

## **Normal Conversion Arrangement for Staff in Aided Schools**

### **Revised Starting Salaries and Revised Pay Scales**

1. Teachers (except daily-rated supply teacher)<sup>Note 1</sup> and some non-teaching staff<sup>Note 2</sup> in aided schools are remunerated on the basis of the civil service pay scales, with payrolls administered by the Education Bureau (EDB). The revised starting salaries will apply directly to new appointees automatically.

2. The revised starting salaries for the entry ranks of the concerned grades will not affect the maximum pay point of these ranks. The revised pay scales effective from 1 August 2007, together with the old scales being used before 1 April 2000 and the existing scales in use since 1 April 2000, are tabled at Appendix 1.

### **Normal Conversion Arrangement for Affected Serving Teaching and Non-teaching Staff in Aided Schools**

3. As the new starting salaries are higher than the existing starting salaries which have been implemented since April 2000, there is a need to adjust the pay of those serving teaching and non-teaching staff who were appointed to the entry ranks of these grades prior to the implementation of the increased starting salaries, i.e. 1 August 2007, and are still serving on the entry ranks. This is necessary because a serving (and therefore more senior) staff should not be paid less than his junior in the same entry rank (unless for very special reasons such as the award of additional increments for relevant previous experience).

4. The pay of the affected serving teaching and non-teaching staff should be adjusted in accordance with the normal conversion arrangement, viz.

- (a) where the pay of an affected staff is lower than the revised starting salary for his rank on 1 August 2007, his salary will be brought up to a level equal to the new starting salary; and
- (b) where the pay of an affected staff is equal to or higher than the revised starting salary for his rank on 1 August 2007, his pay will be brought up to the next higher pay point (including omitted point, if any), subject to the maximum pay point of his rank and the salary bar, if applicable.

5. The incremental date of an affected staff will be re-aligned to 1 August if his / her pay point before 1 August 2007 is two or more pay points below the new starting salaries.

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<sup>Note 1</sup> Including teachers appointed under the Native-speaking English Teacher Scheme and monthly-paid supply teachers whose salaries are pegged to comparable government teachers and paid by the Salaries Grant.

<sup>Note 2</sup> These non-teaching staff in aided schools include Speech Therapists, Registered Nurse, Clerical Assistants, etc. whose salaries are pegged to comparable civil service ranks and whose payrolls are administered by the EDB.

For those teaching and non-teaching staff whose incremental date will be re-aligned to 1 August, they will earn their annual increment one year after 1 August 2007 if they have not reached the maximum pay point of the pay scales of their ranks.

### **Special Incremental Award for Qualification**

6. The teaching grades are the only ones in the whole civil service with the general grant of incremental award for qualification (IAQ) plus a barring arrangement for failure to acquire a specific qualification<sup>Note 3</sup>. In view of its unique nature, additional pay point(s), as a special arrangement, will be granted to affected teachers, in government and aided schools, on top of normal conversion upon the implementation of the new starting salaries. An award of two additional IAQ pay points will be granted to Graduate Masters/Mistresses (GMs) with appropriate Post-graduate Certificate in Education (PGCE) or equivalent in aided secondary schools and to Assistant Primary School Masters/Mistresses (APSMs) with appropriate PGCE or equivalent in aided primary schools on top of the normal conversion arrangement. Besides, some aided schools have been recruiting Certificated Masters/Mistresses (CMs) who do not meet the relevant entry requirements (e.g. a local degree holders without teacher training holding a CM post in primary school) at one to three pay points below the starting salary. These CMs are granted one increment upon completion of appropriate teacher training. The special IAQ arrangement will also be applicable to CMs in aided schools (i.e. qualified CMs will receive one additional pay point on top of the normal conversion arrangement).

7. The rules for determining pay after the normal conversion and some samples of normal conversion tables are provided at Appendix 2 and Appendix 3 respectively for reference.

