

LEGISLATIVE COUNCIL BRIEF

THE TWO GRADE STRUCTURE REVIEW REPORTS ON THE CIVILIAN DIRECTORATE AND THE DISCIPLINED SERVICES

INTRODUCTION

At the meeting of the Executive Council on 20 October 2009, the Council ADVISED and the Chief Executive (CE) ORDERED that –

- (a) the recommendations of the Standing Committee on Directorate Salaries and Conditions of Service (hereafter referred to as the “Directorate Committee”) in its *Eleventh Report* should be accepted, subject to a refinement of the recommendation on the frequency of future comprehensive review (paragraphs 11 and 12);
- (b) the recommendations of the Standing Committee on Disciplined Services Salaries and Conditions of Service (hereafter referred to as the “SCDS”) in its *Report on the Grade Structure Review of the Disciplined Services* should be accepted, subject to refinement of the recommendations on the frequency of future comprehensive review, the maximum pay point of the first promotional ranks of the Junior Police Officer/Rank and File grades, and the nomenclature of the Detective Allowance (paragraphs 34, 40, 41 and 42);
- (c) subject to the approval of the Finance Committee (FC) of Legislative Council (LegCo), the recommendations on salary and increment in the two Reports, as well as the associated conversion arrangement for serving staff in the affected ranks, should be implemented with retrospective effect from 1 April 2009 (paragraphs 47 and 49);
- (d) subject to the approval of the FC of LegCo, a special arrangement should be put in place for calculating the pension benefits of those directorate and disciplined services civil servants who retired/resigned or who passed away with death gratuity with their last day of service (pre-retirement leave included) falling between 27 November 2008 and 31 March 2009, or who were

injured/died on duty with additional/ dependant pension during the aforesaid period of time (paragraph 50); and

- (e) the recommendations on job-related allowances and restructuring of the 'through scale arrangement' should take effect from the first day of the month immediately following approval by the relevant authority, and the recommendations on conditioned hours of work and creation of new grade/rank should be implemented when the necessary administrative arrangements are put in place (paragraph 48).

2. The *Eleventh Report* of the Directorate Committee and the *Report on the Grade Structure Review of the Disciplined Services* of the SCDS are attached to LegCo Panel on Public Service Paper No. CB(1)310/08-09(01) issued on 27 November 2008. They can also be downloaded at: <http://www.legco.gov.hk/yr08-09/english/panels/ps/papers/ps1215cb1-310-1-e.pdf>. Hard copies will be made available upon request.

JUSTIFICATIONS

(A) The Directorate GSR

3. The civilian directorate is made up of those posts remunerated on the Directorate Pay Scale (totalled 1 118 as at June 2009) (hereafter referred to as the 'non-legal' directorate) and those remunerated on the Directorate (Legal) Pay Scale (totalled 109 as at June 2009) (hereafter referred to as the 'legal' directorate¹). In conducting the GSR on the civilian directorate, the Directorate Committee took note of the Government's pay policy for the civil service, which is to offer sufficient remuneration to recruit, retain and motivate staff of suitable calibre and to ensure that the remuneration is regarded as fair by both civil servants and the public they serve. It also had regard to the directorate as an integral part of the civil service and to the following key considerations –

- (a) the increase in scope and complexity of the responsibilities, duties and workload of the directorate since 1989 (when the last overall review was undertaken);
- (b) the pay for jobs in the private sector with comparable responsibilities to the civil service directorate, although there should be no mechanical linkage owing to the fundamental differences between the two²;

1 Examples include Law Officer, Deputy Principal Government Counsel, Assistant Principal Solicitor.

- (c) the morale, retention and career progression of the directorate;
- (d) the submissions and views from staff and management; and
- (e) the wider community interest, including financial and economic considerations.

(I) Findings and Recommendations by the Directorate Committee

(1) Directorate Structure

4. The non-legal directorate consists of 10 ranks (i.e. D1 to D10) and the legal directorate seven ranks (i.e. DL1 to DL7). Since the top ranks of both have become obsolete following the introduction of the Political Appointment System, the Directorate Committee recommends deletion of the D9/D10 and the DL7 ranks³.

(2) Salaries of Heads of Disciplined Services

5. The Directorate Committee also recommends that the salaries of the Heads of the disciplined services (but not the rest of the directorate in the disciplined services which comes under the terms of reference of the SCDS⁴) should continue to be set on par with the pay scale of the specified ranks of the non-legal directorate⁵.

(3) Directorate Salaries

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- 2 Some of these differences include presence of a significant variable component in private sector pay but its absence in the pay of the civil service directorate, big jumps between jobs at successive senior levels in the private sector compared with the step-by-step progression in the civil service directorate, job security and stable work environment for the civil service directorate, etc.
 - 3 D9/D10 were the respective ranking of the former civil service posts of Financial Secretary and Chief Secretary for Administration, and DL7 was the ranking of the former civil service post of Secretary for Justice.
 - 4 The terms of reference of the SCDS specifically exclude the salaries and conditions of service of the Heads of the disciplined services from its purview. Accordingly, the Administration invited the Directorate Committee to include the Heads of the disciplined services in its GSR on the civilian directorate. This is aimed to ensure that an appropriate internal relativity continues to be maintained in the salaries between these Heads and the Heads of civilian departments.
 - 5 The pay scale of the Commissioner of ICAC and Commissioner of Police should continue to be set on par with that of D8; the pay scale of the Heads of Correctional Services, Customs & Excise, Fire Services and Immigration with that of D6; and the pay scale of Controller, Government Flying Service with that of D3.

6. As a key factor taken into account in the GSR was the pay of jobs in the private sector with comparable responsibilities to the directorate (hereafter referred to as “market comparators”), the Directorate Committee commissioned a consultant to advise on the pay practices in the private sector and to undertake a market pay comparison survey. Having regard to the findings of the consultant, the Directorate Committee recommends that –

- (a) the pay of the directorate should be compared with the ‘guaranteed cash compensation’ portion of the pay of market comparators⁶;
- (b) the target market position for the D1/D2 and D3/D4 ranks should be the third quartile and the median of market pay respectively. A pay variance within +/- 15% of the target market position should be regarded as acceptable; and
- (c) no target market position should be set for D5 and above, and the pay of these ranks should primarily be set with regard to internal relativity with the lower directorate ranks.

