

For Information

Legislative Council Panel on Public Service

Follow-up to the Meeting on 16 December 2013

At the meeting of the Legislative Council Panel on Public Service (the Panel) on 16 December 2013, the Administration was requested to provide, inter alia, the following information relating to the employment of non-civil service contract (NCSC) staff –

- (a) a breakdown of the 6 240 NCSC staff with continuous service of three years or more by Bureaux/Departments (B/Ds), reasons of employment and information on the number and details of these staff who have been granted promotion during their years of service; and
- (b) respective numbers of NCSC contracts with different percentage rates of end-of-contract gratuity (i.e. 15%, 10% and 0% of the total basic salary drawn during the contract period), broken down by B/Ds.

2. A breakdown of the 6 240 NCSC staff with continuous service of three years or more by B/Ds with reasons of employment is at **Annex A**. As a general rule, appointment to a NCSC position, regardless of rank, is subject to fresh and successful application. As such, no NCSC staff has been granted promotion.

3. Turning to end-of-contract gratuity, under the NCSC Staff Scheme, HoDs have full discretion to decide whether to offer it and if so the percentage rate of gratuity, having due regard to the prevailing recruitment situation, attractiveness of the employment package in the market, and need for staff retention for the whole contract period. As a general guideline, the gratuity, if given, plus the government's Mandatory Provident Fund contributions in respect of the NCSC staff, is as follows –

- (a) if the NCSC staff is required to perform skilled job (i.e. requiring skills in managerial, professional, technical, or other specialised fields), the percentage rate should not be more than 15% of the total basic salary drawn during the contract period;
- (b) if the NCSC staff is required to perform non-skilled job, the percentage rate should not be more than 10%.

4. A breakdown of the 12 900 NCSC staff engaged by B/Ds as at 30 June 2013 by end-of-contract gratuity percentage rates and by B/Ds is at **Annex B**. Generally speaking, end-of-contract gratuity is not offered when the employing B/Ds consider that the employment package is attractive and competitive enough to recruit and retain NCSC staff. As shown in Annex B, about 31% of the 12 900 NCSC staff were serving on contracts without end-of-contract gratuity. They include some 1 000 hourly-rated or daily-rated Workers/Sorting Office Assistants/Part-time Sorters in Hongkong Post who occupied non-skilled jobs and worked less than the conditioned hours required of civil servants, 643 Teaching Assistants/General Workers/General Clerks in government schools and 545 Health Surveillance Assistants engaged by Department of Health.

5. The Administration will revert to the Panel on the other outstanding information as soon as possible.

Civil Service Bureau
February 2014

**Breakdown of full-time ^{Note 1} NCSC staff with continuous service of three years or more
by reasons of employment
(position as at 30.6.2013)**

Bureau/Department/Office	Reasons of employment				Total
	To meet service needs that are time-limited, seasonal or subject to market fluctuations (a)	To meet service needs that require staff to work less than the conditioned hours required of civil servants (b)	To tap the latest expertise in a particular area (c)	To meet service needs where the mode of service delivery is under review or likely to be changed (d)	
Agriculture, Fisheries and Conservation Department	38	1	-	77	116
Architectural Services Department	4	-	-	-	4
Buildings Department	-	-	-	161	161
Census and Statistics Department	37	-	-	-	37
Chief Executive's Office	3	-	-	-	3
Chief Secretary and Financial Secretary's Office	7	-	2	1	10
Civil Aviation Department	5	-	-	-	5
Civil Engineering and Development Department	4	-	-	25	29
Civil Service Bureau	-	1	-	-	1
Commerce and Economic Development Bureau	11	-	2	-	13
Companies Registry	20	-	-	-	20
Constitutional and Mainland Affairs Bureau	1	-	1	2	4
Correctional Services Department	1	-	-	-	1
Customs and Excise Department	1	-	-	-	1
Department of Health	59	6	-	470	535
Department of Justice	6	-	-	4	10
Development Bureau	-	-	2	3	5
Drainage Services Department	24	-	-	-	24
Education Bureau	178	2	8	204	392
Efficiency Unit	-	-	189	-	189
Electrical and Mechanical Services Department	907	-	3	-	910
Environment Bureau	2	-	-	-	2
Environmental Protection Department	23	-	-	3	26
Financial Services and the Treasury Bureau	1	-	1	13	15
Fire Services Department	-	-	-	13	13
Food and Environmental Hygiene Department	50	2	3	64	119
Food and Health Bureau	4	-	-	2	6
Government Flying Service	3	-	1	-	4
Government Laboratory	8	-	-	-	8
Government Logistics Department	-	12	1	3	16
Government Property Agency	1	-	-	-	1
Highways Department	6	-	-	-	6
Home Affairs Bureau	5	-	2	1	8
Home Affairs Department	66	-	10	30	106
Hong Kong Observatory	3	-	-	-	3
Hong Kong Police Force	-	-	-	53	53
Hongkong Post	725	735	40	-	1 500

