10.2010	20	19

1.6.4 With effect from 1 August 2007, serving untrained teachers on transfer or within the same school, without change in rank/grade and without a break in service, are also subject to the prevailing salary bars of the respective rank or subject to the highest salary bar that he / she has experienced in the appointment to the respective rank, whichever is the higher.

1.6.5 Capped experience refers to the post-qualification teaching experience acquired when the salary is frozen at the respective salary bar point. Such experience is not counted for incremental credits.

1.7 Incremental date

The incremental date (ID) of new teacher is determined by the date of assumption of full duties. If the date falls on or between the 1st and the 15th day of the month, the ID is the first day of the month. If the date falls on or between the 16th and the end of the month, the ID is the first day of the following month.

1.8 Reference (Delinked) / Increment (Adjusted) pay scale

With the implementation of revised starting salaries that took effect from 1.4.2000, delinking arrangements applicable to all new recruits were also introduced on the same date. "Adjusted" (now referred as "Increment") pay scale means a pay scale that is subject to the annual pay trend adjustment mechanism. And "delinked" (now referred as "reference") pay scale means a pay scale that is delinked from the annual pay trend mechanism (Some illustrative examples are in Appendix 10).

1.8.1 All newly appointed teachers of basic rank, except those who are under the special arrangement for pay as stipulated in categories (a) to (c) in Appendix 9B, are to enter the revised salary scale on delinked pay point.

1.8.2 Teachers belonging to categories (d) and (e) in Appendix 9B appointed to the basic ranks should enter at the delinked pay point of the revised salary scale plus incremental credit for experience (ICE) and incremental credit for qualifications (ICQ), if applicable.

1.8.3 Subject to the provisions in the Codes of Aid on granting of annual increment on the 'Incremental Date' (ID), teachers on delinked pay scale will move to the adjusted pay scale on their next incremental date and progress along the corresponding adjusted pay scale.

1.8.4 Newly appointed teachers on maximum pay point on delinked pay scale will move to the adjusted pay scale when they reach their service anniversary, subject to satisfactory performance.

1.9 Discontinuation of the delinking arrangement and abolition of the reference pay scales

1.9.1 The starting salaries implemented with effect from April 2000 had been delinked from the annual civil service pay adjustment resulting from the pay trend survey. This was implemented through the creation of a set of reference pay scales which are frozen at fixed dollar values until the next Starting Salaries Survey (SSS) except for special circumstances. New appointees were remunerated on the reference pay scales until they received

their first annual increment during which they would revert to the 'standard' pay scales.

1.9.2 In the light of the periodic and frequent conduct of SSSs, the delinking arrangement has been discontinued and the reference pay scales abolished with effect from 1 August 2007. All serving teachers and non-teaching staff remunerated on the reference pay scales on that day have been migrated to the corresponding pay point of the relevant 'standard' pay scales. All new recruits appointed on or after 1 August 2007 should be remunerated on the respective 'standard' pay scales.

2. Salary Assessment for Teaching Staff

The basic ranks of teachers in aided secondary schools are CM for non-graduate teachers and GM for graduate teachers. From the 2019/20 school year onwards, all teaching posts on the approved establishment of public sector schools are graduate teacher posts. For details, please refer to EDBC No. 11/2019. The development in GM and CM salary scales are in Appendices 3 & 4.

2.1 For appointment to basic rank

2.1.1 All claims of teaching/working experience must be supported by official record/certificate of service (sample in Appendix 13) including but not limited to the following information:

a) length of employment with exact dates (dd/mm/yy);
b) nature of employment: rank, full-time or part-time (in fraction of full-time equivalence), source of funding;
c) number of days of no-pay leave taken (if any); and
d) other required supplementary information regarding the nature of job.

2.1.2 Teaching experience is counted on a complete month basis. For example, teaching experience from 12.9.1996 to 28.2.1998 on full-time basis attracts an incremental credit of 1 year and 5 months. The residual period of 17 days should be discarded.

2.1.3 Part-time post-qualification experience may be compressed to full months for incremental credits. For example, 3-years post-qualification experience of 0.5 GM will be compressed to 18 months for incremental credits. No incremental credit for part-time service below 0.5 should be granted before 1.4.1973.

2.1.4 With effect from 1.9.2006[1], teaching experience as CM/APSM/ GM paid under funds of public sector schools and DSS schools, irrespective of source of funding[2], may be counted for incremental purpose.

[1] Experience counted for incremental purpose under different fund sources before 1.9.2026 is in Appendix 11.
[2] For example, Expanded Operating Expenses Block Grant (EOEBG), Operating Expenses Block Grant (OEBG), Capacity Enhancement Grant (CEG), Teacher Relief Grant (TRG) and School Efficiency Grant (SEG).

2.1.5 Teaching experience in private schools offering formal curriculum may be counted for incremental purpose[3] , subject to the claims of teaching/working experience that supported by official record/certificate of service as stipulated in 2.1.1 above and Appendix 13.

2.1.6 Teaching experience overseas /in Mainland and in Others (e.g. recognised local tertiary institutions and registered Day Schools offering formal curriculum courses to own registered full-time students) may also be counted for incremental purpose, subject to the claims of teaching/working experience that supported by official record/certificate of service as stipulated in 2.1.1 above and Appendix 13.

2.1.7 Relevant post-qualification experience in excess of the minimum required for appointment may be considered for the purpose of incremental credit.

2.1.8 Teaching experience should **not** be counted for incremental purpose in the following situations:

(a) Teaching experience without valid PT/RT status[4];
(b) Pre-qualification experience;
(c) Post-qualification teaching experience capped by salary bar as untrained teachers are not allowed to proceed beyond the salary bar;
(d) Daily paid and hourly paid teaching experience;
(e) Teaching experience in evening schools;
(f) Newly appointed teachers for their post R10[5] experiences unless they are appointed as R10 in aided secondary schools without a break in service.

2.2 For direct appointment to promotion rank

2.2.1 With effect from 2002/03 school year, a school head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former post without a break in service is allowed to retain the salary pay point he/she received in

[3] Teaching experience in private primary and secondary schools before 1.9.1971 is counted 2 years as 1 year.
[4] With effect from 1.9.2006, post-qualification teaching experience in a school for which registration of teachers under the Education Ordinance is not exempted should be acquired with valid PT/RT status. Otherwise, the teaching experience will not be counted for incremental purpose (Details of the change effective from 1.9.2006 are in Appendix 12).
[5] Registered Teacher by merit of 10 years teaching experience.

the former post. If there is a break in service, he/she should be remunerated at the minimum point of the pay scale for the rank[6].

2.2.2 Before 1.9.2006, teachers directly appointed to promotion ranks (i.e. AM/ PSM/ SGM, etc.) in aided schools of a different sponsor, regardless of whether there is a break in service or not, will be remunerated at the minimum point of the appropriate scale.

2.2.3 With effect from 1.9.2006, upon transfer from an aided school to another aided school to take up a teaching post of promotion ranks (i.e. AM/ PSM/ SGM, etc.), irrespective of the sponsors, the teacher will be remunerated at the salary point determined as follows[7]:

(a) If the teacher is appointed to a promotion rank, without a break in service, at the **same or above the substantive rank** of his/her former post, irrespective of sponsors, will be remunerated at the salary point **as if the appointment / promotion is in the same school**[7];

(b) If the teacher is appointed to a promotion rank of the same grade but **below the substantive rank** of his/her former post without a break in service, he/she will be remunerated at the **starting point of the new post**, **plus incremental credit for experience** acquired while serving at the promotion rank which is at or above the new rank. The new salary is capped by the maximum point of the new post.

(c) If there is a **break in service**, he/she should be remunerated at the **minimum point** of the pay scale for the rank prevailing at the time of appointment. (See Note 8 of Appendix 12 for other conditions.)

2.2.4 With effect from 1.9.2006 [8] , teaching experience as CM/APSM/GM paid under funds of public sector schools and DSS schools, irrespective of source of funding[9], may be counted for promotion purpose.

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[6] For special pay arrangement for over-ranked head/ stepped-down teacher(s) at promotion rank(s)/ stepped-down Laboratory Technician I in aided secondary or special schools, please refer to relevant documents including the approval letter issued by EDB.

[7] For staff promotion and acting appointment in the same school, please refer to relevant circulars and Appendix 5 in Chapter 7 (Personnel Matters) of the School Administration Guide.

[8] Experience counted for incremental purpose under different fund sources before 1.9.2006 is in Appendix 11.

[9] For example, EOEBG, OEBG, CEG, TRG and SEG.

2.3 Salary assessment for GM grade teachers

2.3.1 Salary assessment of new appointees should follow the prevailing salary scales as laid down in relevant parts of Appendix 5:

Effective date	Prevailing salary scales in
before 1.4.2000	Appendix 5Ai
1.4.2000 – 31.7.2007	Appendix 5Bi
1.8.2007 – 30.9.2010	Appendix 5Ci
from 1.10.2010	Appendix 5Di

2.3.2 The salary scales are applicable to all new recruits of the above respective effective periods. Schools should also refer to Appendices 9A and 9B when applying the above salary scales.

2.3.3 For GM appointed prior to 1.1.1991, their salary particulars may be explained by the salary history in Appendix 7.

2.4 Salary assessment for CM grade teachers

2.4.1 Salary assessment of new appointees should follow the prevailing salary scales as laid down in relevant parts of Appendix 5:

Effective date	Prevailing salary scales in
before 1.4.2000	Appendix 5Aii
1.4.2000 – 31.7.2007	Appendix 5Bii
1.8.2007 – 30.9.2010	Appendix 5Cii
from 1.10.2010	Appendix 5Dii

2.4.2 The salary scales are applicable to all new recruits of the above respective effective periods. Schools should also refer to Appendices 9A and 9B when applying the above salary scales.

2.4.3 For CM appointed prior to 1.1.1991, their salary particulars may be explained by the salary history in Appendix 8.

2.4.4 In general, the starting salary of a CM is one point lower than the normal salary if the teacher training does not match the school level. The starting salary for a degree holder without appropriate teacher training appointed as a CM in a primary school is also at one point lower than the normal salary. The development in CM salary scales is in Appendix 4.

With effect from 1.9.2006, the starting salary of a CM who is appointed to take up teaching duties in both primary and secondary levels of a school, such as a through-train or a special school with both primary and secondary levels, will not be one point lower than the normal salary for reason of teacher training not matching the school level (Details of the change effective from 1.9.2006 are in Appendix 12).

2.5 Salary arrangement for non-graduate teachers regraded to graduate level

The salary particulars of a serving non-graduate secondary school teacher regraded to the GM grade that includes the rank of GM and SGM are determined as follows:

2.5.1 Salary point

a) A serving CM, AM or SAM, upon regrading to GM, is allowed to retain his/her substantive salary before regrading and to proceed normally along the GM pay scale, provided that his/her substantive salary before regrading is not higher than the maximum of the GM pay scale (i.e. 'fit-in' salary treatment);

b) An SAM who has reached MPS Pt.33 should, upon regrading to GM, stay at MPS Pt.33 (maximum salary point of GM) and not be allowed to progress further.

c) Before 1.9.2008, a PAM, upon regrading, should enter in the rank of GM and stay at the maximum point of the GM pay scale at MPS Pt.33 and not be allowed to progress further. With effect from 1.9.2008, a PAM may apply for regrading to SGM under the provisions of EDBC No. 4/2008 on 'Enhancement of Graduate Teacher Ratio in Aided Secondary Schools'. Upon successful regrading to SGM, a PAM is allowed to retain his/her existing salary according to the 'fit-in' salary arrangement.

Starting from 1.9.2001, teacher will no longer be granted one increment or advancement in incremental date for having served at the maximum salary point of his/her former post for over one year at the time of regrading.

2.5.2 Salary bar point

The arrangements regarding the salary bar of a serving untrained teacher upon his/her regrading from a non-graduate rank to the rank of GM on or after 21 February 2002, are as follows –

(i) If the pay point of the teacher, on appointment to the rank of GM, is below the prevailing salary bar of his/her new post, he/she can progress along the pay scale to the new salary bar point. Subject to the acquisition of acceptable teacher training qualification, he/she can proceed beyond the salary bar point to the maximum point of the pay scale.

(ii) If the pay point of the teacher concerned on appointment to the rank of GM is at or above the prevailing salary bar of his/her new post (due to, for example, the retention of his/her existing pay in the former non-graduate post under the pay on appointment arrangements), his/her salary will be frozen at that pay point. Progression beyond the frozen pay point is subject to his/her acquisition of acceptable teacher training qualification, provided that the maximum point of the pay scale is not exceeded.

2.5.3 Incremental credits for qualifications

Starting from 1.9.2003, an untrained teacher regraded from a non-graduate rank to the rank of GM, who subsequently acquires appropriate teacher training qualification, will:

(i) be eligible for the award of two additional increments if he/she entered at the minimum point of the GM pay scale prevailing at the time he/she was regraded (e.g. MPS point 15 effective from 1.10.2010), provided that the maximum point of the pay scale is not exceeded; or

(ii) be eligible for the award of one additional increment if he/she entered at one point above the minimum point of the GM pay scale prevailing at the time he/she was regraded (e.g. MPS point 16 effective from 1.10.2010), provided that the maximum point of the pay scale is not exceeded; or

(iii) not be eligible for the award of any additional increment if he/she entered at two or more points above the minimum point of the GM pay scale prevailing at the time he/she was regraded (due to, for example, the retention of his/her existing pay in the former non-graduate post under the pay on appointment arrangements).

The above arrangements are in line with relevant civil service practices. Schools should note, in particular, that the new arrangements will affect teachers who do not acquire appropriate teacher training qualification before 1 September 2003 and who entered the respective pay scales at or above the entry points for trained teachers appointed at the time they were regraded (with the higher entry point offered for reasons other than the possession of appropriate working experience).

2.5.4 Incremental date

With effect from 1.9.2001, the incremental date of a non-graduate teacher upon his/her regrading to graduate level should be the date of regrading. If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be the first day of the following month (Before 1.9.2001, the incremental date after regrading depended on the effective date of regrading, the incremental date before regrading and whether the teacher was already at the top of the CM pay scale).

3. Salary Assessment for Non-teaching Staff

The revised salary scales for non-teaching staff, which take effect from 1.10.2010, are in Appendix 5D and the salary scales effective in different time periods are in Appendices 5A, 5B and 5C.

