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# Principles of Salary Assessment for Teaching Staff

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## (1) Basic Rank

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Aided  
Secondary  
Schools

# Procedures for Conducting Salary Assessment

## Stage 1

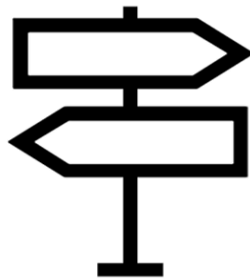


Check the particulars completed by the appointees on the appointment / regrading forms (e.g. teacher registration status, academic qualifications, professional qualifications, teaching/ work experience, etc.)

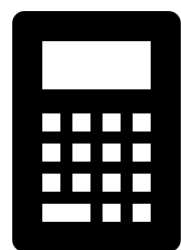


Confirm whether the supporting documents submitted by the appointee are clear & sufficient for salary verification

## Stage 2



Determine the appropriate pay arrangement according to the appointment / transfer scenarios of the appointees



Assess the salary particulars using the appropriate pay arrangement (e.g. salary point, salary bar, incremental date, next increment and maximum salary point)



Submit the appointment / regrading forms and supporting documents (certified true copies) to Funds Section and REO

# Salary assessment

## Five Components on Salary Assessment

- ① **Teacher Registration Status**
- ② **Rank**
- ③ **Qualifications**
- ④ **Experience**
- ⑤ **Salary Assessment Arrangements**

### Salary particulars

- a) MPS Point
- b) Salary bar
- c) Incremental Date
- d) Next increment
- e) Maximum Point

# Salary Assessment Arrangements

## Carry-forward Arrangement (C/F)

The appointees could retain the salary particulars received in their former post.

Their salaries would progress along the salary scale of their appointed rank until reaching the salary bar (if applicable) / maximum point

### Note:

1. Change in the full-time equivalence (FTE) between the former and the current appointment would affect the Salary Pay Point and/or the Incremental Date.
2. The number of days of the no-pay leave taken / no service period would affect the Salary Pay Point and/or the Incremental Date.

## Re-assessment Arrangement (RA)

Starting Pt. of **appropriate** salary scale

+

Recognised **post-qualification** experience

=

+

**Additional increments for appropriate** teacher training (if any)

### Salary Particulars

- Salary Pt.
- Incremental Date (ID)
- Next Increment (NID)
- Salary Bar (if any)

### Note:

1. Post-qualification experience should be counted on complete month basis.
2. Part-time post-qualification experience (Fractional post) have to be compressed to full months for assessment.
3. The number of days of the no-pay leave taken would affect the Salary Pay Point and/or the Incremental Date.

# How to determine the salary assessment arrangements for teaching staff (basic rank)?

## ① What is the finance type of the former school?

- *Public sector schools:*  
*government schools, aided schools, caput schools, Direct Subsidy Scheme (DSS) schools*
- *Private sector schools*
- *Others: EDB, higher education institutions (e.g. IVE)...*

## ② Is there a break in service before the current appointment?

- *Break in service = without service for more than one year*

## ③ What is the rank of the former post?

## ④ What is the appointed rank of the current appointment?

### Basic Rank (Sec)

- Non-graduate Post: *CM*
- Graduate Post: *GM*

### Promotion Rank (Sec)

- Non-graduate Post: *AM, SAM, PAM*
- Graduate Post: *SGM, PGM, Pr II, Pr I*

# How to determine the salary assessment arrangements for teaching staff (basic rank)?

## ① What is the finance type of the former school?

- *Public sector schools:* **Depends on Questions ②③④**  
*government schools, aided schools, caput schools, Direct Subsidy Scheme (DSS) schools*
- *Private sector schools* **RA only**
- *Others: EDB, higher education institutions (e.g. IVE)...* **RA only**

