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GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
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本函檔號 Our Ref.: L/M to MP/P350/163/400/001 Pt.19

來函檔號 Your Ref.:

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(Translation)

21 February 2014

The Hon TANG Ka-piu
The Hon KWOK Wai-keung
Members of the Legislative Council Panel on Public Service
Rooms 1009-1014
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Sirs,

Employment Situation of Non-Civil Service Contract Staff

Your letter dated 18 December 2013 to the Hon Mrs Regina IP LAU Suk-ye, Chairman of the Legislative Council Panel on Public Service, has been referred to us for follow-up.

You request in your letter a breakdown of the numbers of non-civil service contract (NCSC) staff by end-of-contract gratuity percentage rates. Under the NCSC Staff Scheme, heads of departments (HoDs) have full discretion to decide whether to offer end-of-contract gratuity and its percentage rate, having due regard to such considerations as the recruitment situation, attractiveness of the employment package in the market, and the need for staff retention throughout the contract period. It is not a must for departments to offer end-of-contract gratuity to their NCSC staff. When recruiting departments consider that the employment package is competitive enough to recruit and retain suitable NCSC staff, end-of-contract gratuity is not offered.

As a general guideline, if HoDs decide to offer end-of-contract gratuity, the gratuity plus the government's Mandatory Provident Fund contributions, is set at the following percentage rate –

- (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%.

A breakdown of the NCSC staff engaged by bureaux/departments in the past five years by end-of-contract gratuity percentage rates is at Annexes 1 - 5.

We will revert to you on the other information requested in your letter once we have consolidated the relevant data.

Yours faithfully,

(Ms Maureen TAI)
for Secretary for the Civil Service

cc The Hon Mrs Regina IP LAU Suk-yee, GBS, JP
Chairman of the Legislative Council Panel on Public Service

Ms Anita SIT
Clerk to the Legislative Council Panel on Public Service

Breakdown of full-time ^{Note 1} NCSC staff
by percentage rates of end-of-contract gratuity ^{Note 2}
(position as at 30.6.2009)

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	338	-	4	342
Architectural Services Department	-	-	33	33
Auxiliary Medical Service	-	1	-	1
Buildings Department	-	75	663	738
Census and Statistics Department	42	140	20	202
Chief Executive's Office	-	-	5	5
Chief Secretary and Financial Secretary's Office	-	11	18	29
Civil Aviation Department	-	-	12	12
Civil Engineering and Development Department	-	32	81	113
Civil Service Bureau	1	-	1	2
Commerce and Economic Development Bureau	5	16	12	33
Companies Registry	-	30	24	54
Constitutional and Mainland Affairs Bureau	-	13	-	13
Correctional Services Department	-	1	11	12
Customs and Excise Department	21	8	-	29
Department of Health	1 214	104	150	1 468
Department of Justice	26	-	12	38
Development Bureau	-	3	17	20
Drainage Services Department	-	10	72	82
Education Bureau	790	287	73	1 150
Efficiency Unit	-	86	210	296
Electrical and Mechanical Services Department	3	262	1 168	1 433
Environment Bureau	-	4	4	8
Environmental Protection Department	34	22	84	140
Financial Services and the Treasury Bureau	1	-	18	19
Fire Services Department	12	-	15	27
Food and Environmental Hygiene Department	405	139	71	615
Food and Health Bureau	3	9	4	16
Government Flying Service	-	-	13	13
Government Laboratory	21	-	3	24
Government Logistics Department	21	33	5	59
Government Property Agency	-	-	7	7
Highways Department	-	13	55	68
Home Affairs Bureau	9	5	8	22
Home Affairs Department	46	188	183	417
Hong Kong Observatory	-	-	22	22
Hong Kong Police Force	32	23	103	158
Hongkong Post	1 126	969	128	2 223
Immigration Department	-	221	2	223
Information Services Department	1	-	19	20

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	3	9	19	31
Intellectual Property Department	6	15	1	22
Invest Hong Kong	-	2	56	58
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-	-	1	1
Judiciary	3	140	-	143
Labour and Welfare Bureau	-	5	20	25
Labour Department	196	-	-	196
Land Registry	7	98	39	144
Lands Department	-	61	165	226
Legal Aid Department	-	-	5	5
Leisure and Cultural Services Department	696	1 008	1 011	2 715
Marine Department	-	9	6	15
Office of the Government Chief Information Officer	2	-	12	14
Office of the Telecommunications Authority	7	66	21	94
Official Receiver's Office	-	17	26	43
Planning Department	-	15	8	23
Radio Television Hong Kong	32	34	262	328
Rating and Valuation Department	1	16	59	76
Registration and Electoral Office	11	29	13	53
Security Bureau	-	8	12	20
Social Welfare Department	394	2	22	418
Student Financial Assistance Agency	116	485	36	637
Television and Entertainment Licensing Authority	4	5	31	40
Trade and Industry Department	31	36	16	83
Transport and Housing Bureau	-	4	1	5
Transport Department	8	137	67	212
Treasury	11	4	60	75
University Grants Committee Secretariat	6	6	12	24
Water Supplies Department	-	64	44	108
Total	5 851	4 980	5 355	16 186

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.