7. Based on the parameters stated above and the findings of the market pay comparison survey which used 1 April 2008 as the reference date, the Directorate Committee advised that the pay⁷ of D1/D2 and D3/D4 was respectively below (but within -15%) the third quartile and the median of the ‘guaranteed cash remuneration’ of market comparators, and the pay of D5/D6 was significantly below (more than -15%) the market median⁸. In view of the onset of the financial tsunami in September 2008 and in response to the Administration’s request, the Directorate Committee commissioned the consultant to carry out an update of the market pay comparison survey using 1 April 2009 as the reference date. The findings of the updated survey show that the afore-stated pay comparison with the private sector remains valid⁹. The Directorate Committee has re-affirmed its

6 The pay of market comparators may be disaggregated into ‘base salary’ (i.e. basic fixed salary plus fixed bonus), ‘guaranteed cash compensation’ (i.e. ‘base salary compensation’ plus fixed cash allowances), and ‘total cash compensation’ (i.e. ‘guaranteed cash compensation’ plus variable pay and other non-fixed cash benefits).

7 The pay of the directorate civil service referred to in this submission has not factored in the 5.38% pay cut decided by this Council on 23 June 2009, to be effected upon enactment of the Public Officers Pay Adjustment Bill which is now under consideration by LegCo.

8 If the comparison was made with the ‘base salary’ portion of market comparators, the pay of D1 to D4 was either above or on par with the market median but below the median for D5/D6. If the comparison was made with ‘total cash compensation’, the pay of all directorate ranks was below the market median by more than 15% except for D1.

recommendations in its Report.

8. Having regard to the findings of the market pay comparison and other relevant factors (ref. paragraph 2 above), the Directorate Committee considers it more appropriate to keep the dollar value of the existing pay points on the non-legal and legal directorate pay scales unchanged, and to improve the existing incremental arrangements on the grounds that a directorate officer who has been in a particular rank for some time generally would do the job better than one who has just been promoted to that rank. Specifically, it recommends that one increment should be added to the top of the existing pay scale of each civilian directorate rank, and that the interval of all increments should be standardised at two-years' in-rank service and payable subject to satisfactory performance. It further recommends that the implementation should be from a date after the submission of the GSR report to the Administration.

(4) Frequency of Review

9. Noting that civil servants appointed from June 2000 onwards are not on pensionable terms and that some in this group would make it to the directorate in a few years' time, the Directorate Committee considers that this might affect the Government's ability to retain and motivate staff. It therefore considers it appropriate to revisit directorate salaries in the not too distant future, say in two to four years' time, to see whether the directorate remuneration is sufficient to retain and motivate officers, particularly those who are not eligible for civil service pensions.

(II) Views from Staff

10. Staff are generally supportive of the Directorate Committee's recommendations. Some request for the early implementation of the increment-related recommendation (ref. paragraph 8 above) and for a special arrangement for retirees.

(III) Decision

11. The CE-in-Council has decided that all the recommendations in the Directorate Committee's *Eleventh Report* should be accepted, subject to a refinement of the recommendation on the frequency of future review (ref. paragraph 12 below), on the following grounds –

- (a) the justifications of the recommendations and the credibility of

9 The 2009 findings show that the pay lead of the private sector (at both median and third quartile) based on 'total cash compensation' over all the directorate ranks has narrowed slightly in the aftermath of the financial tsunami; and that this is the direct result of the reduced variable pay portion in the private sector pay.

the Directorate Committee, which is an independent advisory body set up by the Administration in 1963;

- (b) after the implementation of the increment recommendation, the pay of the directorate at all ranks would still be below the third quartile/median pay (at 'guaranteed cash' level) of market comparators and the gap would still be very significant for the more senior directorate ranks;
- (c) only those directorate officers who meet the required years of in-rank service and whose performance is satisfactory would qualify for the additional increment;
- (d) the minimal additional financial implications; and
- (e) the preservation of the existing pay relativity between the civilian directorate and the disciplined services directorate (ref. the CE-in-Council has decided to accept a similar increment-related recommendation for the disciplined services directorate as set out in paragraph 21 below).

12. We are mindful of the need to retain talents in the directorate civil service. We therefore agree with the sentiments underlying the Directorate Committee's recommendation of revisiting directorate salaries in, say, two to four years' time (ref. paragraph 9 above). For greater flexibility, the CE-in-Council has decided that the Directorate Committee should be invited to conduct GSRs for the civilian directorate as and when necessary.

(B) The Disciplined Services GSR

13. There are seven disciplined services, namely –

- (a) the five general disciplined services, viz. the Correctional Services Department (CSD), the Customs and Excise Department (C&ED), the Fire Services Department (FSD), the Government Flying Service (GFS) and the Immigration Department (ImmD). Their disciplined services posts (totalled 24 459 as at June 2009) consist of those in the 'Rank and File' (R&F), 'officer', and 'directorate' grades;
- (b) the Hong Kong Police Force (Police). Its disciplined services posts (totalled 27 799 as at June 2009) consist of those in the 'junior police officer' (JPO), 'police inspector and superintendent', and 'directorate' grades (These grades are the respective comparables of the 'R&F', 'officer' and 'directorate' grades in the general disciplined services above); and

- (c) the ICAC. Its disciplined services posts (totalled 1 075 posts as at June 2009) consist of those in the 'investigator', 'officer', and 'directorate' grades.

14. In its conduct of the GSR, the SCDS had regard to the same key factors considered by the Directorate Committee (ref. paragraph 3 above except for the reference to the pay of comparators in the private sector since such comparators do not exist for the disciplined services). Specifically, in addition to the Government's pay policy, it took account of –

- (a) the disciplined services (other than ICAC whose staff are public officers but not civil servants) as an integral part of the civil service;
- (b) the job factors and special factors¹⁰ as applied to individual disciplined services grades and ranks using an averaging approach;
- (c) the increase in complexity of the work nature, job duties, responsibilities and workload of each disciplined service since the last comprehensive review (which was carried out in 1988 by the Rennie Committee¹¹);
- (d) the recruitment, retention and career progression situation;
- (e) the staff management and morale situation;
- (f) the views expressed by the departmental management and staff of each disciplined service in written submissions (441) and during informal meetings (37) and visits (16); and
- (g) the wider community interests, including financial and economic considerations.

(I) Findings and Recommendations by SCDS

15. The SCDS recognised that the GSR was a long-awaited exercise

10 The job factors are: qualifications, skills and knowledge, physical requirements, individual responsibilities, scope and complexities of work, and discretion/freedom to act. The special job factors are: stress, hardship, danger, discipline, restriction on freedom, social segregation, hours of work, unpredictable calls, shift patterns and intensity of efforts.

11 The GFS had not yet been set up in 1988. The Rennie Review did not cover the ICAC. A separate review on the ICAC grades was conducted in late 1988 by Mr. Rennie, Chairman of the Rennie Committee, upon the invitation of the Administration, which led to the creation of a separate pay scale for staff of the ICAC.

and that there were high expectations from the staff sides for improvements to their salaries and conditions of service. It was keenly aware that some of the views from different disciplined services were conflicting and that it had to strike a fine balance. After taking into account all the relevant factors, it has made a total of 90 recommendations. The major recommendations of the SCDS are summarised in the ensuing paragraphs.

