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31 July 2014

Clerk to Panel on Public Service  
Legislative Council  
Legislative Council Complex  
1 Legislative Council Road  
Central  
Hong Kong  
(Attn: Ms Shirley CHAN)

Dear Ms CHAN,

**Request for Uniform Weekly Working Hours  
within the Proof Reader Grade of the Government Logistics Department  
(GLD)**

I refer to your letter dated 18 July 2014. Having consulted the GLD, we would like to respond to the concern raised by the Proof Reader grade staff of the GLD on their conditioned working hours as follows.

*Conditioned Working Hours*

There is no uniform conditioned hours of work in the civil service. Specific conditioned hours of work are laid down for different grades in the civil service having regard to their job nature, operational requirements and other relevant considerations.

In general, all civil servants within the same grade are subject to the same conditioned hours of work. Nevertheless, the recruitment rank and promotion rank in certain grades may have different conditioned hours of work.

### *Reduction of Conditioned Working Hours*

As the conditioned hours of work have been taken into account in determining the overall remuneration packages offered to different grades/ranks in the civil service, a reduction in the conditioned hours of a particular grade/rank without any corresponding change to its pay is in effect an improvement to the pay and conditions of service of that grade/rank.

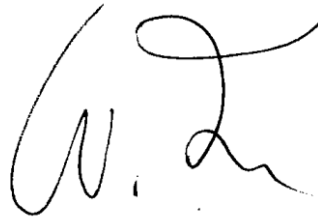
The Administration is open to proposals for reduction of conditioned hours of work provided that they are supported by reasonable grounds and justifications. It will consider any proposals to reduce the conditioned hours of work against the three prerequisites of cost-neutrality, no additional manpower, and maintaining the same level of service to the public. It will also consider the duties and responsibilities of the grade/rank concerned, the operational requirements, the manpower situation, the implications of reduction on other civil service grades, and other relevant factors. Each proposal will be considered on its own merits and the advice of the relevant advisory body will be sought and taken into account in the Administration's decision.

### *Proof Reader Grade*

According to file record, the Proof Reader grade comprised only two ranks in 1971, namely, Proof Reader and Senior Proof Reader. The Administration created the Chief Proof Reader rank in 1974. At that time, the conditioned hours of work per week for the three ranks within the Proof Reader grade were 48 hours net for the Proof Reader rank and 44 hours gross for both the Senior and Chief Proof Reader ranks. Having evolved over the years, the conditioned hours of work of the Proof Reader rank of the Proof Reader grade were reduced to 45 hours net per week while the conditioned hours of work of the Senior and Chief Proof Reader ranks remained unchanged.

GLD considers that proof reading is an important part in the printing workflow. Due to operational consideration, the conditioned hours of work of the Proof Reader rank have to match with those of other staff in the printing workshop. Currently, the conditioned hours of work for core staff in the printing workshop (including staff in the Proof Reader rank) are 45 hours net per week. To avoid affecting the efficiency and accuracy of the printing tasks, the conditioned hours of work of individual grades in the printing workshop should not be modified easily. GLD also considers that at present, the conditioned hours of work of the Proof Reader rank cannot be reduced under the three prerequisites, nor can the conditioned hours of work of the Proof Reader grade be aligned.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Tse', with a large, stylized flourish at the end.

(Miss Winnie TSE)  
for Secretary for the Civil Service

c.c. Director of Government Logistics (Attn : Mr Keith SUNG)