

## **General Information on Appointments to Executive, Clerical, Secretarial, Technical & Research 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**

#### **Salary**

Normally, candidates who meet the minimum academic requirement will be offered the first point of the relevant salary scale. Relevant post-qualification experience may be recognized for additional increments.

*(The following terms are applicable to full-time appointments only.)*

#### **Working Hours**

Normally 39 or 45 hours (excluding lunch hours) per week at times specified by the department.

#### **Annual Leave**

14 working days for the initial year of appointment; 18 working days per year from the second year of appointment onwards.

#### **Contract-end Gratuity**

A gratuity may be payable on completion of a contract appointment of not less than two years. The gratuity, together with the total amount of the University's contributions to a particular retirement scheme, will add up to 10% or 15% of the appointee's basic salary drawn during the contract period, depending on the level of post.

#### **Medical Care**

An appointee and his/her spouse/dependent children are provided with on-campus medical care for the first year of appointment. On-campus primary dental care and hospitalization benefits are added from the second year of appointment onwards.

#### **Outside Practice**

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

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