

Annex

- (c) **The Administration was asked to provide information on whether there is a mechanism to adjust the salaries of those non-teaching staff employed in schools (such as artisans, clerical staff, etc.) using different types of Government funding, with reference to the civil service pay adjustment.**

Aided schools may flexibly use various cash grants to employ staff, including clerical staff and janitors to meet their own needs. According to the established policy, the cash grants are normally adjusted annually in accordance with the movement of Composite Consumer Price Index. Schools are required to observe the terms of employment in the contract signed with the staff, establish a well-defined mechanism of pay adjustment and adjust the pay of the staff appropriately, having regard to the economic environment in the society and the actual circumstances of their staff in order to maintain good relation and uphold the staff morale.

With regard to the non-civil service contract (NCSC) staff employed in government schools, this Bureau follows the guidelines promulgated by Civil Service Bureau, reviews and adjusts the level of pay for NCSC staff regularly. In the process of review, we determine reasonable rates of adjustment having regard to the employment market, recruitment situation for the type of jobs concerned, published pay surveys in the market and pay range indicators on recruitment advertisements. And in doing so, the rate of civil service pay adjustment could be one of the considerations, but it is not the only consideration.