### **Identification of Affected Staff**

8. The normal conversion arrangement applies to all affected serving teaching and non-teaching staff appointed on or after 1 April 2000 and still serving at the entry ranks of those grades whose starting salaries will be revised. The rules for identifying affected staff are provided at Appendix 4 for reference.

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<sup>Note 3</sup> An additional two pay points as IAQ will be granted to aided school graduate post teachers for acquisition of appropriate Post-graduate Certificate in Education or equivalent upon their joining the schools. Teachers without this qualification are barred from advancement beyond a specified pay point.

Salary Scales for CM / APSM / Clerical / Workman in Aided Primary Schools

Appendix 1

Post / Entry Qualification		Old Scale before 1.4.00	Existing Scale on or after 1.4.00	Revised Scale on or after 1.8.07
CM	TC 3yr/ACTE/2yr (82 or after)	14-24	12-24	14-24
	TC 2yr (before 82)	13-24	11-24	13-24
	ICTT(P) / TC (1 yr)	13-24	11-24	13-24
	Cert. in Prim. Ed.	14-24	12-24	14-24
	Cert. in Sec. Ed.	13-24	11-24	13-24
	Degrees			
	i) -PGCE	13-19#-24	11-17#-24	13-24&
	ii) +PGCE	14-24	12-24	14-24
	Other degrees (e.g. 3 Taiwan universities)	11-19#-24	9-17#-24	11-24&
	Non Local-Equivalent Degree + local PGCE (w.e.f. 1.9.96)	13-24	11-24	13-24
	APSC Dip	11-19#-24	9-17#-24	11-24&
	APA Dip(before 94)/Adv Dip(94 & after)(Music only) + HKCE			
	HD accredited by HKCAA			
	i) H Dip/H Cert/Prof Dip + 1 yr relevant post- qualification experience	11-19#-24	9-17#-24	11-24&
	ii) Dip + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	12-24	10-24	12-24
	iii) Dip + 2yr relevant post-qualification experience	11-19#-24	9-17#-24	11-24&
	iv) Cert(com/sec) + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	12-24	10-24	12-24
	v) Cert(com/sec) + 2 yr relevant post-qualification experience	11-19#-24	9-17#-24	11-24&
ICTT(S)	12-24	10-24	12-24	
R10 (not eligible for promotion)	10-19#-24	8-17#-24	10-24&	
UQT	4	4	4	
NGTQA Part I & II				
((ICTT(P) lifts bar but gets no additional increment)	12-19#-24	10-17#-24	12-24&	
NGTQA Part I, II & III				
(Certificate lifts bar and gets one additional increment; ICTT(P) lifts bar but gets no additional	12-19#-24	10-17#-24	12-24&	
APSM	17-27#-29	12-22#-29	17-29&	
ACO	3-15	2-15	3-15	
CA	1-10	0-10	1-10	
Workman II	(MOD I 1-3)	(MOD I 0-8)	(MOD I 0-8)	

# : Salary bar

& : Salary bar to be announced in due course

## Salary Scales for CM in Aided Secondary Schools

Appendix 1

Post / Entry Qualification	Old Scale before 1.4.00	Existing Scale on or after 1.4.00	Revised Scale on or after 1.8.07
TC 3yr/ACTE/2yr (82 or after)	14-24	12-24	14-24
TC 2yr (before 82)	13-24	11-24	13-24
ICTT(S)	13-24	11-24	13-24
Cert. in Sec. Ed.	14-24	12-24	14-24
Cert. in Prim. Ed.	13-24	11-24	13-24
Degrees			
i) -PGCE	14-19#-24	12-17#-24	14-24&
ii) +PGCE	14-24	12-24	14-24
Other degrees (e.g. 3 Taiwan universities)	12-19#-24	10-17#-24	12-24&
Non Local-Equivalent Degree + local PGCE (w.e.f. 1.9.96)	14-24	12-24	14-24
APSC Dip	12-19#-24	10-17#-24	12-24&
APA Dip(before 94)/Adv Dip(94 & after)(Music only) + HKCE			
HD accredited by HKCAA			
i) H Dip/H Cert/Prof Dip + 1 yr relevant post- qualification experience	14-19#-24	12-17#-24	14-24&
ii) Dip + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	15-24	13-24	15-24
iii) Dip + 2yr relevant post-qualification experience	14-19#-24	12-17#-24	14-24&
iv) Cert(com/sec) + 1 yr relevant post-qualification experience + 1 yr FT (2 yr PT) technical teacher training	14-24	12-24	14-24
v) Cert(com/sec) + 2 yr relevant post-qualification experience	14-19#-24	12-17#-24	14-24&
ICTT(P) / TC (1 yr)	12-24	10-24	12-24
R10 (not eligible for promotion)			
UQT	4	4	4