(1) General

16. The SCDS makes a number of observations and recommendations of a general nature. The more important ones include –

- (a) direct comparison between the disciplined services and civilian staff, or among the disciplined services, is neither possible nor appropriate, because the operating environment between the disciplined services and the civilian departments is very different and because each disciplined service is unique in its own right;
- (b) the prevailing pay relativities among the disciplined services, which have evolved over the years, should only be changed when supported by strong justifications;
- (c) the prevailing pay relativities between the disciplined services directorate and the civilian directorate should be maintained;
- (d) the broad-banding principle should continue to be applied to the ‘officer’ grades (other than their basic ranks) of all the disciplined services since what these grades share in common in terms of command and managerial responsibilities outweigh the other areas of their work. However, differences that have existed due to the uniqueness of individual grades should be respected;
- (e) the ‘through scale arrangement’, which is currently applied to the basic ranks of specified ‘officer’ grades¹², should not be further extended since the original justifications for its introduction have

12 The concerned ranks are Inspector of Police, Station Officer (of FSD) and Commission Against Corruption Officer (CACO)(Lower). Under the ‘through scale arrangement’, there is no functional distinction between these basic ranks and their next higher ranks and there is also no line management relationship between the basic ranks and the next higher ranks. An officer in a concerned basic rank will be promoted immediately and automatically to the higher rank upon passing the qualifying examination and completion of a specified period of in-rank service. In addition, the pay scale of a concerned basic rank overlaps in full with the entire pay scale of the next higher rank. Thus even if an officer in a concerned basic rank fails to pass the promotion examination, he will still progress along the long pay scale and reach the same maximum pay point of the higher rank, although at a slower pace when compared with those who pass the examination.

long become irrelevant;

- (f) the current academic qualification requirements for entry into the basic ranks of the different disciplined services grades (i.e. five passes in the HKCEE for 'JPO'/R&F grades; 2A3O for 'officer' grades) should be maintained, pending an overall review by the Administration in light of the implementation of the new academic structure for senior secondary education and higher education (commonly known as the '3-3-4' structure);
- (g) the removal of the sub-entry¹³ levels for various 'R&F/JPO' grades (i.e. below five passes in the HKCEE) would be favourably considered upon request since the usefulness of this form of recruitment has largely diminished;
- (h) the current entry salaries of the basic ranks of all the disciplined services grades should be maintained as there is no problem recruiting candidates of suitable calibre. No additional entry pay point should be provided for recruits at the basic 'R&F/JPO' ranks with academic qualifications above the stipulated requirement as there is no recruitment difficulty, and in order to avoid recruiting over-qualified candidates and blurring the distinction between the 'R&F/JPO' and 'officer' grades¹⁴; and
- (i) the grade structure and pay levels of the disciplined services should be reviewed on a regular basis, say on a six-yearly basis, to ensure their remuneration continues to be sufficient to recruit, retain and motivate people of suitable calibre.

(2) Salary and Increment

17. For the 'R&F' grades in the general disciplined services (other than the GFS) and the 'JPO' grade in the Police, the SCDS recommends that –

- (a) in view of the increase in scope and complexity of responsibilities:

13 Sub-entry (i.e. entry at 3 passes in HKCEE and/or up to completion of Form 5 (except for Immigration Assistant and Instructor (Correctional Services) which do not have sub-entry level) is a provision under the multiple-entry arrangement, which is a special appointment practice to widen the pool of candidates for recruitment into the disciplined services.

14 If the multiple-entry arrangement for the 'R&F/JPO' grades is extended to include above benchmark entry (i.e. at the 2A3O and degree levels), it would overlap with the current multiple-entry arrangement for the 'officer' grades which stipulates the same academic qualification requirements.

- (i) the maximum point of the pay scales of the basic ranks of these grades should be increased by one pay point,
 - (ii) the minimum and maximum points of the pay scales of the first promotional ranks should each be increased by one pay point (except for the Assistant Officer I rank of CSD whose scale maximum should be increased by two pay points¹⁵), and
 - (iii) the minimum and maximum points of the pay scales of the second promotional ranks should be increased by one and two pay points respectively;
- (b) to motivate experienced staff in the basic ranks (except Instructor (Correctional Services)¹⁶) to continue to offer their best in their long careers, sustain morale and avert retention problem, four long service increments (LSIs)¹⁷ should be provided, each of which at six-yearly interval, namely upon completion of 12, 18, 24 and 30 years of satisfactory in-rank service; and
 - (c) one incremental jump should be provided to the Customs Officer rank to motivate staff to enhance their skills and to the Senior Fireman (Control) rank to address its retention problems, both upon passing the qualifying examination for promotion and completion of not less than five years of in-rank service. This is in line with the existing arrangement for other comparable 'R&F' ranks (e.g. Ambulanceman, Police Constable, etc.).

18. For the 'officer' grades in the general disciplined services (except the GFS) and in the Police, the SCDS recommends that -

- (a) in view of the increase in scope and complexity of responsibilities, the maximum point of the pay scales of the basic ranks of these grades should be increased by one pay point, and the minimum

15 Unlike most other 'R&F' grades which have three ranks, the Assistant Officer is a two-rank grade. As the pay scale of the Assistant Officer I straddles the pay scale of the first and second promotional ranks of other 'R&F' grades, the SCDS proposes that the maximum point of the Assistant Officer I should be increased by two pay points in line with the recommendation for the second promotional rank of other 'R&F' grades.

16 In 1989, the SCDS considered and rejected a request to grant LSIs to the Instructor (Correctional Services) rank *"since... LSIs are awarded for specific reasons and are not generally available to all recruitment ranks in the disciplined services, they cannot be claimed as a matter of right."* (paragraph 4.17, SCDS First Report).

17 LSIs are designed to recognise the service of capable, loyal and long-serving 'R&F/JPO' staff at the basic rank, many of whom retire at this rank for want of promotion opportunities because of the special command structure in the disciplined services. At present, two LSIs are provided, one upon completion of 18 years of satisfactory service and the other upon completion of 25 years of satisfactory service.

and maximum points of the pay scales of all the promotional ranks should each be increased by one pay point;

- (b) to better reflect meritocracy, the maximum point of the pay scales for future recruits to the Inspector of Police and Station Officer (of FSD) ranks (which are covered by the 'through scale arrangement') should be capped at one pay point below the pay scales of the Senior Inspector of Police and Senior Station Officer ranks, such that only those officers who have passed the qualifying examination and fulfilled the requisite in-rank service requirement can advance to the pay scale of the first promotional rank. However, the existing arrangement should be preserved for serving officers¹⁸ (i.e. progression to the pay scale of the first promotional rank on an incremental basis even if the qualifying examination is not passed); and
- (c) to recognise and motivate competent officers in their mid-career in the basic ranks of those 'officer' grades without the 'through scale arrangement' (except the Technical Instructor (Correctional Services) grade which is a one-rank grade), one incremental jump should each be granted upon completion of five and eight years of in-rank service and passing the necessary qualifying examination.