3.1 Salary of non-teaching staff upon transfer to aided schools

3.1.1 Upon transfer within the aided school sector, the salaries of the following non-teaching staff are determined by the "carry-forward" arrangement:

a) All non-teaching staff paid by the Salaries Grant upon their deployment to the same rank from one aided school to another under the same sponsoring body; and

b) Serving non-teaching staff paid by the Salaries Grant on the Master Pay Scale (MPS) upon their transfer to the same rank without a break in service, i.e. within a period of 45 days, between aided schools, including monthly paid temporary non-teaching staff paid by the Salaries Grant and non-teaching staff employed on contract terms paid by the Salaries Grant who are to renew a further contract in aided schools or on transfer between aided schools.

The salary calculated under this arrangement should generally prevail over the calculation of salary based on the prevailing starting salaries plus incremental credits for experience (ICEs). For those non-teaching staff who had been subject to reduced starting salaries effective from 1 April 2000 but were not in service on 1 August 2007 (i.e. reference date for normal conversion of salaries of affected staff), the salary should be determined as if they have undergone normal conversion (if applicable) on the first day of appointment.

3.1.2 The pay arrangements of non-teaching staff paid by the Salaries Grant upon appointment/transfer to the new post are listed in the Appendix 9C.

3.1.3 The arrangements set out in 3.1.1 (b) above do not apply to:

a) clerical and janitor staff paid by the Administration Grant, Revised Administration Grant or other non-Salaries Grants in aided schools;

b) non-specialist staff on Model Scale I, including workshop attendants, teacher assistants, watchmen and janitor staff paid by the Salaries Grant;

c) non-teaching staff transferring from the civil service or other subvented sectors to aided schools; and

d) school executive officers paid by the School Executive Officer Grant in aided schools, school administrative executives in government schools under a non-civil service contract, school executive officers in caput schools and DSS schools and school executive officers hired by service providers to station in aided schools/caput schools/DSS schools with effect from 1.9.2019.

The salaries of these non-teaching staff should be assessed on the basis of prevailing starting salaries plus ICEs, if applicable.

3.2 Granting of ICEs for non-teaching staff upon transfer with a break in service

3.2.1 The recognised experience of laboratory technicians, school executive officers/school administrative executives and some specialist staff should be counted towards incremental credits for experience on the revised pay scale upon transfer with a break in service. These specialist staff comprise occupational therapists, physiotherapists, school-based speech therapists/speech therapists, educational psychologists, nurses and staff at the social work officer or social work assistant grade. Details of the recognised experience for non-teaching staff are set out at 3.3 below.

3.2.2 Other non-teaching staff paid by the Salaries Grant should be paid the prevailing starting salaries on the revised pay scale without ICEs upon transfer with a break of service.

3.3 Recognised experience for non-teaching staff

3.3.1 Working experience is counted on a complete month basis. All claims of working experience must be supported by official record/certificate of service including but not limited to the following information:

a) length of employment with exact dates (dd/mm/yy);
b) nature of employment: rank, full-time or part-time (in fraction of full-time equivalence);
c) source of funding, e.g. subvented non-governmental organisations, hospitals under the Hospital Authority; and
d) other required supplementary information regarding the job nature and duties of previous posts(s).

3.3.2 Pre-qualification experience should not be counted for incremental credits. Relevant qualification and requirement of laboratory technicians, school executive officers/school administrative executives and some specialist staff should be taken into account in assessing the ICE. These specialist staff comprise occupational therapists, occupational therapist assistants, physiotherapists, school-based speech therapists/speech therapists, educational psychologists, nurses, brailling staff and staff at the social work officer or social work assistant grade. Please refer to the Compendium to Code of Aid for Aided Schools as well as the following Circular / Circular Memoranda regarding the counting of working experience for specific posts as appropriate.

a) EDBC No.13/2019 - Enhanced School-based Speech Therapy Service
b) EDBCM No. 37/2019 - "One Executive Officer for Each School" Policy

3.3.3 Comparable working experience of the non-teaching staff in aided schools (paid by the Salaries Grant or government funding) and DSS may be counted as ICE, subject to the claims of working experience is supported by official record/certificate of service.

3.3.4 Working experience of school-based speech therapists/speech therapists, staff at the social work officer or social work assistant grade, educational psychologists, nurses, occupational therapists and physiotherapists in private schools offering formal

curriculum will be considered on an individual basis. Subject to the claims, the working experience must be comparable to that in aided schools and supported by official service records.

3.4 Salary assessment for Laboratory Technician (Lab Tech)

3.4.1 The basic grade of laboratory technician appointment is Lab Tech II and III. Lab Tech III can be promoted to Lab Tech II and Lab Tech I is a promotion post for Lab Tech II.

3.4.2 The arrangements set out in 3.1.1 above should also apply to laboratory technicians, including those on the Training Pay Scale (TPS), on transfer (i). between aided schools paid under the Salaries Grant; and (ii). from Caput and Direct Subsidy Scheme (DSS) schools to aided schools. (For pay arrangement, the salary of the laboratory technician in a DSS school should be determined as if his/her service in the DSS school had been with an aided school.)

3.4.3 Lab Techs in the training rank of Lab Tech III appointed before 1 August 2007 should, upon promotion to Laboratory Technician II on or after 1 August 2007, be paid the starting pay point at MPS Point 8 on the new pay scale.

3.4.4 For laboratory technicians, the working experience in private schools offering formal curriculum and civil service of other Bureaux/ Departments will be considered on an individual basis. Subject to the claims, working experience must be comparable to that in aided schools and supported by official service records.

4. Conversion Arrangement for Affected Serving Staff

4.1 Normal conversion arrangement

4.1.1 As the starting salaries effective from 1.8.2007 are higher than the starting salaries effective from April 2000, there is a need to adjust the pay of those serving teaching and non-teaching staff who were appointed to the entry ranks of these grades prior to the implementation of the increased starting salaries, i.e. 1.8.2007, and are still serving on the entry ranks on 1.8.2007. This is because a serving (and therefore more senior) staff should not be paid less than his/her junior in the same entry rank (unless for very special reasons such as the award of additional increments for relevant previous experience). For these affected staff, a normal conversion arrangement is proposed to adjust their salaries accordingly.

4.1.2 The pay of the affected teaching and non-teaching staff should be adjusted in accordance with the normal conversion arrangement, viz.

a) where the pay of an affected staff is lower than the revised starting salary for his/her rank on 1.8.2007, his/her salary should be brought up to a level equal to the new starting salary; and

b) where the pay of an affected staff is equal to or higher than the revised starting salary for his/her rank on 1.8.2007, his/her pay should be brought up to the next higher pay point (including omitted point, if any), subject to the maximum pay point of his/her rank and the salary bar, if applicable.

4.1.3 The incremental date of an affected staff should be re-aligned to 1 August if his/her pay point before 1.8.2007 is two or more pay points below the new starting salaries. These staff whose incremental date has been re-aligned to 1 August will earn their next annual increment one year after 1.8.2007, provided that they have not reached the maximum point of the pay scales of their ranks.

4.1.4 For the rules for identifying affected staff and the rules for determining pay after the normal conversion, please see Appendices 14 and 15 respectively.

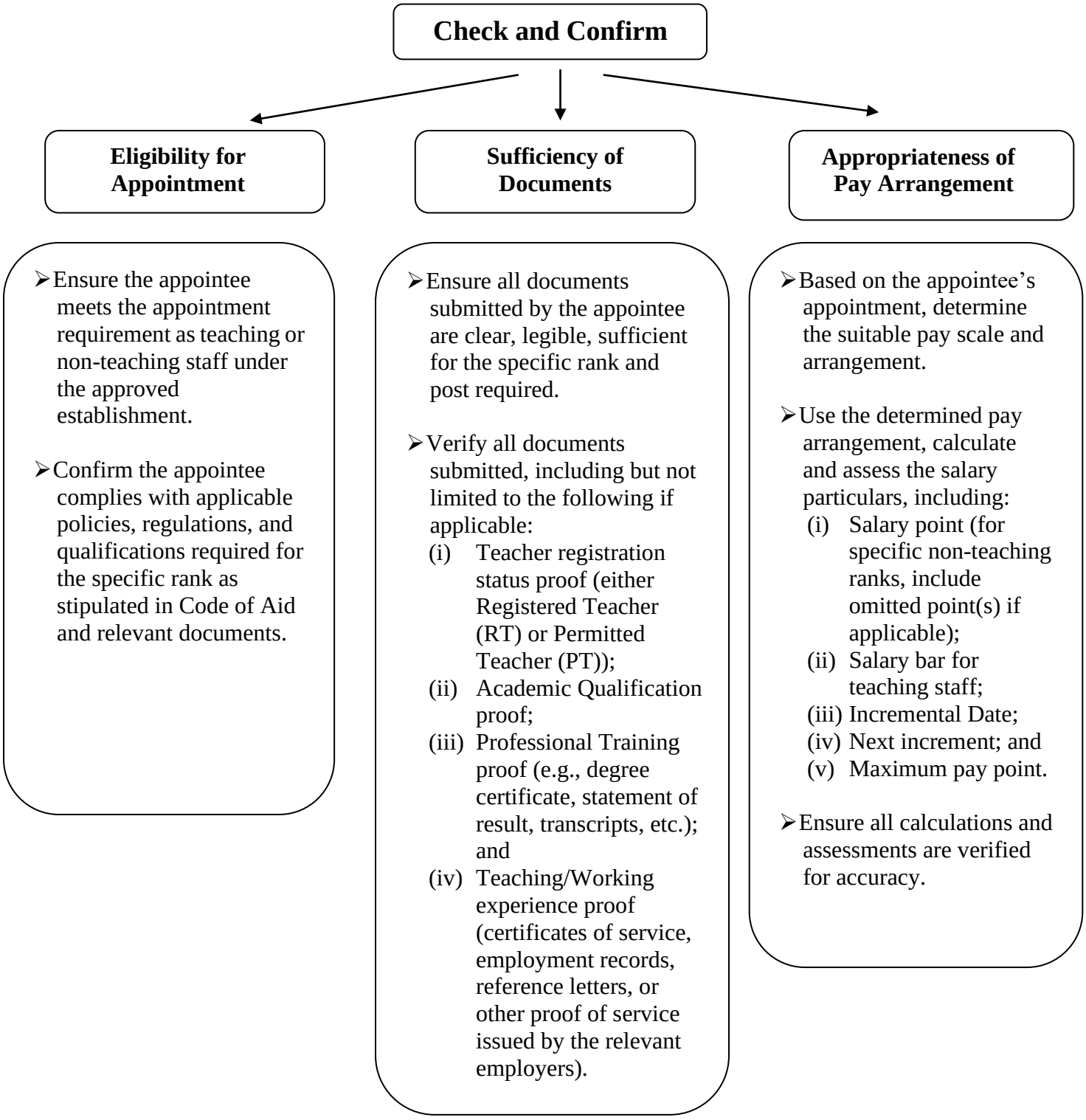
4.2 Special incremental award for qualification

4.2.1 The teaching grades are the only ones in the whole civil service with the general grant of incremental award for qualification (IAQ) plus a barring arrangement for failure to acquire a specific qualification. In view of its unique nature, additional pay point(s), as a special arrangement, have been granted to affected teachers in government and aided schools, on top of the normal conversion, upon the implementation of the new starting salaries. An award of two additional IAQ pay points have been granted to affected GM with appropriate Post-graduate Certificate in Education (PGCE) or equivalent in aided secondary schools on top of the normal conversion arrangement.

4.2.2 The special IAQ arrangement is also applicable to CM in government and aided schools. All affected CM with appropriate teacher training should receive one additional pay point on top of the normal conversion.

Appendix 1

Points to Note for Salary Assessment on Newly Appointed Staff in Aided Schools



Appendix 2A

Assessment of Non-local Qualifications for Appointment to Teaching Posts

The following typical non-local qualifications are listed for reference:

1. With effect from 1.9.1995, non-local degree holders with appropriate local PGCE will be eligible for appointment as GMs in aided secondary, caput and bought-place schools irrespective of whether the non-local degree is equivalent to a local degree. On new appointment as GMs, they enter at two pay points above the minimum point of the GM pay scale (i.e. at MPS Pt. 19 on/after 1.8.2007 and MPS Pt. 17 on/after 1.10.2010).

2. Holders of diploma awarded by the Taipei Physical Education College ceased to be recognised as a qualified teacher in public sector schools with effect from November 1989. Serving teachers appointed before November 1989 should not be affected by the change, provided that they continue to teach in the aided schools without a break in service, or with a break approved by the former Education Department.

Appendix 2B

Non-local Qualifications for Appointment to Graduate Teaching Posts

(Extracted from the EDBC No. 41/1998)

1. On the basis of the latest advice from the accreditation authorities, the following non-local qualifications have been assessed as **not meeting** the entry requirements for appointment to graduate teaching posts:

Non-local Qualifications	Awarding Institutions
B Teaching	Australian Catholic University
B Phil (Ed)	University of Birmingham
B Ed (Hons) In-service	University of Brunel
B Ed B Sc	Cheltenham & Gloucester College of Higher Education
B A (Ed)	University of Hull
B Ed (Hons) Two Centre Programme	University of Nottingham
B Ed B Ed (Hons)	University of Wolverhampton / Wolverhampton Polytechnic

2. The above list is compiled by reference to past cases of non-local qualifications held by applicants which have been submitted to the accreditation authorities for assessment for appointment to graduate teaching posts. In determining eligibility for appointment to graduate teaching posts, the following will be taken into account by the Director of Education.

(a) The information contained in the list is indicative only and is not a comprehensive or exhaustive list of non-local qualifications which has been assessed as not meeting the entry requirements for appointment to graduate teaching posts.

(b) Assessment of the cases on the list is based on the independent advice and assessment of accreditation authorities on the academic comparability of non-local qualifications with local ones for appointment to graduate teaching posts. The list is compiled for reference in relation to appointment to graduate teaching posts only and does not relate to any general recognition or accreditation by the Government.

(c) The list includes only to the qualifications and the awarding institutions. Other particulars and details of the cases have been omitted. The assessment of qualifications on the list in the context of individual cases may vary on account of individual awarding circumstances or particulars of the qualifications (e.g. credit exemptions granted in recognition of prior qualifications). Cases involving non-local

qualifications on the list will still be subject to individual assessment.

