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17 February 2015

Ms Cindy CHAN
Legislative Council Secretariat
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Ms CHAN,

Legislative Council Panel on Public Service Conditioned Hours of Work for Model Scale 1 Grades

On 22 December 2014, Hon TANG Ka-piu and Hon KWOK Wai-keung wrote to the Panel Chairman, requesting information on the employment situation of the Model Scale 1 (MOD 1) Grades. The letter was subsequently referred to this Bureau by the Secretariat for follow-up. Having collated the relevant information, our responses are as follows.

Additional financial implication and manpower requirement

As we have reiterated before, to ensure prudent use of public funds and the upkeep of the level of service to the public, as well as proper management of the civil service on parity grounds, all proposals of reduction of conditioned hours have to abide by the three prerequisites (i.e. cost-neutrality, no additional manpower, and maintaining the same level of service to the public) and the “same grade/rank, same conditioned hours of work” principle. Hence, we have not assessed the financial implication and additional manpower required for reducing the conditioned hours of work of all MOD 1 staff to 45 hours gross per week.

Breakdown of the review findings

According to the review, the relevant bureaux/departments have identified around 1 500 staff whose conditioned hours of work could be reduced to 45 hours gross per week while meeting the three prerequisites but not complying with the “same grade, same conditioned hours of work” principle. Separately, the conditioned hours of work of around 40 staff could be reduced while complying with both the said prerequisites and principle. Members have requested the information of these staff pertaining to their grade/rank, number, average monthly salary, average monthly CSPF/MPF contribution, total expenditure on fringe benefits, number of working days per week, length of service and age.

Grade, number of staff, average monthly salary and number of working days per week

The breakdown provided to the Panel by the Administration in September 2014 in response to Members’ request has already included the relevant information pertaining to grade and number of staff. See details at **Annex**.

Concerning salary, except for the Workman II grade whose mid-point salary is \$12,040 per month, the mid-point salary of the other MOD 1 grades is \$13,035 per month.

As for number of working days per week, over 90% of the approximately 40 staff concerned work five days a week while the remaining work either 5.5 days a week or on an alternate Saturday-off pattern. Of the around 1 500 staff concerned, about 72% work five days a week and the remaining 28% or so are on non-five-day work pattern, which includes 5.5/6 days a week, alternate Saturday-off or shift duty patterns.

Average monthly CSPF/MPF contribution, total expenditure on fringe benefits, length of service and age

In conducting the above-mentioned review, the Administration only requested the relevant bureaux/departments to provide information directly related to the review. No personal data of the staff in the relevant posts (e.g. their CSPF/MPF contribution, total expenditure on fringe benefits, length of service and age, etc) has been gathered. We regret that no such information can be provided.

Yours sincerely,

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

(Miss Angie CHUNG)
for Secretary for the Civil Service

**Details of the Initial Stage Findings of the
Review on the Conditioned Hours of Work for Model Scale 1 Grades***

(I) Not breaching the three prerequisites and “same grade, same conditioned hours of work” principle

Grade	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved
Barber	1	Department of Health	0	--
Explosives Depot Attendant	2	Civil Engineering and Development Department	0	--
Gardener	1	Fire Services Department	0	--
Supplies Attendant	36	Architectural Services Department Census and Statistics Department Civil Aid Service Civil Engineering and Development Department Department of Health Drainage Services Department Electrical and Mechanical Services Department Food and Environmental Hygiene Department Government Flying Service Government Logistics Department Highways Department Home Affairs Department Inland Revenue Department Leisure and Cultural Services Department Marine Department Rating and Valuation Department Trade and Industry Department Water Supplies Department	0	--
Sub-total	40		0	

(II) Not breaching the three prerequisites but violating the “same grade, same conditioned hours of work” principle

Grade	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved
Workshop Attendant	0	--	24	Education Bureau
Car Park Attendant II	1	Chief Secretary of Administration's Office	7	Agriculture, Fisheries and Conservation Department Judiciary
Ward Attendant	82	Department of Health	34	Social Welfare Department
Ganger	9	Fire Services Department Government Logistics Department Hospital Authority	75	Food and Environmental Hygiene Department
Property Attendant	31	Chief Secretary of Administration's Office Fire Services Department Hong Kong Police Force Hospital Authority Immigration Department Leisure and Cultural Services Department Marine Department Radio Television Hong Kong Trade and Industry Department Transport Department Water Supplies Department	64	Civil Aid Service Department of Health Food and Environmental Hygiene Department Government Logistics Department Home Affairs Department Hong Kong Observatory Judiciary Office of the Communications Authority Social Welfare Department
Workman I	332	Architectural Services Department Electrical and Mechanical Services Department Government Flying Service Government Logistics Department Government Property Agency Hong Kong Observatory Hong Kong Police Force Hospital Authority Housing Department	1528	Agriculture, Fisheries and Conservation Department Census and Statistics Department Department of Health Drainage Services Department Environmental Protection Department Food and Environmental Hygiene Department

Grade	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved
		Immigration Department Inland Revenue Department Lands Department Trade and Industry Department		Leisure and Cultural Services Department Transport Department Water Supplies Department
Workman II	1084	Architectural Services Department Audit Commission Auxiliary Medical Service Chief Secretary for Administration's Office Civil Aid Service Civil Aviation Department Commerce and Economic Development Bureau Civil Engineering and Development Department Civil Service Bureau Correctional Services Department Customs and Excise Department Department of Justice Development Bureau Electrical and Mechanical Services Department Financial Services and the Treasury Bureau Fire Services Department Government Flying Service Government Laboratory Government Logistics Department Government Property Agency Home Affairs Bureau Hong Kong Observatory Hong Kong Police Force Hospital Authority Housing Department Immigration Department Information Services Department Inland Revenue Department Innovation and Technology Commission Invest Hong Kong	4140	Agriculture, Fisheries and Conservation Department Buildings Department Census and Statistics Department Department of Health Drainage Services Department Education Bureau Environmental Protection Department Food and Environmental Hygiene Department Highways Department Home Affairs Department Judiciary Lands Department Leisure and Cultural Services Department Marine Department Registration and Electoral Office Social Welfare Department Water Supplies Department

Grade	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved	Number of Staff Feasible for Reducing Conditioned Hours of Work	Departments Involved
		Labour Department Labour and Welfare Bureau Legal Aid Department Office of the Government Chief Information Officer Official Receiver's Office Planning Department Post Office Rating and Valuation Department Security Bureau Student Financial Assistance Agency Trade and Industry Department Transport and Housing Bureau Transport Department Treasury University Grants Committee Secretariat		
Sub-total	1539		5872	
Total		7411		

*Number of staff as at 30 June 2013