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24 December 2019

The Hon Chu Hoi-dick
Room 903, Legislative Council Complex
1 Legislative Council Road
Central
Hong Kong

Dear Hon Chu,

2019-20 Civil Service Pay Adjustment

I refer to your emails of 12 and 13 December 2019 to the Secretariat of the Finance Committee (FC) of the Legislative Council requesting the Administration to provide information about the Police Welfare Fund, overtime work of police officers, job-related allowances and subsistence allowance of the Hong Kong Police Force. The Chairman of the FC has agreed that your emails be referred to us for follow-up. Enclosed please find the information notes provided by the relevant bureaux at **Annex I** and **Annex II** for reference.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Benjamin Mok', written in a cursive style.

(Benjamin Mok)

for Secretary for the Civil Service

Encl.

c.c. The Hon Chan Kin-por, GBS, JP,
Chairman of the Finance Committee of the Legislative Council
Deputy Secretary for Financial Services and the Treasury (Treasury)1
Principal Assistant Secretary (Security) E

Finance Committee
2019-20 Civil Service Pay Adjustment (FCR(2019-20)33)
Information requested by Hon CHU Hoi-dick

Hon Chu Hoi-dick issued an email to Clerk to the Finance Committee of the Legislative Council on 12 December 2019 enquiring about the Police Welfare Fund and the overtime (“OT”) work of police officers. The information is provided below for reference.

2. The Police Welfare Fund was established under the Police Force Ordinance (“PFO”) (Cap. 232) and is administered in accordance with the Police Force (Welfare Fund) Regulation (Cap. 232C). According to section 39E of the PFO, the Police Welfare Fund may be used for purposes including but not limited to providing and maintaining amenities for the use and enjoyment of the beneficiaries; compensating police officers, auxiliary officers and civilian officers for extra services provided by them; making loans to beneficiaries; making grants, allowances and gifts to beneficiaries.

3. OT work is work undertaken over and beyond a civil servant’s conditioned hours. It may only be undertaken when it is unavoidable, which means the duties to be performed by the civil servant at the time are essential and the duties must be performed at that time and cannot be deferred. The arrangement of OT work for police officers is subject to the stringent control of the Civil Service Regulations, the relevant circulars as well as the relevant internal regulations of the Hong Kong Police Force (“HKPF”). According to the regulations, OT work will normally be compensated by time off in lieu. Where the granting of time off is, or is likely to be, impracticable within 30 days of the date on which OT work is performed, payment of Disciplined Services Overtime Allowance (“DSOA”) to eligible officers may be approved. Expenditure on DSOA is paid under Subhead 000 (Operational expenses) of HKPF, and not under the Police Welfare Fund.

4. As regards the compensation for “extra services” under section 39E(1)(e) of the PFO as mentioned in the Honourable Member’s incoming correspondence, no such expenditure was recorded over the years.

Annex II

Finance Committee 2019-20 Civil Service Pay Adjustment (FCR(2019-20)33) Information Requested by Hon CHU Hoi-dick

Hon CHU Hoi-dick issued an email to Clerk to the Finance Committee of the Legislative Council on 13 December 2019, requesting the Administration to provide information on job-related allowances (“JRAs”) and subsistence allowance of the Hong Kong Police Force (“HKPF”). The information is provided below for reference.

JRAs

2. JRAs are compensation for civil servants who are required to deliver extra or unusual duties, and such aspects of work are not normally expected of a particular grade or rank and have not been taken into account in the determination of their pay scales. JRAs are not fringe benefits and their payment is subject to the Civil Service Regulations (“CSR”) and related governing principles.

3. The six categories of JRAs are as follows:

- (a) Extraneous Duties Allowances (for civilian grades) or Extra Duties Allowances for Disciplined Services: to compensate for duties which are extraneous to the job descriptions for the officers concerned and the discharge of such duties requires extra skill or imposes new responsibility not normally expected of staff in the same grade or rank;
- (b) Hardship Allowances (for civilian grades only): to compensate for specific duties performed in work environment which may render the officer liable to bodily harm or physical impairment of a degree not normally expected of staff in the same grade or rank;
- (c) Shift Duty Allowance (for civilian grades only): to compensate for the need to work irregular hours as part of a shift pattern which is approved by the departmental management as necessary on operational grounds;

- (d) Rainstorm Black Warning Allowance and Typhoon Allowance (for civilian grades only): to compensate for work under specific weather conditions;
- (e) Special Allowances payable to disciplined services grades: to cater for special and unique circumstances, a disciplined services grade staff may be granted a Special Allowance where an allowance is considered justified; and
- (f) Uniform (and Kit) Allowance: to subsidise an officer who, by virtue of his post, is required to incur greater expenditure on clothing or related items than his counterparts.