Bureau/Department/Office	Reasons of employment				Total
	To meet service needs that are time-limited, seasonal or subject to market fluctuations (a)	To meet service needs that require staff to work less than the conditioned hours required of civil servants (b)	To tap the latest expertise in a particular area (c)	To meet service needs where the mode of service delivery is under review or likely to be changed (d)	
Immigration Department	23	-	-	16	39
Information Services Department	5	-	6	-	11
Inland Revenue Department	19	-	-	-	19
Innovation and Technology Commission	4	-	13	8	25
Intellectual Property Department	-	-	5	-	5
Invest Hong Kong	-	-	41	-	41
Judiciary	49	2	1	2	54
Labour and Welfare Bureau	6	-	-	-	6
Labour Department	86	-	6	1	93
Land Registry	85	-	-	-	85
Lands Department	52	-	10	-	62
Leisure and Cultural Services Department	104	-	25	486	615
Marine Department	2	-	-	-	2
Office of the Communications Authority	55	-	2	15	72
Office of the Government Chief Information Officer	3	-	-	2	5
Official Receiver's Office	22	-	-	-	22
Planning Department	5	-	2	1	8
Radio Television Hong Kong	1	-	-	150	151
Rating and Valuation Department	11	-	15	-	26
Registration and Electoral Office	29	-	-	-	29
Security Bureau	2	-	7	2	11
Social Welfare Department	5	-	9	62	76
Student Financial Assistance Agency	17	-	-	242	259
Trade and Industry Department	45	2	4	-	51
Transport and Housing Bureau	1	-	-	-	1
Transport Department	47	-	-	-	47
Treasury	11	-	-	-	11
University Grants Committee Secretariat	4	-	-	7	11
Water Supplies Department	5	-	1	41	47
Total	2 901	763	412	2 164	6 240

Note

1. "Full-time" means the employment is on a "continuous contract" as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Breakdown of full-time ^{Note 1} NCSC staff
by percentage rates of end-of-contract gratuity ^{Note 2}
(position as at 30.6.2013)

Bureau/Department/Office	No. of NCSC staff without end-of-contract gratuity	No. of NCSC staff with end-of-contract gratuity at the percentage rates of		Total
		up to 10%	more than 10% and up to 15%	
Agriculture, Fisheries and Conservation Department	288	1	6	295
Architectural Services Department	-	-	30	30
Buildings Department	-	141	310	451
Census and Statistics Department	48	96	20	164
Chief Executive's Office	-	3	3	6
Chief Secretary and Financial Secretary's Office	-	9	20	29
Civil Aviation Department	-	-	20	20
Civil Engineering and Development Department	-	14	55	69
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	5	10	18	33
Companies Registry	5	25	37	67
Constitutional and Mainland Affairs Bureau	-	8	-	8
Correctional Services Department	-	1	2	3
Customs and Excise Department	3	134	-	137
Department of Health	654	23	83	760
Department of Justice	17	-	28	45
Development Bureau	1	5	36	42
Drainage Services Department	-	15	51	66
Education Bureau	886	261	43	1 190
Efficiency Unit	-	102	271	373
Electrical and Mechanical Services Department	-	364	972	1 336
Environment Bureau	-	3	3	6
Environmental Protection Department	26	16	64	106
Financial Services and the Treasury Bureau	1	4	67	72
Fire Services Department	18	-	18	36
Food and Environmental Hygiene Department	69	102	120	291
Food and Health Bureau	2	15	2	19
Government Flying Service	-	1	12	13
Government Laboratory	29	2	-	31
Government Logistics Department	17	19	6	42
Government Property Agency	5	-	3	8
Highways Department	-	1	40	41
Home Affairs Bureau	-	9	17	26
Home Affairs Department	19	113	263	395
Hong Kong Observatory	-	-	15	15
Hong Kong Police Force	16	18	48	82
Hongkong Post	1 067	877	104	2 048
Immigration Department	-	38	5	43
Information Services Department	-	-	17	17

Bureau/Department/Office	No. of NCSC staff without end-of-contract gratuity	No. of NCSC staff with end-of-contract gratuity at the percentage rates of		Total
		up to 10%	more than 10% and up to 15%	
Inland Revenue Department	166	-	-	166
Innovation and Technology Commission	4	8	27	39
Intellectual Property Department	4	11	3	18
Invest Hong Kong	-	2	55	57
Judiciary	2	86	-	88
Labour and Welfare Bureau	-	2	25	27
Labour Department	195	-	-	195
Land Registry	6	111	37	154
Lands Department	-	31	194	225
Legal Aid Department	-	4	-	4
Leisure and Cultural Services Department	178	675	1 055	1 908
Marine Department	1	4	4	9
Office of the Communications Authority	8	57	67	132
Office of the Government Chief Information Officer	7	-	14	21
Official Receiver's Office	-	15	27	42
Planning Department	-	13	10	23
Radio Television Hong Kong	33	26	219	278
Rating and Valuation Department	1	3	56	60
Registration and Electoral Office	13	49	9	71
Security Bureau	-	6	12	18
Social Welfare Department	108	4	32	144
Student Financial Assistance Agency	110	317	42	469
Trade and Industry Department	10	52	22	84
Transport and Housing Bureau	-	2	1	3
Transport Department	-	36	48	84
Treasury	1	4	24	29
University Grants Committee Secretariat	1	6	13	20
Water Supplies Department	-	67	49	116
Total	4 025	4 021	4 854	12 900

Note

1. "Full-time" means the employment is on a "continuous contract" as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.
2. The percentage rate of gratuity refers to the specified rate of total basic salary drawn during the contract period, which equals the sum of the gratuity plus the Government's Mandatory Provident Fund contributions.