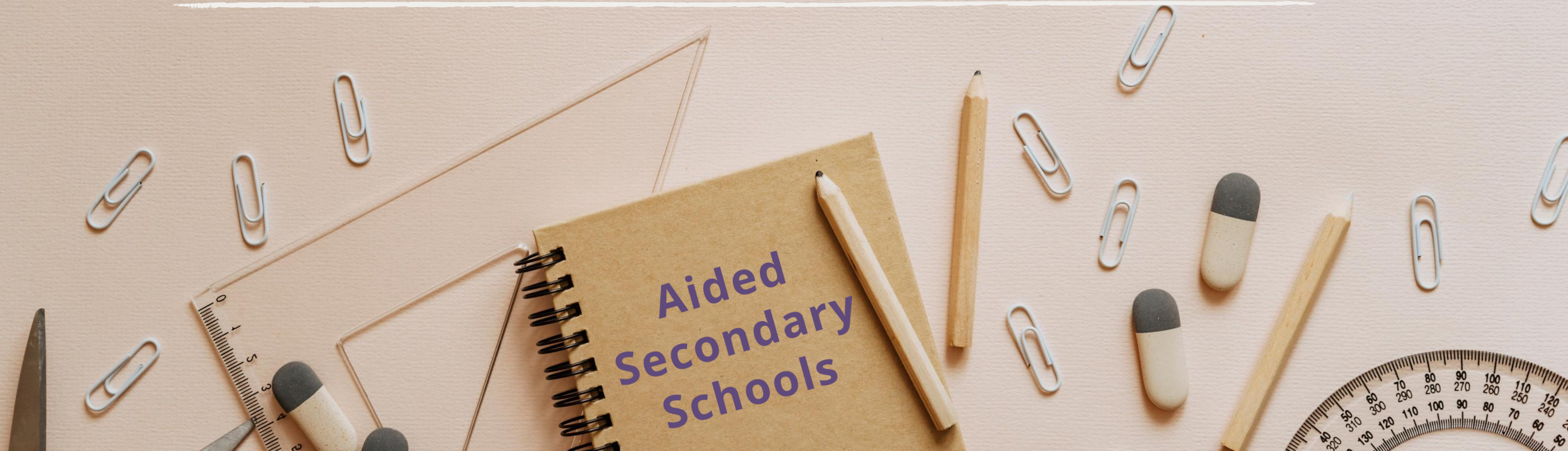

Principles of Salary Assessment for Non-teaching Staff



Procedures for Conducting Salary Assessment

Stage 1

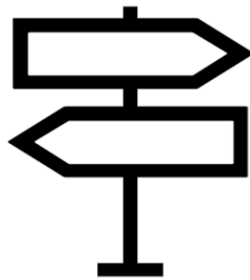


Check the particulars completed by the appointees on the appointment forms (e.g. academic qualifications, professional qualifications, work experience, etc.)

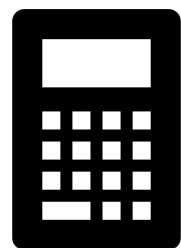


Confirm whether the supporting documents submitted by the appointee are clear & sufficient for salary verification

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, incremental date, next increment and maximum salary point)



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

Salary Assessment Arrangements for Non-teaching Staff

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

=

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 non-teaching staff ?

- ① **What is the finance type of the former school?**
 - *Public sector schools: government schools, aided schools, caput schools, Direct Subsidy Scheme (DSS) schools*
 - *Civil service*
 - *Recognised subvented sectors*

- ② **Is there a break in service before the current appointment?**
 - *Break in service = without service for more than **45 days***

- ③ **What is the rank of the former post?**
- ④ **What is the appointed rank of the current appointment?**
- ⑤ **What is the type of grant used in the former appointment?**
 - *Salaries Grant*
 - *Administration Grant (For CA and ACO only)*
 - *School Executive Officer Grant (For School ExO only)*

How to determine the salary assessment arrangements for non-teaching staff ?

① What is the finance type of the former school?

