

**For information
on 12 July 2021**

Legislative Council Panel on Public Service

Grade Structure Review for the Disciplined Services Grades

Purpose

This paper briefs Members on the findings and recommendations of the Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS)¹ in relation to the grade structure review (GSR) for the disciplined services grades.

Background

2. The disciplined services comprise seven departments/agencies, namely the Hong Kong Police Force, the Immigration Department, the Government Flying Service, the Fire Services Department, the Customs and Excise Department, the Correctional Services Department and the Independent Commission Against Corruption. As at 30 June 2020, in the seven disciplined services departments/agencies, there were 62 856 disciplined services posts which belonged to 29 grades and over 100 ranks, constituting around one third of the total establishment of the Government.

3. Since 2008 when the last GSR for the disciplined services grades was conducted, the social and economic landscape of Hong Kong has witnessed significant changes. The use of technology has also been transformative. The drawn-out violence and riots as well as the COVID-19 epidemic in the past two years, together with the responsibilities for safeguarding national security, have brought about considerable changes and tremendous challenges to the operating environment of the disciplined services. As it is difficult to identify comparable posts and jobs in the private sector for the disciplined services, and certain grades are also facing recruitment and retention difficulties, the Chief Executive-in-Council (CE-in-Council) decided to conduct a GSR for the disciplined services. Subsequently, the Government invited the SCDS to conduct the GSR and also

¹ The SCDS advises and makes recommendations to the Government on matters concerning the pay and conditions of service of the disciplined services.

invited the Standing Committee on Directorate Salaries and Conditions of Service (SDCS)² to advise on the pay and conditions of service of the heads of the seven disciplined services departments/agencies.

Findings and Recommendations of the GSR

4. The SCDS had completed the GSR and submitted the Report on the GSR for the Disciplined Services Grades (the Report) to the Chief Executive on 23 June 2021. In addition to the findings and recommendations of the GSR made by the SCDS, the Report also contains the findings and recommendations related to the heads of the disciplined services departments/agencies made by the SDCS.

5. A summary of the recommendations of this GSR, covering areas including pay, allowances, grade structure, manpower support and conditions of service of the disciplined services, is set out at the **Annex** for Members' reference.

Way Forward

6. As directed by the Chief Executive, we are studying the findings and recommendations made in the Report in consultation with the relevant stakeholders. In this connection, the Civil Service Bureau has invited the management of the seven disciplined services departments/agencies and staff side of the grades concerned to offer their views.

7. After consolidating and considering all comments received, we will submit proposals to take forward the findings of the GSR for CE-in-Council's decision. Should the decision result in any changes to the pay and grade structure of the disciplined services grades, the endorsement of the Establishment Subcommittee and the approval of the Finance Committee of the Legislative Council will be sought.

² The SDCS advises the Government on matters affecting the directorate of the general civil service (excluding the disciplined services and the Judiciary), including the pay and conditions of service of the heads of the disciplined services.

Advice Sought

8. Members are invited to note and offer comments on the findings and recommendations made in the Report.

**Civil Service Bureau
Security Bureau
July 2021**

***Extract of the Standing Committee on
Disciplined Services Salaries and Conditions of Service's
Report on the Grade Structure Review of the Disciplined Services***

Executive Summary

1. In November 2018, the Standing Committee on Disciplined Services Salaries and Conditions of Service (the Standing Committee) accepted the invitation of the Government of the Hong Kong Special Administrative Region (HKSAR) (the Government) to conduct a grade structure review (GSR) for the disciplined services grades, covering the Hong Kong Police Force (HKPF), the Immigration Department (ImmD), the Government Flying Service (GFS), the Fire Services Department (FSD), the Customs and Excise Department (C&ED), the Correctional Services Department (CSD) and the Independent Commission Against Corruption (ICAC). Comprising 29 grades and over 100 ranks, the disciplined services altogether have some 63 000 disciplined services staff members.

2. Having considered the Government's invitation, the Standing Committee has focused its attention on the pay scale and structure of each of the grades and ranks in the disciplined services (including the Rank and File, the Officer cadre and the directorate ranks). The Standing Committee has also examined certain issues that fall outside the scope of the GSR but are definitely relevant to the effective and efficient performance of the disciplined services and have attracted keen staff's concerns, and referred them to the Government for attention or follow-up.

