

**LegCo Panel on Public Service  
Follow-up to Meeting on 15 April 2002**

**Additional Information on Job-related Allowances**

**Required information**

The Administration was requested to provide the Panel with information on the types of job-related allowances currently payable to eligible civil servants in different departments, and the grades/ranks eligible for each type of the allowances.

**The Administration's response**

2. Job-related Allowances (JRA) are additional payments to compensate staff for aspects of their work which are not normally expected of a particular grade or rank and which have not been taken into account in the determination of their pay scales. JRAs are not fringe benefits and are only payable subject to a set of governing principles and if justified on operational grounds. The existing principles governing the payment of JRAs are set out at the **Annex**.

**Types of Job-Related Allowances (JRAs)**

3. There are four types of JRAs :
- I. Extraneous Duties Allowances (for civilian staff) and Extra Duties Allowances for Disciplined Services
  - II. Hardship Allowances
  - III. Shift Duty Allowances
  - IV. Special Allowances

***I. Extraneous Duties Allowances (for civilian staff) and Extra Duties Allowances for Disciplined Services***

4. Extraneous Duties Allowance (EDA) is to compensate civilian staff for performing duties outside the scope of those normally performed by

members of their grades or ranks and which have not been reflected in the relevant pay scales.

5. EDA is further sub-divided into the following:
  - (a) EDA(Supplementary Duties: Level 1) which is to compensate staff for taking up additional duties which require some skill or passing a test.
  - (b) EDA(Supplementary Duties: Level 2) which is to compensate staff for taking up additional duties which require specialized skill or passing an advanced test.
  - (c) EDA(Responsibility) which is payable when staff take up duties at higher ranks but where payment of acting allowance is not appropriate.

6. The particular circumstances and operational requirements justifying the payment of EDAs differ from department to department. For example, EDA (SD:L1) is payable to officers who are not Government drivers but are required to drive government vehicles frequently and regularly in the course of carrying their own normal duties (e.g. inspecting water works) as no motor drivers are provided; EDA(SD:L2) is payable to staff in the Hong Kong Observatory for handling radioactive materials regularly; and EDA(Responsibility) is paid to civil servants taking up the duties of non-civil service positions involving responsibilities of a higher level.

7. Extra Duties Allowance for Disciplined Services (EDADS) is to compensate disciplined services staff for performing duties outside the scope of those normally performed by members of their grades or ranks and which have not been reflected in the pay scales. There are four sub-categories of EDADS:

- (a) EDADS (General) is to compensate disciplined services staff who are regularly engaged in the use of breathing apparatus or those who work in dog units.
- (b) EDADS (Driving) is to compensate disciplined services staff who have to take up additional driving duties or drive specialist vehicles.

- (c) EDADS (Marine) is payable to disciplined services staff who are required to exercise navigation/engineering skills on a regular basis.
- (d) EDADS (Diving) is to compensate disciplined services staff who have passed the relevant diving courses and are engaged regularly in diving duties.

## ***II. Hardship Allowances***

8. Hardship Allowance (HA) is to compensate staff for additional hardship arising from the performance of duties, which have not been reflected in the pay scales of the concerned grades and ranks. As with EDA, the particular circumstances and operational requirements which justify the payment of HA differ from department to department. There are three types of HA:

- (a) HA(Dangerous Duties) is paid to officers who are required to perform duties which entail a higher degree of risks of injury or a higher degree of risk of health than is normally expected of the concerned grade and rank. Examples are Workmen in the Environmental Protection Department who are exposed to toxic gas when discharging duties; and Survey Officers in the Civil Engineering Department engaged in monitoring survey on dangerous slopes during rainy seasons.
- (b) HA(Obnoxious Duties) is paid to officers who are required to perform duties of an exceptionally obnoxious nature. For instance, it is paid to Workmen working in Department of Health or Hospital Authority who are required to handle human waste and dead bodies etc.
- (c) HA(Management Considerations) is paid to officers who are required to perform unpleasant work or work in unpleasant conditions or under inclement weather. Examples are typhoon allowance, rainstorm black warning allowance.

