

## Project Personnel - Ranks, Qualifications and Guidelines for Determining Commencing Salary and Main Duties

Rank	Qualifications and Guidelines for Determining Commencing Salary#	Main Duties
Professorial Project Fellow‡	<p>Appointees are expected to have qualifications and experience comparable to those of a Professor: they should have a doctoral degree plus extensive postdoctoral project experience normally of at least 13 years' duration, outstanding level of academic achievement and a substantial record and reputation as an outstanding investigator in teaching and learning.</p> <p>Appointment will start at the first point of the scale for an appointee with a doctoral degree plus 13 years of relevant postdoctoral experience or equivalent qualifications and experience.</p> <p>Appointees may be offered increments for relevant experience and/or academic achievements or project work in excess of the minimum required for appointment.</p>	As specified by the Project concerned. The appointee should perform project work at a supervisory level. He/She may also be required to enhance teaching and learning activities in a department.
Principal Project Fellow‡	<p>Appointees are expected to have qualifications and experience comparable to those of an Associate Professor: they should have a doctoral degree plus substantial postdoctoral project experience normally of at least 10 years' duration, high level of academic achievement and good record and reputation as a competent investigator in teaching and learning.</p> <p>Appointment will start at the first point of the scale for an appointee with a doctoral degree plus 10 years of relevant postdoctoral experience or equivalent qualifications and experience.</p> <p>Appointees may be offered increments for relevant experience and/or academic or project work in excess of the minimum required for appointment.</p>	As specified by the Project concerned. The appointee should perform project work at a supervisory level. He/She may also be required to enhance teaching and learning activities in a department.
Senior Project Fellow	<p>Appointees are expected to have a doctoral degree plus 8 years of postdoctoral project experience or equivalent qualifications and experience.</p> <p>Appointees may be offered increments for relevant experience and/or academic or project work in excess of the minimum required for appointment.</p>	As specified by the Project concerned. The appointee should perform project work at a significantly senior responsible level.
Project Fellow	<p>Appointees are expected to have a doctoral degree plus 3 years of relevant postdoctoral project experience or equivalent qualifications and experience.</p> <p>Appointees may be offered increments for relevant experience and/or academic or project work in excess of the minimum required for appointment.</p>	As specified by the Project concerned. The appointee is generally required to perform project work at a senior responsible level.

Project Associate	<p>Appointees are expected to have a Master's degree <u>or</u> a good honours degree with 3 or more years of project/relevant work experience.</p> <p>An appointee with a doctoral degree may be granted up to a maximum of 3 increments.</p> <p>Appointees may be offered increments for relevant experience in excess of the minimum required for appointment.</p>	As specified by the Project concerned. The appointee should accept a substantial measure of responsibility for the conduct of a project with minimum supervision.
Project Assistant	<p>Appointees are expected to have an honours degree or an equivalent qualification.</p> <p>Increments may be given for higher academic qualifications and/or relevant experience in excess of entry qualifications.</p>	The duties of the appointee shall be associated with the Project concerned and are to be specified by the Project Leader.
Project Technical Assistant	<p>Appointees are expected to have a higher diploma, <u>or</u> a diploma in the appropriate discipline plus at least 3 years' relevant post-qualification experience.</p> <p>Appointees may be offered increments for relevant experience in excess of the minimum required for appointment.</p>	As specified by the Project concerned. The appointee should provide specialized technical support to certain pre-determined process and testing in a project or to operate and control very complex project equipment.
Project Administrative Assistant	<p>Form five school leavers with 5 passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics.</p> <p>Increments may be given for relevant experience in excess of entry qualifications.</p>	The duties of the appointee are mainly clerical work associated with the Project concerned and to be specified by the Project Leader.
Student Assistant	<p>Appointment will be offered to an appointee who is normally a post-secondary full-time student.</p>	Assists in a project during summer vacation period as specified by the Project Leader (or on a part-time basis).