3. As in the previous reviews, we have provided opportunities for all stakeholders, including the managements, the staff bodies as well as individual staff members, to express their views, whether in writing or during meeting sessions. In the course of this review, besides inviting the managements and the staff sides of disciplined services to make submissions and express views, we have organised 19 visits to the seven disciplined services departments/agencies and held a good number of meetings with the managements as well as staff bodies (most of which held as part of the visits to the disciplined services departments/agencies). We have received a total of 3 873 submissions (including 408 submissions from the managements, the staff bodies and individual staff members of disciplined services as well as 3 465 similar/identical letters supporting the views of the respective staff associations). We have also received 1 385 submissions from the public (mostly in the form of standard template) although we have not proactively solicited views from the public under the existing modality for conducting the GSR. All submissions received and views expressed were considered in their entirety by the Standing Committee. Besides, we conducted a final round of meetings with the managements and the staff bodies of disciplined

services to exchange views on the preliminary recommendations before finalising this Report.

4. In conducting the GSR, we are guided by our terms of reference. We are mindful of the fact that the disciplined services are an integral part of the civil service of the HKSAR, and the Government's pay policy for the civil service is to offer sufficient remuneration to attract, retain and motivate staff of a suitable calibre to provide the public with effective and efficient public services for the community; and to ensure that such remuneration is regarded as fair by both civil servants and the public they serve through broad comparability between civil service and private sector pay. We have adopted a common set of guiding principles and parameters in examining the issues, deliberating views and formulating recommendations, having due regard to all relevant considerations and factors.

5. During the GSR, we have looked into the uniqueness and characteristics of each of the disciplined services, with particular regard to the major changes and challenges in their operating environment since the last GSR in 2008, as well as the general trend of recruitment, retention, career progression, staff management and morale situation of disciplined services grades and ranks over the recent years. We have taken into account all relevant information and considerations, and made our best judgement after balancing all factors. We have also worked closely with the Standing Committee on Directorate Salaries and Conditions of Service (the Directorate Committee), which accepted the Government's invitation to advise on the salaries and conditions of service of the Heads of the seven disciplined services departments/agencies in November 2018.

6. The entire GSR for the disciplined services grades was originally expected to be completed in about 18 months. However, as a result of the spate of public order and violence events in 2019 and the COVID-19 pandemic, a number of scheduled visits to the disciplined services departments/agencies as well as meetings with the managements and staff sides had to be postponed and rearranged. Furthermore, as the GSR covers all the disciplined services grades and ranks in each of the disciplined services and we have received a substantial number of views and comments on the pay and conditions of service of the disciplined services, we have taken considerable time to draw up the recommendations.

7. We have now set out our key findings, considerations and recommendations in this Report. The Directorate Committee's findings

and recommendations related to the Heads of Disciplined Services have also been incorporated into this Report. If these recommendations are endorsed, the majority of the disciplined services staff would have their remuneration packages suitably enhanced in both the short and long terms, and the whole community would benefit from the long-term, healthy development of the disciplined services.

8. We would like to take this opportunity to convey our profound respect and sincere gratitude to the disciplined services. Over the past decade, Hong Kong has experienced great changes and unprecedented challenges in the social, economic, political and technological landscapes, in particular the spate of public order and violence events in 2019 and the COVID-19 pandemic. All these have added stress and complexity to the jobs of the disciplined services. Without the professionalism and exemplary services of the disciplined services (and, one has to add, other parts of the civil service), Hong Kong would not have been as stable and smooth functioning as it was in the past few tumultuous years.

