



## Recommendation on Research Staff Appointment

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## 10. Medical: (See Guideline f)

Source of Funding: \_\_\_\_\_

- ☐ Integrated Medical Scheme (for full-time appointment of one year or above)
- ☐ Discounted out-patient services at the Health Services Centre (for full-time but less than one year or part-time appointment which fulfils the 4-18 requirement, please see point f. under the appointment guidelines)

## 11. Completion of Compulsory Compliance Training (For Re-appointment):

- ☐ Yes

12. Additional Remarks: \_\_\_\_\_

(To be completed by Human Resources Office)

## 13. Contract-end Gratuity: (for appointment of one year or above)

- ☐ 10% (for Senior Research Assistant / Research Associate / Research Fellow / Senior Research Associate)
- ☐ 8.5% (for Junior Research Assistant / Research Assistant)
- ☐ No provision (5% MPF will be provided where appropriate)

## 14. Severance Payment: (See Guideline i)

Total appointment period with the University

- ☐ will reach/have reached 24 months or above by the end of this appointment.
- ☐ will NOT reach/have NOT reached 24 months or above by the end of this appointment.

## Recommended by:

## Declaration of Interest

- (1) I \*know / do not know the recommended appointee personally  
(Please state relationship \_\_\_\_\_)
- (2) The appointee \*is / is not a person to whom I owe a favour or am obligated in any way.

Signature: \_\_\_\_\_

The Investigator / Budget Controlling Officer

Name in Block: \_\_\_\_\_ Date: \_\_\_\_\_

## Endorsed by: (if applicable)

## Declaration of Interest

- (1) I \*know / do not know the recommended appointee personally  
(Please state relationship \_\_\_\_\_)
- (2) The appointee \*is / is not a person to whom I owe a favour or am obligated in any way.

Signature: \_\_\_\_\_

Head of Department

Name in Block: \_\_\_\_\_ Date: \_\_\_\_\_

## Approved by:

## Declaration of Interest

- (1) I \*know / do not know the recommended appointee personally  
(Please state relationship \_\_\_\_\_)
- (2) The appointee \*is / is not a person to whom I owe a favour or am obligated in any way.

Signature: \_\_\_\_\_

Dean / Director / Chairman of Research Committee / VP / Provost

Name in Block: \_\_\_\_\_ Date: \_\_\_\_\_

## Special Approval:

(For appointment at or beyond age 60)

## Declaration of Interest

- (3) I \*know / do not know the recommended appointee personally  
(Please state relationship \_\_\_\_\_)
- (4) The appointee \*is / is not a person to whom I owe a favour or am obligated in any way.

Signature: \_\_\_\_\_

Vice-President (Research and Development)

Name in Block: \_\_\_\_\_ Date: \_\_\_\_\_

\* Please delete as appropriate

FM/zy 8/2023 (Revised 5/15, 8/17, 10/20, 7/22)

## Guidelines on Research Staff Appointments

### a. **Procedures**

For research staff appointments, the Investigator should initiate the process of appointment. The Investigator can either request to advertise for the relevant post, or recommend a suitable candidate identified by completing and forwarding this form together with copies of CV, Hong Kong Identity (HKID) Card/passport and certificates of the candidate to the Human Resources Office for confirmation of offer. The Finance Office will confirm the budget and advise the Human Resources Office direct. Should there be any deviation from the budget approved by the Research Committee in terms of staff rank, salary etc., the Investigator must consult the Human Resources Office and acquire approval from the Chairman of Research Committee. Upon receipt of this form, all required documents and budget confirmation from the Finance Office, the Human Resources Office will issue a Letter of Appointment to the candidate. To allow sufficient lead time for processing an appointment, the recommendation should reach the Human Resources Office at least 2-3 weeks before the proposed commencement date.

### b. **Appointments**

All research staff appointments to be processed through the Human Resources Office are subject to final approval of the Dean of respective Faculty/School, Chairman of Research Committee or Vice-President/Provost as appropriate. The Investigator should not pre-commit any offer to the candidate they identified; and should ensure proper communication with all candidates interviewed on the final outcome. Full-time postgraduate research students receiving studentship are not allowed to take up any research staff appointments. The University may not accept responsibility for the remuneration of any work assigned, unless and until approval of the appointment has been confirmed. The effective date of appointment should not be retroactive.

### c. **Conflict of Interest**

In making these appointments, as in the making of all other University appointments which would involve a formal recruitment process to ensure objectivity and impartiality, Investigators are reminded to adopt the principles of openness and fairness to avoid any possible suspicion of favouritism or nepotism arising from employing friends or relatives in the same office.

### d. **Salary**

Salary offered for all research staff appointments should be made in accordance with the grades and salary ranges as approved by the University Council. Flexibility is allowed for offering “off-scale” salary levels at a maximum of 10% above/below the stated maximum/minimum salary levels in response to market situation and special circumstances, and in accordance with relevant guidelines for compliance and approval. No automatic yearly increment is assumed.

### e. **HKID Card/Employment Visa**

In filling out the Form, the Investigator must ensure that:

- (i) the name of the candidate should be identical to the HKID Card/passport provided;
  - (ii) the appointee, who is not a local resident, is holding a valid passport and an employment visa as required by law; and
  - (iii) all relevant copies should be provided to the Human Resources Office upon the candidate's arrival/commencement of appointment.
- In the event the appointment does not work out, the Investigator should ensure that personal identity documents (both hard/soft copy) they obtained for employment purpose should be properly disposed of once the decision is confirmed.

### f. **Medical Benefits/Insurance**

All full-time research staff with contract duration of less than one year and staff on part-time/fractional-time appointment who work for 18 hours or more per week, and for a continuous period of 4 weeks are provided with out-patient services offered at the Health Services Centre on campus at a discounted rate set by the University.

In addition, full-time research staff with appointment period of one year and above regardless of whether they are from local or overseas are eligible to join the Integrated Medical Scheme.

### g. **Staff I.D. Card**

Staff I.D. Card will be issued to an appointee if the appointment period is 3 months and above. For full-time research staff with appointment period of less than 3 months, temporary staff I.D. cards will be issued for identification and use of University's facilities. Investigators will help these staff to request for a Departmental Library Card from the department concerned for borrowing books from the library.

### h. **Extension/Renewal of Appointment**

In the event that extension of service is necessary and funding is sufficient, the Investigator should submit a new recommendation form to the Human Resources Office as early as possible, and no later than 4 weeks before end of appointment. The Human Resources Office will then process the case as appropriate.

### i. **Severance Payment**

If an appointee who has been continuously appointed for a period of not less than 24 months immediately prior to the expiry of his/her contract but is not offered any further renewal of appointment, he/she is deemed to be dismissed by reason of redundancy and will be eligible for severance payment according to the Employment Ordinance. Investigators of research projects need to make provision for severance payment for the research staff once the total appointment period with the University reaches 24 months or above upon appointment/re-appointment.

### j. **Termination of Service**

In the event of resignation before the completion of appointment, the Investigator must inform the Human Resources Office in writing as soon as possible to make necessary arrangement for salary payment. All outgoing staff are subject to clearance procedures.