

Principles on the use of the School Executive Officer Grant (SEOG)

Schools are required to use the SEOG to recruit at least one full-time school-stationed School ExO with a local bachelor's degree (or equivalent), or, in light of school-based circumstances and students' needs, procure from service provider(s) school administration-related service, which should include the provision of at least one full-time school-stationed School ExO to perform duties of School ExO as proposed in **Appendix 1**. Any unspent balance of SEOG may be used to procure school administration-related service or recruit additional administrative staff. All costs incurred by employment, including salaries, leave entitlement and statutory benefits, such as Mandatory Provident Fund, Long Service Payment and Severance Payment, should be covered by the grant.

For schools that procure school administration-related service from service provider(s) with the SEOG, the service rendered by the service provider(s) may include:

- review of school-based policies and mechanisms (e.g. matters on staff development, staff management and financial management) to enhance the school administrative capacities and ensure compliance with relevant ordinances, regulations and requirements;
- provision of professional advice and administrative support, such as appointment of professionally qualified personnel to the school's working groups to assist in improving the school's workflow and strengthening internal control;
- creation of inter-school platforms for professional sharing and promotion of exchange among schools through different working groups or regular meetings; and
- provision of opportunities for collaboration among schools, such as joint-school training activities related to school administration or development of shared electronic systems.

Points to note for procurement of external service and appointment of staff

Government, aided, caput and DSS schools should note that the principle of equal opportunity should be duly observed in every procedure governing recruitment and appointment to avoid any forms of discrimination. Schools are also encouraged to consider employing people with disabilities if appropriate. Details on appointment matters, including the adoption of the Sexual Conviction Record Check Scheme and download of Appointment Forms of Non-teaching Staff in Aided Schools are provided on the Appointment Matters page of the EDB website.

Schools are required to act as good employers by determining reasonable remunerations for their staff, observing the terms of the contract into which they have entered with their employees and maintaining good communication with employees on such appointment matters as salaries and benefits. On the basis of fairness, reasonableness and lawfulness, schools should establish a well-defined mechanism for pay adjustment and adjust the pay of their staff appropriately, having regard to local economic situation and the actual circumstances of their staff. Schools should also enhance the transparency of their management and ensure that their employees are well aware of the salary adjustment mechanism and the way resources are deployed.

1. Government schools

- (i) Government schools should employ at least one full-time School Administrative Executive according to the terms and conditions under the Non-Civil Service Contract Staff Scheme.
- (ii) Government schools should comply with the requirements under the Employment Ordinance, Employees' Compensation Ordinance and Minimum Wage Ordinance, as well as related guidelines when they employ non-civil service contract (NCSC) staff. They should follow the procedures set out in EDB Internal Circular No. 6/2010 on employment of NCSC staff and ensure that the principles of openness and fairness are upheld when the SEOG is used to employ NCSC staff.
- (iii) Government schools should also be aware of the statutory obligations of EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap 485), and follow the Bureau's procedures to bring employees under a Mandatory Provident Fund Scheme.

2. Aided, caput and DSS schools

- (i) Aided and caput schools should refer to EDB Circulars and guidelines and observe the relevant tendering and procurement procedures, as well as the Points to Note on Handling Appointment Matters in Aided Schools posted on the Appointment Matters page of the EDB website.
- (ii) To avoid conflict of interests in the procurement of services and appointment of staff, caput schools and DSS schools should observe, where appropriate, the procedures and the points to note set out in various circulars.
- (iii) Aided, caput and DSS schools should comply with relevant statutory requirements, such as the Education Ordinance, Employment Ordinance, Mandatory Provident Fund Schemes Ordinance, Employees' Compensation Ordinance, and Minimum Wage Ordinance.