Summary of Recommendations

9. A summary list of the GSR's recommendations is set out below –

Pay Scales	<u>Paragraph</u> Chapter 10
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Pay scales for disciplined services grades (other than those of the ICAC)

R10.1	We recommend the following enhancements to the pay scales for the Junior Police Officer (JPO) grade of HKPF –	10.10
	(a) raising the scale minimum by one pay point and the scale maximum by two pay points for the recruitment rank, i.e. the Police Constable (PC) rank;	
	(b) raising the scale minimum by two pay points and the scale maximum by four pay points for the second tier rank, i.e. the Police Sergeant rank; and	

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- (c) raising the scale minimum by two pay points and the scale maximum by three pay points for the top tier rank, i.e. the Police Station Sergeant (SSGT) rank.
- R10.2 We recommend the following enhancements to the pay scales for the Police Inspector/Superintendent (IP/SP) grade of HKPF – 10.10
- (a) raising the scale minima and scale maxima of non-directorate ranks by one pay point; and
- (b) raising the scale maximum of the Chief Superintendent of Police (CSP) rank, by adding a new increment to the Police Pay Scale (PPS) 55 (i.e. PPS 55(5)).
- R10.3 We recommend the following enhancements to the pay scales for the Rank and File grades, other than the JPO grade of HKPF and the Immigration Assistant (IA) grade of ImmD – 10.10
- (a) raising the scale minima by one pay point and the scale maxima by two pay points for all recruitment ranks;
- (b) raising the scale minima and scale maxima by two pay points for all second tier ranks; and
- (c) raising the scale minima by two pay points and the scale maxima by three pay points for all top tier ranks.
- R10.4 We recommend the following enhancements to the pay scales for the non-directorate Officer grades, other than the IP/SP grade of HKPF – 10.10
- (a) raising the scale minima and scale maxima by one pay point for all recruitment ranks, except for the Cadet Pilot rank of the Pilot grade of

GFS with its pay scale remaining unchanged, and the Immigration Officer (IO) rank of the IO grade of ImmD, and the Station Officer (Control) (StnO(C)) rank of the StnO/Divisional Officer grade and the Ambulance Officer (AmO) rank of the AmO grade of FSD with their scale minima to be raised by two pay points and scale maxima by one pay point; and

- (b) raising the scale minima and scale maxima by one pay point for all promotion ranks, except for the Senior Aircraft Engineer (SAE) rank of the Aircraft Engineer (AE) grade of GFS (see R10.6 below).

R10.5 We recommend enhancing the pay scales for the IA grade of ImmD – 10.12

- (a) for the recruitment rank, i.e. the IA rank, raising the scale minimum and scale maximum by two pay points. The uplifted scale minimum is to be pitched at a new pay point on the General Disciplined Services (Rank and File) Pay Scale (GDS(R)) (i.e. GDS(R)4a), with a dollar value set at around the mid-point between GDS(R)4 and GDS(R)5;
- (b) for the second tier rank, i.e. the Senior IA rank, raising the scale minimum and scale maximum by two pay points; and
- (c) for the top tier rank, i.e. the Chief IA rank, raising the scale minimum and scale maximum by two and four pay points respectively. The uplifted scale maximum is to be pitched at a new pay point on GDS(R) (i.e. GDS(R)31a), with a dollar value set at around the mid-point between the newly created GDS(R)31 and 32.

	<u>Paragraph</u>
R10.6 We recommend raising the scale minimum and scale maximum of the SAE rank by one and two pay points respectively.	10.16
R10.7 We recommend rejecting proposals on the establishment of independent pay scales for disciplined services staff of FSD or CSD staff working in the hospital section.	10.17
R10.8 Having regard to the recommendations on enhancing the pay scales for the Rank and File grades, we recommend creating three new pay points on GDS(R) above the existing top pay point in the GDS(R) (i.e. GDS(R)29) with an incremental creep set at 5% (i.e. GDS(R)30, GDS(R)31 and GDS(R)32) and at the same time, creating a new pay point on PPS (i.e. PPS 33a) set at a dollar value of around the mid-point between PPS 33 and 34 as the new scale maximum of the SSGT rank of HKPF.	10.19
R10.9 Having regard to the recommendations on enhancing the pay scales for the Officer grades, we recommend –	10.21
(a) creating one new pay point PPS 54b on PPS at about 2.5% above the PPS 54a as the new scale maximum of the Senior Superintendent of Police rank, and creating a new increment PPS 55(5) with a dollar value set at around the mid-point between PPS 56(1) and 55(4) as the new scale maximum of the CSP rank; and	
(b) creating one new pay point General Disciplined Services (Officer) Pay Scale (GDS(O))40 at about 2% above GDS(O)39 as the new scale maxima of the top tier of non-directorate ranks of the Officer grades on GDS(O).	
R10.10 We recommend recalibrating PPS 20 to 30 with a more even incremental creep ranging from 3% to 5%	10.22

