

Change of Rank within Grade

Points to Note

- Change of rank within grade on grounds of unsatisfactory performance can be one of the terms/conditions of service in the letter of appointment/employment contract/confirmation letter for promotion.
- The mechanism for change of rank within grade should be set up in consultation with staff before implementation.
- The rank changed should normally be one rank lower than the staff's existing rank.
- The change of rank should take effect on a date specified by the IMC and, as far as practicable, agreeable to the staff.
- The decision to change of rank within grade of a staff member should be supported and approved by the majority of the Incorporated Management Committee (IMC) members at a meeting with all decision and documents properly recorded.
- For the purpose of salary administration, the IMC should inform the Education Bureau promptly of the case in writing.

[When handling cases on change of rank arising from reduction of classes, the IMC should follow the procedures stipulated in relevant circulars in force for secondary, special and primary schools as appropriate.]

Dos and Don'ts

Dos

- ✓ set up a formal and objective staff appraisal system
- ✓ draw up, in consultation with staff, a set of fair, objective and transparent criteria for measuring substandard performance leading to change of rank within grade as well as the procedures for handling change of rank within grade with an appeal mechanism; and ensure the criteria and procedures are agreed on in the IMC and with the staff
- ✓ make the criteria and procedures explicitly known to the staff and reiterate such criteria and procedures to the staff upon their promotion
- ✓ give sufficient warning and a grace period to the staff concerned to make improvement and adequate opportunity for him to appeal before change of rank
- ✓ sign a written confirmation with the staff concerned should change of rank take place

Don'ts

- ✘ implement any set of criteria or mechanism for handling change of rank without consulting the staff
- ✘ handle any change of rank in an unfair and subjective manner

Reference Materials:

§ Section 13.7 of the Code of Aid for Aided Schools

§ Appendix F of the Supplement to School Administration Guide

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School Development Division