

Points to Note for Hiring Outside Services and Staff Appointment

1. *Government Schools*

- (i) Government schools should comply with the relevant rules and regulations relating to hire of services and appointment of non-civil service contract (NCSC) staff. They should in particular follow the procedures set out in the Education Bureau (EDB) Internal Circular No. 6/2010 on NCSC staff appointment to ensure that the principles of openness and fairness are upheld when CEG is deployed for employment of NCSC staff.
- (ii) They should also note the statutory duties of EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap 485), and follow the Bureau's procedures for enrolment of relevant employees into a Mandatory Provident Fund scheme.

2. *Aided Schools*

- (i) Aided schools, on the other hand, should observe [EDB Circular No. 4/2013](#) dated 30 April 2013 on Tendering and Purchasing Procedures in Aided Schools and the relevant circulars and guidelines on appointment matters in aided schools issued by EDB from time to time.
- (ii) To avoid conflict of interests relating to the procurement of services and the appointment of staff, caput schools, schools under the Direct Subsidy Scheme (DSS) and schools operating full-time Initiation Programme for newly arrived children (IP schools for NAC) should observe, where appropriate, the procedures and points to note contained in the afore-mentioned circulars and guidelines.
- (iii) Aided, caput and DSS schools and IP schools for NAC should also comply with relevant statutory requirements such as the Education Ordinance, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance.

3. *All Schools*

- (i) Government, aided, caput, DSS schools and IP schools for NAC are reminded that participants of the early retirement schemes for aided primary and secondary school teachers are not allowed to take up full-time or part-time teaching employment (including teaching posts created by government funds which are for the purpose of providing additional teachers to schools, but excluding daily rated part-time jobs with each of the duration not more than 90 days) in their schools.
- (ii) Schools should observe the principle of equal opportunities and avoid any form of discrimination in all recruitment and appointment procedures. When employing staff, schools are encouraged to employ people with disabilities if they are found suitable.
- (iii) Schools should adopt the practices of good employers in the employment of staff. They should set reasonable remuneration for their staff, observe the terms of employment in the contract signed with staff and maintain good communication with them on employment matters such as salaries and benefits, etc. On the basis of fairness, reasonableness and lawfulness, schools should establish a well-defined mechanism of pay adjustment and adjust the pay of the staff appropriately, having regard to the economic environment in the society and actual circumstances of the staff. They should also increase the transparency in their management and keep their staff well-informed of the salary adjustment mechanism and how relevant resources are deployed.