	<u>Paragraph</u>
for the purpose of maintaining the internal relativities on pay among disciplined services.	
R10.11 We recommend rejecting various proposals related to the pay scales for individual grades.	10.23
 <u>Parity of pay</u>	
R10.12 We recommend rejecting proposals of raising the pay for disciplined services grades solely or primarily on the ground of pay parity or maintaining or enhancing the pay advantage over a particular grade.	10.24
 <u>General disciplined services pay scales</u>	
R10.13 We recommend rejecting the proposals of standardising/increasing/rationalising the incremental size of GDS(R) and GDS(O), and reducing the number of increments on the two pay scales the stated aim of which is solely or primarily to narrow the pay difference between disciplined services and their civilian counterparts or to achieve pay parity among the disciplined services.	10.25
R10.14 We recommend rejecting the proposals of combining GDS(R), GDS(O) and General Disciplined Services (Commander) Pay Scale (GDS(C)) into a single pay scale.	10.26
R10.15 We recommend removing the references to “General” from the names of the three pay scales, viz. renaming GDS(R), GDS(O) and GDS(C) as “Disciplined Services (Rank and File) Pay Scale”, “Disciplined Services (Officer) Pay Scale” and “Disciplined Services (Commander) Pay Scale” respectively.	10.27
 <u>Removal of pay points</u>	
R10.16 We recommend removing four redundant or obsolete pay points (i.e. PPS 1a, GDS(R)1a, GDS(O)1c and GDS(O)1d) from the respective pay scales.	10.28

Pay scales for the ICAC grades

R10.17 We recommend enhancing the pay scales for the ICAC grades – 10.32

- (a) for all non-directorate ranks, raising the scale minima and scale maxima by one pay point, except for the Commission Against Corruption Controller (CACC) rank (see (b) below), and Assistant Commission Against Corruption Officer (ACACO) and Commission Against Corruption Investigator (Main Stream) ranks (both presently remunerated at ICAC Pay Scale (IPS) 4 to 14) with their scale minima and scale maxima be raised by one and two pay points respectively, i.e. their new pay scales should be pitched at IPS 5 to 17¹; and
- (b) for the CACC rank, raising the scale minimum by three pay points and introducing an additional pay point at IPS 23 as the scale maximum to plug the existing one-point pay gap between the CACC rank and the Senior CACC rank.

R10.18 Having regard to the recommendations on enhancing the pay scales for the ICAC grades, we recommend creating a new pay point IPS 44b with a dollar value set at about 2% above IPS 44a and equivalent to the newly created GDS(O)40 as the new scale maxima of the top tier ranks of the Commission Against Corruption Officer and Forensic Accountant grades. 10.33

Pay scales for directorate officers

R10.19 We recommend maintaining the current pay for disciplined services directorate officers, except for the CSP rank of HKPF with a new increment PPS 55(5) to be created as the new scale maximum of the rank. 10.36

¹ IPS 15 is not a point for progression for the two ranks.

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<u>Multiple entry and entry qualifications</u>	
R10.20 We recommend rejecting the proposals of introducing multiple entry points for the purpose of recognising the higher qualifications of new recruits.	10.39
R10.21 We recommend introducing an additional entry point at GDS(R)6 for new recruits with valid and recognised Enrolled Nurse (or Registered Nurse) qualifications for the Assistant Officer (AO) II rank of CSD.	10.40
R10.22 We recommend maintaining the entry qualifications for the Air Crewman Officer (ACMO) III rank and the Aircraft Technician (AT) rank of GFS.	10.41
<u>Through scale arrangement</u>	
R10.23 We recommend rejecting the proposals of extending the through scale arrangement in the disciplined services.	10.45
R10.24 We recommend rejecting the proposals of reinstating the pre-2008 form of through scale arrangement for the Senior Inspector of Police/Inspector of Police (IP) ranks of HKPF and the Senior Station Officer/StnO ranks of FSD.	10.45

