

## **Legislative Council Panel on Public Service**

### **Employment of Non-Civil Service Contract Staff**

#### **PURPOSE**

At the LegCo Panel meeting on 18 April 2005, we undertook to provide Members with a regular update on the employment of Non-Civil Service Contract (NCSC) staff once every six months. This paper provides an update on the employment of NCSC staff as at 30 June 2005.

#### **NCSC Staff Scheme**

2. The NCSC staff scheme is a standing scheme introduced in 1999 to enable Heads of Department (HoDs) to employ staff on fixed term contracts outside the civil service establishment to meet service needs that is short-term, part-time or where the mode of delivery of the service is under review. The Scheme also provides departments operating as trading funds with the much needed flexibility to adjust their staffing level according to fluctuations in their business activities. Similarly, the Scheme offers departments like Invest Hong Kong, Radio Television Hong Kong, Office of the Telecommunications Authority with a flexible means to tap the latest expertise in the market to meet the special and changing business and operational needs. There are detailed guidelines on the scope, terms of employment, remuneration package and recruitment procedures for HoDs to follow in the employment of NCSC staff.

3. Given the nature of the NCSC Scheme, and in order to maintain flexibility of the scheme, it is our policy not to micro-manage departments in the employment of NCSC staff. However, we review from the time to time the guidelines on the employment of NCSC staff and remind bureaux /departments to take proactive steps to ensure proper usage of the NCSC Scheme. In the second quarter of this year, we conducted a review on the existing guidelines and subsequently issued further advice to HoDs on

strengthening the administrative and management arrangements for employment of NCSC staff. These arrangements include:

- (a) determining the contract period according to the service needs and avoiding the offer of short contracts, say 3 or 6 months, where the need justifies employment of a longer duration, say one year or more;
- (b) providing adequate notice to NCSC staff in case of non-renewal. Departments are encouraged to endeavour to give three months' notice for non-renewal of contracts as far as possible; and
- (c) providing relevant training including orientation programmes and job-related training to NCSC staff to help them "blend" in with their departments and to better equip them for the discharge of their duties.

4. For the purpose of overall monitoring of the implementation of the NCSC Scheme, the Civil Service Bureau collects statistics from departments on the general information of NCSC staff as at 30 June and 31 December each year. The position as at 30 June 2005 is set out below.

#### **Position as at 30 June 2005**

5. As at 30 June 2005, there were 15 661 full-time NCSC staff employed in 68 bureaux /departments /offices (**Annex 1**), which was 5.4% fewer than same time last year. The figure was 5.8% higher than that on 31 December 2004, mainly due to the seasonal employment of temporary lifeguards and summer students.

6. The majority (90.6%) of the current NCSC contracts last for less than two years. About 9% of the contracts were between two to three years (**Annex 2**). Compared with the same period last year, the percentage of short contracts, i.e. less than one year, decreased by 8.5% whereas the percentage of two-to-three years contracts increased by 2.1%.

7. Similar to the position in end June last year, the majority (77.8%) of staff received a monthly pay of \$5,000 to less than \$16,000 (**Annex 3**). Of the 966 NCSC staff who received a monthly pay of less

than \$5,000, 134 were trainees/Youth Ambassadors under the youth job creation programmes and 367 Form 5 summer student helpers. The remaining 465 were mainly contract part-time Sorters, part-time Sorting Office Assistants and contract Workers employed by the Hongkong Post. This latter group of staff was paid on an hourly rate and worked between 18-36 hours a week. Their monthly income depended on the number of hours actually worked and would be around \$6,305 to \$9,420 if they worked for 44 hours per week.