# : Salary bar

& : Salary bar to be announced in due course

## Salary Scales for GM / LT/ Clerical / Workman in Aided Secondary Schools

Appendix 1

Post / Entry Qualification		Old Scale before 1.4.00	Existing Scale on or after 1.4.00	Revised Scale on or after 1.8.07
GM	Degree (award of 2 increments on completion of PGCE and allowed to go to Pt. 33)	17-22/27#-33	12-17#-33	17-33&
	Degree (appointed before 5.12.80)	17-33	N.A.	N.A.
	Degree + PGCE/TC/PGCE+TC (including non local-equivalent degree + local PGCE w.e.f. 1.9.95)	19-33	14-33	19-33
LT	Lab Tech III	TPS 4-6	TPS 3-6	TPS 4-6
	Lab Tech II	10-17@-21	6-21	8-21
ACO		3-15	2-15	3-15
CA		1-10	0-10	1-10
OA		1-6	0-6	1-6
Typist		2-10	1-10	2-10
Workman II		(MOD I 1-3)	(MOD I 0-8)	(MOD I 0-8)

# : Salary bar

& : Salary bar to be announced in due course

@ : Efficiency bar

## Salary Scales for Non-teaching Staff in Special Schools

Appendix 1

Post	Old Scale before 1.4.00	Existing Scale on or after 1.4.00	Revised Scale on or after 1.8.07
Educational Psychologist II	25-33	20-33	25-33
Occupational Therapist Assistant	7-15	7-15	7-15
Occupational Therapist II (*o.pt.16)	14-24	12-24	14-24
Physiotherapist II	14-24	12-24	14-24
Speech Therapist	18-33	13-33	18-33
Assistant Social Work Officer (*o.pt.20,24&30)	18-33	13-33	18-33
Assistant Social Work Officer (hold against SSWA)	-	13-29 (w.e.f. 1.9.2003)	18-29
Social Work Assistant / BSM I (*o.pt.13)	11-22	7-22	9-22
Welfare Worker / BSM II	7-17	6-17	7-17
Registered Nurse (*o.pt.17&21)	15-25	13-25	15-25
Enrolled Nurse (*o.pt.11&15)	9-21	5-21	7-21
Houseparent / Programme Worker (*o.pt.13)	11-22	7-22	9-22
Houseparent-in-charge (+2 add pts)	11-22	7-22	9-22
Learning Support Assistant	-	4	4
Lab Tech III	TPS 4-6	TPS 3-6	TPS 4-6
Lab Tech II	10-17@ - 21	6-21	8-21
Workshop Attendant	MODI 4-8	MODI 3-13	MODI 3-13
Workshop Instructor III	6-13	6-13	6-13
Artisan / Cook	6-8	5-8	5-8
Motor Driver	6-8	5-8	5-8
Special Driver	9-10	8-10	8-10
Braille Staff	8-15	4-15	6-15
Teacher Assistant	MODI 1-3	MODI 0-8	MODI 0-8
OA	1-6	0-6	1-6
CA	1-10	0-10	1-10
ACO	3-15	2-15	3-15
Janitor Staff / Workman II / Labourer / Amah	MODI 1-3	MODI 0-8	MODI 0-8
Watchman	MODI 4-8	MODI 3-13	MODI 3-13