Increments

Chapter 11

Incremental jumps

R11.1 We recommend granting one additional incremental jump (IJ) to the AOII rank of CSD, Customs Officer (CO) rank of C&ED, and Fireman (Fn) and Ambulanceman (Ambm) ranks of FSD upon completion of two years of satisfactory in-rank service.	11.10
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		<u>Paragraph</u>
R11.2	We recommend granting one additional IJ to the PC rank of HKPF upon completion of three years of satisfactory in-rank service.	11.10
R11.3	We recommend granting two additional IJs to the IA rank of ImmD, one upon completion of two years of satisfactory in-rank service, and the other, five years and passing a qualifying examination for promotion.	11.10
R11.4	We recommend granting one additional IJ to the StnO(Operational) and StnO(C) ranks of FSD upon completion of two years of satisfactory in-rank service.	11.11
R11.5	We recommend granting two additional IJs to the IP rank of HKPF upon completion of three years of satisfactory in-rank service.	11.12
R11.6	We recommend granting one additional IJ to the ACACO rank of ICAC upon commencement of the second agreement.	11.13
R11.7	We recommend granting a maximum of two IJs to the AE rank of GFS who have obtained specified professional qualifications.	11.15
R11.8	We recommend granting a maximum of two IJs to the AT rank of GFS who have obtained specified approval/authorisation.	11.15
R11.9	We recommend replacing the existing four IJs of the Pilot II (PII) rank of GFS by granting two IJs to PIIs upon their completion of three years of satisfactory in-rank service, and two IJs to the Pilot I rank upon completion of two years and five years of satisfactory in-rank service respectively.	11.16
R11.10	We recommend maintaining the existing IJ arrangement for the ACMOIII rank of GFS.	11.17

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<u>Long service increments</u>	
R11.11 We recommend granting one additional long service increment to the AOII, CO, Fn, Ambm, IA and PC ranks upon completion of 36 years of satisfactory in-rank service.	11.21
<u>Increments for directorate officers</u>	
R11.12 We recommend maintaining the current arrangement of granting increments to the disciplined services directorate officers on a biennial basis.	11.26
R11.13 We recommend maintaining the existing number of incremental points for the disciplined services directorate officers except for the CSP rank of HKPF.	11.28
Non-fringe Benefit Types of Allowances	Chapter 12
<u>Job-related Allowances (JRAs)</u>	
R12.1 We recommend maintaining the existing rates and the current calculation method of individual JRAs, i.e. pegging the payment rate to the current fixed pay point.	12.4
R12.2 We recommend maintaining the current set of qualifying frequency thresholds of individual JRAs.	12.5
R12.3 We recommend maintaining the existing scope of eligibility of individual JRAs but suggest that the departmental managements concerned examine the proposals in detail in consultation with the Civil Service Bureau (CSB), the Security Bureau (SB) and the Financial Services and the Treasury Bureau (FSTB) where appropriate.	12.6
R12.4 We recommend maintaining the existing numbers of tiers of individual JRAs but suggest that the FSD management examine the proposals in detail in	12.7

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consultation with CSB, SB and FSTB where appropriate.

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| R12.5 | We are prepared to offer views on the proposals of introducing an Extra Duties Allowance for Disciplined Services for officers who perform nursing support duties regularly in institutional hospitals managed by CSD and introducing a new JRA for personnel regularly working in an enclosed and isolated environment (including those working in institutions of CSD) and for Immigration staff regularly working in Castle Peak Bay Immigration Centre and Ma Tau Kok Detention Centre, when invited by the Government in accordance with the established mechanism. | 12.10 |
| R12.6 | We are prepared to offer views on the proposals of introducing new JRAs for FSD duties that require special competence and specialist training, or for staff who are susceptible to exceptional risks and hardship and will invariably have to shoulder heavier responsibilities, when invited by the Government in accordance with the established mechanism. | 12.11 |
| R12.7 | We are prepared to offer views on the proposal of introducing a new JRA for Immigration staff taking part in dispatch operations outside Hong Kong to provide assistance to Hong Kong residents in distress, when invited for views by the Government in accordance with the established mechanism. | 12.12 |
| R12.8 | We recommend maintaining a central approving mechanism for JRAs in which the approving authority (on a service-wide or on an individual basis) is vested in the Secretary for the Civil Service (SCS). | 12.16 |

