

Duties and Office Hours

1. Staff members are expected to devote their full attention to the service of the University and discharge their duties diligently and faithfully.
2. Unless otherwise scheduled, the official opening hours of University's offices are as follows:

Monday – Friday 9:00 a.m. – 1:00 p.m.

2:00 p.m. – 5:50 p.m.

Saturday Closed (except for essential services)

Subject to operational needs and staffing requirements, Deans/Heads of Departments/Offices may specify opening hours of the respective office.

For the purpose of enhancing work-life balance and enabling colleagues to better meet their personal and/or family needs, the University implements a “Five-Day Work Week (5DWW)” for non-teaching staff whose contractual working hours are not less than 39 hours per week with effect from 1 July 2014. The 5DWW is not applicable to non-teaching staff who work according to a “roster duty” and whose contractual working hours are 45 hours per week. The implementation of a 5DWW is based on the following guiding principles:

- (a) As an educational institution, the University must ensure that the operation and work pattern of individual units could effectively support its educational mission in the provision of teaching and learning activities, which may be offered throughout the week;
- (b) “Essential services”, including student services, library, security, IT, clinical, cleaning services, etc. will continue to be provided on Saturdays and/or Sundays according to service needs and requirements of the University; and
- (c) The “contractual working hours” of non-teaching staff as agreed under service contracts with individual staff will remain unchanged.

In general, staff of the University are required to work not less than 39 hours a week (excluding lunch break); while artisans and workmen are required to work not less than 45 hours a week (excluding lunch break).

大學職員的職務及辦公時間

1. 大學期望所有教職員均全心全意為大學服務，盡力履行在大學的職責。
2. 大學各行政部門及學院辦事處辦公時間如下(另有訂定除外):

星期一至五：上午九時至下午一時；下午二時至五時五十分
星期六：休息（「必需服務」除外）

為推廣工作與生活的平衡，及幫助同事更能善用工餘時間配合個人及家庭需要，大學將由 2014 年 7 月 1 日起為每周工作時數為 39 小時的非教學人員實施「五天工作周」。「五天工作周」並不適用於按「輪值表」上班和合約內訂明每周工作時數為 45 小時的非教學人員。大學依照以下原則推行「五天工作周」：

- (a) 作為教育機構，大學須確保所有部門之運作能有效支援教學及學習有關活動，無論該活動是在周末或周日舉行；
- (b) 必須按照大學實際的需求，繼續為有需要的使用者提供所需的服務，包括學生服務、圖書館、保安、資訊科技、臨床診症、清潔等所有「必需服務」；及
- (c) 所有非教學人員的工作時數仍按照其於服務條件／合約內所訂定的時數，將維持不變。

一般而言，大學職員的工作時數為每週 39 小時(不包括午飯時間);而技工及校工的工作時數則為每周 45 小時(不包括午飯時間)。