

HONG KONG BAPTIST UNIVERSITY

HUMAN RESOURCES POLICIES AND PROCEDURES/PERFORMANCE MANAGEMENT

Annual Performance Review Cycle and Salary Adjustment **for Academic/Teaching and Non-Teaching Staff**

Preamble

With a view to reinforcing the link between performance and reward while balancing the University's interests in resource allocation and competitiveness in recruiting and retaining talent, a holistic review of the performance review and reward mechanism was carried out, and a new Annual Performance Review and Reward Mechanism (APR) for both the academic and teaching, as well as non-teaching staff was proposed and subsequently approved by the Council in April 2022.

2. The APR is a critical step-up in driving a performance culture in the University for AT and NT staff with full-time appointments of at least one year on renewable terms and has been implemented since 2022/23.

Performance review cycle

3. APR cycle for AT and NT staff across all units, regardless of their contract categories, runs from July to June of the following year.

4. In the event that the period in completing a probation assessment review overlaps that for the annual performance review and there is no significant change in performance, the Head may, upon consultation with Human Resources Office (HRO), adopt the staff member's performance assessment and rating, if any, within the past six months when considering an annual salary adjustment or contract renewal.

Salary adjustment effective date and eligibility

5. Salary adjustment effective date for AT and NT staff and Research Assistant Professors falls on 1 July of every year.

6. New staff who joins on or before 31 March of the year will be eligible for a salary adjustment, if any, subject to the satisfactory completion of respective probationary period:

- i. For non-managerial staff, satisfactory completion of a three-month probation by the end of June of the same year; OR
- ii. For managerial staff, satisfactory completion of a six-month probation by the end of June of the same year.

7. Staff will be eligible for salary adjustment if they have completed the compulsory compliance training by the end of June of the same year.

8. Staff who will not be eligible for salary adjustment effective on 1 July of the same year if they:
- i. join on or after 1 April of the year; OR
 - ii. have their probation period extended beyond the end of June of the year; OR
 - iii. receive a promotion and/or a salary adjustment on or after 1 April of the year; OR
 - iv. have tendered resignations or confirmed discontinuation of service at the University (e.g. resignees, retirees and those not seeking reappointment upon contract completion) before the payroll date in October; OR
 - v. will no longer be under the employment of the University on the payroll date in October.
9. All performance reviews and recommendations for salary adjustments, if any, should be completed and submitted to HRO latest by end of August each year. Detailed timelines for each year will be communicated by HRO in advance.

Important points for noting

10. Recommendation of respective salary offer, either for new appointments or promotions, should take into consideration the timeline and eligibility for salary adjustment. Staff members concerned should be well communicated on salary adjustment eligibility at the time of offer.
11. Adjusted salary will be effected in October with retroactive effect from July of the year.
12. For the avoidance of doubt, the above-mentioned guidelines do not apply to the following staff, including those whose appointments are usually temporary in nature:
- i. teaching assistants;
 - ii. research and project staff supported by research funding and any other staff supported by external funding with restrictions on staff salary levels;
 - iii. visiting staff;
 - iv. part-time staff;
 - v. short-term/temporary staff with a contract period of less than one year;
 - vi. staff whose salary is specified as “fixed” in the letter of appointment; and
 - vii. staff for whom the letter of appointment specified that a salary adjustment would not be applicable.
13. Any deviation from the above-mentioned guidelines would be considered as exceptional. The HRO should be consulted well in advance, and prior approvals from respective Vice-President should be sought.
14. All salary adjustment, if any, is subject to a consideration of various factors including but not limited to the funding availability, should be subject to budget approval by the Council.

Human Resources Office
May 2025