

HONG KONG BAPTIST UNIVERSITY

P314/GEN/8

HUMAN RESOURCES POLICIES AND PROCEDURES/GENERAL

Policy Guidelines on Assigned Duty outside Hong Kong

1. Introduction

1.1 Assigned Duty outside Hong Kong is a new type of administrative arrangement that records the approved duties outside Hong Kong that staff members are required to undertake as part of their work.

1.2 The purpose of this set of guidelines is to clarify the reporting and approving arrangements for Assigned Duty outside Hong Kong.

2. The circumstances for Assigned Duty outside Hong Kong

The arrangement is to cover teaching, research, and administrative assignments to be carried out outside Hong Kong as required by the University/Faculty/School/Department/Office. For example:

- establishing and staffing research laboratories in the Mainland;
- participating in institution-led/department-led research activities such as UGC-funded research requiring fieldwork outside Hong Kong;
- leading students on field trips or study tours which are part of an approved curriculum;
- interviewing potential students for admission and potential candidates for recruitment as directed by the University;
- giving promotional talks on institution/faculty/department programmes and activities; or
- other similar duties as deemed appropriate by the approving authority.

Please note that participation in approved academic or professional activities such as attending conferences, seminars or training courses will continue to be covered by the existing provision of Absence on Duty.

3. Procedures

3.1 A staff member should complete an Assigned Duty outside Hong Kong Application Form (HRO/ADOHK/F1) and provide details of the duties to be undertaken;

3.2 An application for Assigned Duty outside Hong Kong should be made in advance with a reasonable period of notice as advised by the Faculty/School Dean/Head of Office;

- 3.3 Before undertaking an Assigned Duty outside Hong Kong, staff members should make necessary arrangements to cover their normal on-campus duties if applicable, including supervisory/administrative duties, and provide contact details while away from campus;
- 3.4 Assigned Duty outside Hong Kong accumulated up to 21 calendar days in an academic year may be endorsed by the Head of Academic Department/immediate supervisor and approved by the Faculty/School Dean/Head of Administrative Office concerned;
- 3.5 Assigned Duty outside Hong Kong of more than 21 calendar days or accumulated more than 21 calendar days in an academic year may be approved by the respective Vice-President/Provost/President and Vice-Chancellor to whom the Faculty/School/Office reports. Such cases should be submitted with past approved records within the same academic year; and
- 3.6 All approved applications should be forwarded to the relevant Dean's Office or Administrative Office for record.

4. Summary

- 4.1 Assigned Duty outside Hong Kong is not a new Leave entitlement, but an administrative arrangement to enable staff members to carry out required duties outside Hong Kong.
- 4.2 The existing Absence on Duty leave arrangement will remain unchanged and undertaking Assigned Duty outside Hong Kong will not affect the provision of Absence on Duty.

Human Resources Office

June 2017

(3/2014, 6/2017)

香港浸會大學

P314/GEN/8

人力資源政策及程序/一般指引

「被指派於 香港以外工作」守則

1 引言

1.1 大學為記錄同事履行被指派於香港以外的工作，現設定新的行政安排。

1.2 此守則的目的是列明有關被指派於香港以外工作的申請及批核程序。

2 被指派於香港以外工作的情況

包括由大學的學術/行政部門指派同事於香港以外執行有關教學、研究和行政的工作。例如：

- 在國內設立研究實驗室及人手配備；
- 參與由大學/部門帶領的研究，如受大學教育資助委員會資助的研究需要在外地考察等；
- 帶領學生實地考察或學習團，此須為認可課程的其中部分；
- 由院長/系主任/部門主管指派會見申請入學考生，或招聘職位申請人；
- 為大學/學術部門的課程/活動作宣傳演講；或
- 擔任審批主管認為適當的其他相關職責。

凡參與認可之學術或專業活動，如參加會議、研討會或培訓課程等，將維持現行公務假期的安排。

3 批核程序

3.1 申請人須填妥「被指派於香港以外工作申請表」（HRO/ADOHK/F1）及連同有關文件一併遞交；

3.2 申請人須按院長/部門主管訂明的合理通知期遞交申請表；

- 3.3 申請人須預早作出在校園內職務的安排，包括監督/行政職務，並提供在香港以外工作時的聯繫方法；
- 3.4 在每學年內累積不超過 21 個曆日之被指派於香港以外工作申請，可由系主任/直屬主管認可及由院長/部門主管批核；
- 3.5 若被指派於香港以外工作一次過超過 21 個曆日或在每學年內累積超過 21 個曆日，必須連同該學年內已批核之記錄一併呈交有關學院/部門所屬的副校長/常務副校長/校長待批；及
- 3.6 所有獲批之申請必須遞交所屬院長室或部門存檔。

4 總結

- 4.1 被指派於香港以外工作的申請並不是新增的假期，而是大學設定新的行政安排，以記錄同事履行被大學指派於香港以外的工作；及
- 4.2 現時的公務假期安排將維持不變，同事被指派於香港以外的工作日數並不會影響公務假期的批核。