

# CITY UNIVERSITY OF HONG KONG

## **General Information for Applicants on Conditions of Service for Administrative and Services Staff**

### **I. Terms of Appointment**

Initial appointment will be made on fixed-term gratuity-bearing contract terms. Appointees will receive a contract-end gratuity subject to satisfactory completion of the period of employment. The amount of gratuity is calculated at the following rate of the basic salary (excluding any allowances) earned during the period of such employment:

- a. For Administrative Staff, 15 per cent of the basic salary less the aggregate amount of contributions made by the University as the employer to the Mandatory Provident Fund Schemes Ordinance over the period of service;
- b. For General Grade Staff, 10 per cent of the basic salary over the period of service;

Appointees will be eligible for consideration of appointment on gratuity-bearing continuous terms (except for those appointed on project basis), subject to good performance after a minimum of two consecutive gratuity-bearing contracts of no less than four years of continuous service as administrative and services staff, under the prevailing review mechanism.

Appointees of all grades appointed on continuous terms will receive a service gratuity at 15% of basic salary, payable every three years on satisfactory completion of service. The amount of employer's contribution to the Mandatory Provident Fund Scheme will be offset from the gratuity payment.

### **II. Period of Employment**

For appointment on fixed-term gratuity-bearing contract terms, the period of employment is for a fixed period of two years as stated in the Letter of Appointment. The University has absolute discretion in considering and deciding whether an appointment is to be made, continued, renewed or otherwise.

For appointment on gratuity-bearing continuous terms, which may be offered subject to the conditions and criteria as stated in Section I above, the period of employment will be continuous until retirement age, normally at 65. The continuous employment will be subject to review, depending on the performance of the appointees.

### **III. Salary**

Salary will be competitive, commensurate with the appointee's qualifications and experience.

#### **IV. Medical and Dental Schemes**

The University offers basic outpatient, hospital and dental provisions to appointees and their eligible dependants. Medical and dental services may be sought from the University appointed medical practitioners, an appointed panel of dentists and the on-campus health centre. Reimbursement up to a defined limit for medical services obtained from private medical practitioners is also allowed. When hospital treatment is necessary, the University will contribute to the cost of treatment.

#### **V. Leave**

<b>Earning Rate</b>	<b>Administrative Staff</b>	<b>General Grade Staff</b>
	<b>number of working days per year</b>	
Less than 10 years' service	22	18
10 years' service or more	26	22

#### **VI. Passage and Baggage Allowance**

As a special arrangement, appointees for administrative positions will be provided with a passage to Hong Kong if they have applied for the post from overseas and have been residing outside Hong Kong for at least one year prior to taking up the appointment at the University.