

For Information

Legislative Council Panel on Public Service

Follow-up to the Meeting on 21 November 2011

At the meeting of the Legislative Council Panel on Public Service (the Panel) on 21 November 2011, the Administration updated the Panel on the employment situation of non-civil service contract (NCSC) staff. During the meeting, the Administration undertook to –

- (a) provide a breakdown by Bureau/Department (B/D) of the number of NCSC staff with continuous service of five years or more, showing the number of those serving in different NCSC positions in the same B/D and the number of those employed for time-limited programmes;
- (b) provide a breakdown by job nature of the number of NCSC staff in the disciplined services;
- (c) review the length of contract and terms and conditions of employment of NCSC teaching assistants and provide the number of those re-employed in the same position under consecutive contracts; and
- (d) consider according priority to NCSC staff with relevant working experience in open recruitment exercises to fill civil service vacancies and granting incremental credits to the successful ones having regard to their years of service in the Government.

NCSC staff with continuous service of five years or more

2. The information sought under paragraph 1(a) above is set out at **Annex**.

NCSC staff in the disciplined services

3. With regard to paragraph 1(b) above, as at 30 June 2011, a total of 356 full-time NCSC staff were employed by the six disciplined services departments, made up of 15 by Customs and Excise Department, 7 by Correctional Services Department, 85 by Fire Services Department, 14 by Government Flying Service, 113 by Hong Kong Police Force and 122 by Immigration Department. Slightly over half of them (about 68% or 243) provided time-limited administrative, executive, clerical or general office support services. Around 22% (or 79) provided information technology support for time-limited projects or where the mode of service delivery was under review or likely to be changed. Another 7% (or 24) provided time-limited professional or technical support. The remaining 3% (or 10) performed time-limited community relations and communications duties.

NCSC teaching assistants in government schools

4. With regard to paragraph 1 (c) above, NCSC teaching assistants (TA) were employed by government schools under the school-based management initiative to meet specific education services or operational needs. They are normally employed on a 12-month basis commencing 1 September to coincide with a new school year. In the past three school years, 697 TAs were employed on contracts which commenced in September. Among them, over 85% (or 595) were given 12-month contracts and a total of 61 NCSC TAs were employed in the same position under consecutive contracts. The remaining 102 TAs served on contracts lasting for less than 12 months; and among them, 36 were on 11-month contracts based on the concerned schools' need for their services. In the current school year of 2011/12, there are five TAs in government schools on 11-month contracts; and two of them are re-appointed after a break of their previous contracts with the same schools which ended in July 2011. In response to Members' concern, Education Bureau (EDB) has reminded government school principals to give due regard to the interests of their NCSC TAs when determining their period of service. In addition, EDB requires government school principals to employ NCSC TAs on the basis of standard employment

packages which cover salary levels, end-of-service gratuity where applicable, vacation leave, sick leave and sick leave allowance arrangements.

Priority in recruitment to the civil service for NCSC staff and incremental credits for them

5. With regard to paragraph 1(d) above, as relevant working experience is one of the factors considered in the recruitment of suitable persons to fill civil service vacancies, a serving or former NCSC staff who meets the basic entry requirements of a specific civil service rank under recruitment and has working experience relevant to this rank because of his current or former service with the Government should generally enjoy a competitive edge over other qualified applicants without the relevant working experience. Given the Government's recruitment policy is to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process, we do not consider NCSC staff should be given any priority in securing appointment as civil servants.

6. Under the existing policy, incremental credit for experience (ICE) may be granted to newly recruited civil servants (including those who are former NCSC staff) only where there is difficulty in recruiting the required number of qualified candidates in a particular recruitment exercise and where there is a specific need to recruit persons with relevant working experience. Unless these criteria are met, ICE will not be granted to newly recruited civil servants simply on the basis of their years of service in the Government as NCSC staff.

Civil Service Bureau
July 2012

**Employment of full-time NCSC staff by bureau/department/office
with continuous service of five years or more
(position as at 30.6.2011)**

