

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

CONFIDENTIAL

HRO/RCT/F312

Recommendation on Temporary Appointment of Non-Teaching Staff
(for duration of 6 months and below)

I. Recommendation by the Department/Office

1. Recommended to appoint *Mr./Mrs./Ms./Miss _____ (_____)
*HKID/Passport No. _____ to the post of _____
in the _____ Dept./Office of the _____ Faculty/School,
on the following terms:
- (a) Duration of Appointment: From _____ to _____ for a period of _____ months.
☐ Full-time ☐ Half-time (20 hrs/week) ☐ Part-time _____ hours/week
- (b) Recommended Salary: HK\$ _____ *per month at fixed rate / for the specified period, plus benefits:
☐ MPF only ☐ Discounted out-patient services at the Health Services Centre (*see Note 5 overleaf*)
☐ Accident/Medical Insurance (*for non-local appointee*)
- (c) Completion of Compulsory Compliance Training (For Re-appointment):
☐ Yes
2. (a) Source of Funding: _____ A/C No. _____
(b) Selection Panel Members: i) _____
ii) _____
iii) _____

Note: The recommended candidate's Employment Application Form, copies of credentials, Hong Kong Identity (HKID) card/passport, certificates, and the Interview Assessment Records signed by panel members should be attached.

II. Recommended by:

Declaration of Interest: (1) I *know / do not know the recommended appointee personally (Please state relationship _____)
(Please indicate) (2) The appointee *is / is not a person to whom I owe a favour or am obligated in any way.

Chairman of Panel

Date

III. Endorsed by:

Declaration of Interest: (1) I *know / do not know the recommended appointee personally (Please state relationship _____)
(Please indicate) (2) The appointee *is / is not a person to whom I owe a favour or am obligated in any way.

Dean / Head of Office

Date

IV. Approved by:

Declaration of Interest: (1) I *know / do not know the recommended appointee personally (Please state relationship _____)
(Please indicate) (2) The appointee *is / is not a person to whom I owe a favour or am obligated in any way.

Director of Human Resources

Date

V. Special Approval by: (For appointment of temporary non-teaching staff at or beyond age 60)

Declaration of Interest: (1) I *know / do not know the recommended appointee personally (Please state relationship _____)
(Please indicate) (2) The appointee *is / is not a person to whom I owe a favour or am obligated in any way.

Vice-President (Administration) & Secretary

Date

* Please delete as appropriate

Guidelines on Temporary Appointments of 6 months and below

1. Procedures

- a. The advertising requirement for temporary appointments of **6 months & below** may be waived at the request of Dean/Head of Dept./Office. The recruiting department/office shall convene a small panel of at least 3 members to interview the candidate(s), and will need to fill in this form (HRO/RCT/F312). The original of this form should be sent together with the recommended candidate's Employment Application Form, copies of Hong Kong Identity (HKID) card, certificates and Interview Assessment Records to the Human Resources Office for assessment of entry qualifications and appropriate salary/grade.
- b. To allow sufficient lead time for processing an appointment, the recommendation should reach the Human Resources Office at least 2 weeks before the proposed commencement date of appointment. It is always advisable for the recruiting department/office to contact the Human Resources Office on the appointment aspects and the Finance Office on the financial aspects whenever they have doubts before proceeding on the recommendation. If the recommendation is in order and the budget has been confirmed by the Finance office, an appropriate Letter of Appointment will be issued to the candidate by the Human Resources Office.
- c. Faculties/ Schools/ Departments as well as individual staff are advised not to enter into any verbal or written agreement with any person(s) before the recommended appointment is approved by the appropriate authority.
- d. 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.
- e. Temporary appointments of **more than 6 months** should be made through the normal recruitment procedures and requirements.

2. Fixed Salary

These temporary appointments should be made at a fixed monthly remuneration level in accordance with the existing appropriate grades and salary ranges.

3. Conflict of Interest

In making these temporary appointments, as in the making of all other University appointments which would involve a formal recruitment process to ensure objectivity and impartiality, staff members involved in the recruitment process are reminded of any likely conflict of interest arising from employing friends or relatives in the same office to avoid any possible suspicion of favouritism or nepotism.

4. HKID Card/Employment Visa

In filling out the Form, the end-user must ensure that the candidate possesses either a Hong Kong Identity (HKID) card or in the case of a non-local person a valid passport and an employment visa as required by law. A copy of the candidate's HKID card/passport should be attached. The name of candidate provided should be the same as that appears on his/her HKID card/passport.

5. Medical Benefits

Staff on full time temporary appointment and those on part-time/fractional time appointment with 18 hours or more per week for a continuous period of 4 weeks and above will be provided with out-patient service offered at the Health Services Centre on campus at a discounted rate set by the University.

6. Staff I.D. Card

Staff I.D. Card will be issued to the appointee if the appointment period is 3 months & above. For appointments shorter than 3 months, the recruiting department/office may need to issue a Departmental Library Card to the appointee to enable him/her to borrow books from the library.

7. Renewal of Appointment

Further renewal of appointment beyond the 6-month period will be subject to advertising requirement and a regular recruitment process.

8. Termination of Service

In case of resignation/service termination of the temporary staff, the recruiting department/office must inform the Human Resources Office and the Finance Office in writing as soon as possible to cease salary payment. All outgoing staff with appointment of 3 months and above are subject to clearance procedures.