

Conditions of Service for Academic Staff For New Appointment for 2025-2026

This document is not a contract, but rather an overview of the key components that would be included in the contractual documents provided to you upon appointment. Please consider this as a reference guide only, as the exact terms and conditions of employment will be specified in the final contract. It's important to note that the information outlined in this document is subject to change without prior notice. The purpose of this overview is to give you a general understanding of the main elements that would be part of the employment agreement.

1. Contract

The initial contract will normally be for a duration of two years. Thereafter, the College may offer further two-year appointments subject to mutual agreement.

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	35,080	28	64,780
16	36,850	29	67,850
17	38,715	30	71,010
18	40,620	31	74,345
19	42,640	32	77,855
20	44,765	33	81,510
21	47,010	34	82,330
22	49,230	35	83,150
23	51,545	36	85,130
24	53,980	37	89,170
25	56,450	38	93,255
26	59,110	39	97,575
27	61,865		

New staff are appointed at MPS 15 to 27 depending on qualifications and experience. Staff in non-promoted 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: Point 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's degree, 3 points for Ph.D.) to a maximum of 3 points.)

The following positions may be remunerated as follows:

- ★ Director of Student Welfare 34 - 39
- ★ Director of Studies 34 - 39
- ★ Director of Education Outside of the Classroom 34 - 39

The following allowances will be given:

- ★ Head of House \$9,000
- ★ Head of Department \$9,000
- ★ Curriculum Development Coordinator (including TOK Team Leader) \$3,000
- ★ UWC Trips and Mission Coordinator \$3,000

Staff are paid monthly, in arrears.

3. Gratuity and Mandatory 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.

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 permanently.

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 August to May with a three-week winter break (i.e. a two-semester academic year). There are other short breaks/holidays throughout the year. 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. Point of Recruitment and Passage Allowance

Point of Recruitment means a place determined by the Employer in the Letter of Appointment as the place from which the Appointee is recruited. The Point of Recruitment is established on the first appointment of the Appointee and would last for the entire period of employment with the College irrespective of the number of employment contract(s) served during that period.

Staff recruited from outside Hong Kong and their dependents will be provided with passages for economy class air travel between Hong Kong and the Airport nearest to the Point of Recruitment for taking up the employment and for the return trip on completion of the FINAL contract at the College. All new staff are required to complete a Declaration Form for the purpose of establishing his/her point of recruitment before accepting the appointment.

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 normally be provided with accommodation on the College campus. The accommodation 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 accommodation fee on campus, 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. 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. Full details are specified in the contract.

9. Medical Expenses

Staff will 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 net chargeable income, i.e. assessable income after deductions and allowances, is charged at progressive rates. The tax year runs from April to March. Detailed information is available at <https://www.gov.hk/en/residents/taxes/taxfiling/taxrates/salariesrates.htm>.

Dr Spencer Fowler
Principal
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