@ : Efficiency bar

### Rules for Determining Pay Point after Normal Conversion

1. Find out the existing salary point of affected staff as at 1.8.2007.
2. Identify the revised starting salary point for the rank of the staff concerned effective from 1.8.2007 on basis of his qualifications. For GM & APSM, the revised starting salary points are both MPS Point 17. For CM with standard qualifications, the revised starting salary point is MPS Point 14. Please refer to Appendix 1 for revised starting salary point for individual sub-standard qualifications for CM and non-teaching staff.
3. Compare the existing salary point with the revised starting salary point. The pay point after normal conversion should be:
  - (i) brought up to the revised higher entry pay point if their existing pay is below the new starting salary; and
  - (ii) brought up to the next higher pay point (including omitted points for non-teaching staff, if any) if their existing pay is equal to or above the revised higher starting salary, subject to the maximum pay point of their ranks and the respective salary bar for teachers, if applicable.

**Please note that the salary bars of the untrained teachers are under review.**

4. Re-align the incremental date to 1 August if the staff's pay point before normal conversion on the effective date of the revised starting salaries (1.8.2007) is two or more pay points below the revised starting salaries.
5. Award an additional increment of 2 pay points to GM / APSM with appropriate teacher training qualification (e.g. appropriate PGCE or equivalent) as special IAQ on top of the normal conversion.
6. Award an additional increment of 1 pay point to CM with appropriate teacher training qualification as special IAQ on top of the normal conversion.

Note :

#### **With Appropriate Teacher Training**

1. Affected GM with appropriate teacher training below MPS Pt. 17 will be converted to MPS Pt. 19 where those at MPS Pt. 17 to 30 will be brought up by 3 points (1 for normal conversion, 2 for special IAQ) and those above MPS Pt. 30 will be converted to MPS Pt. 33 (1 for normal conversion, 2 for special IAQ, subject to maximum salary point).
2. Affected APSM with appropriate teacher training below MPS Pt. 17 will be converted to MPS Pt. 19 where those at MPS Pt. 17 to 26 will be brought up by 3 points (1 for normal conversion, 2 for special IAQ) and those above MPS Pt. 26 will be converted to MPS Pt. 29 (1 for normal conversion, 2 for special IAQ, subject to maximum salary point).
3. Affected CM with appropriate teacher training at MPS Pt. 13 to 22 will be brought up by 2 points (1 for normal conversion, 1 for special IAQ) and those above MPS Pt. 22 will be converted to MPS Pt. 24 (1 for normal conversion, 1 for special IAQ, subject to maximum salary point).

### Samples of Normal Conversion Tables

(Note: The salary bars of untrained teachers are under review. Only sample of untrained APSM is provided for illustration. It is subject to changes depending on the results of the review of salary bars.)

### Teaching Staff

Table 1(A) : GM (Starting pay point: MPS Pt. 12 → MPS Pt. 17)

**(With PGCE or equivalent)**

Assume the existing incremental date before normal conversion is 1 September

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007# After Conversion	Pay Point on 1 August 2007** After Special IAQ	Pay Point on 1 September 2007	Next Incremental Date
33	33	33	33	N.A.
32	33	33	33	N.A.
31	32	33	33	N.A.
30	31	33	33	N.A.
29	30	32	33	N.A.
28	29	31	32	1.9.2008
27	28	30	31	1.9.2008
26	27	29	30	1.9.2008
25	26	28	29	1.9.2008
24	25	27	28	1.9.2008
23	24	26	27	1.9.2008
22	23	25	26	1.9.2008
21	22	24	25	1.9.2008
20	21	23	24	1.9.2008
19	20	22	23	1.9.2008
18	19	21	22	1.9.2008
17	18	20	21	1.9.2008
16	17	19	20	1.9.2008
15	17	19	19	1.8.2008
14	17	19	19	1.8.2008

# Salaries below MPS Pt. 17 will be brought up to MPS Pt. 17 and salaries at or above MPS Pt.17 will be increased by 1 pay point, subject to the maximum pay point.

