

# Personnel Management

## Key Message

The Incorporated Management Committee (IMC) is responsible for the management of a professional team of teaching and non-teaching staff in school. In all circumstances, the IMC is required to adopt an open, fair and competitive appointment system, and to uphold the principles of meritocracy, natural justice, equal opportunity and fairness in handling all personnel and staff-related matters. The IMC must ensure the compliance of relevant requirements of the Education Ordinance and Regulations, Employment Ordinance and employment-related ordinances, and relevant provisions in the Code of Aid for Aided Schools (COA), including instructions the Education Bureau may issue from time to time.

## Points to Note

The following personnel issues of regular staff under the approved staff establishment can be approved by the IMC and prior approval from the Permanent Secretary for Education is no longer required.

- **Withholding salary increment** [Section 10.1(b)(ii) of the COA and Appendix A of the Supplement to School Administration Guide (SAG)] \*;
- **Change of rank within grade** [Section 13.7 of the COA and Appendix F of the Supplement to SAG] \*;
- **Direct appointment of staff to promotion ranks** [Section 13.3(e) of the COA and Appendix D of the Supplement to SAG];
- **No-pay leave** [Section 13.9 of the COA and Appendix H of the Supplement to SAG];  
and
- **Other acceptable/equivalent training courses for promotion purposes** [Section 5 of the Compendium to COA].

The following personnel issue of regular staff under the approved staff establishment has been streamlined.

- **Termination of employment** [Section 13.5 of the COA and Section 6 of the Compendium to COA]. \*

\* Applicable to staff appointed commencing the beginning of the school year subsequent to the incorporation of the IMC.

## **Reference Materials:**

- § Code of Aid for Aided Schools
- § Compendium to Code of Aid for Aided Schools
- § Supplement to School Administration Guide

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School Development Division