Disciplined Services Overtime Allowance (DSOA)

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| R12.9 | We recommend maintaining the existing arrangement of DSOA (including the hourly rate and scope of eligibility). | 12.20 |
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Acting allowance

- R12.10 We recommend maintaining the existing minimum qualifying period of 30 calendar days for the payment of acting allowance for the disciplined services and the central approving mechanism in which payment of an acting allowance to any officer in the civil service (including all disciplined services staff) in circumstances other than specified in the Civil Service Regulation is at the discretion of the SCS. 12.23

Local subsistence allowance

- R12.11 We recommend maintaining the current principles governing and calculation method adopted for the payment of local subsistence allowance. 12.25

Grade Structure and Manpower Support

Chapter 13

Change in grade structure

- R13.1 We recommend maintaining the current grade structure of the ACMO and AT grades of GFS. 13.4
- R13.2 We recommend that the GFS management conduct a comprehensive review on the structure of the ACMO and AT grades including the number of posts at each rank and their functions. 13.5
- R13.3 We recommend maintaining the current structure of the Instructor (Correctional Services), Technical Instructor (Correctional Services) and AO grades of CSD. 13.6

Ranking and manpower support

- R13.4 The Directorate Committee recommends upgrading the post of Controller, GFS from Directorate Pay Scale Point 3 (D3) equivalent to D4 equivalent, and creating a new pay point equivalent to D4 (i.e. GDS(C)3a) between GDS(C)3 and GDS(C)4 as a 13.13

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consequential arrangement (as well as an incremental scale).

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| R13.5 | The Directorate Committee recommends that the ranking of the Director of Immigration and the Commissioner of Customs and Excise remain at the present D6 equivalent level. | 13.14 |
| R13.6 | We recommend that the posts of Deputy Director of Immigration and Deputy Commissioner of Customs and Excise remain at the present D3 equivalent level. | 13.14 |
| R13.7 | We support creating one additional Deputy Director/Deputy Commissioner post each in ImmD, FSD, C&ED and CSD, all pitched at GDS(C)3 (i.e. D3 equivalent). | 13.17 |
| R13.8 | We recommend that the departmental managements of HKPF, ImmD, C&ED, CSD and ICAC further develop proposals involving the creation of directorate posts or upgrading of non-directorate posts to the directorate level. We are prepared to consider these proposals in a positive light when invited to offer views by the Government. | 13.18
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13.19 |

Conditions of Service and Other Matters

Chapter 14

Medical and dental benefits

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| R14.1 | We flag up the staff's concerns and proposals in relation to the enhancements to both the quality and quantity of civil service medical and dental services for the Government's attention, and encourage CSB and other relevant parties to consider, as a matter of priority, practicable measures to effectively improve the civil service medical and dental services. | 14.5 |
| R14.2 | We convey the proposals and staff's concerns in relation to the improvement to the medical treatment to staff who sustain injury on duty (IOD) to CSB for | 14.6 |

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consideration, and urge the Bureau to keep in view and consider measures that can improve the medical services provided to cater for the needs of IOD staff. In particular, we recommend that in consultation with the Hospital Authority, CSB may examine how the services available at General Out-patient Clinics to disciplined services staff sustaining duty-related minor injuries can be strengthened.

