

# Conditions of Service for Academic Staff For New Appointment for 2023-2024

This is not a contract, but outlines the main components of the contractual documents you would receive if appointed. This document is for your reference only and is subject to change without advance notice. Exact terms and conditions of employment would be specified in the contract.

## 1. Contract

The initial Contract will normally 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	32,545	28	60,100
16	34,185	29	62,950
17	35,915	30	65,875
18	37,685	31	68,975
19	39,560	32	72,225
20	41,530	33	75,620
21	43,610	34	76,380
22	45,670	35	77,145
23	47,820	36	80,345
24	50,080	37	84,160
25	52,370	38	88,015
26	54,840	39	92,090
27	57,395		

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: 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.)

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
- ★ TOK Team Leader \$3,000
- ★ China Week & Project Week Coordinator \$3,000
- ★ UWC Mission Programme 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 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 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 mid-August to mid-June normally, with a three week break at Christmas (i.e. a two-semester year). There are 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. 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 International 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 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. 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 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*  
September 2022