(d) The acceptance of those non-local qualifications awarded before 31 December 1998 in accordance with Section 1 above is subject to the awarding circumstances and particulars of qualifications being comparable to those cases accepted for appointment to graduate teaching posts previously.

3. For candidates whose non-local qualifications have previously been accepted for appointment to graduate teaching posts, if they apply again for graduate teaching posts, their qualifications need not be reassessed.

4. Subject to Section 2 above, those non-local qualifications that have previously been accepted for appointment to graduate teaching posts will continue to be accepted as eligible for appointment to graduate teaching posts provided that they are awarded before 31 December 1998.

5. Subject to Section 2 above, for individual applicants who have successfully completed such programmes on or before 31 December 1998 but are awarded the non-local qualifications only in early 1999 due to administrative arrangements of the awarding institutions, such non-local qualifications will also be accepted as eligible for appointment to graduate teaching posts.

Appendix 2C

Guiding Principles in Vetting Non-standard Qualifications (Effective from 1.3.2010)

The Advisory Committee on Teacher Education and Qualifications (ACTEQ) has endorsed the following principles in vetting non-standard qualifications for appointments in aided schools:

(i) A non-local higher degree (usually a Master's degree) should not be accepted automatically in its own right for meeting the qualification requirement for appointment as Graduate Master/Mistress (GM) / Assistant Primary School Master/Mistress (APSM) / Certificated Master/Mistress (CM) in aided schools. Note 1

(ii) A non-local higher degree plus a local Post-graduate Diploma in Education (PGDE) could be accepted as comparable to a local first degree for appointment as GM / APSM / CM in aided schools. Note 1

(iii) A recognised Master's degree (whether non-local or jointly offered by a local and an overseas university) plus a recognised post-secondary qualification from a post-secondary college Note 2 or equivalent could be accepted as comparable to a local first degree for appointment as GM / APSM / CM in aided schools.

(iv) The qualifications awarded by local institutes with self-accreditation status should be accepted for appointment as GM / APSM / CM in aided schools irrespective of whether the study is on full-time or part-time basis. Note 3

(v) For the non-local qualifications as listed in Appendix 2B, EDB would continue its existing practice by making reference to the precedent cases when assessing the candidates with these non-local qualifications for appointment to graduate teaching posts.

Note 1: Principles (i) and (ii) are also applicable to local higher degrees.

Note 2: It refers to a Diploma / Higher Diploma / Honours Diploma / Senior Diploma conferred by approved post-secondary colleges (i.e. former Hong Kong Baptist College, former Hong Kong Shue Yan College and former Lingnan College) or equivalent.

Note 3: The qualifications in principle (iv) refer to bachelor and higher degrees only. When principle (iv) is applied to a higher degree, principles (i) to (iii) should also be taken into consideration.

(Updated in August 2012)

Appendix 3

Development in GM Salary Scales

1. GMs appointed on or after 5.12.1980 are barred at MPS Pt. 27 beyond which untrained teachers will not be allowed to proceed. GMs appointed on or after 1.9.1997 are barred at MPS Pt. 22 beyond which untrained teachers will not be allowed to proceed.

2. With the implementation of the recommendations of the Standing Commission's Report No. 26 w.e.f. 1.10.1989, salary conversion for serving GMs with different types of academic qualifications should follow the appropriate conversion tables at Aided Schools General Circular (ASGC) No. 9/1991 dated 1.3.1991.

   (Type 1) GM without a PGCE/TC

   (Type 2) GM without a PGCE/TC but appointed before 5.12.1980

   (Type 3) GM holding a PGCE

   (Type 4) GM possessed a TC at the time of appointment to the rank, and subsequently acquired a PGCE

3. With the implementation of the recommendations arising from the 1999 Review on Civil Service Starting Salaries on appointments offered on or after 1.4.2000, the starting pay point of GM has been revised from MPS Pt. 17 to MPS Pt. 12 and the salary bar from MPS Pt. 22 to MPS Pt. 17.

4. GMs newly appointed on or after 1.4.2000 are barred at MPS Pt. 17 beyond which untrained teachers will not be allowed to proceed. The aforementioned change in salary bar is applicable to new recruits and teachers on transfer with a break in service. Serving teachers, appointed before 1.4.2000, on transfer without change in rank/grade and without a break in service may be allowed to retain their salary bars in their former posts.

5. With the implementation of the findings of the new Starting Salaries Surveys conducted by the Civil Service Bureau in 2006, the starting pay point of GM has been revised from MPS Pt. 12 to MPS Pt. 17 for appointment on or after 1.8.2007 and the salary bar is revised to MPS Pt. 22 (i.e. five pay points above the prevailing starting salaries).

6. With the implementation of the findings of the new Starting Salaries Surveys conducted by the Civil Service Bureau in 2009, the starting pay point of GM has been revised from MPS Pt. 17 to MPS Pt. 15 for appointment on or after 1.10.2010 and the salary bar is revised to MPS Pt. 20 (i.e. five pay points above the prevailing starting salaries).

Appendix 4

Development in CM Salary Scales

1. The triennial increment at MPS Pt. 19 (old MPS Pt. 23) and biennial increments at Pt. 20 and 21 (old MPS Pt. 24 and 25) were abolished w.e.f. 1.7.1982 upon the recommendation of the Standing Commission's Report No. 8.

2. Before 1.1.1991, one additional increment was only granted to holders of Approved Post Secondary Colleges (APSC) diplomas on completion of the relevant ICTT course.

3. In addition to the cessation of mark-time arrangements, the following practices were implemented for the appointment of CM holding non-standard qualifications as stated in ASGC No. 14/1991 dated 20.3.1991:

   a) one additional increment to be awarded to those untrained teachers upon their successful completion of the appropriate ICTT or PGCE, i.e. CMs in aided secondary schools on completion of ICTT(S)/PGCE, provided that they have not reached the maximum point or have not been paid at sub-point on first appointment;

   b) one additional increment for holders of ICTT(P) teaching in secondary schools for completing the appropriate conversion course;

   c) a salary bar to be introduced at MPS Pt. 19 beyond which untrained teachers will not be allowed to proceed (the effective date for implementing the barring is 1.4.1991); and

   d) untrained teachers are not allowed for promotion.

4. With the implementation of the recommendation arising from the 1999 Review on Civil Service Starting Salaries on appointments offered on or after 1.4.2000, the standard starting pay point of CM has been lowered from MPS Pt. 14 to MPS Pt. 12 and the salary bar from MPS Pt. 19 to MPS Pt. 17.

5. With the implementation of the findings of the new Starting Salaries Surveys conducted by the Civil Service Bureau in 2006, the standard starting pay point of CM has been revised from MPS Pt. 12 to MPS Pt. 14 for appointment on or after 1.8.2007 and the salary bar is revised to MPS Pt. 19 (i.e. five pay points above the prevailing starting salaries).

Appendix 5Ai

Salary Scales of Graduate Teaching Grades and Non-Teaching Staff in Aided Secondary Schools Effective before 1.4.2000

Secondary	Graduate Grade								Lab Tech			Clerical/ Workman					
	GM				Promotion Grade												
	17-22/27#-33 a) Degree (award of 2 increments on completion of PGCE^ and allowed to go to Pt. 33) ※		17-33 b) Degree (appointed before 5.12.80)	19-33 c) Degree + PGCE^/TC/PGCE^+TC (including non local-equivalent degree + local PGCE^ w.e.f. 1.9.95)	34-39 SGM	38-41 PGM	40-44 PII	45-49 PI	(TPS 4-6) Lab Tech III	10-17@-21 Lab Tech II	22-28 Lab Tech I	16-21 CO	3-15 ACO	1-10 CA	1-6 OA	2-10 Typist	(MOD I 1-3) Workman II
MPS																	
0	appointed on or after 1.9.97	appointed before 1.9.97															
1														1	1		
2														2	2	1	
3													1	3	3	2	
4													2	4	4	3	
5													3	5	5	4	
6													4	6	6	5	
7													5	7		6	
8													6	8		7	
9													7	9		8	
10										1			8	10		9	
11										2			9				
12										3			10				
13										4			11				
14										5			12				
15										6			13				
16										7		1					
17	1	1	1							8@		2					
18	2	2	2							9		3					
19	3	3	3	1						10		4					
20	4	4	4	2						11		5					
21	5	5	5	3						12		6					
22	6#	6	6	4							1						
23	7	7	7	5							2						
24	8	8	8	6							3						
25	9	9	9	7							4						
26	10	10	10	8							5						
27	11	11#	11	9							6						
28	12	12	12	10							7						
29	13	13	13	11													
30	14	14	14	12													
31	15	15	15	13													
32	16	16	16	14													
33	17	17	17	15													
34					1												
35					2												
36					3												
37					4												
38					5	1											
39					6	2											
40						3	1										
41						4	2										
42							3										
43							4										
44							5										
45								1									
46								2									
47								3									
48								4									
49								5									

Salary bar:
untrained teachers should not proceed beyond Pt.22/27

@ Efficiency bar (removed w.e.f 1.10.2000)

※ For the award of additional increment(s) on completion of PGCE subsequent to regrading, please refer to EDBC No. 1/2002

^ Awarded after appropriate teacher training

Salary Scales of Non-Graduate Teaching Grades in Aided Secondary Schools
Effective before 1.4.2000

Secondary

MPS	Certificated Master/Mistress (CM)																			Promotion Grade		
	Standard					Non-standard																
	College of Education			HKIEd																		
	14-24	13-24	13-24	14-24	13-24	14-19#-24		14-24	12-19#-24		14-24	12-19#-24		14-19#-24	15-24	14-19#-24	14-24	14-19#-24	12-24		4	25-29	30-33	34-36
	TC 3yr/ACTE/2yr (82 or after)	TC 2yr (before 82)	ICTT(S)	Cert. in Sec. Ed.	Cert. in Prim. Ed.	Degrees i) -PGCE		ii) +PGCE	Other degrees (e.g. 3 Taiwan universities)		Non Local-Equivalent Degrees + local PGCE (w.e.f. 1.9.96)	APSC Dip APA Dip (before 94) / Adv Dip (94& after) (Music Only) + HKCE HD accredited by HKCAAVQ		i) H Dip/H Cert/Prof Dip + 1 yr relevant post-qualification experience	ii) Dip + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	iii) Dip + 2 yr relevant post-qualification experience	iv) Cert (com/sec) + 1yr relevant post-qualification experience+1yr FT (2yr PT) technical teacher training	v) Cert (com/sec) + 2yr relevant post-qualification experience	ICTT(P)/TC(1yr) ✓ (conversion course)	R10 (not eligible for appointment)	UQT	AM	SAM	PAM
	1a)	1b)	1c)	1d)	1e)	2a)			2b) ✓		2c) *	2d) ⊘		2e) ✓		✓		✓	2f)	2g)	2h)			
0						with pre 1.1.91 experience			with pre 1.1.91 experience			with pre 1.1.91 experience												
1																								
2																								
3																								
4																					Point 4			
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12									12 1			12 1							1					
13		1	1		1				34 2			34 2							2					
14	1	2	2	1	2	12	1	1	5 3		1	5 3		1		1	1	1	3					
15	2	3	3	2	3	3	2	2	6 4		2	6 4		2	1	2	2	2	4					
16	3	4	4	3	4	4	3	3	7 5		3	7 5		3	2	3	3	3	5					
17	4	5	5	4	5	5	4	4	8 6		4	8 6		4	3	4	4	4	6					
18	5	6	6	5	6	6	5	5	9 7		5	9 7		5	4	5	5	5	7					
19	6	7	7	6	7	7	6#	6	10 8#		6	10 8#		6#	5	6#	6	6#	8					
20	7	8	8	7	8	8	7	7	11 9		7	11 9		7	6	7	7	7	9					
21	8	9	9	8	9	9	8	8	12 10		8	12 10		8	7	8	8	8	10					
22	9	10	10	9	10	10	9	9	13 11		9	13 11		9	8	9	9	9	11					
23	10	11	11	10	11	11	10	10	14 12		10	14 12		10	9	10	10	10	12					
24	11	12	12	11	12	12	11	11	15 13		11	15 13		11	10	11	11	11	13					
25																					1		
26																					2		
27																					3		
28																					4		
29																					5		
30																						1	
31																						2	
32																						3	
33																						4	
34																							1
35																							2
36																							3

✓ w.e.f. 1.1.91, award of one increment on completion of appropriate ICTT/PGCE.

* The old scale (Pt. 13-24) was revised to Pt. 14-24 w.e.f. 1.9.96. Serving teachers remunerated in Sept 96 at or above Pt. 14 were not affected. Salaries of those remunerated at a point below the initial point of the revised scale in Sept 96 or after were adjusted to Pt. 14.

