



General Information on Terms and Conditions for Appointment of Research Assistant Professor

Terms of Appointment

The post is a temporary appointment with initial appointment normally for 3 years, and further appointment may be made for up to another 3 years, subject to staffing need, funding availability and staff performance.

Salary

Commencing salary is highly competitive. Salary may be reviewed upon further appointment and subject to staff performance.

Gratuity and Mandatory Provident Fund (MPF)

The staff will be a basic member of the University's MPF scheme. Both the staff and the University will make mandatory contributions to the scheme at the rate specified by relevant legislation (currently HK\$1,500 per month from each party). Upon satisfactory completion of service during the appointment period as stipulated in the letter of appointment, the staff will receive a gratuity which, together with the total amount of mandatory contributions paid by the University to the MPF scheme, will be equivalent to **15%** of the staff's total basic salary of the said appointment period.

Subject to certain conditions, a **tax planning arrangement** is available for handling the payment of gratuity by way of a special voluntary contribution to be made into the University's MPF Scheme.

Exemption

Staff members who are covered by overseas retirement schemes are exempt persons under the Mandatory Provident Fund Schemes Ordinance. Details can be obtained from the website of the Mandatory Provident Fund Schemes Authority at <https://www.mpfa.org.hk/en>.

Leave Provisions

- *Annual Leave* - 14 working days per year.
- *Maternity Leave and Paternity Leave* will be provided to eligible female staff members (up to 14 weeks with full pay) and eligible male staff members (up to 7 working days with full pay).
- *Sick Leave (full pay)* - 2 days for each month of service during the first 12 months and thereafter, 4 days for each month of service.

Staff Development

The following support may be provided:

- ***Financial Support*** - for attending conferences, overseas visits, networking and other relevant activities with support for programme fees, air passages, subsistence allowance, etc.
- ***Leave for Staff Development, Duty Visits and Conferences***

Medical and Dental Benefits

A staff member (and eligible spouse and dependent children) will be provided with both outpatient and inpatient medical benefits and dental service.

Passage

First Appointment Passage and Baggage Allowance

An appointee (and eligible spouse and dependent children) who is residing outside Hong Kong for one year or more at the time of first appointment; or is working/studying outside Hong Kong at the time of being offered the appointment in PolyU will be eligible for first appointment passage and baggage allowance.

Salary Tax

Salary Tax in Hong Kong is chargeable on the smaller of the employee's net chargeable income at progressive rates and the employee's net total income at standard rate (15% for 2020/21). Details can be obtained at the website of the Inland Revenue Department <https://www.ird.gov.hk/eng/welcome.htm>.

Group Personal Accident Insurance

The University has a group personal accident insurance policy in place for accidental death/permanent disablement during the employment for all full-time staff members (up to 24 months' basic salary).

Note: *The general information provided in this document is for reference only and does not constitute an agreement of service for any individual appointment contract. The benefits provisions stated above are subject to prevailing rules and regulations of the University and may be subject to change by the University from time to time. Further enquiries may be directed to the Director of Human Resources of the University at hrstaff@polyu.edu.hk.*