\*\* An additional 2 points of increment is added for IAQ on top of normal conversion, subject to the maximum pay point.



Table 1(B) : APSM (Starting pay point: MPS Pt. 12 → MPS Pt. 17)

**(With PGCE or equivalent)**

Assume the existing incremental date before normal conversion is 1 September

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007# After Conversion	Pay Point on 1 August 2007** After Special IAQ	Pay Point on 1 September 2007	Next Incremental Date
29	29	29	29	N.A.
28	29	29	29	N.A.
27	28	29	29	N.A.
26	27	29	29	N.A.
25	26	28	29	N.A.
24	25	27	28	1.9.2008
23	24	26	27	1.9.2008
22	23	25	26	1.9.2008
21	22	24	25	1.9.2008
20	21	23	24	1.9.2008
19	20	22	23	1.9.2008
18	19	21	22	1.9.2008
17	18	20	21	1.9.2008
16	17	19	20	1.9.2008
15	17	19	19	1.8.2008
14	17	19	19	1.8.2008

# Salaries below MPS Pt. 17 will be brought up to MPS Pt. 17 and salaries at or above MPS Pt.17 will be increased by 1 pay point, subject to the maximum pay point.

\*\* An additional 2 points of increment is added for IAQ on top of normal conversion, subject to the maximum pay point.

Table 2 : APSM (Starting pay point: MPS Pt. 12 → MPS Pt. 17)

**(Without PGCE or equivalent)\***

Assume the existing incremental date before normal conversion is 1 September and the salary bar of untrained APSM remains unchanged, i.e. at MPS Pt. 22

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007 After Conversion	Pay Point on 1 September 2007	Next Incremental Date
22	22	22	N.A.
21	22	22	N.A.
20	21	22	N.A.
19	20	21	1.9.2008
18	19	20	1.9.2008
17	18	19	1.9.2008
16	17	18	1.9.2008
15	17	17	1.8.2008
14	17	17	1.8.2008
13	17	17	1.8.2008
12	17	17	1.8.2008

\* No special IAQ for untrained teachers.

Table 3(A) : CM (Starting pay point : MPS Pt. 12 → MPS Pt. 14)

(Primary School CM with Certificate in Primary Education OR Secondary School CM with Certificate in Secondary Education)<sup>@</sup>

Assume the existing incremental date before normal conversion is 1 September

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007 After Conversion	Pay Point on 1 August 2007 After Special IAQ	Pay Point on 1 September 2007	Next Incremental Date
24	24	24	24	N.A.
23	24	24	24	N.A.
22	23	24	24	N.A.
21	22	23	24	N.A.
20	21	22	23	1.9.2008
19	20	21	22	1.9.2008
18	19	20	21	1.9.2008
17	18	19	20	1.9.2008
16	17	18	19	1.9.2008
15	16	17	18	1.9.2008
14	15	16	17	1.9.2008
13	14	15	16	1.9.2008
12	14	15	15	1.8.2008

@ The table is also applicable to those CM in secondary schools with local degree & appropriate postgraduate certificate in education.

Table 3(B) : CM (Starting pay point : MPS Pt. 11 → MPS Pt. 13)

(With other qualification and subsequently acquired an appropriate teacher training)\*

Assume the existing incremental date before normal conversion is 1 September

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007 After Conversion	Pay Point on 1 August 2007 After Special IAQ	Pay Point on 1 September 2007	Next Incremental Date
24	24	24	24	N.A.
23	24	24	24	N.A.
22	23	24	24	N.A.
21	22	23	24	N.A.
20	21	22	23	1.9.2008
19	20	21	22	1.9.2008
18	19	20	21	1.9.2008
17	18	19	20	1.9.2008
16	17	18	19	1.9.2008
15	16	17	18	1.9.2008
14	15	16	17	1.9.2008
13	14	15	16	1.9.2008
12	13	14	15	1.9.2008

\* Assuming that the teachers concerned were appointed at one pay point below the standard starting salary for CM (MPS Pt. 12) and subsequently awarded 1 additional pay point for completion of appropriate teacher training.