⊘ award of one increment on completion of appropriate ICTT/PGCE course (before and after 1.1.91)

\# Salary bar: i) untrained teachers not to proceed beyond Pt. 19
ii) serving teacher without teacher training, appointed prior to 1.4.91, to proceed beyond Pt. 19

The salary scale on the left hand side of 2a), 2b) & 2d):
i) applied to teachers appointed prior to 1.1.91 without break of service
ii) mark time arrangements applied to all pre 1.1.91 experience

Appendix 5Aiii

Salary Scales of Non-Teaching Staff in Special Schools
Effective before 1.4.2000

MPS	Educational Psychologist II	Educational Psychologist I	Occupational Therapist Assistant	Occupational Therapist II (*o.pt.16)	Occupational Therapist I	Senior Occupational Therapist	Physiotherapist II	Physiotherapist I (*o.pt.30)	Senior Physiotherapist	Speech Therapist	Assistant Social Work Officer (*o.pt.20,24&30)	Social Work Officer	Social Work Assistant / BSM I (*o.pt.13)	Senior Social Work Assistant	Chief Social Work Assistant	Welfare Worker / BSM II	Senior Welfare Worker	Registered Nurse (*o.pt.17&21)	Enrolled Nurse (*o.pt.11&15)	Houseparent / Programme Worker (*o.pt.13)	Houseparent-in-charge (+2 add pts)	Lab Tech III	Lab Tech II	Lab Tech I	Workshop Attendant	Workshop Instructor III	Workshop Instructor II	Workshop Instructor I	Artisan / Cook	Motor Driver	Special Driver	Brailling Staff	Teacher Assistant	OA	CA	ACO	CO	Janitor Staff / Workman II / Labourer / Amah	Watchman
	25-33	34-44	7-15	14-24	25-34	34-39	14-24	25-34	34-39	18-33	18-33	34-39	11-22	23-29	30-33	7-17	18-23	15-25	9-21	11-22	11-22	TPS 4-6	10-17@ - 21	22-28	MODI 4-8	6-13	14-23	24-28	6-8	6-8	9-10	8-15	MODI 1-3	1-6	1-10	3-15	16-21	MODI 1-3	MODI 4-8
0																																							
1																																	1	1					
2																																	2	2					
3																																	3	3	1				
4																																	4	4	2				
5																																	5	5	3				
6																										1			1	1			6	6	4				
7			1													1										2			2	2				7	5				
8			2													2										3			3	3		1		8	6				
9			3													3			1							4					1	2		9	7				
10			4													4			2				1			5					2	3		10	8				
11			5										1			5			*	1			2			6						4			9				
12			6										2			6			3	2			3			7						5			10				
13			7										*			7			4	*	1		4			8						6			11				
14			8	1			1						3			8			5	3	2		5				1					7			12				
15			9	2			2						4			9		1	*	4	*		6				2					8			13				
16				*			3						5			10		2	6	5	3		7				3										1		
17				3			4						6			11		*	7	6	4		8@				4										2		
18				4			5			1	1		7				1	3	8	7	5		9				5										3		
19				5			6			2	2		8				2	4	9	8	6		10				6										4		
20				6			7			3	*		9				3	5	10	9	7		11				7										5		
21				7			8			4	3		10				4	*	11	10	8		12				8										6		
22				8			9			5	4		11				5	6		11	9			1			9												
23				9			10			6	5			1			6	7			10			2			10												
24				10			11			7	*			2				8			11			3				1												
25	1				1			1		8	6			3				9						4				2												
26	2				2			2		9	7			4										5				3												
27	3				3			3		10	8			5										6				4												
28	4				4			4		11	9			6										7				5												
29	5				5			5		12	10			7																										
30	6				6			*		13	*				1																								
31	7				7			6		14	11				2																								
32	8				8			7		15	12				3																								
33	9				9			8		16	13				4																								
34		1			10	1		9	1			1																										
35		2				2			2			2																										
36		3				3			3			3																										
37		4				4			4			4																										
38		5				5			5			5																										
39		6				6			6			6																										
40		7																																				
41		8																																				
42		9																																				
43		10																																				
44		11																																				

* Omitted points @ Efficiency bar (removed w.e.f 1.10.2000)

Salary Scales of Graduate Teaching Grades and Non-Teaching Staff in Aided Secondary Schools Effective from 1.4.2000 to 31.7.2007 Inclusive

Secondary	Graduate Grade						Educational Psychologist		Lab Tech			Clerical/ Workman					
	GM		Promotion Grade														
	12-17#-33	14-33	34-39	38-41	40-44	45-49	20-33	34-44	(TPS 3-6)	6-21	22-28	16-21	2-15	0-10	0-6	1-10	(MOD I 0-8)
	a) Degree (award of 2 increments on completion of PGCE^ and allowed to go to Pt. 33) ※	b) Degree + PGCE^/TC/PGCE^+TC (including non local-equivalent degree + local PGCE^w.e.f. 1.9.95)	SGM	PGM	PII	PI	EP II	EP I	Lab Tech III	Lab Tech II	Lab Tech I	CO	ACO	CA	OA	Typist	Workman II
MPS																	
0														1	1		
1														2	2	1	
2													1	3	3	2	
3													2	4	4	3	
4													3	5	5	4	
5													4	6	6	5	
6										1			5	7	7	6	
7										2			6	8		7	
8										3			7	9		8	
9										4			8	10		9	
10										5			9	11		10	
11										6			10				
12	1									7			11				
13	2									8			12				
14	3	1								9			13				
15	4	2								10			14				
16	5	3								11		1					
17	6#	4								12		2					
18	7	5								13		3					
19	8	6								14		4					
20	9	7					1			15		5					
21	10	8					2			16		6					
22	11	9					3				1						
23	12	10					4				2						
24	13	11					5				3						
25	14	12					6				4						
26	15	13					7				5						
27	16	14					8				6						
28	17	15					9				7						
29	18	16					10										
30	19	17					11										
31	20	18					12										
32	21	19					13										
33	22	20					14										
34			1					1									
35			2					2									
36			3					3									
37			4					4									
38			5	1				5									
39			6	2				6									
40				3	1			7									
41				4	2			8									
42					3			9									
43					4			10									
44					5			11									
45						1											
46						2											
47						3											
48						4											
49						5											

\# Salary bar:
untrained teachers should not proceed beyond Pt. 17

※ For the award of additional increment(s) on completion of PGCE subsequent to regrading, please refer to EDBC No. 1/2002

^ Awarded after appropriate teacher training

Appendix 5Bii

Salary Scales of Non-Graduate Teaching Grades in Aided Secondary Schools Effective from 1.4.2000 to 31.7.2007 Inclusive

Secondary	Certificated Master/Mistress (CM)																			Promotion Grade		
	Standard					Non-standard																
	College of Education			HKIEd																		
	12-24	11-24	11-24	12-24	11-24	12-17#-24		12-24	10-17#-24		12-24	10-17#-24		12-17#-24	13-24	12-17#-24	12-24	12-17#-24	10-24		4	25-29	30-33	34-36
	1a) TC 3yr/ACTE/2yr (82 or after)	1b) TC 2yr (before 82)	1c) ICTT(S)	1d) Cert. in Sec. Ed.	1e) Cert. in Prim. Ed.	2a) Degrees i) -PGCE		ii) +PGCE	2b) ✓ Other degrees (e.g. 3 Taiwan universities)		2c) Non Local-Equivalent Degrees + local PGCE	2d) ⊘ APSC Dip APA Dip(before 94)/Adv Dip(94& after) (Music Only) + HD accredited by HKCAAVQ		2e) ✓ i) H Dip/H Cert/Prof Dip + 1 yr relevant post-qualification experience	ii) Dip + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	✓ iii) Dip + 2 yr relevant post-qualification experience	iv) Cert (com/sec) + 1yr relevant post-qualification experience+1yr FT (2yr PT) technical teacher training	✓ v) Cert (com/sec) + 2yr relevant post-qualification experience	2f) ICTT(P)/TC(1yr) ✓ (conversion course)	2g) R10 (not eligible for appointment)	2h) UQT	AM	SAM	PAM
MPS 0 1 2 3 4 5 6 7 8 9						with pre 1.1.91 experience			with pre 1.1.91 experience			with pre 1.1.91 experience									Point 4			
10									12	1		12	1						1					
11		1	1		1				34	2		34	2						2					
12	1	2	2	1	2	12	1	1	5	3	1	5	3	1		1	1	1	3					
13	2	3	3	2	3	3	2	2	6	4	2	6	4	2	1	2	2	2	4					
14	3	4	4	3	4	4	3	3	7	5	3	7	5	3	2	3	3	3	5					
15	4	5	5	4	5	5	4	4	8	6	4	8	6	4	3	4	4	4	6					
16	5	6	6	5	6	6	5	5	9	7	5	9	7	5	4	5	5	5	7					
17	6	7	7	6	7	7	6#	6	10	8#	6	10	8#	6#	5	6#	6	6#	8					
18	7	8	8	7	8	8	7	7	11	9	7	11	9	7	6	7	7	7	9					
19	8	9	9	8	9	9	8	8	12	10	8	12	10	8	7	8	8	8	10					
20	9	10	10	9	10	10	9	9	13	11	9	13	11	9	8	9	9	9	11					
21	10	11	11	10	11	11	10	10	14	12	10	14	12	10	9	10	10	10	12					
22	11	12	12	11	12	12	11	11	15	13	11	15	13	11	10	11	11	11	13					
23	12	13	13	12	13	13	12	12	16	14	12	16	14	12	11	12	12	12	14					
24	13	14	14	13	14	14	13	13	17	15	13	17	15	13	12	13	13	13	15					
25																					1		
26																					2		
27																					3		
28																					4		
29																					5		
30																						1	
31																						2	
32																						3	
33																						4	
34																							1
35																							2
36																							3

✓ w.e.f. 1.1.91, award of one increment on completion of appropriate ICTT/PGCE.

⊘ award of one increment on completion of appropriate ICTT/PGCE course (before and after 1.1.91).

\# Salary bar: untrained teachers not to proceed beyond Pt. 17.

The salary scale on the left hand side of 2a), 2b) & 2d) refers to mark time arrangements applied to all pre 1.1.91 experience.

Appendix 5Biii

Salary Scales of Non-Teaching Staff in Special Schools Effective from 1.4.2000 to 31.7.2007 Inclusive

MPS	Educational Psychologist II	Educational Psychologist I	Occupational Therapist Assistant	Occupational Therapist II (*o.pt.16)	Occupational Therapist I	Senior Occupational Therapist	Physiotherapist II	Physiotherapist I (*o.pt.30)	Senior Physiotherapist	Speech Therapist	Assistant Social Work Officer (*o.pt.20,24&30)	Assistant Social Work Officer (hold against SSWA)	Social Work Officer	Social Work Assistant / BSM I (*o.pt.13)	Senior Social Work Assistant	Chief Social Work Assistant	Welfare Worker / BSM II	Senior Welfare Worker	Registered Nurse (*o.pt.17&21)	Enrolled Nurse (*o.pt.11&15)	Houseparent / Programme Worker (*o.pt.13)	Houseparent-in-charge (+2 add pts)	Learning Support Assistant	Lab Tech III	Lab Tech II	Lab Tech I	Workshop Attendant	Workshop Instructor III	Workshop Instructor II	Workshop Instructor I	Artisan / Cook	Motor Driver	Special Driver	Brailling Staff	Teacher Assistant	OA	CA	ACO	CO	Janitor Staff / Workman II / Labourer / Amah	Watchman
	20-33	34-44	7-15	12-24	25-34	34-39	12-24	25-34	34-39	13-33	13-33	13-29 (w.e.f. 1.9.2003)	34-39	7-22	23-29	30-33	6-17	18-23	13-25	5-21	7-22	7-22	4	TPS 3-6	6-21	22-28	MODI 3-13	6-13	14-23	24-28	5-8	5-8	8-10	4-15	MODI 0-8	0-6	0-10	2-15	16-21	MODI 0-8	MODI 3-13
0																																			1	1				
1																																			2	2				
2																																			3	3	1			
3																																			4	4	2			
4																																	1		5	5	3			
5																				1											1	1		2		6	6	4			
6																	1			2					1			1			2	2		3		7	7	5			
7			1											1			2			3	1				2			2			3	3		4			8	6			
8			2											2			3			4	2				3			3			4	4	1	5			9	7			
9			3											3			4			5	3	1			4			4					2	6			10	8			
10			4											4			5			6	4	2			5			5					3	7			11	9			
11			5											5			6			*	5	3			6			6						8				10			
12			6	1			1							6			7			7	6	4			7			7						9				11			
13			7	2			2			1	1	1		*			8		1	8	*	5			8			8						10				12			
14			8	3			3			2	2	2		7			9		2	9	7	6			9				1					11				13			
15			9	4			4			3	3	3		8			10		3	*	8	*			10				2					12				14			
16				*			5			4	4	4		9			11		4	10	9	7			11				3										1			
17				5			6			5	5	5		10			12		*	11	10	8			12				4										2			
18				6			7			6	6	6		11				1	5	12	11	9			13				5										3			
19				7			8			7	7	7		12				2	6	13	12	10			14				6										4			
20	1			8			9			8	*	8		13				3	7	14	13	11			15				7										5			
21	2			9			10			9	8	9		14				4	*	15	14	12			16				8										6			
22	3			10			11			10	9	10		15				5	8		15	13				1			9													
23	4			11			12			11	10	11			1			6	9			14				2			10													
24	5			12			13			12	*	12			2				10			15				3				1												
25	6				1			1		13	11	13			3				11							4				2												
26	7				2			2		14	12	14			4											5				3												
27	8				3			3		15	13	15			5											6				4												
28	9				4			4		16	14	16			6											7				5												
29	10				5			5		17	15	17			7																											
30	11				6			*		18	*					1																										
31	12				7			6		19	16					2																										
32	13				8			7		20	17					3																										
33	14				9			8		21	18					4																										
34		1			10	1		9	1				1																												
35		2				2			2				2																												
36		3				3			3				3																												
37		4				4			4				4																												
38		5				5			5				5																												
39		6				6			6				6																												
40		7																																						
41		8																																						
42		9																																						
43		10																																						
44		11																																						

* Omitted points

Appendix 5Ci

Salary Scales of Graduate Teaching Grades and Non-Teaching Staff in Aided Secondary Schools Effective from 1.8.2007 to 30.9.2010 Inclusive

Secondary	Graduate Grade						Educational Psychologist		Lab Tech			Clerical/ Workman					
	GM		Promotion Grade														
	17-22#-33	19-33	34-39	38-41	40-44	45-49	25-33	34-44	(TPS 4-6)	8-21	22-28	16-21	3-15	1-10	1-6	2-10	(MOD I 0-8)
	a) Degree (award of 2 increments on completion of PGCE^ and allowed to go to Pt. 33) ※	b) Degree + PGCE^/TC/PGCE^+TC (including non local-equivalent degree + local PGCE^w.e.f. 1.9.95)	SGM	PGM	PII	PI	EP II	EP I	Lab Tech III	Lab Tech II	Lab Tech I	CO	ACO	CA	OA	Typist	Workman II
MPS																	
0																	
1														1	1		
2														2	2	1	
3													1	3	3	2	
4													2	4	4	3	
5													3	5	5	4	
6													4	6	6	5	
7													5	7		6	
8										1			6	8		7	
9										2			7	9		8	
10										3			8	10		9	
11										4			9				
12										5			10				
13										6			11				
14										7			12				
15										8			13				
16										9		1					
17	1									10		2					
18	2									11		3					
19	3	1								12		4					
20	4	2								13		5					
21	5	3								14		6					
22	6#	4									1						
23	7	5									2						
24	8	6									3						
25	9	7					1				4						
26	10	8					2				5						
27	11	9					3				6						
28	12	10					4				7						
29	13	11					5										
30	14	12					6										
31	15	13					7										
32	16	14					8										
33	17	15					9										
34			1					1									
35			2					2									
36			3					3									
37			4					4									
38			5	1				5									
39			6	2				6									
40				3	1			7									
41				4	2			8									
42					3			9									
43					4			10									
44					5			11									
45						1											
46						2											
47						3											
48						4											
49						5											