- *Public sector schools: government schools, aided schools, caput schools, Direct Subsidy Scheme (DSS) schools* **Depends on Questions ②③④⑤**
- *Civil service* **RA only**
- *Recognised subvented sectors* **RA only**

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

- *Break in service = without service for more than **45 days** (GSA Section 3)*

For Specialists, Sch ExO and LT grade : RA only

For others: Starting Point

③ What is the rank of the former post?

④ What is the appointed rank of the current appointment?

⑤ What is the type of grant used in the former appointment?

- *Salaries Grant*
- *Administration Grant (For CA and ACO only)*
- *School Executive Officer Grant (For School ExO only)*

Please refer to the following PowerPoint slides

How to determine the salary assessment arrangements for non-teaching staff ?

C/F	ALL non-teaching staff paid by SG	Non-teaching staff paid by SG on MPS
	NO change in rank; and	
	NO break in service; and	
	transfer from aided school to another under the same sponsoring body	transfer between aided schools

C/F Does NOT apply to = RA	Clerical and janitor staff paid by the Administration Grant, Revised Administration Grant or other non-Salaries Grants in aided schools; and	
	Sch ExO paid by SEOG, school administrative executives in government schools under a non-civil service contract, school executive officers in caput schools and DSS schools and school executive officers hired by service providers to station in aided schools/caput schools/DSS schools with effect from 1.9.2019; and	
	non-specialist staff on Model Scale I (MODI) (workshop attendants, teacher assistants, watchmen and janitor staff paid by SG) transfer to another aided school; and	
	non-teaching staff transferring from the civil service or other subvented sectors to aided schools.	

Promotion rank → Basic rank	e.g. EP I → EP II	RA
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CA paid by the Administration Grant / SG → ACO without break in service	CSR 130(2) <i>(GSA Appendix 9)</i>
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How to determine the salary assessment arrangements for non-teaching staff ?

Summary of Transfer Arrangements (paid out of SG) (w.e.f. 1.8.2007) (GSA App. 10C)

Non-teaching Staff	Transfer Arrangements	
	Deployment between aided schools under same sponsoring body	Transfer between aided schools within 45 days #
School Social Worker	A	A
Speech Therapist	A	A
Physiotherapist	A	A
Occupational Therapist	A	A
Occupational Therapist Assistant	A	A
Educational Psychologist	A	A
Nurse	A	A
Boarding Staff at Social Work Officer, Social Work Assistant and Welfare Worker Grades	A	A
Braille Staff	A	A
Laboratory Technician	A	A (including those on TPS and transfer from Caput, BPS and DSS to aided schools)
School Executive Officer	A	A
Clerk	A	A
Clerical Assistant	A	A
Artisan	A	A
Special Driver	A	A
Motor Driver	A	A
Cook	A	A
Watchman	A	B
Janitor Staff	A	B
Teacher Assistant	A	B
Workshop Attendant	A	B

Note

A – by C/F arrangement

B – by RA arrangement

Principles of Salary Assessment for Non-teaching Staff

Identify the Appropriate Pay Scale

Examples on Salary Scales of Non-teaching Staff in Aided Secondary Schools (GSA App.6)

Rank	Effective before 1.4.2000	Effective from 1.4.2000 to 31.7.2007	Effective from 1.8.2007 to 30.9.2010	Effective from 1.10.2010 to 31.8.2022	Effective from 1.9.2022
RN (Psy)	---	---	---	Pt. 17-26 (w.e.f. 1.9.2021)	Pt. 17-26
EP II	Pt. 25-33	Pt. 20-33	Pt. 25-33	Pt. 23-33	Pt. 23-33
ASWO	Pt. 18-33 (*o.pt.20,24&30)	Pt. 13-33 (*o.pt.20,24&30)	Pt. 18-33 (*o.pt.20,24&30)	Pt. 16-33 (*o.pt.20,24&30)	Pt. 16-33 (*o.pt.20,24&30)
TA	MODI: 1-3	MODI: 0-8	MODI: 0-8	MODI: 0-8	MODI: 0-8
LT II	Pt. 10-17@-21	Pt. 6-21	Pt. 8-21	Pt. 8-21	Pt. 8-21

Principles of Salary Assessment for Non-teaching Staff

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

Serving non-teaching staff 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
...