Breakdown of full-time ^{Note 1} NCSC staff
by percentage rates of end-of-contract gratuity ^{Note 2}
(position as at 30.6.2010)

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	319	-	4	323
Architectural Services Department	-	-	56	56
Buildings Department	-	62	521	583
Census and Statistics Department	96	277	19	392
Chief Executive's Office	-	3	3	6
Chief Secretary and Financial Secretary's Office	-	11	21	32
Civil Aviation Department	-	-	16	16
Civil Engineering and Development Department	-	28	80	108
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	4	13	15	32
Companies Registry	2	28	38	68
Constitutional and Mainland Affairs Bureau	-	15	-	15
Correctional Services Department	-	-	9	9
Customs and Excise Department	19	8	-	27
Department of Health	760	51	133	944
Department of Justice	29	-	11	40
Development Bureau	2	3	28	33
Drainage Services Department	-	7	71	78
Education Bureau	890	181	49	1 120
Efficiency Unit	-	43	237	280
Electrical and Mechanical Services Department	3	289	1 354	1 646
Environment Bureau	-	3	4	7
Environmental Protection Department	32	21	80	133
Financial Services and the Treasury Bureau	1	3	33	37
Fire Services Department	16	-	16	32
Food and Environmental Hygiene Department	274	150	94	518
Food and Health Bureau	4	10	2	16
Government Flying Service	-	2	7	9
Government Laboratory	22	3	-	25
Government Logistics Department	16	26	2	44
Government Property Agency	-	-	7	7
Highways Department	-	11	36	47
Home Affairs Bureau	7	8	17	32
Home Affairs Department	107	172	215	494
Hong Kong Observatory	-	-	20	20
Hong Kong Police Force	24	15	97	136
Hongkong Post	990	1 040	108	2 138
Immigration Department	-	171	3	174
Information Services Department	3	-	16	19
Inland Revenue Department	170	-	-	170

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%	
Innovation and Technology Commission	6	11	25	42
Intellectual Property Department	7	3	8	18
Invest Hong Kong	-	1	55	56
Judiciary	3	146	-	149
Labour and Welfare Bureau	-	4	19	23
Labour Department	186	-	-	186
Land Registry	7	101	35	143
Lands Department	-	47	195	242
Legal Aid Department	-	5	-	5
Leisure and Cultural Services Department	679	1 034	1 040	2 753
Marine Department	-	10	2	12
Office of the Government Chief Information Officer	2	-	15	17
Office of the Telecommunications Authority	4	64	24	92
Official Receiver's Office	-	16	34	50
Planning Department	-	20	7	27
Radio Television Hong Kong	30	35	276	341
Rating and Valuation Department	1	11	65	77
Registration and Electoral Office	13	230	13	256
Security Bureau	-	8	13	21
Social Welfare Department	313	15	24	352
Student Financial Assistance Agency	111	495	43	649
Television and Entertainment Licensing Authority	4	5	29	38
Trade and Industry Department	27	58	17	102
Transport and Housing Bureau	-	5	-	5
Transport Department	7	122	51	180
Treasury	1	3	40	44
University Grants Committee Secretariat	5	7	9	21
Water Supplies Department	-	74	25	99
Total	5 197	5 184	5 486	15 867

Note

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Breakdown of full-time ^{Note 1} NCSC staff
by percentage rates of end-of-contract gratuity ^{Note 2}
(position as at 30.6.2011)

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	291	-	5	296
Architectural Services Department	-	-	33	33
Buildings Department	-	45	367	412
Census and Statistics Department	186	254	23	463
Chief Executive's Office	-	3	5	8
Chief Secretary and Financial Secretary's Office	-	13	23	36
Civil Aviation Department	-	-	21	21
Civil Engineering and Development Department	-	25	81	106
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	5	10	16	31
Companies Registry	14	27	49	90
Constitutional and Mainland Affairs Bureau	-	10	-	10
Correctional Services Department	-	3	4	7
Customs and Excise Department	12	3	-	15
Department of Health	721	40	78	839
Department of Justice	44	-	18	62
Development Bureau	2	2	35	39
Drainage Services Department	-	17	61	78
Education Bureau	922	201	47	1 170
Efficiency Unit	-	107	234	341
Electrical and Mechanical Services Department	-	311	1 320	1 631
Environment Bureau	-	3	2	5
Environmental Protection Department	27	18	77	122
Financial Services and the Treasury Bureau	1	5	48	54
Fire Services Department	69	-	16	85
Food and Environmental Hygiene Department	109	69	142	320
Food and Health Bureau	2	10	2	14
Government Flying Service	-	1	13	14
Government Laboratory	21	3	-	24
Government Logistics Department	22	23	3	48
Government Property Agency	-	-	9	9
Highways Department	-	4	29	33
Home Affairs Bureau	8	8	19	35
Home Affairs Department	41	143	191	375
Hong Kong Observatory	-	-	20	20
Hong Kong Police Force	23	12	78	113
Hongkong Post	1 011	985	107	2 103
Immigration Department	-	118	4	122
Information Services Department	-	-	16	16
Inland Revenue Department	172	-	-	172