\# Salary bar:
untrained teachers should not proceed beyond Pt. 22

※ For the award of additional increment(s) on completion of PGCE subsequent to regrading, please refer to EDBC No. 1/2002

^ Awarded after appropriate teacher training

Appendix 5Cii

Salary Scales of Non-Graduate Teaching Grades in Aided Secondary Schools Effective from 1.8.2007 to 30.9.2010 Inclusive

Secondary

	Certificated Master/Mistress (CM)																				Promotion Grade		
	Standard					Non-standard																	
	College of Education			HKIEd																			
	14-24	13-24	13-24	14-24	13-24		14-19#-24		12-19#-24		14-24	12-19#-24		14-19#-24	15-24	14-19#-24	14-24	14-19#-24	12-24		4	25-29	30-33	34-36
	1a) TC 3yr/ACTE/2yr (82 or after)	1b) TC 2yr (before 82)	1c) ICTT(S)	1d) Cert. in Sec. Ed.	1e) Cert. in Prim. Ed.	2a) Degrees	i) -PGCE	ii) +PGCE	2b) ✓ Other degrees (e.g. 3 Taiwan universities)		2c) Non Local-Equivalent Degrees + local PGCE	2d) ⊘ APSC Dip APA Dip(before 94)/Adv Dip(94& after) (Music Only) + HD accredited by HKCAAVQ		2e) ✓ i) H Dip/H Cert/Prof Dip + 1 yr relevant post-qualification experience	ii) Dip + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	✓ iii) Dip + 2 yr relevant post-qualification experience	iv) Cert (com/sec) + 1yr relevant post-qualification experience+1yr FT (2yr PT) technical teacher training	✓ v) Cert (com/sec) + 2yr relevant post-qualification experience	2f) ICTT(P)/TC(1yr) ✓ (conversion course)	2g) R10 (not eligible for appointment)	2h) UQT	AM	SAM	PAM
MPS 0 1 2 3 4 5 6 7 8 9 10 11						with pre 1.1.91 experience			with pre 1.1.91 experience			with pre 1.1.91 experience									Point 4			
12									12	1		12	1						1					
13		1	1		1				34	2		34	2						2					
14	1	2	2	1	2	12	1	1	5	3	1	5	3	1		1	1	1	3					
15	2	3	3	2	3	3	2	2	6	4	2	6	4	2	1	2	2	2	4					
16	3	4	4	3	4	4	3	3	7	5	3	7	5	3	2	3	3	3	5					
17	4	5	5	4	5	5	4	4	8	6	4	8	6	4	3	4	4	4	6					
18	5	6	6	5	6	6	5	5	9	7	5	9	7	5	4	5	5	5	7					
19	6	7	7	6	7	7	6#	6	10	8#	6	10	8#	6#	5	6#	6	6#	8					
20	7	8	8	7	8	8	7	7	11	9	7	11	9	7	6	7	7	7	9					
21	8	9	9	8	9	9	8	8	12	10	8	12	10	8	7	8	8	8	10					
22	9	10	10	9	10	10	9	9	13	11	9	13	11	9	8	9	9	9	11					
23	10	11	11	10	11	11	10	10	14	12	10	14	12	10	9	10	10	10	12					
24	11	12	12	11	12	12	11	11	15	13	11	15	13	11	10	11	11	11	13					
25																					1		
26																					2		
27																					3		
28																					4		
29																					5		
30																						1	
31																						2	
32																						3	
33																						4	
34																							1
35																							2
36																							3

✓ w.e.f. 1.1.91, award of one increment on completion of appropriate ICTT/PGCE.

⊘ award of one increment on completion of appropriate ICTT/PGCE course (before and after 1.1.91).

\# Salary bar: untrained teachers not to proceed beyond Pt. 19.

The salary scale on the left hand side of 2a), 2b) & 2d) refers to mark time arrangements applied to all pre 1.1.91 experience.

Appendix 5Ciii

Salary Scales of Non-Teaching Staff in Special Schools Effective from 1.8.2007 to 30.9.2010 Inclusive

	GRADUATE GRADE														NON-GRADUATE GRADE										LAB TECH			WORKSHOP / OTHERS								CLERICAL / WORKMAN					
	25-33	34-44	7-15	14-24	25-34	34-39	14-24	25-34	34-39	18-33	18-33	18-29 (w.e.f. 1.9.2003)	34-39		9-22	23-29	30-33	7-17	18-23	15-25	7-21	9-22	9-22	4	TPS 4-6	8-21	22-28	MODI 3-13	6-13	14-23	24-28	5-8	5-8	8-10	6-15	MODI 0-8	1-6	1-10	3-15	16-21	MODI 0-8	MODI 3-13
MPS	Educational Psychologist II	Educational Psychologist I	Occupational Therapist Assistant	Occupational Therapist II (*o.pt.16)	Occupational Therapist I	Senior Occupational Therapist	Physiotherapist II	Physiotherapist I (*o.pt.30)	Senior Physiotherapist	Speech Therapist	Assistant Social Work Officer (*o.pt.20,24&30)	Assistant Social Work Officer (hold against SSWA)	Social Work Officer		Social Work Assistant / BSM I (*o.pt.13)	Senior Social Work Assistant	Chief Social Work Assistant	Welfare Worker / BSM II	Senior Welfare Worker	Registered Nurse (*o.pt.17&21)	Enrolled Nurse (*o.pt.11&15)	Houseparent / Programme Worker (*o.pt.13)	Houseparent-in-charge (+2 add pts)	Learning Support Assistant	Lab Tech III	Lab Tech II	Lab Tech I	Workshop Attendant	Workshop Instructor III	Workshop Instructor II	Workshop Instructor I	Artisan / Cook	Motor Driver	Special Driver	Brailling Staff	Teacher Assistant	OA	CA	ACO	CO	Janitor Staff / Workman II / Labourer / Amah	Watchman
0																																									
1																																				1	1				
2																																				2	2				
3																																				3	3	1			
4																																				4	4	2			
5																															1	1				5	5	3			
6																													1		2	2		1		6	6	4			
7			1															1			1								2		3	3		2			7	5			
8			2															2			2					1			3		4	4	1	3			8	6			
9			3											1				3			3	1				2			4				2	4			9	7			
10			4											2				4			4	2				3			5				3	5			10	8			
11			5											3				5			*	3	1			4			6					6				9			
12			6											4				6			5	4	2			5			7					7				10			
13			7											*				7			6	*	3			6			8					8				11			
14			8	1			1							5				8			7	5	4			7				1				9				12			
15			9	2			2							6				9		1	*	6	*			8				2				10				13			
16				*			3							7				10		2	8	7	5			9				3									1		
17				3			4							8				11		*	9	8	6			10				4									2		
18				4			5			1	1	1		9					1	3	10	9	7			11				5									3		
19				5			6			2	2	2		10					2	4	11	10	8			12				6									4		
20				6			7			3	*	3		11					3	5	12	11	9			13				7									5		
21				7			8			4	3	4		12					4	*	13	12	10			14				8									6		
22				8			9			5	4	5		13					5	6		13	11				1			9											
23				9			10			6	5	6			1				6	7			12				2			10											
24				10			11			7	*	7			2					8			13				3				1										
25	1				1			1		8	6	8			3					9							4				2										
26	2				2			2		9	7	9			4												5				3										
27	3				3			3		10	8	10			5												6				4										
28	4				4			4		11	9	11			6												7				5										
29	5				5			5		12	10	12			7																										
30	6				6			*		13	*						1																							
31	7				7			6		14	11						2																							
32	8				8			7		15	12						3																							
33	9				9			8		16	13						4																							
34		1			10	1		9	1				1																											
35		2				2			2				2																											
36		3				3			3				3																											
37		4				4			4				4																											
38		5				5			5				5																											
39		6				6			6				6																											
40		7																																					
41		8																																					
42		9																																					
43		10																																					
44		11																																					

* Omitted points

Appendix 5Di

Salary Scales of Graduate Teaching Grades and Non-Teaching Staff in Aided Secondary Schools Effective from 1.10.2010

Secondary	Graduate Grade						Educational Psychologist		Lab Tech			School-based Speech Therapist/ School Executive Officer / Clerical / Workman							
	GM		Promotion Grade																
	15-20#-33 a) Degree (award of 2 increments on completion of PGCE^ and allowed to go to Pt. 33) ※	17-33 b) Degree + PGCE^/TC/PGCE^+TC (including non local-equivalent degree + local PGCE^w.e.f. 1.9.95)	34-39 SGM	38-41 PGM	40-44 PII	45-49 PI	23-33 EP II	34-44 EP I	(TPS 4-6) Lab Tech III	8-21 Lab Tech II	22-28 Lab Tech I	16-33 School-based Speech Therapist	15-27 Sch ExO (w.e.f. 1.9.2019)	16-21 CO	3-15 ACO	1-10 CA	1-6 OA	2-10 Typist	(MOD I 0-8) Workman II
MPS																			
0																			
1																1	1		
2																2	2	1	
3															1	3	3	2	
4															2	4	4	3	
5															3	5	5	4	
6															4	6	6	5	
7															5	7		6	
8										1					6	8		7	
9										2					7	9		8	
10										3					8	10		9	
11										4					9				
12										5					10				
13										6					11				
14										7					12				
15	1									8			1		13				
16	2									9		1	2	1					
17	3	1								10		2	3	2					
18	4	2								11		3	4	3					
19	5	3								12		4	5	4					
20	6#	4								13		5	6	5					
21	7	5								14		6	7	6					
22	8	6									1	7	8						
23	9	7					1				2	8	9						
24	10	8					2				3	9	10						
25	11	9					3				4	10	11						
26	12	10					4				5	11	12						
27	13	11					5				6	12	13						
28	14	12					6				7	13							
29	15	13					7					14							
30	16	14					8					15							
31	17	15					9					16							
32	18	16					10					17							
33	19	17					11					18							
34			1					1											
35			2					2											
36			3					3											
37			4					4											
38			5	1				5											
39			6	2				6											
40				3	1			7											
41				4	2			8											
42					3			9											
43					4			10											
44					5			11											
45						1													
46						2													
47						3													
48						4													
49						5													

\# Salary bar:
untrained teachers should not proceed beyond Pt. 20

※ For the award of additional increment(s) on completion of PGCE subsequent to regrading, please refer to EDBC No. 1/2002

^ Awarded after appropriate teacher training

Appendix 5Dii

Salary Scales of Non-Graduate Teaching Grades in Aided Secondary Schools Effective from 1.10.2010

Secondary

	Certificated Master/Mistress (CM)																			Promotion Grade		
	Standard					Non-standard																
	College of Education			HKIEd																		
	14-24	13-24	13-24	14-24	13-24		14-19#-24		12-19#-24		14-24	12-19#-24		14-19#-24	15-24	14-19#-24	14-24	14-19#-24	12-24		4	25-29	30-33	34-36
	1a) TC 3yr/ACTE/2yr (82 or after)	1b) TC 2yr (before 82)	1c) ICTT(S)	1d) Cert. in Sec. Ed.	1e) Cert. in Prim. Ed.	2a) Degrees	i) -PGCE	ii) +PGCE	2b) ✓ Other degrees (e.g. 3 Taiwan universities)		2c) Non Local-Equivalent Degrees + local PGCE	2d) ⊘ APSC Dip APA Dip(before 94)/Adv Dip(94& after) (Music Only) + HD accredited by HKCAAVQ		2e) ✓ i) H Dip/H Cert/Prof Dip + 1 yr relevant post-qualification experience	ii) Dip + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	✓ iii) Dip + 2 yr relevant post-qualification experience	iv) Cert (com/sec) + 1yr relevant post-qualification experience+1yr FT (2yr PT) technical teacher training	✓ v) Cert (com/sec) + 2yr relevant post-qualification experience	2f) ICTT(P)/TC(1yr) ✓ (conversion course)	2g) R10 (not eligible for appointment)	2h) UQT	AM	SAM	PAM
MPS 0						with pre 1.1.91 experience			with pre 1.1.91 experience			with pre 1.1.91 experience										
1																						
2																						
3																						
4																				Point 4		
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12									12 1			12 1							1				
13		1	1		1				34 2			34 2							2				
14	1	2	2	1	2	12	1	1	5 3		1	5 3		1		1	1	1	3				
15	2	3	3	2	3	3	2	2	6 4		2	6 4		2	1	2	2	2	4				
16	3	4	4	3	4	4	3	3	7 5		3	7 5		3	2	3	3	3	5				
17	4	5	5	4	5	5	4	4	8 6		4	8 6		4	3	4	4	4	6				
18	5	6	6	5	6	6	5	5	9 7		5	9 7		5	4	5	5	5	7				
19	6	7	7	6	7	7	6#	6	10 8#		6	10 8#		6#	5	6#	6	6#	8				
20	7	8	8	7	8	8	7	7	11 9		7	11 9		7	6	7	7	7	9				
21	8	9	9	8	9	9	8	8	12 10		8	12 10		8	7	8	8	8	10				
22	9	10	10	9	10	10	9	9	13 11		9	13 11		9	8	9	9	9	11				
23	10	11	11	10	11	11	10	10	14 12		10	14 12		10	9	10	10	10	12				
24	11	12	12	11	12	12	11	11	15 13		11	15 13		11	10	11	11	11	13				
25																					1		
26																					2		
27																					3		
28																					4		
29																					5		
30																						1	
31																						2	
32																						3	
33																						4	
34																							1
35																							2
36																							3

✓ w.e.f. 1.1.91, award of one increment on completion of appropriate ICTT/PGCE.
⊘ award of one increment on completion of appropriate ICTT/PGCE course (before and after 1.1.91).
\# Salary bar: untrained teachers not to proceed beyond Pt. 19.
The salary scale on the left hand side of 2a), 2b) & 2d) refers to mark time arrangements applied to all pre 1.1.91 experience.