19. Unlike the other general disciplined services, there is no distinct 'R&F' grade in the GFS. Below the directorate, it has four grades, namely the Air Crewman Officer grade, the Aircraft Engineer grade, the Aircraft Technician grade, and the Pilot grade. The SCDS recommends that –

- (a) in view of the increase in scope and complexity of responsibilities over the years, the maximum points of the pay scales of the basic ranks¹⁹ of these grades should each be increased by one pay point, and the minimum and maximum point of the pay scales of the promotional ranks of these grades should be increased by one pay point;
- (b) to address the retention problem and recognise the additional and increased skill level, Air Crewman Officer III should be awarded an incremental jump upon passing the qualifying examination at

18 Including those serving in the corresponding 'R&F/JPO' grades (i.e. the 'JPO' grade for Inspector of Police and the Fireman 'R&F' grade for Station Officer) before the implementation of the new rank structures.

19 Cadet Pilot is a training rank and SCDS recommends no change to its pay scale. For the purpose of this GSR, Pilot II is considered as the basic rank of the Pilot grade.

each of Levels 1, 2 and 4²⁰; and

- (c) to motivate staff to enhance their skills and in recognition of the higher responsibilities discharged, Pilot II should be awarded two incremental jumps upon obtaining dual licences for both helicopter and fixed-wing aircraft, and two incremental jumps upon obtaining an Instrument Rating and becoming qualified to operate as Captain in coastal and day offshore search and rescue, both subject to performing Pilot I flying duties frequently.

20. Unlike other disciplined services, the two grades in the ICAC (namely Commission Against Corruption Officer (CACO) and Commission Against Corruption Investigator (CACI)) are not distinctly structured into 'R&F' and 'officer' grades. Having regard to the developments in the operating environment of anti-corruption work, increase in scope and complexity of responsibilities, retention and other relevant considerations, the SCDS recommends that –

- (a) the maximum point of the pay scales of the CACI (Attendant Stream), the Commission Against Corruption Controller (CACC) and the CACO(Lower) ranks should be increased by one pay point, the maximum point of the pay scales of the CACI (Main Stream) and the Assistant CACO ranks should be increased by two pay points, the minimum and maximum points of the pay scales of the CACO (Middle), CACO(Upper), Senior CACO, Senior CACC and Chief CACC ranks should each be increased by one pay point;
- (b) one incremental jump should be awarded upon the commencement of the second agreement for officers of the CACI(Main Stream), Assistant CACO and CACO(Lower) ranks, subject to not exceeding the maximum pay point of the respective pay scales; and
- (c) the maximum point of the pay scale of the CACO(Lower) rank (which is under the 'through scale arrangement') should be capped at one pay point below the pay scale of the CACO(Middle) rank, such that only officers who have passed the qualifying examination and fulfilled the requisite in-rank service requirement can advance to the pay scale of the CACO(Middle) rank. This arrangement should only apply to future recruits and

20 There are five levels of examination for Air Crewman Officer III. Currently, two incremental jumps are awarded to those passing the Level 3 examination, and another two incremental jumps for those passing the Level 5 examination. The three additional incremental jumps recommended by the SCDS would give rise to a total of seven incremental jumps.

the entitlement of serving officers²¹ should be grandfathered. (This recommendation is similar to that for the Inspector of Police and Station Officer (of FSD) ranks which are also under the 'through scale arrangement', ref. paragraph 18(b) above.)

21. For the directorates ranks of all the seven disciplined services (below the Head level), the SCDS makes the same recommendation as that made by the Directorate Committee for the civilian directorate (ref. paragraph 8 above), namely one increment should be added to the top of the existing pay scale of each rank of the disciplined services directorate, and all increments should be standardised at biennial interval of satisfactory in-rank service. This would preserve the existing pay relativities between the disciplined services directorate and the civilian directorate at all levels.

(3) Job-Related Allowances²²

22. The SCDS recommends that –

- (a) the nomenclature of the Detective Allowance should be changed;
- (b) the rates of the Diving Allowance should be enhanced²³;
- (c) a new JRA²⁴ should be introduced for disciplined services staff up to the rank of Chief Inspector of Police or equivalent for performing undercover duties for a period of not less than 30 days;
- (d) the rate of the Detective Allowance should be adjusted annually (instead of biennially);
- (e) the granting of the Special Allowance for Paramedic Ambulance Supervisors should be continued, pending further review on an appropriate continuous professional development framework with

21 Including those serving in the ACACO rank and the CACI grade before the implementation of the new rank structure.

22 JRAs are additional payments to compensate staff for aspects of work which are not normally expected of a particular grade or rank and which have not been taken into account in the determination of the pay scales of the relevant grade and rank. The last comprehensive review of various JRAs payable to disciplined services staff was completed by the Administration in October 2007 after lengthy consultation with the departmental management and staff, and the recommendations were supported by the SCDS and have been implemented.

23 Level 1 of the Diving Allowance should be increased from 5% to 6% of GDS(R)1 (i.e. from \$674 to \$809); and Level 2 from 10% to 15% of GDS(R)1 (i.e. from \$1,348 to \$2,022).

24 The new JRA should be set at 18% of PPS1 (i.e. \$2,824).

a robust accreditation system and having regard to the interface of various providers of pre-hospital care and other paramedic services;

- (f) a two-tier allowance should be introduced for the Fireman grade, and FSD management should work out the details with the Administration and the staff concerned; and
- (g) the Administration should expedite a review of the Remote Stations Allowance and the associated Additional Allowance payable to the disciplined services personnel of CSD and the Police, and the Special Allowance for Overnight On-call payable to the former.

(4) Conditioned Hours of Work

23. It is a long-standing principle that the entire time of public officers is at the disposal of the Government and this principle is reflected in the relevant Civil Service Regulations and the terms of appointment. Conditioned hours are defined as hours of duty which salary is calculated to cover and the hours which must be worked before overtime is counted for. Conditioned hours may be expressed as gross (i.e. including meal breaks) or net (i.e. excluding meal breaks). The existing conditioned hours of work of the disciplined services staff are set out at [Annex A](#).

