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18 July 2014

Ms Anita SIT  
Clerk to Panel on Public Service  
Legislative Council  
Legislative Council Complex  
1 Legislative Council Road  
Central  
Hong Kong

Dear Ms SIT,

**Panel on Public Service**  
**Conditioned Hours of Work of the Civil Service**

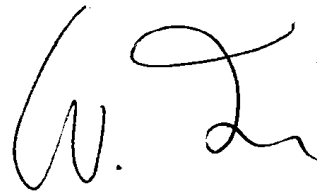
At the Panel meeting on 20 January 2014, a Member expressed concern on whether the conditioned hours of work of civil servants in the lower salary band could meet the working hour requirement of the Low-income Working Family Allowance, and requested the Administration to provide information on the monthly conditioned hours of work of civil servants. Our responses are as follows.

Conditioned hours of work means the hours of duty which salary is calculated to cover and the hours which must be worked before overtime work is counted. Conditioned hours of work of the civil service has all along been calculated on a weekly basis. There is no uniform conditioned hours of work in the civil service. Specific conditioned hours of work are laid down for different grades of civil servants according to operational requirements and other relevant considerations.

There are two different systems of conditioned hours of work: gross and net. The gross conditioned hours system incorporates the time for meal breaks in the stipulated conditioned hours of work; the net system excludes the time for meal breaks in the stipulated conditioned hours of work. As hours of work under the net system are exclusive of the time for meal breaks, a civil servant subject to this system is regarded as performing overtime work if he/she is required to perform duties during his/her meal breaks, subject to meeting the prescribed requirements. This is not the case for a civil servant subject to the gross conditioned hours of work system.

As at 31 March 2014, around 139 000 civil servants (or 85%) were on a gross conditioned hours system. Within this group, around 54 000 were disciplined services staff<sup>1</sup> and around 85 000 were civilian staff. Disciplined services staff were mainly subject to 48 to 54 conditioned hours of work per week, while most civilian staff were subject to 44 conditioned hours of work per week. Separately, around 24 000 civil servants (or 15%) were on a net conditioned hours system and subject to 45 hours of work per week.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Tse', written in a cursive style.

(Miss Winnie TSE)

for Secretary for the Civil Service

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<sup>1</sup> Disciplined services staff did not include officers in the Independent Commission Against Corruption.