Appendix 5Diii

Salary Scales of Non-Teaching Staff in Special Schools Effective from 1.10.2010

	GRADUATE GRADE															NON-GRADUATE GRADE										LAB TECH			WORKSHOP / OTHERS								CLERICAL / WORKMAN					
	23-33	34-44	7-15	14-24	25-34	34-39	14-24	25-34	34-39	16-33	16-33	16-29 (w.e.f. 1.9.2003)	34-39	15-27 (w.e.f. 1.9.2019)	26-34 (w.e.f. 1.9.2021)	9-22	23-29	30-33	7-17	18-23	15-25	17-26 (w.e.f. 1.9.2021)	7-21	9-22	9-22	4	TPS 4-6	8-21	22-28	MODI 3-13	6-13	14-23	24-28	5-8	5-8	8-10	6-15	MODI 0-8	1-6	1-10	3-15	16-21	MODI 0-8	MODI 3-13
MPS	Educational Psychologist II	Educational Psychologist I	Occupational Therapist Assistant	Occupational Therapist II (*o.pt.16)	Occupational Therapist I	Senior Occupational Therapist	Physiotherapist II	Physiotherapist I (*o.pt.30)	Senior Physiotherapist	Speech Therapist	Assistant Social Work Officer (*o.pt.20,24&30)	Assistant Social Work Officer (hold against SSWA)	Social Work Officer	School Executive Officer	Nursing Officer ^	Social Work Assistant / BSM I (*o.pt.13)	Senior Social Work Assistant	Chief Social Work Assistant	Welfare Worker / BSM II	Senior Welfare Worker	Registered Nurse (*o.pt.17&21)	Registered Nurse (Psychiatric) ^	Enrolled Nurse (*o.pt.11&15)	Houseparent / Programme Worker (*o.pt.13)	Houseparent-in-charge (+2 add pts)	Learning Support Assistant	Lab Tech III	Lab Tech II	Lab Tech I	Workshop Attendant	Workshop Instructor III	Workshop Instructor II	Workshop Instructor I	Artisan / Cook	Motor Driver	Special Driver	Brailling Staff	Teacher Assistant	OA	CA	ACO	CO	Janitor Staff / Workman II / Labourer / Amah	Watchman
0																																											
1																																						1	1				
2																																						2	2				
3																																						3	3	1			
4																																						4	4	2			
5																																	1	1				5	5	3			
6																														1			2	2		1		6	6	4			
7			1																1				1							2			3	3		2			7	5			
8			2																2				2					1		3			4	4	1	3			8	6			
9			3													1			3				3	1				2		4					2	4			9	7			
10			4													2			4				4	2				3		5					3	5			10	8			
11			5													3			5				*	3	1			4		6						6				9			
12			6													4			6				5	4	2			5		7						7				10			
13			7													*			7				6	*	3			6		8						8				11			
14			8	1			1									5			8				7	5	4			7				1				9				12			
15			9	2			2							1		6			9		1		*	6	*			8				2				10				13			
16				*			3			1	1	1		2		7			10		2		8	7	5			9				3									1			
17				3			4			2	2	2		3		8			11		*	1	9	8	6			10				4									2			
18				4			5			3	3	3		4		9				1	3	2	10	9	7			11				5									3			
19				5			6			4	4	4		5		10				2	4	3	11	10	8			12				6									4			
20				6			7			5	*	5		6		11				3	5	4	12	11	9			13				7									5			
21				7			8			6	5	6		7		12				4	*	5	13	12	10			14				8									6			
22				8			9			7	6	7		8		13				5	6	6		13	11					1		9												
23	1			9			10			8	7	8		9			1			6	7	7			12				2		10												
24	2			10			11			9	*	9		10			2				8	8			13				3			1											
25	3				1			1		10	8	10		11			3				9	9							4			2											
26	4				2			2		11	9	11		12	1		4					10							5			3											
27	5				3			3		12	10	12		13	2		5												6			4											
28	6				4			4		13	11	13			3		6												7			5											
29	7				5			5		14	12	14			4		7																											
30	8				6			*		15	*				5			1																										
31	9				7			6		16	13				6			2																										
32	10				8			7		17	14				7			3																										
33	11				9			8		18	15				8			4																										
34		1			10	1		9	1				1		9																												
35		2				2			2				2																														
36		3				3			3				3																														
37		4				4			4				4																														
38		5				5			5				5																														
39		6				6			6				6																														
40		7																																									
41		8																																									
42		9																																									
43		10																																									
44		11																																									

* Omitted points

^ For details of the creation of this rank, please refer to EDBC No. 5/2021

Appendix 6

Abbreviations used in Appendix 5

1a)	TC 3yr	Teacher Certificate (3 Years)
	ACTE	Advanced Courses of Teacher Education
1b)	TC 2yr	Teacher Certificate (2 Years)
1c)	ICTT(S)	In-service Course of Teacher Training (Secondary)
1d)	Cert in Sec Ed	Certificate in Secondary Education/Certificate in Education (Secondary) issued by HKIEd
1e)	Cert in Pri Ed	Certificate in Primary Education/Certificate in Education (Primary) issued by HKIEd
2a)	PGCE/PGDE	Post-graduate Certificate/Diploma in Education
2b)	Other Degrees (e.g. 3 Taiwan universities)	Other degrees, e.g., National Taiwan University（國立台灣大學） National Taiwan Normal University（國立台灣師範大學） National Cheng Kung University（國立成功大學）
2d)	APSC	Approved Post Secondary Colleges: Hong Kong Baptist College (w.e.f. 1970) Shue Yan College (w.e.f. 1976) Lingnan College (w.e.f. 1978)
	APA	Hong Kong Academy for Performing Arts
	HKCE	Hong Kong Certificate of Education
	Adv Dip	Advanced Diploma
	HD	Higher Diploma
	HKCAAVQ	Hong Kong Council for Accreditation of Academic and Vocational Qualifications
2e)	i) H Dip	Higher Diploma — issued by HK Polytechnic University (former HK Polytechnic)/ City University of HK (former City Polytechnic of HK)/ technical institutes (former Technical College)
	H Cert	Higher Certificate
	Prof Dip	Professional Diploma
	ii) Dip	Diploma
	iii) Cert(Com/Sec)	Certificate (Commerce/Secretarial)
2f)	ICTT(P)	In-service Course of Teacher Training (Primary)
	TC(1 year)	Teacher Certificate (1 year)
	Conversion Course	Teacher with ICTT(P) teaching in secondary school, completing the ICTT(S) course
2g)	R10	Registered Teacher by merit of 10 years teaching experience
2h)	UQT	Unqualified Teacher

Appendix 7

History of GM Salary Scales in Aided Secondary Schools

Standing Commission's Report

Qualification	Before 1.10.79	Rep. No. 5 wef 1.10.79	Rep. No. 8 wef 1.7.82	Rep. No. 26 wef 1.10.89	Working Group Report 1.1.91	EDBC No. 71/95 wef 1.9.95	EDBC No. 43/97 wef 1.9.97	EDBC No. 31/2000 wef 1.4.2000	EDBC No. 14/2008 wef 1.8.2007	EDBC No. 8/2010 wef 1.10.2010
Local Degree or equivalent	16@-32	16@-27#-(33)		17-27#-(33)		----	17-22#-(33)	12-17#-(33)	17-22#-33	15-20#-33
Local Degree or equivalent + PGCE	18-32	18-33		19-33		----	----	14-33	19-33	17-33
Local Degree or equivalent + Teacher's Certificate (TC)	16-32	16-33		19-33		----	----	14-33	19-33	17-33
Non Local-Equivalent degree + local PGCE	----	----		----		19-33	----	14-33	19-33	17-33

Note:

\# salary bar, teacher will not be allowed to proceed beyond this point without acquiring the teacher training (teacher appointed before 5.12.80 without a break of service is allowed to proceed beyond this point without acquiring the teacher training); 2 additional increments on completion of appropriate PGCE

@ mark time once

History of CM Salary Scales in Aided Secondary Schools

Qualification	Standing Commission's Report: Before 1.10.79	Rep. No. 5 wef 1.10.79	Rep. No. 8 wef 1.7.82	Rep. No. 26 wef 1.10.89	Working Group's Report 1.1.91	Cir Letter (74) in ED(SCH) Q/2/84 II wef 9.96	EDBC No. 3/97 wef 1.9.96	EDBC No. 31/2000 wef 1.4.2000	EDBC No. 14/2008 wef 1.8.2007
2-year TC (before 1982)	12-18(21)*	12-19(22)*	12-23	13-24	---	---	---	11-24	13-24
3rd year Course (ACTE)	14-18(21)*	13-19(22)*	13-23	14-24	---	---	---	12-24	14-24
3-year TC or 2-year TC 1982 or after	---	13-19(22)*	13-23	14-24	---	---	---	12-24	14-24
Cert in Prim Ed (HKIEd)	---	---	---	---	---	13-24	---	11-24	13-24
Cert in Sec Ed (HKIEd)	---	---	---	---	---	14-24	---	12-24	14-24
APSC Dip/APA (in Music) with HKCE	11++-18(21)*	11++-19(22)*	11++-23	12++-24	12-19#24	---	---	10-17#-24	12-19#-24
ICTT(S)	12-18(21)*	12-19(22)*	12-23	13-24	13-24	---	---	11-24	13-24
ICTT(P)/TC (1 year)	---	---	11-23	12-24	12-24	---	---	10-24	12-24
Degree without PGCE	---	---	13@-23	14@-24	14-19#24	---	---	12-17#-24	14-19#-24
Degree with PGCE	---	---	13-23	14-24	14-24	---	---	12-24	14-24
Degrees not considered locally equivalent (e.g. unaccredited US degrees, 3 Taiwan U)	11++-18(21)*	11++-19(22)*	11++-23	12++-24	12-19#-24	---	---	10-17#-24	12-19#-24
Non Local-Equivalent degree + PGCE	---	---	12-23	13-24	13-24	---	14-24 (local PGCE)	12-24	14-24

Note:

* additional increments at the top of the scale after 3 years, 2 years and 2 years of service respectively

\# salary bar, teacher will not be allowed to proceed beyond this point without acquiring the teacher training

++ mark time twice

@ mark time once

History of CM Salary Scales in Aided Secondary Schools

Qualification	Before 1.10.79	Standing Commission's Report			Working Group's Report 1.1.91	EDBC No. 31/2000 wef 1.4.2000	EDBC No. 14/2008 wef 1.8.2007
		Rep. No. 5 wef 1.10.79	Rep. No. 8 wef 1.7.82	Rep. No. 26 wef 1.10.89			
Diploma/Certificate from Polytechnic/ technical institutes /former Technical College							
i) Higher Dip/Higher Cert/Prof Dip + 1 year post-qual exp	14-18(21)*	13-19(22)*	13-23	14-24	14-19#-24	12-17#-24	14-19#-24
ii) Dip + 1 year post-qual exp + 1yr FT (2yr PT) technical teacher training	14-18(21)*	14-19(22)*	14-23	15-24	15-24	13-24	15-24
iii) Dip + 2 yr relevant post-qual exp	14-18(21)*	13-19(22)*	13-23	14-24	14-19#-24	12-17#-24	14-19#-24
iv) Cert (Com/Sec) + 1 year post-qual exp + 1yr FT (2yr PT) technical teacher training	14-18(21)*	13-19(22)*	13-23	14-24	14-24	12-24	14-24
v) Cert(Com/Sec) + 2yr relevant post-qual exp	14-19(21)*	13-19(22)*	13-23	14-24	14-19#-24	12-17#-24	14-19#-24
Unqualified Teacher (UQT)	---	---	3 (UQT)	4 (UQT)	4 (UQT)	4 (UQT)	4 (UQT)

Note:

* additional increments at the top of the scale after 3 years, 2 years and 2 years of service respectively

\# salary bar, teacher will not be allowed to proceed beyond this point without acquiring the teacher training

Pay Arrangements on Appointment to the Three Teaching Grades of CM, PSM and GM in Aided Schools

Since 1 April 2000, the salaries for teachers on transfer between schools in the public sector have been determined on the basis of "carry-forward" arrangement under which serving teachers appointed before 1 April 2000 are allowed to keep their existing, higher salaries upon transfer to another school in public sector on or after 1 April 2000 without a break in service (rather than receiving a lower salary on the basis of the reduced starting salaries implemented since 1 April 2000 plus ICEs). (See Appendix 9B for details)

2. Upon implementation of the new starting salaries, the "carry-forward" arrangement should apply to all serving teachers upon transfer (within the same rank or between comparable ranks[1]) between public-sector schools without a break in service. The salary as determined under this arrangement should prevail over the calculation of salary based on the new starting salaries plus ICEs. The continued application of the "carry-forward" arrangement ensures even-handed treatment in the event of both upward and downward revision of starting salaries arising from a future Starting Salaries Survey (SSS), which will be conducted every three years from 2006[2]. It also ensures parity of treatment with civil servants who are only entitled to a pay equivalent to the "carry-forward" arrangement upon transfer between government departments.

3. The pay on appointment arrangements, as detailed in the following annex, should be implemented for appointments of teachers at the following ranks in aided schools **without a break in service**, including appointments of serving teachers on transfer from aided, government, caput or Direct Subsidy Scheme (DSS)[3] schools:

(a) Certificated Master/Mistress,
(b) Assistant Primary School Master/Mistress; and
(c) Graduate Master/Mistress.

[1] For the purpose of salary assessment, APSM and GM are comparable ranks; and CM in primary schools and CM in secondary schools are comparable ranks in aided schools.

[2] The Chief Executive-in-Council decided on April 2019 that the SSS should be conducted as and when necessary in response to specific circumstances instead of triennially.

[3] For the application of the pay arrangements in this Appendix, the 'salary' of a teacher in a DSS school to be carried forward should be determined as if his/her service in the DSS school had been with an aided school. We would take into consideration the entry qualification, the duties performed, the position in the DSS school in relation to a comparable rank in an aided school, and the actual salary received, etc. for the service in the DSS school.