24. The SCDS notes that the conditioned hours for the disciplined services are governed by their operational needs and determined in relation to the total responsibilities of each service, its complement and the actual manpower situation at any time. Hence the conditioned hours for each service vary to suit service needs and any proposed reduction in conditioned hours should be examined on its own merit, having regard to compliance with the three pre-requisites, namely cost neutrality, manpower neutrality, and maintaining the same level of service to the public²⁵. Against these considerations, it recommends reduction of the conditioned hours of work for C&ED from 51 to 48 per week, subject to compliance with the three pre-requisites. It encourages FSD management to explore the feasibility of reducing the conditioned hours of work for staff working in the Fire Stream under the same three pre-requisites, using an incremental and pilot scheme approach as necessary and appropriate.

(5) Creation of New Grade/Rank

25. Having regard to the changing demands of anti-corruption work by ICAC, the SCDS supports in principle the creation of a Chief Commission

25 Over the years, the SCDS has supported reduction of conditioned hours of work of the Police subject to compliance with the three pre-requisites.

Against Corruption Officer rank (equivalent to D1 level) for the CACO grade; and a new Forensic Accountant (FA) grade with three ranks (namely Chief FA, Senior FA and FA with pay scales set on par with D1 of the Directorate Pay Scale, senior professional and professional ranks respectively).

(6) Medical and Dental Benefits

26. The SCDS recommends against the extension of civil service medical and dental benefits to agreement officers on retirement from the ICAC, as civil servants on agreement terms (and those recruited on permanent terms from June 2000 onwards) are not eligible for medical and dental benefits after retirement. It also recommends that the Administration should consider enhancing the medical services for officers injured on duty and introducing practicable measures in the interim.

(II) Views of Departmental Management and the Staff Sides

27. Extensive consultations were held from December 2008 to February 2009 with the Disciplined Services Consultative Council staff side (DSCCSS), the representatives of the Government Disciplined Services General Union (GDSGU), and the Police Force Council staff side (PFCSS). In view of their diverse views, further consultations were held in May to June 2009 with the major constituent associations of the DSCCSS and GDSGU in CSD, C&ED, FSD, GFS and ImmD, and the PFCSS. A full set of the submissions received from individual staff bodies is at [Annex B](#). Some important issues raised are set out in the ensuing paragraphs.

(1) The General Disciplined Services

28. The DSCCSS and the GDSGU, which represent the five general disciplined services, has made a joint submission on issues common to these services. Their most important requests are implementation of the SCDS' recommendations with retrospective effect from 1 April 2009 and the existing pay relativities between the general disciplined services and the Police should not be made worse off. They also seek the following major improvements to the recommendations of the SCDS –

- (a) the pay and grade structure should be standardised across the disciplined services;
- (b) the 'through scale arrangement' should be extended to the 'officer' grades in CSD, C&ED, FSD (Ambulance Officer), GFS and ImmD; and
- (c) the conditioned hours of work for the five general disciplined services should be reduced and standardised to a level on par with that of western countries and additional financial and manpower resources should be provided.

29. Department-specific or grade-specific demands are raised in the submissions of individual staff associations in the five general disciplined services, and the salient ones include –

- (a) CSD: the recommendations on Remote Stations Allowance, the associated Additional Allowance, and Special Allowance for Overnight On-call should be implemented without any deferral;
- (b) C&ED: the recommended incremental jump for Customs Officer on completion of five years of in-rank service after passing the promotion qualifying examination should be implemented forthwith;
- (c) FSD: the existing ‘through scale arrangement’ should be maintained for the Station Officer rank. The Paramedic Allowance should continue to be granted and should not be repealed without a more satisfactory form and level of compensation. An incremental jump or allowance should be provided to qualified Ambulancemen performing paramedic duties similar to those undertaken by ambulance supervisors;
- (d) GFS: the pay scales of all the GFS grades should be improved. In particular, the entry pay of the Air Crewman Officer III rank should be raised to the same level as that of the Ambulance Officer rank; and
- (e) ImmD: the pay scale of the three ranks of the Immigration Assistant grade should be lifted and set on par with the pay scale of its counterpart ‘R&F’ grades in the general disciplined services, and the minimum point of the pay scale of the basic rank of the Immigration Officer grade should be lifted and set on par with its comparable ranks in the other ‘officer’ grades of the general disciplined services.

30. The departmental management of the five general disciplined services are generally supportive of the above requests from their departmental staff associations.

(2) The Police

31. The PFCSS is disappointed with, but does not seek to reject, the SCDS Report. It contends that the recommendations of this long overdue review fall far short of Police personnel’s expectations; fail to give due regard to the increased responsibilities and complexities of Police jobs; fail to provide recognition, career progression and sufficient value for Police personnel; and fail to address the low morale problem. It takes issue with the SCDS for following the established civil service pay policy of providing

remuneration that is sufficient to recruit, retain and motivate staff of suitable calibre to join the Police, rather than those of the 'best' calibre. It raises concern over the diminishing pay lead of the 'JPO' ranks over the Clerical Officer ranks. It demands that any improvements beyond the SCDS' recommendations should only be applicable to Police personnel, on the grounds of the uniqueness of the Police and, in particular, its role as 'agency of the first and last resort'. It seeks the following major improvements to the recommendations of the SCDS –

For the 'JPO' grade

- (a) the maximum point of the pay scale of the Police Constable rank should be increased by two pay points and the proposed four LSIs for this rank should be granted at 4-yearly intervals on completion of 12, 16, 20 and 24 years of satisfactory in-rank service²⁶;
- (b) the maximum point of the pay scale of the Sergeant rank should be increased by four pay points;
- (c) the minimum and maximum points of the pay scale of the Station Sergeant rank should be increased by four and three pay points respectively;
- (d) Police Constables passing the Sergeant promotion qualifying examination with credit/greater credit should advance immediately to the recommended pay point for the post-12th year LSI, and should be designated as Senior Police Constable²⁷;
- (e) the first few pay points on the Police Pay Scale (PPS) (namely 1, 1a and 2) should be removed as they are no longer in use, and point 3 and subsequent points on the PPS should be re-numbered as pay point 1 and so on. The implication of this proposal is that the rates of a number of job-related allowances, which are set at a prescribed % of point 1 on the PPS, would be increased as the dollar value of the new point 1 would exceed that of the current point 1;

For the 'officer' grade

- (f) the pay scale of all the ranks of the 'officer' grade (i.e. from Inspector of Police to Senior Superintendent of Police) should be

26 At present, LSIs are awarded on completion of 18 years and 25 years of service with satisfactory performance.

27 Senior Police Constable is a designation, not a rank.

at least one pay point higher than the pay scale of comparable ranks of the general disciplined services;