- R14.3 We convey the proposals and staff's concerns in relation to the provision of post-retirement medical and dental benefits to civil servants appointed on or after 1 June 2000 to the Government for consideration. 14.7
- R14.4 We convey the proposals and staff's concerns in relation to the extension of post-service medical and dental benefits to agreement terms staff retiring from ICAC to the Government for consideration. 14.8
- R14.5 We recommend making available life-long medical and dental benefits to ICAC staff (regardless of their appointment terms and when they joined the service) invalidated as a result of IOD. 14.9

Housing benefits

- R14.6 We convey the proposals and staff's concerns in relation to departmental quarters (DQs) to SB and the departmental managements of disciplined services for consideration, and urge them to actively explore options to increase the supply and meet the higher expectation on the facilities of DQs if this is considered justified. 14.14
- R14.7 We convey the proposals and staff's concerns in relation to service-wide housing benefits to CSB for further study, and will be pleased to give views when invited to do so by the Government. 14.15

	<u>Paragraph</u>
R14.8 We convey the staff’s concerns that their stay in DQs should not be curtailed solely because the pay scales applicable to them are uplifted upon the implementation of the suggested adjustments to the respective pay scales to the Government for consideration of appropriate measures to address them.	14.16
 <u>Education allowances</u>	
R14.9 We convey the proposals and staff’s concerns in relation to education allowances to CSB for consideration, and will be pleased to give views when invited to do so by the Government.	14.19
R14.10 We urge the Government to work with the relevant parties and take practical measures with the aim of enabling children of staff to be free from harm within and outside the classroom and to provide every assistance to staff and their children.	14.21
 <u>Other fringe benefits</u>	
R14.11 We convey the proposals and staff’s concerns in relation to other fringe benefits (i.e. vacation leave entitlement and retirement benefits) to CSB for consideration, and will be pleased to give views when invited to do so by the Government.	14.25
 <u>Retirement age</u>	
R14.12 We suggest that CSB keep the issue in relation to retirement age under constant review and consider adjustment, if needed, in the light of the prevailing circumstances.	14.29
R14.13 We convey the proposals of delegating to the Commissioner of Police the authority for approving continued service of a staff member who has reached his/her normal/prescribed retirement age to CSB for consideration.	14.30

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Conditioned hours of work

- R14.14 While noting the established practice that any proposals for reduction of the conditioned hours of work is subject to the fulfilment of three pre-requisites, we encourage the departmental managements concerned to examine thoroughly these proposals, and will be pleased to examine and offer views on any detailed proposals after the relevant departmental managements have considered them in detail with CSB, SB and their staff sides and when invited to do so by the Government. 14.36
- R14.15 We convey the proposals of counting the time spent on a variety of ancillary activities towards one's conditioned hours of work to the relevant departmental managements for consideration in consultation with SB, the staff sides and CSB where necessary. 14.37

Five-day week (FDW)

- R14.16 While noting the established practice that any proposal for further migration to the FDW work pattern is subject to the fulfilment of the four pre-requisites, we encourage the departmental managements concerned to examine thoroughly such proposals in consultation with SB, the staff sides and CSB where necessary. 14.38
- R14.17 We request the departmental managements concerned to continue conducting the pilot schemes on revised leave deduction arrangement (LDA) thereby ascertaining the feasibility of revising the LDA for non-FDW staff, in consultation with CSB, SB and the staff sides, subject to the result of the respective pilot schemes and in compliance with the basic principles relevant to the revised LDA. 14.39

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<u>Other matters</u>	
R14.18 We convey the proposals in relation to performance management and promotion to the relevant departmental managements for examination in consultation with CSB, SB and their staff where necessary and follow up under the established civil service policies and mechanism.	14.41
R14.19 We convey the departmental specific proposals to the relevant departmental managements for examination in consultation with CSB, SB and their staff where necessary and follow up under the normal procedures.	14.42
Concluding Remarks	Chapter 15
<u>Conversion arrangements</u>	
R15.1 We recommend adopting the “normal” conversion rules as the basic principle in implementing salary and increment-related recommendations.	15.4
<u>Implementation date</u>	
R15.2 We recommend that the Government be given the flexibility of determining the most appropriate effective date for salary and increment-related recommendations.	15.5
R15.3 We recommend that all recommendations related to JRAs generally take effect from the first day of the month immediately following the approval by the relevant authority.	15.6
R15.4 We recommend that the recommendations on staffing proposals take effect on the specific date as approved by the relevant authority.	15.6

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Frequency of GSR

R15.5	We support the ten-year interval between each round of comprehensive GSR for disciplined services grades as decided by Chief Executive-in-Council in October 2018.	15.7
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