

**PERSONNEL POLICIES AND PROCEDURES/APPOINTMENT**

**Guidelines on the Recruitment of Part-time Hourly-rated Helpers**

**General**

From time to time, departments / offices may need to employ part-time hourly-rated helpers / student helpers to provide additional help in their daily operations on an ad hoc basis or to help in research projects and such appointments are often made directly by the respective departments/offices. As such types of appointments constitute employer-employee relationship, Departments/Offices are advised to ensure that the appointee is **legally employable** (i.e. for non-local residents, they should possess an employment visa or permission to work in Hong Kong, e.g. “No Objection Letter” issued by the Immigration Department to non-local students), and to take note of the following guidelines:

**Recruitment Procedures**

2. To avoid favouritism or malpractice, the Independent Commission Against Corruption has advised that whenever possible, open recruitment of part-time helpers (especially those who work on a regular basis and/or for an extended period) should be encouraged.
3. In this connection, the Career Centre of the Office of Student Affairs will provide assistance in the recruitment of student helpers. The Centre will coordinate the posting of job requests and collection of applications upon the request of user departments. Vacancies will then be broadcasted on the University Career Match Engine System. For more information, please refer to the website of the Office of Student Affairs at <http://sa.hkbu.edu.hk/career/>.

**Work Hours**

4. According to the Employment Ordinance, a person who works for the same employer for 18 hours or more in a week and for a continuous period of 4 weeks is deemed to be working under a continuous contract, irrespective of whether there is a written contract. A person employed under a continuous contract will be covered under the protection of the Employment Ordinance and is then entitled to the provisions such as annual leave pay, statutory holidays pay, sick leave, notice for termination of service, severance payment and long service payment where appropriate.
5. Faculties/Schools/Departments/Offices are advised to approach the Personnel Office for enquiries relating to the legal aspect of part-time helper recruitment, and for assistance in processing a continuous part-time employment which may require the helper to work 18 hours or more in a week or for a period of three months or more. In the event that a part-time staff

with weekly work hour of 18 hours or more has been employed continuously by different Departments/Offices for four weeks or more, the last employing unit has to bear all cost for the provision of benefits required under the Employment Ordinance. In this regard, the relevant Departments/Offices may use the Personal Data Form (PERS/APT/F121) to request part-time helpers, when being engaged, to declare whether they have other part-time appointments in the University simultaneously and/or immediately prior to their current appointment.

6. As for students, while they can gain more exposure by getting some working experience, they should however be encouraged to concentrate their main efforts in study. As such, as a general guideline, students should not be engaged for more than 12 hours per week during term time.

### **Hourly Pay Rates**

7. Taking into account the hourly pay rates for student helpers provided by other University Grants Committee-funded institutions, the hourly pay rates for student helpers can be provided within a fixed pay range HK\$48 – \$66. The pay range will be reviewed periodically at the interval of three years to keep in pace with the market changes.

8. For part-time helpers appointed to undertake work which is more complex in nature requiring higher qualifications/ more experience, the relevant Department/Office is invited to consult the Personnel Office in the first instance on the need to set the hourly pay rates higher than the standard pay range of HK\$48 - \$66 by using the pertinent form (PERS/RCT/F218) before offering appointment to the part-time helpers and forwarding the request for payment to the Finance Office.

9. The following formula will be adopted to provide a basis for calculating the hourly pay rates for these part-time helpers :

$$\text{Minimum salary level of the relevant Band} \times 12 \text{ months} \div 52 \text{ weeks} \div 39 \text{ hours}$$

To provide flexibility in response to market situation and to accommodate the different financial situation of cost centres, Departments/Offices can offer the hourly pay rates at 15% below/above the calculated rates.

10. Faculties/Schools/Offices are invited to take note of the above guidelines in making appointment of part-time hourly-rated helpers. Special cases which deviate from the above guidelines should be presented to the Vice-President (Administration) & Secretary for consideration and approval.

Personnel Office

December 2015

[Revised on 2/11, 12/15]