

Points to Note for Hiring Outside Services and Staff Appointment

1. Government Schools

- (i) Government schools should comply with the relevant rules and regulations relating to hire of services and appointment of non-civil service contract (NCSC) staff. They should in particular follow the procedures set out in EDB Internal Circular No. 4/2007 on NCSC staff appointment so as to ensure that the principles of openness and fairness be upheld when the Grant is deployed for employment of NCSC staff.
- (ii) They should also note the statutory duties of the Education Bureau as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap 485), and should follow the Bureau's procedures for enrolment of relevant employees into a Mandatory Provident Fund scheme.

2. Aided & DSS Schools

- (i) Aided schools should observe EDB Circular No. 15/2007 dated 14 December 2007 on Tendering and Purchasing Procedures in Aided Schools and Annex IV of EDB Circular No. 5/2005 dated 16 June 2005, which lists points to note in handling appointment matters.
- (ii) To avoid conflict of interests relating to the procurement of services and the appointment of staff, DSS schools should observe, where appropriate, the procedures and the points to note contained in the afore-mentioned circulars.
- (iii) Schools are also reminded to comply with, where appropriate, relevant statutory requirements such as the Education Ordinance, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance.

3. All Schools

- (i) Schools are reminded that the participants of the early retirement schemes for aided primary and secondary school teachers are not allowed to take up full-time or part-time teaching employment (including teaching posts created by government funds which are for the purpose of providing additional teachers to schools, but excluding daily rated part-time jobs, the duration of each is not more than 90 days) in their schools.
- (ii) Schools should observe the principle of equal opportunities and avoid any form of discrimination in all recruitment and appointment procedures. When employing staff, schools are encouraged to employ people with disabilities if they are found suitable.