

## New Pay and Reward Structure - Recommendation on Special Allowance

- Notes:**
1. The information provided hereunder is for the purpose of consideration of the provision of special allowance.
  2. The completed form will be filed with the staff's personal file throughout his/her entire service at the University.
  3. In compliance with the Personal Data (Privacy) Ordinance, the contents of this form may need to be disclosed to the staff concerned upon request. However, the identity of the assessor and any other person mentioned in this form will be concealed.
  4. For access to or correction of data after submission of this form, please contact Officer in charge of data access in the Human Resources Office.

## PART I: Staff Personal Particulars

Name: \_\_\_\_\_ Department/Office: \_\_\_\_\_

Post Title: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_ Staff ID: \_\_\_\_\_  
 (to be provided by Human Resources Office)

## PART II: Recommendation by Head of Department/Head of Office

**Special Allowance** is introduced to assist Faculties/Schools/Offices to recognize certain individuals who have taken up/will take up substantial additional duties normally related to *special assignments/projects/development activities for an extended period of time*.

Special Allowance does not constitute part of the staff's basic salary. Under normal circumstances, it will not be taken into account in calculating the retirement benefits, unless otherwise required by the Mandatory Provident Fund Schemes Ordinance.

## (a) Recommendation:

- ☐ A lump sum payment of HK\$ \_\_\_\_\_ (which is equivalent to around \_\_\_\_\_ % of the staff's basic annual salary) be provided as **Special Allowance** payable on \_\_\_\_\_.
- ☐ An amount of HK\$ \_\_\_\_\_ (which is equivalent to around \_\_\_\_\_ % of the staff's basic monthly salary) be provided as **Special Allowance** on a monthly basis for \_\_\_\_\_ month(s), with effect from \_\_\_\_\_.

## (b) Justifications:

## (c) Source of funding and A/C No. (if available):

- ☐ UGC Fund \_\_\_\_\_ ☐ Earmarked Grants \_\_\_\_\_
- ☐ Private Fund \_\_\_\_\_ ☐ Others \_\_\_\_\_

\_\_\_\_\_  
Signature of Head of Department/Head of Office

\_\_\_\_\_  
Date

## PART III: Endorsement by the Dean of Faculty/School

I \* endorse/do not endorse this recommendation from the Head of Department, with the following additional comments, if any:

\_\_\_\_\_  
Signature of Dean of Faculty/School

\_\_\_\_\_  
Date

## PART IV: Approval by the President and Vice-Chancellor/Provost/respective Vice-President

I \* approve/do not approve this recommendation from the Dean/Head of Office, with the following additional comments, if any:

\_\_\_\_\_  
Signature of President and Vice-Chancellor/  
Provost/respective Vice-President

\_\_\_\_\_  
Date

\* Please delete as appropriate.