4. In general, the eligibility for JRAs for civil servants should be determined by reference to a cut-off point at point 33 of the Master Pay Scale, point 48 of the Police Pay Scale or point 32 of the General Disciplined Services (Officer) Pay Scale. The payment criteria and mechanism for those JRAs applicable to police officers as mentioned in the email are set out at the **Appendix** for reference.

5. In the past six months (June to November 2019), HKPF's total expenditure on JRAs (including police officers and civilian grades officers) is approximately \$85 million.

Subsistence Allowance

6. Generally speaking, an officer who is directed by his Head of Department to be on duty in Hong Kong for a continuous period of 12 hours or more in any period of 24 hours (counting from the beginning of the duty period) may receive a local subsistence allowance when he has met relevant provisions in the CSR. However, if the department has provided meals for the relevant officers due to operational needs, they cannot claim the allowance at the same time.

7. Local subsistence allowance is paid under "Departmental Expenses" under Subhead 000 (Operational Expenses) of HKPF. In the past six months (June to November 2019), HKPF's total expenditure on local subsistence allowance (including police officers and civilian grades officers) is approximately \$50 million.

Appendix

Several JRAs which are granted to police officers

| JRAs | Payment criteria and mechanism |
|--|--|
| Extra Duties Allowance for Disciplined Services (General) — Dog Handler (category (a) under paragraph 3 of the paper) ¹ | Payable to disciplined services grades officers performing dog-handling duties on a regular basis. Eligible police officers must be working in the Police Dog Unit (“PDU”), have completed the special dog handler training course organised by PDU, and serving as a dog handler or performing dog handler training duties for at least 50% of his duty shifts or 16 days in a calendar month in order to be eligible for the allowance. |
| Extra Duties Allowance for Disciplined Services (Driving) (category (a) under paragraph 3 of the paper) | Payable to disciplined services grades officers performing additional driving duties or operating special purpose vehicles. Eligible police officers must have completed the basic course of instruction at the Police Driving and Traffic Training Division or additional advanced or specialist training courses, and perform regular operational driving duties for at least 50% of his duty shifts or 16 days in a calendar month in order to be eligible for the allowance. |
| Extra Duties Allowance for Disciplined Services (Marine) (category (a) under paragraph 3 of the paper) | Payable to disciplined services grades officers undertaking navigational / marine engineering responsibilities on a regular basis. Eligible police officers must be deployed to the Marine Region for navigation and related duties, and after obtaining relevant certificate in navigation or engineering, perform related duties for at least 50% of his duty shifts or 16 days in a calendar month in order to be eligible for the allowance. |

¹ “Extra Duties Allowance for Disciplined Services (General) – Use of Breathing Apparatus” as mentioned in the incoming correspondence is applicable to the Customs and Excise Department only.

| JRAs | Payment criteria and mechanism |
|---|---|
| Extra Duties Allowance for Disciplined Services – Diving (category (a) under paragraph 3 of the paper) | Payable to disciplined services grades officers who have passed the relevant diving courses and have engaged in regular diving duties. Eligible police officers must have passed the diving course of the Special Duties Unit (“SDU”) involving the use of compressed air breathing apparatus or closed pure-oxygen diving equipment, and have been deployed to perform diving duties with such apparatus/equipment by SDU commanding officers in order to be eligible for the allowance. |
| Special Allowance for Performing Undercover Duties (category (e) under paragraph 3 of the paper) | Payable to eligible disciplined services grades officers performing undercover duties for a period of no less than 30 days in a single operation. |
| Special Allowance for Officers Performing Regular and Frequent Detective Duties (Detective Allowance) (category (e) under paragraph 3 of the paper) | Payable to disciplined services grades officers performing regular and frequent detective duties in plain clothes for 30 days or more. |
| Uniform (and Kit) Allowance (category (f) under paragraph 3 of the paper) | Police officers who serve as the Aide-de-Camp to the Chief Executive and in the Very Important Person Protection Unit may claim the allowance. |