## **Non-teaching Staff**

Table 4 : OT II (Starting pay point: MPS Pt. 12 → MPS Pt. 14, with omitted MPS Pt. 16)

Assume the existing incremental date before normal conversion is 1 September

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007 After Conversion	Pay Point on 1 September 2007	Next Incremental Date
24	24	24	N.A.
23	24	24	N.A.
22	23	24	N.A.
21	22	23	1.9.2008
20	21	22	1.9.2008
19	20	21	1.9.2008
18	19	20	1.9.2008
17	18	19	1.9.2008
15	17	18	1.9.2008
14	15	17	1.9.2008
13	14	15	1.9.2008
12	14	14	1.8.2008

Note: Omitted point at MPS Pt. 16

Table 5 : LT II (Starting pay point: MPS Pt. 6 → MPS Pt. 8)

Assume the existing incremental date before normal conversion is 1 September

Pay Point on 1 August 2007 Before Conversion	Pay Point on 1 August 2007 After Conversion	Pay Point on 1 September 2007	Next Incremental Date
21	21	21	N.A.
20	21	21	N.A.
19	20	21	N.A.
18	19	20	1.9.2008
17	18	19	1.9.2008
16	17	18	1.9.2008
15	16	17	1.9.2008
14	15	16	1.9.2008
13	14	15	1.9.2008
12	13	14	1.9.2008
11	12	13	1.9.2008
10	11	12	1.9.2008
9	10	11	1.9.2008
8	9	10	1.9.2008
7	8	9	1.9.2008
6	8	8	1.8.2008

### Identification of Affected Staff in Aided Schools

Aided schools' teaching and non-teaching staff satisfying the following four conditions are identified as affected staff who are entitled the normal conversion:

- (i) remunerated under the Salaries Grant; and
- (ii) serving at entry rank on the implementation date of the new starting salaries; and
- (iii) with salaries not at the salary bar point\* or the maximum salary point of the respective rank as at the implementation date of the new starting salaries; and
- (iv) with salaries assessed on basis of the reduced starting salary effective from 1.4.2000.

\* The salary bars of untrained teachers are under review

Affected staff include :

- staff who joined your school
  - with a break in service on or after 1.4.2000; or
  - without any previous relevant experience on or after 1.4.2000; or
  - with previous continuous relevant experience only on or after 1.4.2000; or
  - with some previous continuous relevant experience in private sector on or after 1.4.2000; or
  - with some previous continuous relevant experience paid by private funds on or after 1.4.2000;
- teachers who changed, on or after 1.4.2000,
  - from graduate to non-graduate post, e.g. GM to CM, or APSM to CM; or
  - from higher rank to lower rank, e.g. SGM to GM, or PSM to APSM, or AM to CM; or
  - from non-graduate to graduate post, e.g. CM to GM, or CM to APSM, whose salary was calculated on basis of prevailing starting salary (i.e. reduced starting salary) plus incremental credit for experience (ICE) (other than the fit-in salary arrangement for regrading).
  - from CM to GM with salary determined by fit-in arrangement which provide the same result as reassessment on basis of prevailing starting pay point of GM i.e. MPS Pt 12, plus ICEs; and whose appointment as CM was before 1.4.2000.

Note: In general, staff members who have entered the reference (delinked) salary scale upon their appointment in aided schools sector are affected staff. Under special situation, staff members satisfying the above conditions may enter the increment (adjusted) salary scale and they may also be affected staff (e.g. a teacher who joined a government / DSS / Caput school on 1.9.2000 and later transferred to an aided school may enter at increment (adjusted) salary scale but he is still an affected staff as his salary was calculated on basis of reduced starting salary effective from 1.4.2000).