Annex

Pay Arrangements on Appointment to Teaching Posts at Entry Ranks in Aided Schools

Transfer/Changes without a break in service	*Pay arrangements on appointment*
(a) Teachers transferring from an aided, government, caput or DSS school to another aided school within the same rank or between comparable ranks	Salary to be determined by "carry-forward" arrangement
(b) Teachers changing from a non-graduate teaching post (e.g. CM) in an aided, government, caput or DSS school to a graduate teaching post (GM/APSM) in an aided school (within the same school or change of school)	Salary to be determined by either "carry-forward" arrangement or assessment on the basis of the new starting salaries plus ICEs, if applicable, whichever is the higher.
(c) Teachers changing from a graduate teaching post (GM/APSM) in an aided, government, caput or DSS school to a non-graduate teaching post (CM) in an aided school (within the same school or change of school)	Salary to be assessed on the basis of prevailing starting salaries plus ICE, if applicable
(d) Teachers changing from a higher rank in an aided, government, caput or DSS school to the entry rank of the same grade in an aided school (within the same school or change of school)	Salary to be assessed on the basis of prevailing starting salaries plus ICE, if applicable
(e) Teachers, originally paid under funding other than the Salaries Grant (e.g. CEG, QEF, and schools' own funding) in public sector schools, being appointed to hold posts paid by the Salaries Grant	These teachers are regarded as serving teachers with their salaries determined as if they have been remunerated under the Salaries Grant. Salary to be determined by (i) "carry-forward" arrangement if the former post is of comparable rank to the new post (as if they have undergone normal conversion); or (ii) arrangements (b) to (d) above if the former post is not of comparable rank to the new post.

Note:

1. The pay upon appointment is capped by the maximum pay point of the new post.
2. For those teachers who had been subject to reduced starting salaries effective from 1 April 2000 but not in service on 1 August 2007 (i.e. reference date for normal conversion of salaries of affected staff), the salary assessment of these teachers should be determined as if they have undergone normal conversion (if applicable) on the first day of appointment.
3. The school should also adopt an open, fair and accountable mechanism in selecting the most suitable CM to fill a GM vacancy, vice versa. To avoid interruption to the smooth operation of schools, teachers should not be allowed to have a change in grade if the coming change is less than one year from their last change in grade within the same school, unless the change is justified by the school concerned, e.g. as a result of a change in the staff establishment.
4. For teachers rejoining the teaching profession **after a break in service**, their salaries should be calculated on the basis of prevailing starting salaries plus ICEs, if applicable.
5. In arrangement (b), when a teacher changes to an aided school of different school level, his/her salary should be determined by assessment on the basis of the new starting salaries plus ICEs, if applicable.
6. Serving APSM at maximum point, upon transfer to GM without a break in service, will not be granted one increment or advancement in incremental date. His/Her incremental date will be determined by the date of appointment as GM.

Special Arrangement for Pay on Appointment to Three Teaching Grades in Aided and Government Schools

(Effective from 1.4.2000 to 31.7.2007 inclusive)

The following special arrangement for pay on appointment applies to teachers serving in the three prescribed teaching grades (Certificated Master/Mistress (CM), Primary School Master/Mistress (PSM) and Education Officer (EdO) or Graduate Master/Mistress (GM) (including teachers appointed under the enhanced Native-speaking English Teacher Scheme)) in aided, government, caput, BPS or DSS schools on appointment to three teaching grades in aided or government schools without a break in service –

(a) a teacher serving in a teaching post in an aided, government, caput, BPS or DSS school who is appointed to another teaching post in **the same or equivalent grade** in an aided or government school will be offered his/her existing pay[1] in former post upon appointment to the new post, if it is higher than the starting pay of the new post, plus incremental credit for experience (ICE), if applicable. The pay upon appointment is capped by the maximum pay point of the new post;

(b) a teacher serving in a teaching post in a **non-graduate teaching grade** (CM) in an aided, government, caput, BPS or DSS school who is appointed to a teaching post in a **graduate teaching grade** (PSM, GM, or EdO) in an aided or government school will be offered his/her existing pay in former post upon appointment to the new post, if it is higher than the starting pay of the new post, plus ICE if applicable. The pay upon appointment is capped by the maximum pay point of the new post;

(c) a teacher serving in a teaching post in a **graduate teaching grade** (PSM, GM or EdO) in an aided, government, caput, BPS or DSS school who is appointed to a teaching post in another **graduate teaching grade** (PSM, GM or EdO) in an aided or government school will be offered his/her existing pay in former post upon appointment to the new post, if it is higher than the starting pay of the new post, plus ICE if applicable. The pay upon appointment is capped by the maximum pay point of the new post;

(d) a teacher serving in a teaching post in a **graduate teaching grade** (PSM, GM or EdO) in an aided, government, caput, BPS or DSS school who is appointed to a teaching post in a **non-graduate teaching grade** (CM) in an aided or government school will only be eligible for the starting pay of the new teaching post, plus ICE if applicable (i.e. no special arrangement to allow carrying of existing pay). The pay upon appointment is capped by the maximum pay point of the new post;

[1] For the application of the special arrangements in this Appendix, the "existing pay" of a teacher in a DSS school should be determined as if his/her service in the DSS school had been with an aided school.

(e) a teacher serving in a teaching post in a **higher rank of a grade** in an aided, government, caput, BPS or DSS school who is appointed to a teaching post in a **lower rank of the same or equivalent grade** in an aided or government school will only be eligible for the starting pay of the new teaching post, plus ICE if applicable (i.e. no special arrangement to allow carrying of existing pay). The pay upon appointment is capped by the maximum pay point of the new post; and

(f) the Director of Education reserves the discretion to determine the appropriate entry pay of an appointee to the prescribed teaching grades in a government school, subject to approval by the Secretary for the Civil Service if required in respect of teaching grades in the Civil Service.

2. For the purpose of the special arrangement above –

(a) the following will not be considered as a break in service:

(i) where the break in service between the former and new teaching appointment does not exceed 45 days (extend to 1 year with effect from 1.9.2006), in recognition of the unique appointment arrangements in the education sector;

(ii) where the Director of Education may consider meritorious cases of a teacher rejoining the teaching profession after a period of professional development normally of no more than one year in duration as no break in service, on a case-by-case basis, in accordance with the following guidelines:

- the course is a full-time education-related professional development course or job-related course acceptable to the Director of Education;
- the teacher concerned has sought the prior agreement from the Director of Education to the course he/she will take that will conform to the standard required to teaching and the duration of the course; and
- the teacher will rejoin the teaching profession immediately or within a period acceptable to the Director of Education;

(b) the existing pay of an appointee shall be taken as the pay he/she would have received on the date of appointment to the new post, had he/she continued to serve in his/her former post and not been appointed to the new post.

3. For the avoidance of doubt, the pay for substantive appointment on transfer of serving civil servants from one of the teaching grades of CM, PSM, and EdO to another teaching grade of CM, PSM and EdO within the Civil Service will be determined in accordance with the special arrangement above approved under CSR 130(5), and will not be subject to CSR 130(1)-(4).

Appendix 9C

Pay Arrangements for Non-teaching Staff Paid by Salaries Grant upon Appointment/Transfer to the New Post (Effective from 1.8.2007)

Non-teaching Staff	Transfer Arrangements	
	Deployment between aided schools under same sponsoring body	Transfer between aided schools within 45 days #
School Social Worker	A	A
School-based Speech Therapist/Speech Therapist	A	A
Physiotherapist	A	A
Occupational Therapist	A	A
Occupational Therapist Assistant	A	A
Educational Psychologist	A	A
Nurse	A	A
Boarding Staff at Social Work Officer, Social Work Assistant and Welfare Worker Grades	A	A
Brailling Staff	A	A
Laboratory Technician	A	A (including those on TPS and transfer from caput, BPS and DSS to aided schools)
School Executive Officer	A	A
Clerk	A	A
Clerical Assistant	A	A
Artisan	A	A
Special Driver	A	A
Motor Driver	A	A
Cook	A	A
Watchman	A	B
Janitor Staff	A	B
Teacher Assistant	A	B
Workshop Attendant	A	B

Note

A – Retain his/her existing pay in the former post upon appointment to the new post, plus Incremental credit for experience (ICE), if applicable

B – Salary to be calculated on the basis of prevailing starting salaries plus ICE, if applicable.

– For example, there is no break in service if a non-teaching staff member had no service from 1.8.2007 to 14.9.2007 (45 days). However, there is a break in service if the non-teaching staff member had no service from 1.8.2007 to 15.9.2007 (46 days).

Delinked Pay Scale (D) and Adjusted Pay Scale (A)

Worked Examples

Teachers Particulars (all teachers appointed as CM in aided schools with appropriate Teachers' Certificates):

	ICE	ID	Salary as at 1.9.2001	Salary as at 1.12.2001	Salary as at 1.9.2002
Teacher A	Nil	1.9	Pt 12 $17,100 (D)		Pt 13 $18,570 (A)
Teacher B	3 years	1.9	Pt 15 $20,010 (D)		Pt 16 $21,510 (A)
Teacher C	7 years 9 months	1.12	Pt 19 $24,320 (D)	Pt 20 $26,140 (A)	
Teacher D	15+years	Max	Pt 24 $30,785 (D)		Pt 24 $31,520 (A)

Pay scales for 2001-2002 school year are taken to illustrate the movement of salary points from D to A:

	MPS Pt	Delinked Pay Scale	Adjusted Pay Scale
Teacher D	**24**	**$30,785 (Year 1)**	**$31,520 (Year 2)**
	23	$29,400	$30,100
	22	$28,075	$28,745
	21	$26,805	$27,445
	20	$25,530	**$26,140 (Year 1)**
Teacher C	**19**	**$24,320 (Year 1)**	$24,900
	18	$23,170	$23,720
	17	$22,075	$22,600
	16	$21,010	**$21,510 (Year 2)**
Teacher B	**15**	**$20,010 (Year 1)**	$20,485
	14	$19,055	$19,510
	13	$18,140	**$18,570 (Year 2)**
Teacher A	**12**	**$17,100 (Year 1)**	$17,505

Note:
(Year 1) = the 1st year the teacher serves at the new school
(Year 2) = the 2nd year the teacher serves at the new school

Appendix 11

Experience Counted for Incremental Purpose under Different Fund Sources before 1.9.2006

Previous Appointment				New Appointment		
School	**Post**	**Status**	**Fund Source**	**Experience Counted for Incremental Purpose**	**Experience Counted for Promotion Purpose**	**Regarded as Serving Teachers with Special Pay Arrangement (See Appendix 9)**
Public Sector	IT Co-ordinator, Teacher (Notes 1 & 2 fulfilled)	NA	Salary Grant/Quality Education Fund	Yes	Yes	Yes
	Teacher (Notes 1 & 2 fulfilled)	Temporary	Operation Expenses Block Grant	Yes	Yes	Yes
	Teacher (Notes 1 & 2 fulfilled)	Temporary	Quality Education Fund	Yes	Yes	Yes
	Teacher (Notes 1 & 2 fulfilled)	Temporary	Capacity Enhancement Grant	Yes	Yes	Yes
	Teacher (Notes 1, 2 & 3 fulfilled)	Temporary	Subscription/General Fund	Yes	Yes	Yes
	Teacher (Notes 2 & 3 fulfilled)	NA	School Operator	Yes	No	No

Note

(1) Salaries were the same as those for CM/APSM/GM in the scale enforced at that time.

(2) Duties and/or teaching hours per week are comparable to full-time aided school teachers. (Each case has to be considered on an individual basis with supporting document(s) issued by school(s) concerned)

(3) The curriculum is comparable to aided schools; the course is a full-time course eligible for Local Education Allowance; or the course is a full-time course leading to public examination.

Appendix 12

List of Changes in Salary Assessment with effect from 1.9.2006

	Practice before 1 September 2006	**Revised Arrangement (Effective from 1 September 2006)**
(1)	For the purpose of salary assessment, including the special pay arrangement **(Note 1)** after 1.4.2000, a break between the former and the new teaching appointment will be considered as a break in service if the break exceeds 45 consecutive days.	A break after 1 September 2006 exceeding one year will be considered as a break in service for the purpose of salary assessment of teachers. Please see **Note 2** for some examples.
(2)	Teacher's service not in the public sector schools may constitute a break in service.	Relevant working experience in the EDB and education faculties of recognised local tertiary institution will not be considered as break in service for salary assessment purpose. However, teachers' service in other non-public sector schools is still regarded as a break in service. For the special pay arrangement, the rank in the public sector school before the teacher joined EDB/ education faculties would be taken as the rank before the present appointment, irrespective of the post(s) in EDB / education faculties.
(3)	Teaching experience as CM/APSM/GM paid under specified fund sources (Salaries Grant, QEF, OEBG, CEG, Subscription / General Fund) may be: - counted for incremental purpose **(Note 3)**; - counted for promotion purpose; and - regarded as serving teachers for the purpose of special pay arrangement	Teaching experience as CM/APSM/GM paid under funds of public sector schools and DSS schools, irrespective of source of funding, may be: - counted for incremental purpose; - counted for promotion purpose; and - regarded as serving teachers for the purpose of special pay arrangement
(4)	For the new appointment of APSMs in aided primary schools, only post-qualification experience in the PSM grade (e.g. APSM or PSM ranks) will be counted for incremental purpose.	For the new appointments of APSMs in aided primary schools, post-qualification teaching experience in the PSM grade and in the other teaching grades of primary and secondary schools can be counted for incremental purpose.

(5)	Post-qualification teaching experience in a school for which registration of teachers under the Education Ordinance is not exempted may be counted for incremental purpose based on documentary proof of the teaching service without considering the Registered Teacher (RT) / Permitted Teacher (PT) status.	Post-qualification teaching experience in a school for which registration of teachers under the Education Ordinance is not exempted **(Note 4)** should be acquired with valid RT/PT status. Otherwise, the teaching experience will not be counted for incremental purpose.
(6)	The starting salary of a CM is one point lower than the normal salary if the teacher training does not match the school level (e.g. Holders of Certificate in Primary Education will enter at MPS Pt.12 when appointed in a primary school but at MPS Pt. 11 if appointed in a secondary school). The starting salary for a degree holder without appropriate teacher training appointed as a CM in a primary school is also one point lower.	The starting salary of a CM who is appointed to take up teaching duties in both primary and secondary levels of a school, such as a through-train or a special school with both primary and secondary levels, will not be one point lower than the normal salary for reason of teacher training not matching the school level.
(7)	Salary particulars may not be retained for changing to a school of different level even though there is no break in service. (Please see **Note 5** for an example.)	Salary particulars may be retained for teachers at basic rank changing to a school of different level without changing rank if there is no break in service except for the cases as specified in **Note 6**. (For the purpose of this arrangement, changing from GM to APSM (or vice versa) is treated as not a change of rank.)
(8)	Specified non-standard qualifications **(Note 7)** such as various Diplomas / Certificates awarded by the Approved Post Secondary Colleges can be accepted for appointment as CM.	(a) For aided primary schools, untrained teachers with specified non-standard qualifications will not be accepted for new appointment or reappointment as CM after a break in service. (b) For aided secondary schools, untrained teachers with specified non-standard qualifications may be accepted for appointment as CM only for subjects in demand (e.g. technical/practical/ vocational subjects). Priority should still be given to teachers with standard qualifications.

