

For information

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

### **Policy on the Provision of Incremental Credit for Experience**

#### **Purpose**

At the meeting of this Panel on 21 February 2011, there were concerns that non-civil service contract (NCSC) staff were not granted additional pay points or incremental credits for experience (ICE) when they successfully applied for civil service posts. This paper informs Members of the policy and related arrangements on the granting of ICE and their application to civil service appointees, whether or not they are former NCSC staff.

#### **Policy and related arrangements on the granting of ICE**

2. Civil Service Regulation 130(1) provides that the entry pay of all appointees to the Civil Service (including new recruits who are former NCSC staff) should normally be the minimum pay point of their respective grades. The minimum pay point of a grade is set with reference to the minimum qualification and work experience required, as well as other factors relating to its job nature. It is generally pitched at the third quartile (P75) of the market level, so as to attract, retain and motivate candidates of suitable calibre to provide the public with effective and efficient service.

3. ICE is a tool to help the Administration to reduce or overcome recruitment difficulty to the Civil Service where there is a specific need to recruit persons with relevant working experience that is particularly valuable but where there is difficulty in recruiting such persons. As the minimum pay point of a grade has already taken into account the minimum work experience required for the satisfactory performance of the duties of the concerned grade, in order to ensure the prudent use of public funds, it is our established policy that ICE should not be offered if there are sufficient suitable candidates willing to join at the minimum pay point in a recruitment exercise. A department may grant ICE only when for a specific recruitment exercise, it can establish a clear case for requiring candidates with relevant working experience and when there is

difficulty in recruiting such candidates at the minimum pay point. Where ICE is offered in a recruitment exercise, all successful appointees in the same recruitment exercise (including former NCSC staff) with the relevant experience would be eligible.

### **Application of ICE in past recruitment exercises**

4. A total of 367 civil service open recruitment exercises were conducted during the past three financial years from April 2008 to March 2011, and a total of 12 735 persons were offered appointment. ICE was offered in 52 of these exercises because there was recruitment difficulty for the respective grades and a specific need to recruit candidates with relevant working experience. A total of 502 persons were offered appointment in these exercises, of whom 414 (including 177 former NCSC staff) with relevant working experience were given ICE.

### **Advice sought**

5. Members are invited to note the contents of this paper.

**Civil Service Bureau**  
**August 2011**