## ② Is there a break in service before the current appointment?

- *Break in service = without service for more than one year* **RA only**

## ③ What is the rank of the former post?

## ④ What is the appointed rank of the current appointment?

**Please refer to the next PowerPoint slide**

### Basic Rank (Sec)

- Non-graduate Post: *CM*
- Graduate Post: *GM*

### Promotion Rank (Sec)

- Non-graduate Post: *AM, SAM, PAM*
- Graduate Post: *SGM, PGM, Pr II, Pr I*

# How to determine the salary assessment arrangements for teaching staff (basic rank)?

## Transfer/ Change without a break in service (*GSA, App.10A*)

<b>New</b> teachers / teachers <b>without substantive rank</b> → <b>Basic rank</b>	ALL	RA
<b>Non Graduate Post</b> → <b>Non Graduate Post</b> (Same rank)	e.g. CM(Pri) → CM(Sec)	<b>C/F</b>
<b>Graduate Post</b> → <b>Graduate Post</b> (Same / comparable rank)	e.g. GM → GM APSM → GM	<b>C/F</b>
<b>Non Graduate Post</b> → <b>Graduate Post</b> (same sch. level)	e.g. CM(Sec) → GM	<b>C/F</b> (ID will be determined by the date of regrading) or RA => whichever is higher
<b>Non Graduate Post</b> → <b>Graduate Post</b> (diff. sch. level)	e.g. CM(Pri) → GM	RA
<b>Graduate Post</b> → <b>Non Graduate Post</b>	e.g. GM → CM(Sec)	RA
<b>Promotion rank</b> → <b>Basic rank</b>	e.g. SGM → GM	RA

# Principles of Salary Assessment for Teaching Staff (Basic Rank)

## When determining the Incremental Credit for Experience (ICE)...

### Could be counted

- Paid under funds of public sector schools
- DSS, Caput and government schools
- Private schools (formal curriculum, full-time students)
- Relevant working experience  
(e.g. EDB, education faculties of recognized local tertiary institution) w.e.f. 1.9.2006

### Could NOT be counted

- Daily paid & hourly paid experience
- Kindergarten
- Evening schools / sections
- Without valid RT/PT status
- Capped Experience (Salary frozen at salary bar **not counted for incremental credits**)



# Principles of Salary Assessment for Teaching Staff (Basic Rank)

## Identify the appropriate pay scale

**Salary Scale** or Teaching Grades (by periods) (with local degree)

Appendix 6A-D	CM [ MPS Pt. (salary bar) ]	GM [ MPS Pt. (salary bar) ]
1.10.2010 - present	Pt. 14-24 (#19)	**Pt. 15-33 (#20)
1.8.2007 - 30.9.2010	Pt. 14-24 (#19)	**Pt. 17-33 (#22)
1.4.2000 - 31.7.2007 @	Pt. 12-24 (#17)	**Pt. 12-33 (#17)
Before 1.4.2000	Pt. 14-24 (#19)	**Pt. 17-33 (#22 if appointed on or after 1.9.97 / #27 if appointed before 1.9.97)

\*\* Pre-service GM with local first degree + teacher training in secondary education will enter with 2 additional MPS Points

# Salary Bar (薪金關限)

@ Normal conversion arrangement ([GSA, App.16](#))

# Principles of Salary Assessment for Teaching Staff (Basic Rank)

## Salary bar

- Only applicable to untrained teachers who do not possess any teacher training qualification(s)
- With effect from 1 August 2007, the salary bar would be set at five pay points above the prevailing salaries and would be adjusted automatically whenever there is a change in the starting salaries.

# Principles of Salary Assessment for Teaching Staff (Basic Rank)

## Incremental Date (I.D.)

Determined by the date of assumption of full duties

- Falls on or between **1st – 15th day of the month**  
→ ID is the 1<sup>st</sup> day of the month
- Falls on or between **16th – the end of the month**  
→ ID is the 1<sup>st</sup> day of the following month

Serving teachers took no-pay leave → Incremental Date (I.D.) would be affected

No pay leave (no. of days)		To defer I.D. by
More than	Less than or equal to	
	15 days	Not applicable
15 days	45 days	1 month
45 days	75 days	2 months
75 days	105 days	3 months
105 days	135 days	4 months
...	...	...

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# Principles of Salary Assessment for Teaching Staff

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## (2) Promotion Rank

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# Principles of salary assessment for teaching staff (Promotion rank)

Break in Service (no service > 1 year) → promotion rank	ALL	Starting point
Change between the same promotion rank	e.g. AM(Sec) → AM(Sec) SGM → SGM	C/F
Change to a <u>higher</u> promotion rank	e.g. CM(Sec) → AM(Sec) GM → SGM	Starting point
Change to a <u>lower</u> promotion rank but under the same grade	e.g. PGM → SGM PI → PII	RA Starting point + ICE at/above the appointed rank

# Principles of Salary Assessment for Teaching Staff (Promotion Rank)

## Ranks with Overlapping scale (without break in service)

PGM (MPS Pt 38-41) → Pr II (MPS Pt 40-44)  
SGM (MPS Pt 34-39) → PGM (MPS Pt 38-41)

### Note:

1. Date of Promotion
2. Pay Point at the date of promotion
3. ID
4. Refer to CoA Appendix 5/Attachment A & B (non-IMC Schools) and Compendium to CoA for Aided Schools, Section 4 Qualifications for New Recruits (IMC Schools)