Bureau/Department/Office (B/D)	No. of NCSC staff with five years or more continuous service (a)	No. of NCSC staff with five years or more continuous service		
		engaged in different positions within the same B/D (b)	engaged in the same position within the same B/D (c) = (a) - (b)	engaged in time-limited programmes (same or different positions) (d)
Agriculture, Fisheries and Conservation Department	141	13	128 <i>(Note 1)</i>	27
Architectural Services Department	-	-	-	-
Buildings Department	168	105	63	150
Census and Statistics Department	1	1	-	1
Chief Executive's Office	2	-	2	2
Chief Secretary and Financial Secretary's Office (including the Efficiency Unit)	70	50	20	6
Civil Aviation Department	2	1	1	2
Civil Engineering and Development Department	50	-	50	3
Civil Service Bureau	-	-	-	-
Commerce and Economic Development Bureau	2	-	2	2
Companies Registry	8	6	2	-
Constitutional and Mainland Affairs Bureau	1	-	1	-
Correctional Services Department	-	-	-	-
Customs and Excise Department	2	-	2	2
Department of Health	323	6	317 <i>(Note 2)</i>	210
Department of Justice	6	-	6	-
Development Bureau	1	-	1	-
Drainage Services Department	24	4	20	24
Education Bureau	209	73	136 <i>(Note 3)</i>	44
Electrical and Mechanical Services Department	635	541	94	3
Environment Bureau	-	-	-	-
Environmental Protection Department	10	1	9	10
Financial Services and the Treasury Bureau	4	1	3	-
Fire Services Department	11	1	10	-
Food and Environmental Hygiene Department	93	31	62	22
Food and Health Bureau	3	1	2	3
Government Flying Service	-	-	-	-
Government Laboratory	7	-	7	7
Government Logistics Department	18	-	18	1
Government Property Agency	-	-	-	-
Highways Department	11	-	11	11
Home Affairs Bureau	2	-	2	1
Home Affairs Department	41	3	38	4
Hong Kong Observatory	1	1	-	1
Hong Kong Police Force	73	6	67	-
Hongkong Post	1 114	46	1 068 <i>(Note 4)</i>	-
Immigration Department	42	40	2	23
Information Services Department	8	1	7	4
Inland Revenue Department	7	7	-	7
Innovation and Technology Commission	12	3	9	6
Intellectual Property Department	5	3	2	-
Invest Hong Kong	32	3	29	-
Judiciary	39	19	20	32
Labour and Welfare Bureau	4	1	3	4
Labour Department	64	26	38	57
Land Registry	38	-	38	5
Lands Department	1	1	-	1

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		engaged in different positions within the same B/D (b)	engaged in the same position within the same B/D (c) = (a) - (b)	engaged in time-limited programmes (same or different positions) (d)
		Legal Aid Department	3	-
Leisure and Cultural Services Department	621	186	435 (Note 5)	105
Marine Department	4	-	4	2
Office of the Government Chief Information Officer	1	-	1	1
Office of the Telecommunications Authority	33	10	23	-
Official Receiver's Office	8	-	8	8
Planning Department	6	4	2	2
Radio Television Hong Kong	132	26	106 (Note 6)	7
Rating and Valuation Department	11	-	11	5
Registration and Electoral Office	20	4	16	20
Security Bureau	-	-	-	-
Social Welfare Department	134	36	98	2
Student Financial Assistance Agency	152	32	120 (Note 7)	22
Television and Entertainment Licensing Authority	19	-	19	-
Trade and Industry Department	21	13	8	15
Transport and Housing Bureau	-	-	-	-
Transport Department	45	2	43	39
Treasury	16	7	9	16
University Grants Committee Secretariat	4	-	4	1
Water Supplies Department	47	2	45	1
Total	4 562	1 317	3 245	921

(Note 1)

The 128 NCSC staff who had been working in the same position in Agriculture, Fisheries and Conservation Department for five years or more were mainly engaged to meet service needs the mode of service delivery of which was under review or likely to be changed, such as cleansing and maintenance services in country parks.

(Note 2)

About 65% of the 317 NCSC staff who had been working in the same position in Department of Health for five years or more were employed to meet time-limited requirements, such as health surveillance measures at immigration control points, Health Care Voucher Scheme and other healthcare projects, etc. The remainder were deployed either to deliver services which were under review or to serve as a stop-gap measure pending phasing out of the NCSC positions and their replacement by civil service posts as identified in the 2006 special review.

(Note 3)

Among the 136 NCSC staff who had been working in the same position in Education Bureau for five years or more, some 77% were employed by government schools under the school-based management initiative. The remainder were employed to support various time-limited projects, such as school construction and improvement projects.

(Note 4)

Around 57% of the 1 068 NCSC staff who had been working in the same position in Hongkong Post for five years or more worked less than the conditioned hours required of civil servants and they were mainly involved in sorting, loading and unloading of mails. The remaining were engaged in providing operational, marketing, sales and over-the-counter services, the need for which was subject to unpredictable market changes from time to time.

(Note 5)

Among the 435 NCSC staff who had been working in the same position in Leisure and Cultural Services Department for five years or more, some 88% were engaged in services which were under review, such as frontline and support services in libraries, training and support services in the Music Office and stage management and support services. The remainder were mainly engaged as a stop-gap measure pending phasing out of the NCSC positions and their replacement by civil service posts as identified in the 2006 special review.

(Note 6)

The 106 NCSC staff who had been working in the same position in Radio Television Hong Kong for five years or more were mainly engaged to tap the latest expertise in the information technology, film production and journalism fields.

(Note 7)

The 120 NCSC staff who had been working in the same position in Student Financial Assistance Agency for five years or more were mainly employed to undertake work the mode of operation of which was likely to be changed upon the phased implementation of a new integrated information technology system (planned to start from 2013-14).