9. Disciplined services staff are not eligible for any Hardship Allowance as their pay scales have already taken into account the hardship element of the job.

### ***III. Shift Duty Allowance***

10. Shift Duty Allowance (SDA) is payable to officer who work irregular hours as part of a shift pattern which is approved by the departmental management as necessary on operational grounds. The irregular hours are defined as conditioned hours worked between 8 pm to 7 am on Mondays to Saturdays and at any time on Sundays and general holidays. SDA is payable to various grades service-wide. Disciplined services grades are not eligible for SDA.

### ***IV. Special Allowances***

11. Special allowances include allowances which cater for exceptional situations which are not specifically covered by the above-mentioned three types of JRAs. For example, certain officers in the Correctional Services Department and Hong Kong Police Force receive an allowance to compensate for the inconvenience caused by the requirement of them to work and also live in remote areas.

### **Eligibility**

12. Officers on or below Master Pay Scale 33, Police Pay Scale 47 or General Disciplined Services (Officer) Pay Scale 31 are eligible for JRA. However, as mentioned in paragraph one above, the eligibility cut-off point in terms of the salary level is but one of the criteria in determining whether a JRA should be paid. Consideration must be given to all the other governing principles set out at the Annex. The actual grades and ranks of officers receiving JRAs depend on the prevailing operational circumstances of individual departments.

**Existing principles governing payment of job-related allowances**

<b>General principles applicable to civilian grades</b>	<b>General principles applicable to disciplined services</b>
1. Eligibility for JRAs should be determined by reference to a cut-off point at MPS 34 (i.e. payable up to MPS 33). Members of the administrative and professional grades should not be eligible.	1. Eligibility for JRA should normally be confined to operational staff and may be extended to officers up to PPS 47 or GDS(O)31.
2. JRAs should not be paid to officers unless extra or unusual duties take up a substantial part of their time.	2. Same as principle 2 for civilian grades.
3. JRAs should not be paid for inherent duties unless the pay structure of the grades concerned is such that these duties cannot be reflected in the pay scale.	3. Same as principle 3 for civilian grades.
4. JRAs should not be paid for changes in duties resulting from introduction of new technology or improvements in operational methods.	4. Same as principle 4 for civilian grades.
5. JRAs should not be paid to officers merely for acquisition of extra skill/qualifications but are paid when officers are requested to use the extra skill/qualifications reasonably often.	5. Same as principle 5 for civilian grades.

Note: MPS : Master Pay Scale

PPS : Police Pay Scale

GDS(O) : General Disciplined Services (Officer)

<b>General principles applicable to civilian grades</b>	<b>General principles applicable to disciplined services</b>
6. Where officers are regularly required to spend more than 50% of their time on extra duties for which allowances are paid, the posts concerned should be reviewed to determine whether it would be appropriate and practicable to regrade them, to revise the job descriptions of the posts, to schedule staff to fill these posts in rotation or to continue to pay allowances.	6. Same as principle 6 for civilian grades.
7. Where JRAs are justified they may be paid to officers on a continuing basis if the adjustment of their pay scales is not cost-effective and the regrading of posts or the rotation of staff to fill the posts is not practicable.	7. Same as principle 7 for civilian grades.
8. Multiple allowances should not be paid unless each of the individual allowances can be independently justified as being in accordance with the principles and criteria applicable to that allowance.	8. Same as principle 8 for civilian grades.
	9. For disciplined staff, JRAs should be paid if the extra duties are more demanding or valuable (e.g. more dangerous, stressful or riskier) and are not a substitute for normal duties.
	10. For disciplined staff, where factors for the payment of allowances apply to at least 75% of staff in the rank, adjustments should be made to the pay scale of the rank instead of paying allowance to individuals.