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%	
Innovation and Technology Commission	8	12	38	58
Intellectual Property Department	5	5	1	11
Invest Hong Kong	-	2	55	57
Judiciary	3	137	-	140
Labour and Welfare Bureau	-	6	17	23
Labour Department	144	-	-	144
Land Registry	7	97	33	137
Lands Department	-	47	183	230
Legal Aid Department	-	7	-	7
Leisure and Cultural Services Department	178	879	1 096	2 153
Marine Department	3	11	4	18
Office of the Government Chief Information Officer	6	-	13	19
Office of the Telecommunications Authority	4	67	26	97
Official Receiver's Office	-	17	33	50
Planning Department	-	28	10	38
Radio Television Hong Kong	40	31	278	349
Rating and Valuation Department	1	10	56	67
Registration and Electoral Office	31	372	10	413
Security Bureau	-	5	11	16
Social Welfare Department	260	9	25	294
Student Financial Assistance Agency	101	469	45	615
Television and Entertainment Licensing Authority	3	5	33	41
Trade and Industry Department	14	62	17	93
Transport and Housing Bureau	-	5	1	6
Transport Department	7	111	56	174
Treasury	1	4	47	52
University Grants Committee Secretariat	6	7	13	26
Water Supplies Department	-	66	51	117
Total	4 526	4 944	5 348	14 818

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.
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Breakdown of full-time ^{Note 1} NCSC staff
by percentage rates of end-of-contract gratuity ^{Note 2}
(position as at 30.6.2012)

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	297	-	5	302
Architectural Services Department	-	-	36	36
Buildings Department	-	159	279	438
Census and Statistics Department	39	147	21	207
Chief Executive's Office	-	3	4	7
Chief Secretary and Financial Secretary's Office	-	11	26	37
Civil Aviation Department	-	-	23	23
Civil Engineering and Development Department	-	16	59	75
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	4	12	18	34
Companies Registry	4	25	39	68
Constitutional and Mainland Affairs Bureau	-	11	-	11
Correctional Services Department	-	2	5	7
Customs and Excise Department	13	4	-	17
Department of Health	761	27	73	861
Department of Justice	33	-	22	55
Development Bureau	2	2	35	39
Drainage Services Department	-	14	60	74
Education Bureau	986	203	45	1 234
Efficiency Unit	-	65	275	340
Electrical and Mechanical Services Department	-	343	1 236	1 579
Environment Bureau	-	3	3	6
Environmental Protection Department	16	15	78	109
Financial Services and the Treasury Bureau	1	3	54	58
Fire Services Department	43	-	18	61
Food and Environmental Hygiene Department	63	125	135	323
Food and Health Bureau	1	13	3	17
Government Flying Service	-	1	11	12
Government Laboratory	28	2	-	30
Government Logistics Department	20	22	2	44
Government Property Agency	1	-	7	8
Highways Department	-	3	25	28
Home Affairs Bureau	33	8	15	56
Home Affairs Department	55	124	223	402
Hong Kong Observatory	-	-	24	24
Hong Kong Police Force	29	18	68	115
Hongkong Post	1 047	933	93	2 073
Immigration Department	-	78	5	83
Information Services Department	-	-	16	16
Inland Revenue Department	168	-	-	168

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%	
Innovation and Technology Commission	5	9	40	54
Intellectual Property Department	5	6	1	12
Invest Hong Kong	-	2	56	58
Judiciary	2	111	-	113
Labour and Welfare Bureau	-	3	22	25
Labour Department	225	-	-	225
Land Registry	7	80	31	118
Lands Department	-	36	180	216
Legal Aid Department	-	6	-	6
Leisure and Cultural Services Department	156	772	1 053	1 981
Marine Department	-	16	3	19
Office of the Communications Authority ^{Note 3}	7	64	58	129
Office of the Government Chief Information Officer	5	-	13	18
Official Receiver's Office	-	17	32	49
Planning Department	-	14	7	21
Radio Television Hong Kong	59	37	261	357
Rating and Valuation Department	1	6	61	68
Registration and Electoral Office	29	753	9	791
Security Bureau	-	7	12	19
Social Welfare Department	193	4	34	231
Student Financial Assistance Agency	99	389	45	533
Trade and Industry Department	8	57	21	86
Transport and Housing Bureau	-	5	-	5
Transport Department	3	84	49	136
Treasury	6	5	36	47
University Grants Committee Secretariat	1	6	13	20
Water Supplies Department	-	77	43	120
Total	4 456	4 958	5 121	14 535

Note

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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.
3. With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority and the relevant divisions of the Television and Entertainment Licensing Authority.

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
Inland Revenue Department	166	-	-	166

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%	
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 ^{Note 3}	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.
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3. With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority and the relevant divisions of the Television and Entertainment Licensing Authority.