8. Members are invited to note the above information regarding the employment of NCSC staff as at 30 June 2005.

Civil Service Bureau  
September 2005

**Employment of Full Time Non-Civil Service Contract (NCSC) Staff by  
Bureau/Department/Office**

Bureau/Department/Office	No. of FT NCSC staff (No. employed under job creation initiatives)	
	Position as at 30.6.2004	Position as at 30.6.2005
Agriculture, Fisheries and Conservation Department	602 ( 334)	523 ( 295)
Architectural Services Department	27 ( 0)	23 ( 0)
Audit Commission	5 ( 0)	5 ( 0)
Auxiliary Medical Service	1 ( 0)	1 ( 0)
Buildings Department	740 ( 413)	775 ( 362)
Census and Statistics Department	118 ( 0)	156 ( 0)
Chief Executive's Office	3 ( 0)	4 ( 0)
Chief Secretary and Financial Secretary's Office	232 ( 0)	210 ( 0)
Civil Aviation Department	22 ( 0)	13 ( 0)
Civil Engineering and Development Department	153 ( 0) <sup>(1)</sup>	169 ( 0)
Civil Service Bureau	9 ( 0)	8 ( 0)
Commerce, Industry and Technology Bureau	2 ( 0)	10 ( 0)
Companies Registry	78 ( 0)	28 ( 0)
Constitutional Affairs Bureau	3 ( 0)	2 ( 0)
Correctional Services Department	9 ( 0)	2 ( 0)
Customs and Excise Department	72 ( 0)	66 ( 0)
Department of Health	1 030 ( 0)	821 ( 0)
Department of Justice	66 ( 24)	55 ( 23)
Drainage Services Department	215 ( 0)	211 ( 0)
Economic Development and Labour Bureau	16 ( 0)	22 ( 0)
Education and Manpower Bureau	1 134 ( 0)	1 159 ( 0)
Electrical and Mechanical Services Department	870 ( 0)	895 ( 0)
Environment, Transport and Works Bureau	14 ( 4)	12 ( 3)
Environmental Protection Department	135 ( 30)	116 ( 20)
Financial Services and the Treasury Bureau	7 ( 0)	8 ( 0)
Fire Services Department	54 ( 0)	42 ( 0)
Food and Environmental Hygiene Department	817 ( 223)	999 ( 502)
Government Flying Service	8 ( 0)	9 ( 0)
Government Laboratory	53 ( 2)	69 ( 1)
Government Logistics Department	55 ( 0)	55 ( 0)
Government Property Agency	7 ( 0)	7 ( 0)
Health, Welfare and Food Bureau	30 ( 5)	29 ( 5)
Highways Department	196 ( 0)	207 ( 0)
Home Affairs Bureau	30 ( 0)	38 ( 0)
Home Affairs Department	369 ( 124)	341 ( 96)
Hong Kong Observatory	24 ( 0)	18 ( 0)
Hong Kong Police Force	200 ( 0)	177 ( 0)
Housing, Planning and Lands Bureau	1 ( 0)	4 ( 0)
Immigration Department	281 ( 0)	197 ( 0)
Information Services Department	31 ( 5)	32 ( 4)
Inland Revenue Department	185 ( 0)	217 ( 0)
Innovation and Technology Commission	26 ( 6)	27 ( 5)
Intellectual Property Department	27 ( 0)	30 ( 0)

Bureau/Department/Office	No. of FT NCSC staff (No. employed under job creation initiatives)	
	Position as at 30.6.2004	Position as at 30.6.2005
Invest Hong Kong	47 (0)	52 (0)
Judiciary	79 (0)	96 (0)
Labour Department	231 (0)	224 (0)
Land Registry	66 (0)	99 (0)
Lands Department	123 (0)	173 (0)
Legal Aid Department	16 (0)	13 (0)
Leisure and Cultural Services Department	3 459 (645)	2 969 (88)
Marine Department	42 (0)	42 (0)
Office of Government Chief Information Officer <sup>(2)</sup>	40 (0)	30 (0)
Office of the Telecommunications Authority	74 (0)	74 (0)
Official Receiver's Office	28 (7)	26 (0)
Planning Department	18 (6)	24 (6)
Post Office	1 632 (0)	1 739 (0)
Radio Television Hong Kong	200 (0)	215 (0)
Rating and Valuation Department	66 (0)	53 (0)
Registration and Electoral Office	421 (0)	152 (0)
Security Bureau	21 (0)	16 (0)
Social Welfare Department	984 (360)	852 (239)
Student Financial Assistance Agency	404 (236)	416 (236)
Television and Entertainment Licensing Authority	51 (0)	44 (0)
Trade and Industry Department	77 (43)	60 (24)
Transport Department	165 (0)	164 (0)
Treasury	54 (0)	79 (0)
University Grants Committee Secretariat	15 (0)	18 (0)
Water Supplies Department	287 (0)	239 (0)
<b>Total</b>	<b>16 557 (2 467)</b>	<b>15 661 (1 909)</b>

Notes -

(1) Civil Engineering Department and Territory Development Department were re-organised to form a new department, Civil Engineering and Development Department on 1 July 2004. The figure represents a consolidated number of FT NCSC staff employed by the two departments before the re-organisation.

(2) Information Technology Services Department was re-named as Office of the Government Chief Information Officer and merged with Commerce, Industry and Technology Bureau on 1 July 2004.

## Employment of Non-Civil Service Contract (NCSC) Staff

### Contract Duration

Length of current contract	No. of full-time NCSC Staff (and percentage to total)			
	Position as at 30.6.2004		Position as at 30.6.2005	
< 1 year	6 097	(36.8%)	4 431	(28.3%)
1 - < 2 years	9 257	(55.9%)	9 763	(62.3%)
2 - 3 years	1 203	(7.3%)	1 467	(9.4%)
<b>Total</b>	<b>16 557</b>	<b>(100%)</b>	<b>15 661</b>	<b>(100%)</b>

### Employment of Non-Civil Service Contract (NCSC) Staff

#### Salary Range

Monthly Salary	No. of full-time NCSC Staff (and percentage to total)			
	Position as at 30.6.2004		Position as at 30.6.2005	
\$30,000 or above	839	(5.1%)	930	(5.9%)
\$16,000 - \$29,999	1 504	(9.0%)	1 587	(10.1%)
\$8,000 - \$15,999	7 492	(45.3%)	7 872	(50.3%)
\$5,000 - \$7,999	4 873	(29.4%)	4 306	(27.5%)
Others*	1 849	(11.2%)	966	(6.2%)
<b>Total</b>	<b>16 557</b>	<b>(100%)</b>	<b>15 661</b>	<b>(100%)</b>

- \* (1) Trainees/youth ambassadors under youth job creation programmes, summer student helpers and (2) staff paid on hourly rate according to the hours of work done. For staff in group (1), their monthly salary is below \$5,000. For staff in group (2), they are paid on an hourly rate and hence their monthly salary varies depending on the hours of work done.