- (g) the maximum point of the pay scale of the Senior Inspector of Police rank under the modified 'through scale arrangement' should be increased by two pay points;

For the 'directorate' ranks below Commissioner of Police

- (h) the pay lead of Chief Superintendent of Police over its civilian counterparts at D1 rank should be increased from the present 3% to 5%, there should be a pay lead of 3% for Assistant and Senior Assistant Commissioners of Police over their civilian counterparts at D2 and D3 ranks, and the intervals for increments should be set at completion of either 1-3-5 years or 2-3-4 years of in-rank service or on an annual basis with the value of each increment reduced proportionally;

Implementation

- (i) the recommendations in the SCDS' Report relating to the Police and the improvements sought above should be implemented with retrospective effect from the date of submission of the Report to the Administration (i.e. 27 November 2008); and
- (j) the PPS should be re-designed so that the value of each pay point of the non-directorate Police personnel (i.e. from Police Constable to Senior Superintendent of Police) is standardised at 4%. (At present, the value of these pay points varies from 2.5% to 5.5%.)

32. The Police management generally supports the demands of the PFCSS.

(3) ICAC

33. The staff seek more incremental jumps and introduction of LSIs (in line with those recommended for the 'JPO/R&F' grades in paragraph 17(b) above). They, supported by management, also reiterate their request for the extension of medical and dental benefits to agreement officers after retirement from the ICAC.

(III) Decision

(1) Overall

34. The CE-in-Council has decided that all the recommendations in the SCDS' *Report on the Grade Structure Review of the Disciplined Services*,

should be accepted, subject the refinements described in paragraphs 40, 41 and 42 below, having regard to the following major considerations –

- (a) the justifications of the recommendations, including whether they are conducive to the stability and effective operation of the disciplined services; and the credibility of the SCDS which is an independent advisory body set up by the Administration in 1989;
- (b) the views and sentiments of departmental management and the staff sides and the impact on staff morale of the disciplined services;
- (c) the read-across implications within the disciplined services and for the civilian civil service, and the likely impact on the image and credibility of the Administration, the disciplined services and the civil service as a whole;
- (d) the financial implications for the Government; and
- (e) the views of the community.

35. Some of the more important recommendations are highlighted in the following paragraphs.

(2) Pay Relativities and Parity

36. The SCDS advises that the prevailing pay relativities among the disciplined services should only be changed when supported by strong justifications (ref. paragraph 16(b) above). It notes that the present relativities reflect the outcomes of detailed deliberations of previous reviews (notably the 1988 comprehensive review by the Rennie Committee and the issue-specific reviews by the SCDS in the 1990s). We agree to and accept its advice.

37. The SCDS recommends against extension of the ‘through scale arrangement’ (first introduced in 1971) to other ‘officer’ grades (ref. paragraph 16(e) above). We agree with the SCDS that as a matter of principle, the roles and responsibilities of each rank should be clearly defined and the remuneration of each rank should be commensurate with its level of responsibilities, posts under each rank should be established on functional justifications, and promotion from one rank to another should be founded on merit and functional needs.

(3) Frequency of Review

38. The SCDS recommends that GSRs for the disciplined services should be conducted on a regular basis, say around every six years or so (ref. paragraph 16(i) above), as it is concerned about the 20 years’ gap since the

last comprehensive review. We understand that it may be influenced by the 6-yearly interval for the conduct of the Pay Level Survey (PLS) for the non-directorate civilian civil service grades.

39. We consider there is a fundamental difference between the PLS and the GSR. The former is a benchmark exercise, conducted to ascertain whether the salaries paid by the Government to civil servants in the non-directorate civilian grades (for which there are comparators in the private sector) are broadly comparable to their counterparts in the private sector. The six-yearly interval is endorsed by the CE-in-Council in April 2007, having regard to the need to ensure that civil service pay would not be significantly out of step with market pay, and to time and resource considerations. The findings of the PLS are applied in accordance with the established framework to the pay scales of the civilian civil service grades, and to the disciplined services pay scales by internal relativities with the former. GSR, on the other hand, is conducted to ascertain whether there have been any significant changes in the work and responsibilities of the disciplined services personnel, such that there may be a need to revise the structure and/or pay scales of the various concerned grades.

40. While noting the sentiments underlying the SCDS' recommendation on the frequency of future reviews, the CE-in-Council has decided that, for greater flexibility, GSRs or comprehensive reviews of the structure, pay and conditions of service of the seven disciplined services should be conducted as and when necessary in view of significant changes in the job nature, responsibilities, proven recruitment and retention problems, etc. of the disciplined services. The CE-in-Council has further decided that the Administration, or individual concerned departmental management, or the staff side of each disciplined services may request the conduct of a GSR with justifications; and the request should be put to the SCDS for advice and then submitted to the CE-in-Council for decision.

(4) Salary and Increment

41. The CE-in-Council has decided that the maximum pay of the first promotional ranks of the 'JPO/R&F' grades (i.e. Sergeant in the Police and its comparable ranks²⁸ in the relevant disciplined services) should be increased by two pay points (instead of the one recommended by the SCDS in paragraph 17(a)(ii) above). This is because with the four LSIs recommended by the SCDS for the basic ranks of the 'JPO/R&F' grades (ref. paragraph 17(b) above), the pay gap with the next promotional rank would narrow rather significantly, viz. from 17.6% to 10.6% between the pay of a Police Constable awarded all four LSIs and the maximum pay of his Sergeant

28 They are the Senior Fireman, Senior Ambulanceman, Senior Customs Officer and Senior Immigration Assistant ranks.

supervisor. Similar problem would arise in the 'R&F' grades of the general disciplined services (with the pay gap narrowed from 21.6% to 14.8%). This would not only cause morale problem for serving Sergeants and their comparators, but may also become a disincentive for staff in the lower ranks to seek promotion. This concern is shared by the SCDS which, after submission of its Report, has asked the Administration to explore ways to address the problem. The refinement would bring about a 14% pay lead of the Sergeant rank over the Police Constable rank, and an 18% pay lead of the Sergeant-comparable ranks over their respective lower ranks in the general disciplined services.

(5) Job-Related Allowances

42. The CE-in-Council has decided that the SCDS' recommendations on JRA should be accepted, except the one on changing the nomenclature of the Detective Allowance (ref. paragraph 22(a) above). Following consultation with the concerned management and staff sides, the CE-in-Council has decided that it should remain unchanged and the SCDS has no objection. With regard to the proposed two-tier allowance for the Fireman grade (ref. paragraph 22(f) above) and the existing Remote Stations Allowance, the associated Additional Allowance and the Special Allowance for Overnight On-call (ref. paragraph 22(g) above), we have, in consultation with the relevant departmental management, formulated/revised the implementation framework as set out in [Annex C](#).

