

Hong Kong Baptist University Human Resources Office

Application for Undertaking Outside Practice OP3 – Engagement in public offices

Notes – *Public Office is defined as elected or appointed membership in the Executive Council, Legislative Council, or one of the District Councils.*

1	How to complete the form <ul style="list-style-type: none"> Part I – to be completed by the applicant. Part II – to be completed by the supervisor or Head of Department/Office/Dean (as appropriate) before forwarding to the approving authority for approval.
2	Required documents <ul style="list-style-type: none"> Information about the nature & work of the public office, letter of appointment/invitation/agreement to assume the public office, and if applicable, document indicating the amount of remuneration/allowance to be received should be submitted together with this form. Copies of approved applications should be sent to the Dean of relevant Faculty/School, Head of relevant Department/Office, Finance Office and Human Resources Office for record and appropriate follow-up actions. The information provided will be used for processing your application and will be presented to the relevant parties as stated above for consideration and deliberation or follow-up actions.
3	IMPORTANT – Prior approval is required.

Part I – *to be completed by the applicant*

A	Personal Data		
	Name	(English)	(Chinese)
	Dept./Office		Tel./Ext.:
	Title/Position		

B	Information on Public Office	
	1.	Name of the Public Office:
	2.	Nature of Engagement:
	3.	Period of Engagement: From: to
	4.	Declared Proportion of Time to be sent on the Public Office: (i)* Less than 50% / 50% or more of the time spent on University duties. (ii) No. of working hours/days per week/month involved: <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="margin-top: 10px;"><i>(A detailed time schedule showing the amount of time to be spent on the Public Office should be attached.)</i></p>

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	5.	Breakdown of Remuneration/Allowance of Public Office		
		Remuneration Item	Amount (HK\$) per month	Accountable/Non-accountable

* Delete whichever not applicable

C.	Please state reason(s) for engaging in this Public Office:

D.	Application for Approval (please choose either one of the following boxes): I am applying for engagement in the public office which will take up <input type="checkbox"/> less than 50% of the time that I should be spending on University duties, and I thereby agree to contribute 20% of the non-accountable allowance of the public office to the University. <input type="checkbox"/> 50% or more of the time that I should be spending on University duties, and I thereby apply for *no pay leave from _____ to _____ / change of my appointment status to part-time with effect from _____ to _____.
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E.	I undertake and/or ensure that <ol style="list-style-type: none"> 1. taking up this public office is on an individual basis and <u>not</u> on behalf of the University; The University shall have no liability to all work to be undertaken in this connection; 2. the University will be kept informed in case of any change in the proportion of time that I will have to spend on the public office; 3. no conflict of interest is involved in my engagement in the public office; 4. the University regulations on outside practice have been fully read and well understood; and 5. the regulations on engagement in public offices are observed and complied, including those in relation to the contribution of allowance received for the office.
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I confirm that all information provided is true and correct, and acknowledge that if the engagement of outside practice caused any damages to the University, the University will reserve its right to take any legal action where appropriate.

Signature: _____

Date: _____

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Part II – to be completed by the supervisor or Head of Department/Office/Dean, as appropriate

Approving Authority - engagement involving less than 50% of time

Applicant	Approving authority #
Staff in Faculties/Schools	Dean
Dean and Director of Academy	Provost
All Staff, including Heads, in administrative offices	P/VC / Provost / VP / CIO
Provost/Vice-Presidents (VPs)/Chief Innovation Officer (CIO)/Associate Vice-Presidents (AVPs)	P/VC
President and Vice-Chancellor (P/VC)	Council Chairman

Approval Authority - engagement involving 50% or more of time

Applicant	Approving authority #
All staff members	P/VC / Provost / VP / CIO

in accordance with the reporting relationship

Section A – to be completed as appropriate

A	For Supervisor (e.g. Head of Department/Office), as appropriate
	1. I have reviewed all the above information and would recommend to *approve/disapprove the application. 2. Other remarks:

** Delete whichever not applicable*

Head of Department/Office

Signature: _____ Date: _____

Name: _____ (in block letters)

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Section B - For Approving Authority

B1.	<u>Engagement involving less than 50% of time</u> I *approve/disapprove the application. Other remarks:
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* Delete whichever not applicable

Dean/Chief Innovation Officer/Vice-President/Provost/President & Vice-Chancellor

Signature: _____ Date: _____

Name: _____ (in block letters)

B2.	<p><u>Engagement involving 50% or more of time</u></p> <p>I *approve/disapprove the application; and</p> <p><input type="checkbox"/> the granting of no-pay leave from _____ to _____</p> <p><input type="checkbox"/> the change of the applicant's appointment status to part-time from _____ to _____</p> <p>Other Remarks:</p>
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* Delete whichever not applicable

Endorsed by Dean (as appropriate)

Signature: _____ Date: _____

Name: _____ (in block letters)

Approved by Chief Innovation Officer/Vice-President/Provost/President & Vice-Chancellor

Signature: _____ Date: _____

Name: _____ (in block letters)

c.c. Dean of relevant Faculty/School
Head of relevant Department/Office
Finance Office
Human Resources Office