

## Conditions of Service for Academic Staff

Updated 7 September 2011

This is not a contract, but outlines the main components of the present contractual documents you would receive if appointed.

### 1. Contract

The initial Contract will be of two year's duration. Thereafter, further appointment may be offered for periods of two years by mutual agreement between the Appointee and the College.

### 2. Salary

The current monthly salary scale under which College teaching staff are paid, known as the Master Pay Scale, or MPS, is given below in HK\$ per month (note 1 US\$  $\cong$  7.8 HK\$).

MPS Step	\$HK per month	MPS Step	\$HK per month
15	22,240	28	41,070
16	23,360	29	43,010
17	24,540	30	45,020
18	25,750	31	47,135
19	27,030	32	49,355
20	28,380	33	51,670
21	29,795	34	53,060
22	31,210	35	54,450
23	32,680	36	56,975
24	34,220	37	59,670
25	35,785	38	62,410
26	37,465	39	65,300
27	39,220		

New staff are appointed at MPS 15 to 27 depending on qualifications and experience. Staff in nonpromoted posts may progress by annual increment to MPS point 33.

The entry point is calculated on the following basis:

- ★ Standard entry point for a teacher with no prior teaching experience: Step 15
- ★ Add 1 point for each year's experience (up to 27)
- ★ Add 1 point for each year's experience at LPCUWC (up to 33)
- ★ Add points for qualifications beyond First Degree (1 point for 1 year full time, 2 points for Master degree, 3 points for Ph.D) to a maximum of 3 points.

Promotions positions may be remunerated as follows:

- ★ Head of Residences 34 - 39
- ★ Head of Department 34 - 39
- ★ Director of Studies 34 - 39
- ★ University Guidance Counsellor 34 – 39

Staff are paid monthly, in arrears.

### **3. Gratuity and Mutual Provident Fund**

Appointees will be entitled to an Employers contribution of 15% of gross salary earned divided between an end of contract gratuity and a Mandatory Provident Fund (MPF) to which the employee also contributes. Gratuity contributions earn interest and are payable at the expiry of contract as a lump sum which is subject to local Income Tax. Appointees who are in breach of contract or who resign prematurely will not be entitled to the gratuity or a proportion thereof.

The combined Employer and Employee contributions to the MPF are invested and may be withdrawn as a lump sum when the employee leaves Hong Kong.

### **4. Leave**

Leave entitlement will be confined to College holidays and/or such other periods as decided by the Principal. The College year runs from mid-August to late May, with a three week break at Christmas (i.e. a two-semester year). There are several other short breaks. Teachers are expected to be on campus in adequate time to be fully prepared for teaching and other duties at the start of each semester and to allow adequate time at the end of the College year to fulfil all duties.

### **5. Passage**

Staff recruited from outside Hong Kong and their dependents will be provided with passages for economy class air travel between Hong Kong and the International Airport nearest to the point of recruitment at the start and end of each full contract.

## 6. Baggage and Settling In

A baggage allowance will be provided on first travel to the College and on final departure from the College. This will be provided between the designated point of recruitment and Hong Kong. Full details are specified in the contract, which will be sent to short listed candidates.

On arrival, appointees may request up to one month's advance of salary, repayable during October to July, to help with settling in expenses.

## 7. Accommodation

All full-time teaching staff will be provided with accommodation on the College campus. The rental charge for this will be 7½% of basic salary and will be deducted from the Appointee's salary. The true value in Hong Kong of the accommodation is higher than the rental charge by a factor of at least 4, and teaching staff are being subsidised by the College in this regard.

## 8. Education Allowance

Staff will be provided with an education allowance for each dependent child resident in Hong Kong in the age range of 5 to 18 years. The allowance will be paid against school receipts in the form of a full or partial reimbursement of fees, as the case may be. The allowance covers the cost of tuition at the schools of an aided English Schools Foundation, or equivalent.

## 9. Medical Expenses

Staff will be required to join the College's medical insurance scheme which is paid for by the College. This provides cover for doctors' visits, prescribed medicines and hospitalisation up to the published maximum set each year. Maternity, dental or optical treatment is not covered by the scheme.

## 10. Salary Tax

The salary, gratuity and some benefits will be taxed. The current rate in Hong Kong is a flat rate of 15%, though less will be paid in the first year of appointment. The tax year runs from April to March.

Arnett Edwards  
*Principal*  
7 September 2011