

## General Information on Appointments to Clinical Teaching Posts

The general information provided below is purely for reference purpose and is subject to amendment by the University from time to time, and is NOT part of any agreement of service. Further enquiries may be directed to the Director of Human Resources of the University.

### FOR GENERAL REFERENCE ONLY

#### Appointment

Appointments are normally made on fixed-term contract basis initially for up to three years, which may be extended or renewed subject to mutual agreement.

Upon completion of contract service normally for not more than six years, consideration may be given for continuation of service on regular terms.

#### College Affiliation

All members of teaching staff will be affiliated to one of the Colleges of the University, e.g. Chung Chi College, New Asia College, United College, Shaw College, Morningside College, S.H. Ho College, CW Chu College, Wu Yee Sun College, and Lee Woo Sing College.

#### Appointment Level and Salary

The University adopts a three-level appointment system for clinical professoriate staff, namely, Assistant Professor, Associate Professor, and Professor. The salary ranges applicable to the respective appointment levels are as follows:-

Appointment Level	Salary per month (HK\$) (w.e.f. April 1, 2019)
<i>Professor</i>	145,865 – 236,650 or above (in 3 pay bands)
<i>Associate Professor</i>	97,745 – 145,865
<i>Assistant Professor</i>	75,265 – 126,220

Commencing salaries will be commensurate with qualifications and experience.

[Approximate exchange rate: US\$1 = HK\$7.8; GBP1 = HK\$8.9; EUR1 = HK\$8.4; AU\$1 = HK\$4.4 (as of March 2020)]

#### Cash Allowances#

In addition to the monthly basic salary, an appointee may receive a monthly fixed-sum cash allowance and a housing subsidy, subject to fulfillment of the relevant University regulations including the rules for the prevention of double housing benefits.

- (a) The rates of the monthly fixed-sum cash allowance, set as a fixed sum at each salary point, will be determined by the University from time to time. The current rates payable to the respective salary scales are:

Appointment Level	Monthly fixed-sum cash allowance (HK\$ per month)
<i>Professor</i>	35,544 - 63,984
<i>Associate Professor</i>	18,857 - 35,544
<i>Assistant Professor</i>	14,451 - 33,119

[Approximate exchange rate: US\$1 = HK\$7.8; GBP1 = HK\$8.9; EUR1 = HK\$8.4; AU\$1 = HK\$4.4 (as of March 2020)]

- (b) The housing subsidy will be payable in the form of an additional cash allowance at 5% of the actual monthly basic salary or 5% of the maximum point of the relevant equivalent salary scale of the Hospital Authority of Hong Kong, whichever is the less.

### **In-service Pay Review**

The in-service pay review is a common review exercise for basic salary adjustment under the Salary Administration System for Teaching Staff where a teaching appointee will be reviewed with reference to his/her performance including teaching, research and service as appropriate, and if so recommended and approved by the University, be awarded increment(s). The review will generally be conducted annually.

### **Retirement**

The normal retirement age is 65. Appointment however may be extended beyond the normal retirement age subject to approval of the University Council.

### **Retirement Benefits**

Depending on the duration of the fixed-term contract and where applicable, an appointee will be entitled to University contribution to a retirement scheme plus a contract-end gratuity (totaling up to 15% of basic salary).

### **Leave**

#### **a) Annual Leave**

- An appointee is entitled to annual leave in the following order:

<b>Years of University Service</b>	<b>Annual Leave (in working days) for each Calendar Year</b>
Less than 10 Years	21
10 Years or more	28

#### **(b) Maternity Leave**

- Full-time female appointees who have been in the University's continuous employ for forty weeks or more immediately prior to the commencement of maternity leave will be entitled to ten weeks of fully paid maternity leave.

#### **(c) Other Leave**

- Study leave, conference leave and special leave may be granted at the discretion of the University.

### **Medical Care**

Under the University's Staff Medical Benefits Scheme 1999, general out-patient medical care is provided to an appointee on fixed-term contract. Depending on the duration of the contract, an appointee may also be provided with specialist outpatient care, dental care and hospital benefits. An appointee on fixed-term contract(s) of an aggregate of three years or longer will also be provided with maternity benefits.

The above medical benefits will where applicable cover an appointee's spouse and/or dependent children as well.

### **Outside Practice**

An appointee who wishes to engage in outside practice or consultancy will have to obtain prior approval from the University.

## Salary Tax

Salary tax in Hong Kong is chargeable on the smaller of

- a) the net chargeable income at progressive rates; or
- b) the net income at standard rate with the tax payable capped at an amount calculated at standard rate on the net income (15% from 2011-12 onward).

Details can be found from the website of the Inland Revenue Department: <http://www.ird.gov.hk/>

## Termination of Appointment#

Termination of appointment may be made by either party by giving to the other party four months' notice in writing or payment in lieu of notice equivalent to four months' wages and cash allowances. If the appointee is the holder of a designated office or a Chairman of Department or a Head of Unit, six months' notice or payment in lieu of notice equivalent to six months' wages and cash allowances is required.

A new appointee is required to have served for at least six months or to make a payment (basic salary and cash allowances) in lieu of any shortfall in the required period of service if such a minimum period of service is not yet served when resignation takes effect.

*( # Information in these paragraphs does NOT apply to appointments in the School of Public Health and Primary Care. Further information or clarification may be provided upon request for those who are interested in posts in the said School.)*

March 2020