*# Hard-and-fast adherence to these guidelines may not be possible in some circumstances where funds are insufficient or when a higher salary has to be offered exceptionally in order to match the appointee's present remuneration, etc. These guidelines therefore only serve as a general reference for project leaders in determining appropriate salaries for appointees to project posts.*

*‡ Appointments to these levels require the approval of Chairman of LTC or the Working Group on Outcome-Based Education via D/SLTC.*

(October 2007)

# Salary Scale for Project Personnel

(effective from 1 October 2008)

## Full-time

<b>Grade</b>	<b>Monthly salary (HK\$/month)</b>
Professorial Project Fellow	60,000 - 78,000
Principal Project Fellow	50,000 - 65,000
Senior Project Fellow	35,000 - 52,000
Project Fellow	23,000 - 37,000
Project Associate	14,000 - 26,000
Project Assistant	10,000 - 20,000
Project Technical Assistant	9,000 - 19,000
Project Administrative Assistant	8,000 - 12,000
Student Assistant	5,000 - 8,000

## Part-time

<b>Grade</b>	<b>Hourly rate (HK\$/hour)</b>
Professorial Project Fellow	690
Principal Project Fellow	575
Senior Project Fellow	435
Project Fellow	300
Project Associate	100
Project Assistant	75
Project Technical Assistant	70
Project Administrative Assistant	50
Student Assistant	40

# Terms of Service for Full-time Project Personnel

## **Remuneration**

All project personnel will normally be offered the first point of the respective scale on first appointment.

*(Note: Though the salaries of project personnel are drawn up with reference to points on the Master Pay Scale, they may not be automatically revised whenever there is a revision in the Master Pay Scale due to the limitation of funds.)*

## **Working Hours**

44 hours per week (including one hour lunch break from Monday to Friday) between those times which shall be laid down by the Head of Department.

## **Duties**

The duties of the appointee shall be associated with the project concerned. He/She may also be required to carry out departmental duties up to a maximum of 6 hours per week as assigned by the Head of Department in consultation with the Project Leader.

## **Leave**

In addition to gazetted general holidays, the appointee shall be eligible for paid leave at the rate of one day's leave for every completed month of service if the employment contract is for a period of 3 months or more. Such leave shall be taken during his/her service but shall not be included as part of the period of notice of termination of service.

Temporary full-time project personnel are not eligible for other benefits except those mentioned in the Letter of Appointment and those in accordance with the Employment Ordinance. As the terms and conditions may change from time to time, Project Leaders are advised to check with HRO and inform the proposed appointees before appointments are made.

## **Note:**

1. The appointee may approach the University Health Service (UHS) for medical primary treatment. This service is outside the provision of the contract of appointment and may only be continued when the resources of the UHS so permit.
2. He/She is also entitled to use the library, sports and recreational facilities of the University.

## Guidelines for Project Leaders in Supervising Project Staff Working on a Part-time Basis

1. Project Leaders should ensure that project staff are working in accordance with the number of working hours stipulated in their Letter of Appointment.
2. A project employee working on a part-time basis who works in the University continuously for four weeks or more, for at least 18 hours in each of the four weeks, is considered as being under a continuous contract and is entitled to paid annual leave in accordance with the Employment Ordinance. The leave earning rate ranges from 7 to 14 days per annum, depending on the project staff's length of service (summarized in the table below):

Years of Service of Project Staff	Annual Leave Entitlements
1	7
2	7
3	8
4	9
5	10
6	11
7	12
8	13
9 or above	14

3.

Project staff will not be entitled to annual leave if they complete less than 3 months' service under a continuous contract. Where paid annual leave is due, the Project Leader should arrange in advance with their employee to clear the earned leave before the end of the appointment period, as funding may not be available for paying salary in lieu of untaken leave.

4. To ensure that salary is paid on time, Project Leaders should submit payment requests to FO at least two working days before the monthly cut-off date. The Timesheet for Part-time Project Staff can be downloaded from <http://ltc.polyu.edu.hk/policies.html>. (Information on the cut-off days and pay-days for part-time payment is posted under "Performance Pledge" on the FO web page.)

## Leave Application of Project Personnel

Type of leave	Delegated authority for approving leave
(Paid) leave*	HoD
Sick leave (local)	
Leave for jury service	
No-pay leave	
Maternity leave (with pay/no-pay)	Automatic approval if the conditions for the granting of maternity leave are met
Sick leave (overseas)	VP(P)

\* including advance leave