(6) Conditioned Hours of Work

43. There are no standard conditioned hours of work across the civil service. Any direct comparison is not appropriate, as it is necessary to take into account the operational nature of different grades, including the intensity of efforts during the conditioned hours of work. Provided that the three pre-requisites of cost neutrality, manpower neutrality and maintaining the same level of service to the public could be achieved, we accept a reduction of the conditioned hours for C&ED from 51 hours to 48 hours per week, as proposed by the SCDS (ref. paragraph 24 above).

(7) Medical and Dental Services

44. We agree with the SCDS' recommendation (ref. paragraph 26 above) that civil service medical and dental benefits should not be extended to agreement officers on retirement from the ICAC. As an interim relief measure, we plan to allow reimbursement of private medical expenses incurred by civil servants (in disciplined and civilian grades) injured on duty (IOD) or occupational disease (OD) cases, subject to the daily maximum

limits stipulated under the Employees' Compensation Ordinance²⁹. This provision will be in addition to civil servants' existing entitlement to free medical treatment and services by the Hospital Authority (HA) and the Department of Health in IOD/OD cases. In parallel, we will continue to explore with the HA on enhancing its medical services to civil servants in IOD/OD cases. As and when such enhancement measures are put in place, we will cease implementation of the interim relief measure.

(C) Issues Common to the Directorate and the Disciplined Services GSR

(I) Date of Implementation

45. In the past, the Directorate Committee's recommendations were mostly implemented with retrospective effect (including back-dating to the date of submission of the relevant reports or to the month immediately following, or to the beginning of a calendar or financial year). Its last report was submitted in June 1989 and the recommendations therein were implemented with effect from 1 October 1989 (to align with the implementation date of the recommendations of a pay-related report by another independent advisory body, *viz.* the Standing Commission on Civil Service Salaries and Conditions of Service³⁰, (hereafter referred to as the "Standing Commission").

46. The SCDS defers to the Administration to work out the date of implementation of its recommendations. Past practices are varied. For example, most of the 1988 Rennie Committee's pay-related recommendations were back-dated to 1 April 1988³¹ (when the Committee was appointed), the recommendations in its first review (which was conducted to look into the issues arising from the 1988 review) were either back-dated to 1 April 1988 or 1 February 1989, and its recommendations in the two 'JPO' grade-specific reviews in 1992 and 1998 were implemented from a forward date (i.e. after decision by the CE-in-Council and/or approval of the Finance Committee of the Legislative Council).

29 The daily maximum medical expenses payable by an employer to an employee, as prescribed under the Employees' Compensation Ordinance (Cap. 282), is \$200 for in-patient or out-patient treatment per day, or \$280 for both in-patient and out-patient treatments on the same day.

30 The Standing Commission was established in 1979. Its present terms of reference are to advise and make recommendations to the Chief Executive on the principles and practices governing pay, conditions of service and salary structure of the non-directorate civil service, other than judicial officers and disciplined services staff.

31 The exception was changes to the allowances for the disciplined services, which were implemented with effect from 1 February 1989, after they were endorsed by the Finance Committee of Legislative Council.

47. Having regard to the aspirations of the affected civil servants on the one hand, and the state of the local economy and the wider community interests including fiscal prudence on the other, the CE-in-Council has decided that the salary and increment-related recommendations in the two GSR Reports (including refinements) should be implemented with retrospective effect from 1 April 2009.

48. The CE-in-Council has also decided that the SCDS' recommendations on JRA and on the restructuring of the 'through scale arrangement' for the Inspector/Senior Inspector of Police, Station Officer/Senior Station Officer and Commission Against Corruption Officer(Middle/Lower) ranks should take effect from the first day of the month immediately following approval by the relevant authority. The CE-in-Council has further decided that the recommendations on conditioned hours of work for C&ED personnel and creation of new grade/rank for ICAC should be implemented when the necessary administrative arrangements are put in place.

(II) Conversion Arrangement

49. The CE-in-Council has decided that the conversion arrangements set out in Annex D should be adopted for implementing the salary and increment recommendations in the two GSR Reports (including refinements) for serving staff in the affected ranks. These arrangements are in line with the established practices.

(III) Special Arrangement for Pensionable Retirees

50. The CE-in-Council has decided that a special arrangement should be put in place for the purpose of calculating the pension benefits for those pensionable directorate and disciplined services civil servants who retired/resigned on grounds other than disciplinary reasons or who passed away with death gratuity with their last day of service (pre-retirement leave included) falling between 27 November 2008 and 31 March 2009, or who were injured/died on duty with additional/dependant pension entitlements during the aforesaid period of time, on the grounds that they have a reasonable expectation that their salaries would be adjusted upon release of the two GSR Reports. The special arrangement would involve the granting, on their last day of service, of a one-day special allowance to their salaries of a value equivalent to the difference between what they would have received (in terms of salaries) had the salary and increment recommendations in the two GSR Reports (including refinements) had taken effect on that day and what they actually received (in terms of salaries) on the same day. The proposed special allowance would enable them to receive higher pension benefits.

(IV) Approval of Finance Committee of Legislative Council

51. We will seek the necessary approval of the Establishment Subcommittee and FC of LegCo in the coming weeks.

CONSULTATION

52. We have consulted the relevant stakeholders including the management and the staff sides on the findings and recommendations of the two GSR Reports. We have also consulted the LegCo Panel on Public Service (PS Panel) on the two GSR Reports (and a third one on specific non-directorate civilian grades) on three occasions (namely, 15 December 2008, 19 January 2009 and 7 July 2009).

IMPLICATIONS OF THE DECISION

53. The implementation of the recommendations of the two GSR Reports (as well as the refinements) is in conformity with the Basic Law including the provisions concerning human rights. They have no sustainability implications.

54. The financial implications of the proposals (excluding the special arrangement for retirees and the creation of posts in the proposed new grade/rank for the ICAC) in the form of additional payroll cost to the civil service per year would be around \$807 million³², made up of around \$22 million for the civilian directorate, and around \$785 million for the disciplined services staff. Out of the \$785 million, the additional cost for implementing the proposed refinement to the maximum pay point of the first promotional ranks of the “JPO/R&F” grades (two pay points instead of the one recommended by SCDS) is about \$50 million.

55. On the special arrangement for calculating the pension benefits of those affected civil servants, the additional cost for granting the one-day special allowance should be negligible. The amount of additional commuted lump-sum, which is one-off in nature, is estimated to be around \$40 million.

