

Examples of Usage

1. *Some examples of usage*

The following are some examples that illustrate how schools may use CEG for hiring outside services and/or personnel outside the approved staff establishment on a temporary basis to achieve the specific purposes of the grant –

- (i) To hire outside services to assist in curriculum development, etc
- (ii) To employ temporary/supply teachers to relieve regular teachers from their teaching load so that the latter will have more time for curriculum development and assessment for learning, etc
- (iii) To employ temporary clerical staff to take up non-teaching duties currently performed by teachers
- (iv) To employ teaching assistants to assist teachers in preparing teaching materials and other teaching related tasks

Note 1: Temporary monthly-paid teachers appointed under CEG who possess relevant qualifications and experience and are required to perform the same duties as required of regular teachers should be paid according to the appropriate salary scales, and their experience should count for incremental purposes when appointed as teachers in aided or government schools.

Note 2: Payments relating to employment of staff like salary, contribution to the Mandatory Provident Fund, long service payment/severance pay and any statutory benefits conferred by the Employment Ordinance are all included in the grant. Schools should not claim supply teacher or Substitute Teacher Grant from EDB in case the temporary teachers employed under CEG take leave.

2. *Items not to be charged to CEG*

Schools should **NOT** use CEG to -

- (i) employ regular staff who counts towards the approved staff establishment
- (ii) pay full-time staff to take up extra responsibilities
- (iii) grant fringe benefits to staff
- (iv) acquire/repair furniture and equipment items
- (v) carry out alteration/addition/renovation works
- (vi) provide subsidy to students for patronizing tutorial schools
- (vii) procure services or practice materials to drill students in preparation for the assessment for learning

In this connection, aided non-IMC/IMC schools are reminded that they should observe the User Guides of [OEBG/EOEBG](#) uploaded on EDB Homepage. Other subvented schools eligible for CEG should note these principles and rules for information.