(9)	Teachers directly appointed to promotion ranks (i.e. AM/ PSM/ SGM, etc.) in aided schools of a different sponsor, regardless of whether there is a break in service or not, will be remunerated at the minimum point of the appropriate scale.	Upon transfer from an aided school to another aided school to take up a teaching post of promotion ranks (i.e. AM/ PSM/ SGM, etc.), irrespective of the sponsors, the teacher will be remunerated at the salary point determined as follows: (a) If the teacher is appointed to a promotion rank, without a break in service, at the same rank or above the substantive rank of his/her former post, he/she will be remunerated as if the appointment / promotion is in the same school (b) If the teacher is appointed to a promotion rank of the same grade but below the substantive rank of his/her former post, without a break in service, he/she will be remunerated at the starting point of the new post, plus incremental credit for experience acquired while serving at the promotion rank which is at or above the new rank. The new salary is capped by the maximum salary point of the new post. (c) If there is a break in service, he/she should be remunerated at the minimum point of the pay scale for the rank prevailing at the time of appointment. (Please see **Note 8** for other conditions.)

Note 1
This refers to the special arrangement for pay on appointment when introducing the revised starting salaries on 1 April 2000. For details, please refer to Appendix 9B.

Note 2
This rule will apply from 1 September 2006 with **no retrospective effect**. For example, a teacher who has no teaching service from 1.7.2006 to 31.8.2006 (2 months) is considered to have a break in service. However, there is no break in service if a teacher has no teaching service from 1.9.2006 to 31.8.2007 (one year). (There is flexibility in treating the period without teaching service from 1.9.2006 to 2.9.2007 as not a break in service in case the first school day of the new school year is 3.9.2007 (Monday).) If the teacher has no teaching service from 1.8.2006 to 31.1.2007 (6 months, with one month falling before 1.9.2006), the teacher is considered to have no break in service.

Note 3
Teaching experience with salary paid by the school operator's own funding is currently counted for incremental purpose but neither counted for promotion purpose nor regarded as "serving teachers".

Note 4
For instance, government school teachers are exempted from registration under the Education Ordinance and their post-qualification teaching experience in government schools may be counted for incremental purpose irrespective of the RT status.

Note 5
Suppose a teacher holding a Certificate in Primary Education was appointed as CM in a primary school on 1.9.2001. He entered at MPS Pt. 12 and would proceed to MPS Pt. 16 on 1.9.2005 (4 years of teaching experience) if he continued to teach in the primary school. However, if he changed to a secondary school to take up a CM post on 1.9.2005, his salary would become MPS Pt. 15 under the existing rules (starting point at MPS Pt. 11 for teacher training not matching with the school level + 4 increments for 4 years of teaching experience). The salary particulars could not be retained even though there was no break in service.

Note 6
1. A teacher at a basic rank (CM/APSM/GM) changing his/her appointment from one aided school to another aided school without changing the rank should be allowed to retain all the salary particulars in the previous post provided that there is no break in service **except** the following cases:
(a) For GM changing to APSM, the new salary point is capped by the maximum pay point of APSM.
(b) If the pay point of an untrained APSM on appointment to the rank of GM is below the prevailing salary bar of his/her new post of GM, he/she can progress along the respective pay scale to the new salary bar.
(c) If the pay point of the untrained APSM is at or above the prevailing salary bar of his/her new post of GM, his/her salary will be frozen at that pay point before completion of teacher training.
(d) An untrained GM on appointment to the rank of APSM can progress along the respective pay scale to the new salary bar.

2. The salary particulars may not be retained also in the following cases:
(a) the service is not continuous between the former and the new teaching appointment;
(b) the teacher has taken no-pay leave in the former teaching post; and
(c) the full time equivalence of the new teaching post is not the same as the former one.

Note 7

The specified non-standard qualifications include the followings:

(a) Approved Post-secondary Secondary College (APSC) diplomas from:

- Hong Kong Baptist College (now known as Hong Kong Baptist University);
- Lingnan College (now known as Lingnan University); and
- Shue Yan College;

(b) Higher Certificate / Professional Diploma / Higher Diploma / Diploma / Certificate (Commerce / Secretary) plus one/two years of relevant post-qualification experience and without technical teacher training from:

- Hong Kong Polytechnic University (former Hong Kong Polytechnic);
- City University of Hong Kong (former City Polytechnic of Hong Kong); and
- technical institutes (former Technical College);

(c) Diploma (before 1994 and for Music only) and Advanced Diploma (after 1994 and for Music only) from Hong Kong Academy for Performing Arts (APA).

Note 8

For the purpose of this rule, the teacher's former post in a government, caput, BPS or DSS school should be considered as if his/her post is in an aided school.

For example, teachers changed from SGM to PGM or from HMII to HMI would be benefited from the rule. However, this rule is not applicable to teachers changed from GM to SGM or from APSM to PSM in which cases the teachers upon promotion would normally be remunerated at the minimum point of the respective promotion rank.

Appendix 13

SAMPLE
Certificate of Service

Name: ***Mr/Miss/Mrs/Ms** _____

Identity Card No.: _____ **Registered/Permitted Teacher No.:** _____

Rank: _____
(e.g. CM, GM, LTII, ACO, RN, etc.)

***** regular / temporary
***** full time / part time ( ) (Specify the fraction)

Source of Funding: ***Salaries Grant / Admin. Grant / Rev. Admin. Grant /
QEF / OEBG / EOEBG/ CEG / General (Subscription) Funds /
Others _____
(Please specify)

Period of Service: From_____to_____
(dd/mm/yyyy) (dd/mm/yyyy)

No-pay Leave Taken: _____days

Last Monthly Salary: $_____

***MPS / TPS / MOD I Point___ [*Reference / Increment
(previously known as delinked/adjusted)]

Incremental Date: 01/_____
dd/mm (inclusive of adjusted incremental date for taking no pay leave/ other reasons)

Sick Leave Balance: ____ days

Reason(s) for Leaving: *Resignation due to personal reasons/ Retirement / Expiry of contract /
Dismissal / Summary dismissal /
Others _____
(Please specify)

Others:

Provident Fund	☐#
*Severance Payment/ Long Service Payment	☐#
Ex-gratia Payment under the Early Retirement Scheme	☐#

(# Please ✓ if the payment *has been/ will be claimed)

School Chop

_____
SIGNATURE OF SUPERVISOR

_____
NAME OF SUPERVISOR

_____
NAME OF SCHOOL

_____
DATE

*** Please delete if inapplicable.**

Appendix 14

Identification of Affected Staff in Aided Schools

Aided schools' teaching and non-teaching staff satisfying the following four conditions are identified as affected staff who are entitled the normal conversion:

(i) remunerated under the Salaries Grant; and

(ii) serving at entry rank on the implementation date of the new starting salaries; and

(iii) with salaries not at the salary bar point* or the maximum salary point of the respective rank as at the implementation date of the new starting salaries; and

(iv) with salaries assessed on basis of the reduced starting salary effective from 1.4.2000.

* The salary bars of untrained teachers are MPS Pt.19 for CM and MPS Pt.22 for GM/APSM (effective from 1.8. 2007).

Affected staff include:

- staff who joined your school
  - with a break in service on or after 1.4.2000; or
  - without any previous relevant experience on or after 1.4.2000; or
  - with previous continuous relevant experience only on or after 1.4.2000; or
  - with some previous continuous relevant experience in private sector on or after 1.4.2000; or
  - with some previous continuous relevant experience paid by private funds on or after 1.4.2000;
- teachers who changed, on or after 1.4.2000,
  - from graduate to non-graduate post, e.g. GM to CM, or APSM to CM; or
  - from higher rank to lower rank, e.g. SGM to GM, or PSM to APSM, or AM to CM; or
  - from non-graduate to graduate post, e.g. CM to GM, or CM to APSM, whose salary was calculated on the basis of the prevailing starting salary (i.e. reduced starting salary) plus incremental credit for experience (ICE) (other than the fit-in salary arrangement for regrading).
  - from CM to GM with salary determined by fit-in arrangement which provide the same result as reassessment on basis of prevailing starting pay point of GM i.e. MPS Pt 12, plus ICEs; and whose appointment as CM was before 1.4.2000.

Note: In general, staff members who have entered the reference (delinked) salary scale upon their appointment in aided schools sector are affected staff. Under special situation, staff members satisfying the above conditions may enter the increment (adjusted) salary scale and they may also be affected staff (e.g. a teacher who joined a government / DSS / caput school on 1.9.2000 and later transferred to an aided school may enter at increment (adjusted) salary scale but he is still an affected staff as his salary was calculated on basis of reduced starting salary effective from 1.4.2000).

Appendix 15

Rules for Determining Pay Point after Normal Conversion

1. Find out the existing salary point of affected staff as at 1.8.2007.
2. Identify the revised starting salary point for the rank of the staff concerned effective from 1.8.2007 on basis of his qualifications. For GM & APSM, the revised starting salary points are both MPS Point 17. For CM with standard qualifications, the revised starting salary point is MPS Point 14. Please refer to Appendix 5 for revised starting salary points for individual sub-standard qualifications for CM and non-teaching staff.
3. Compare the existing salary point with the revised starting salary point. The pay point after normal conversion should be:
   (i) brought up to the revised higher entry pay point if their existing pay is <u>below</u> the new starting salary; and
   (ii) brought up to the next higher pay point (including omitted points for non-teaching staff, if any) if their existing pay is equal to or above the revised higher starting salary, subject to the maximum pay point of their ranks and the respective salary bar for teachers, if applicable.
4. Re-align the incremental date to 1 August if the staff's pay point before normal conversion on the effective date of the revised starting salaries (1.8.2007) is two or more pay points below the revised starting salaries.
5. Award an additional increment of 2 pay points to GM / APSM with appropriate teacher training qualification (e.g. appropriate PGCE or equivalent) as special IAQ on top of the normal conversion.
6. Award an additional increment of 1 pay point to CM with appropriate teacher training qualification as special IAQ on top of the normal conversion.
7. Affected CM and GM with salaries already at the old salary bar point of MPS Pt. 17 on the date of normal conversion (1.8.2007) are awarded one salary point with their incremental dates remain unchanged.
8. Affected APSM with salaries already at the salary bar point of MPS Pt. 22 on the date of normal conversion (1.8.2007) are not awarded any salary point.

<u>Note</u>:

	<u>For Teachers with Appropriate Teacher Training</u>
1	Affected GM with appropriate teacher training below MPS Pt. 17 will be converted to MPS Pt. 19 where those at MPS Pt. 17 to 30 will be brought up by 3 points (1 for normal conversion, 2 for special IAQ) and those above MPS Pt. 30 will be converted to MPS Pt. 33 (1 for normal conversion, 2 for special IAQ, subject to maximum salary point).
2	Affected APSM with appropriate teacher training below MPS Pt. 17 will be converted to MPS Pt. 19 where those at MPS Pt. 17 to 26 will be brought up by 3 points (1 for normal conversion, 2 for special IAQ) and those above MPS Pt. 26 will be converted to MPS Pt. 29 (1 for normal conversion, 2 for special IAQ, subject to maximum salary point).
3	Affected CM with appropriate teacher training at MPS Pt. 13 to 22 will be brought up by 2 points (1 for normal conversion, 1 for special IAQ) and those above MPS Pt. 22 will be converted to MPS Pt. 24 (1 for normal conversion, 1 for special IAQ, subject to maximum salary point).

Appendix 16

Pay Arrangements on Appointment to the Ranks of RN, RN(Psy) and NO in Aided Special Schools

1. For serving RN, RN(Psy) and NO paid by the Salaries Grant upon their transfer to the same rank in aided special schools without a break in service [Note 1], their salaries would be determined by the "carry-forward" arrangement. If there is a break in service, their salaries would be determined by the "re-assessment" arrangement [Note 2].

2. With effect from 1.9.2021, salaries of RN, RN(Psy) and NO would be determined by the "re-assessment" arrangement on the prevailing pay scale upon the following appointments / transfers to aided special schools paid under the Salaries Grant:
   (a) Nurses who were paid under non-Salaries Grant in aided schools; and
   (b) Nurses transferring from the civil service or other subvented sectors; and
   (c) Serving nurses who were appointed on or after 1.9.2021 under the Salaries Grant and have a change of rank (i.e. from NO to RN/RN(Psy), from RN to NO, from RN to RN(Psy) and from RN(Psy) to RN).

3. In the case of appointment/ promotion from RN(Psy) to NO, as the salary scale of a RN(Psy) (MPS Pt 17 - 26) overlaps that of a NO (MPS Pt 26 –34), the appointees'/ promotees' salary scale and incremental date will be determined as follows:

   (i) if their pay before appointment/ promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their appointment/ promotion;
   (ii) if their pay before appointment/ promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
   (iii) if the appointees/ promotees are already receiving the maximum pay of their former office at the date of appointment/ promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of appointment/ promotion.

4. For serving RN paid by the Salaries Grant who were appointed before 1.9.2021, upon their transfer to aided special schools without a break in service as RN(Psy), their salaries would be
   (a) determined by the "carry-forward" arrangement if their pay before the appointment as RN(Psy) is not less than the minimum of the pay scale of RN(Psy); or
   (b) the minimum of the pay scale of RN(Psy) if their pay before the appointment as RN(Psy) is less than the minimum of the pay scale of RN(Psy).

Note:

1. For non-teaching staff, a break in service refers to a period exceeding 45 consecutive days.
2. Under the "re-assessment" arrangement for nurses, only recognised post-qualification work experience (e.g. in hospitals/clinics managed under the Department of Health/Hospital Authority) with the appropriate Certificate of Registration as RN or RN (Psy) would be counted for incremental purpose. For the appropriate Certificate of Registration required for the respective ranks, please refer to the Compendium to Code of Aid for Aided Schools for details.