

To : CSDO ( ), Education Bureau

Application Form

**Application for Special Pay Arrangement in the 2024/25 School Year for Over-ranked Head /  
Stepped-down Teacher(s) at Promotion Rank(s)/ Stepped-down Laboratory Technician I in Aided Secondary or Special Schools**

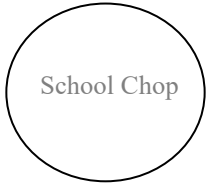
[Please read the attached Personal Information Collection Statement carefully before completing this form.]

I refer to your letter dated \_\_\_\_\_ August/September 2024. The School Management Committee/Incorporated Management Committee<sup>1</sup> would like to seek approval for the following over-ranked staff (including those over-ranked head, stepped-down teacher(s) at promotion rank(s) and/or stepped-down laboratory technician I who stepped down prior to 1 September 2024) to retain, in the 2024/25 school year, his/her/their<sup>1</sup> pay point(s) as at 31 August 2024<sup>2</sup> as detailed below -

HKID No.	Name in English and Chinese	As at 31 August 2024				From 1 September 2024 to 31 August 2025				Rectification Plan	
		For staff who stepped down on or before 31 August 2024, fill in the school year of the approval of the <b>1<sup>st</sup> application of special pay arrangement</b> <sup>3</sup>	Rank	Salary <sup>4</sup> (MPS Pt)	Incremental Date (01/mm)	Rank <sup>5</sup>	Salary <sup>6</sup> (MPS Pt)	Max Salary <sup>7</sup> (MPS Pt)	Date of Next Increment <sup>7</sup> (dd/mm/yyyy)	Action to be taken in the 2025/26 school year <sup>8</sup>	If the situation cannot be rectified in the 2025/26 school year, please specify the school year in which the situation is expected to be rectified <sup>9</sup>

- Note**
- 1 : Please delete as appropriate.
  - 2 : The stepped-down staff with pay point not reaching the maximum pay point of the stepped-down rank is allowed to proceed along the salary scale of the stepped-down rank.
  - 3 : Only applicable to the stepped-down staff who have been approved for special pay arrangement before. Please indicate "NA" for staff who has stepped down with effect from 1 September 2024 and submits the first application for special pay arrangement in the 2024/25 school year.
  - 4 : Excluding the Responsibility Allowance, if any.
  - 5 : For stepping down that involves a teacher at more than one rank above the basic rank (e.g. PGM) and where no vacancy is available at the next lower rank, the school concerned is given the discretion to decide whether to have the teacher step down more than one rank or to have a series of step-downs involving more than one teacher until the entitlement is not exceeded. The decision made should be supported with strong justifications. An appeal mechanism should also be in place. All these should be made known to the teachers of the school and be properly documented as a safeguard against any allegations of unfairness or impropriety that may subsequently arise.
  - 6 : No longer eligible for any Responsibility Allowance previously entitled to, if any, which thus should be excluded.
  - 7 : Only applicable to the stepped-down staff with pay point not yet exceeding the maximum pay point of the stepped-down rank. For all other cases, please indicate "NA". The stepped-down staff will not be granted any salary increment until he/she is **reinstated to the previous rank at your school** for normal progression along the salary scale of the previous rank.
  - 8 : Please refer to the attached Annex and fill in the Code Number. Please indicate "NA" if the school year in which the over-ranked situation is expected to be rectified is not the 2025/26 school year.
  - 9 : If the school year in which the over-ranked situation is expected to be rectified is not the 2025/26 school year, the school should also attach a plan on how to rectify the over-ranked situation and list the anticipated vacancy situation of promotion ranks among schools under the same sponsoring body (if applicable) in the coming school years. Please indicate "NA" if the over-ranked situation is expected to be rectified in the 2025/26 school year.

I confirm that: (a) the selection arrangement of surplus staff stipulated in EDBCM No. 38/2024 has been observed;  
 (b) there are no vacancies of the relevant ranks within schools under the same sponsoring body for redeployment in the 2024/25 school year. The vacancy situation of respective promotion ranks within the school and among schools under the same sponsoring body (if applicable) is attached;  
 (c) the stepped-down staff were informed of the above **special and temporary arrangement**;  
 (d) the particulars in this form including the Rectification Plan are correct;  
 (e) the duties of the stepped-down staff will be commensurate with his/her/their salary as far as possible in the 2024/25 school year; and  
 (f) the School shall refund any overpaid salaries grant to the Education Bureau.



Signature of School Supervisor : \_\_\_\_\_

Name of School Supervisor : \_\_\_\_\_

School Name: \_\_\_\_\_ School Code: 

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Date : \_\_\_\_\_

<b>Code Number</b>	<b>Action To be Taken in the 2025/26 School Year to Rectify the Over-ranked Situation</b>
1	Redeploy the over-ranked staff to fill a vacancy due to retirement / resignation / end of contract of a staff in the same school.
2	Redeploy the over-ranked staff to fill a new post of the corresponding rank to be created in the same school due to _____.
3	Redeploy the over-ranked staff to fill a vacancy due to retirement / resignation / end of contract of a staff in another school under the same sponsoring body.
4	Redeploy the over-ranked staff to fill a new post of the corresponding rank to be created in another school under the same sponsoring body due to _____.
5	The over-ranked staff will join job-sharing.
6	The over-ranked staff will retire / resign.
7	Other action (please specify) : _____ _____

## **Personal Information Collection Statement**

### **Purpose of Collection**

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for special pay arrangement for over-ranked head/ stepped-down teachers or laboratory technicians in aided schools;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

### **Classes of Transferees**

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### **Access to Personal Data**

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to [edbinfo@edb.gov.hk](mailto:edbinfo@edb.gov.hk).