

**Legislative Council Panel on Public Service**

**Employment of Non-civil Service Contract Staff  
in the Leisure and Cultural Services Department**

**Supplementary Information**

At the meeting of the LegCo Panel on Public Service held on 20 March 2006, Members requested the Administration to provide the following information on the non-civil service contract (NCSC) staff employed by the Leisure and Cultural Services Department (LCSD):

- (a) whether the NCSC positions (such as Library Assistant and Assistant Librarian positions) in public libraries were created for any of the five purposes as set out in paragraph 3(a) to (e) of the LegCo Paper No. CB(1)1067/05-06(03); and
- (b) whether the terms and conditions of employment offered to the NCSC staff in LCSD were reasonable, and to provide a breakdown of the 1 995 NCSC staff (as at 31.12.2005), showing the pay level, pay adjustments and fringe benefits offered to each of the staff concerned since the positions were created.

**(a) NCSC staff working in public libraries**

2. The Civil Service Bureau is currently conducting a review on the NCSC staff situation on a department by department basis. All NCSC positions in LCSD will be covered by this review. Results of the review will be reported to the Panel later this year.

**(b) Pay levels, pay adjustments and fringe benefits for NCSC staff in LCSD**

3. The terms and conditions of employment offered to NCSC staff in LCSD follow the principles set out in the NCSC Staff Scheme, i.e. the terms and conditions of employment should be no less favourable than those provided for under the Employment Ordinance. The remuneration package offered to NCSC staff is an all-inclusive pay

package, having regard to the remuneration of comparable jobs in the employment market and nature of jobs.

4. In view of the number of NCSC staff involved and the need to maintain confidentiality on personal remuneration data, we are unable to provide a detailed breakdown of the pay level, pay adjustments and fringe benefits of each of the 1995 NCSC staff (as at 31.12.2005) since the positions were created. We have instead prepared at Annex a breakdown of the salaries by major NCSC jobs in LCSD and fringe benefits offered to NCSC staff since 2001. In general, for contracts of one year or longer, an end-of-contract gratuity is payable to the staff upon satisfactory completion of contract.

5. The pay for different NCSC positions depends on the entry qualifications, job nature and market pay level. The pay may vary among jobs within the same qualification group because of different duties and responsibilities.

6. LCSD sets the pay for its NCSC staff by drawing reference to the market pay levels of comparable jobs. It will continue to review and adjust as appropriate the pay for NCSC staff having regard to the market conditions, its budget and manpower situation as well as other relevant factors.

Leisure and Cultural Services Department  
October 2006

**Salaries and fringe benefits for major NCSC jobs in LCSD  
between 2001 and 2006**

2001<sup>(Note)</sup>      2002<sup>(Note)</sup>      2003<sup>(Note)</sup>      2004<sup>(Note)</sup>      2005<sup>(Note)</sup>      2006<sup>(Note)</sup>

## (A) Salaries

Major NCSC jobs of various entry qualification groups		Range of Salaries					
		\$	\$	\$	\$	\$	\$
(I)	Jobs requiring degree qualification -						
	(1) management of cultural/performance venues, leisure facilities and libraries	16,095 - 18,270	16,095 - 19,195	12,100 - 19,195	12,100 - 18,603	14,400 - 18,010	14,830 - 18,550
	(2) executive work	17,100 - 18,570	17,100 - 19,195	12,800 - 19,195	12,800 - 18,603	14,400 - 18,010	14,830 - 18,550
	(3) computer analyst / programming work	16,095 - 19,510	16,095 - 20,150	13,600 - 21,160	13,600 - 20,510	16,400 - 19,860	16,890 - 20,455
(II)	Jobs requiring higher diploma / diploma -						
	(1) stage management work	14,515 - 15,608	14,515 - 16,120	13,600 - 16,930	13,600 - 16,410	15,800	16,275
	(2) music training, performance and related services	16,095 - 17,505	16,095 - 22,075	12,100 - 23,335	12,100 - 19,533	14,000 - 18,915	14,420 - 19,480
	(3) provision of technical services / support in cultural venues	11,820 - 12,895	11,820 - 13,530	8,900 - 14,415	8,900 - 13,965	10,300 - 13,515	10,610 - 13,920
(III)	Jobs requiring 5 passes in HKCEE -						
	(1) clerical work with supervisory duties	14,700 - 15,820	14,700 - 16,335	11,000 - 17,150	11,000 - 16,625	12,300 - 16,095	12,670 - 16,580
	(2) general clerical work	9,180 - 10,020	9,180 - 10,505	9,180 - 11,205	6,900 - 10,855	7,700 - 10,505	7,930 - 10,820
	(3) library work with supervisory duties	-	-	10,000 - 14,710	10,000 - 14,305	11,200 - 13,905	11,535 - 14,320
	(4) frontline library work	9,180 - 10,020	9,180 - 10,505	6,900 - 11,205	6,900 - 10,855	7,700 - 10,505	7,930 - 10,820
(IV)	Jobs not requiring 5 passes in HKCEE						
	(1) general clerical work	8,125 - 8,835	8,125 - 9,255	6,100 - 9,865	6,100 - 9,555	6,800 - 9,245	7,005 - 9,520
	(2) frontline support / customer service	8,125 - 8,835	8,125 - 9,255	6,100 - 9,865	6,100 - 9,555	6,800 - 9,245	7,005 - 9,520
(V)	Technical and supervisory jobs requiring 5 passes in HKCEE plus experience	12,595 - 13,745	12,595 - 14,415	9,400 - 14,415	9,400 - 13,965	11,100 - 13,515	11,435 - 13,515
(VI)	Jobs requiring skill plus experience						
	(1) artisan work	11,115 - 12,105	11,115 - 11,915	8,300 - 11,915	8,300 - 11,543	9,200 - 11,170	9,475 - 11,505
	(2) lifeguard work	11,115 - 12,105	11,115 - 11,915	11,915	11,543	11,170	11,505
(VII)	Jobs involving manual work	8,615 - 9,020	8,615 - 9,075	6,000 - 9,275	6,000 - 8,984	6,600 - 8,693	6,800 - 8,875

## (B) Fringe benefits

Rest day, statutory and general holiday, paid annual leave, sick leave, maternity leave, Mandatory Provident Fund, etc. The general principle is that the terms and conditions of NCSC staff should be no less favourable than those provided for under the Employment Ordinance.

Note: As at 31 December for 2001 - 2005 and as at 1 August for 2006.