56. As regards the subvented sector, there is currently no central policy requiring all subvented organisations to link the salary structures of their staff to civil service pay scales. Except in the context of the annual civil

³² Excluding increase in pension payments for civil servants in the concerned grades and ranks retiring on or after 1 April 2009 and allowance-related expenditure (other than the two-tier allowance for FSD staff). In addition, it has not included the additional cost of about \$20 million per year for the interim measure of allowing reimbursement of private medical expenses incurred by civil servants (in both disciplined and civilian grades) in IOD/OD cases.

service pay adjustment exercise where adjustment would be made to subventions which include annual civil service pay adjustment as a price adjustment factor, other pay-related exercises would not necessitate a general adjustment in Government's funding for the subvented sector. Such ad hoc pay-related exercises would have an impact on funding for individual subvented organisations only in exceptional cases (notably teaching staff in the aided school sector) where there is a specific government policy requiring the staff concerned to be remunerated on the relevant civil service pay scales, and where the Government has agreed to fund such remunerations. Since the current exercise does not affect the teaching grades, the impact (if any) on the subvented sector should be minimal.

PUBLICITY

57. We will inform the Directorate Committee, the SCDS, the PS Panel of LegCo, the civil service heads of bureaux and departments, the staff sides of the four central consultative councils, the four major service-wide staff unions, and concerned civil servants of the decision. A press release will be issued and a spokesman will be available to answer media enquiries.

SUBJECT OFFICER

58. Enquiries on this brief should be addressed to Mr. Chris Sun, Principal Assistant Secretary for the Civil Service (Tel. 2810 3112).

Civil Service Bureau
20 October 2009

**Existing Conditioned Hours of Work of
Disciplined Services Staff**

The existing conditioned hours of work of the disciplined services staff have evolved over time, having regard to their operational requirements. The following table sets out the present position –

Department	Conditioned hours of disciplined services staff
CSD	49 hours gross
C&ED	51 hours gross
FSD	54 hours gross for Fireman/Station Officer grades (Fire Stream); 48 hours gross for Fireman/Station Officer grades (Control Stream); 48 hours gross for Ambulanceman grade; and 44 hours gross for Ambulance Officer grade.
GFS	44 hours gross
ICAC	44 hours gross
ImmD	44 hours gross
Police	48 hours gross

**Grade Structure Review Report on the Disciplined Services
Submissions received during the consultation period**

(Please click the follow link to download the documents -

<http://www.csb.gov.hk/english/info/1985.html>)

**Introduction of a Two-tier Allowance for FSD Staff and
Review of the Remote Stations Allowance,
the Associated Additional Allowance,
and the Special Allowance for Overnight On-call**

(1) Two-tier allowance for FSD staff

In consultation with the FSD management, we have worked out, and obtained the SCDS' endorsement on, the details of a two-tier monthly allowance payable to eligible staff for performance of duties which require special competence and involve exceptional danger, risk and hardship. In gist, Tier 1 of the allowance (at 5% of GDS(R)1) would be granted to members of the Fireman grade who are qualified to perform conduit rescue, basic Special Rescue Squad and First Responder duties. Tier 2 (Technical Rescue) of the allowance (at the rate of 10% of GDS(R)1 for fire personnel and 5% of GDS(R)1 for ambulance personnel¹) would be granted to members of the Technical Rescue Cadre who are qualified to perform special search and rescue/life support duties in catastrophic incidents and emergencies². Tier 2 (Tactical Response) of the allowance (at 10% of GDS(R)1) would be granted to members of the Fireman grade in the Tactical Response Cadre and fire stations who are qualified to deal with hazardous materials, and chemical, biological, radiological and nuclear incidents. All the proposed recipients have to perform the relevant duties on a deployment basis for an aggregate of no less than 50% of their total working time per month in order to receive the allowance.

(2) Remote Stations Allowance, Additional Allowance and Special Allowance for Overnight On-call

Working together with the concerned departmental management, we have completed the review of the Remote Stations Allowance and the associated Additional Allowance, and the Special Allowance for Overnight On-call; and obtained the SCDS' endorsement on our recommendations. In gist, we recommend that these allowances should be retained on the basis of the existing criteria, their rates should be reviewed and adjusted as necessary on an annual basis in accordance with specified mechanisms, the eligibility of Component A of the Remote Stations Allowance (the compensation for physical and social hardship) should be extended to cover qualified disciplined services staff in CSD and the Police, and this Component should be calculated in accordance with a new prescribed formula.

1 Tier 2 (Technical Rescue) should be granted at 5% of GDS(R)1 in recognition of the special competence, specialist knowledge and exceptional danger, risk and hardship in performing the search and rescue/life support duties by the fire and ambulance personnel, and another 5% of GDS(R)1 in recognition of the special competence and specialist knowledge for operating various heavy, specialised, and highly complex search and rescue equipment by the fire personnel.

2 Such incidents include rescue at height, confined space/sewage/tunnel rescue, collapsed building rescue, major road traffic accident rescue, earthquake and tsunami, etc.

**Conversion Arrangement
for Affected Serving Directorate and Disciplined Services Staff**

We will adopt the following conversion arrangement for serving civil servants on the implementation date –

- (a) when both the minimum and the maximum points of the pay scales are raised for disciplined services personnel below the directorate level:
 - (i) where a civil servant's salary is less than the minimum of the revised scale, he should receive the new minimum,
 - (ii) where a civil servant's salary is equivalent to or above the new minimum he should advance to the next point on the pay scale, and
 - (iii) where the revised scale has a maximum which is two or more pay points higher than the old maximum, a civil servant who has served for one or more years on the old maximum should convert to two points above his existing pay point;
- (b) when only the maximum point of the pay scale is raised for disciplined services staff below the directorate level:
 - (i) where a civil servant's salary is less than the maximum of the old scale, he should convert to the same numbered point on the revised scale, and
 - (ii) where a civil servant has served on the maximum of the old scale, he should convert to the next higher numbered point on the revised scale; and
 - (iii) where the revised scale has a maximum which is two or more pay points higher than the old maximum, a civil servant who has served for one or more years on the old maximum should convert to two points above his existing pay point;
- (c) when new increments/incremental jumps are introduced for the civilian and disciplined services directorate ranks and for disciplined services staff below the directorate level: serving civil servants should be converted to the relevant increment point applicable to the rank on which they serve as if the new incremental arrangement had been in force from the first day of their appointment to the present rank. In other words, all years of in-rank satisfactory service should be taken into account for the purpose of determining the increment/incremental jump entitlement.

For the avoidance of doubt, where the pay scale of a rank is revised and new incremental jumps are introduced at the same time, the conversion arrangement set out above should take place concurrently, subject to the new maximum pay point of the rank concerned.