

**HUMAN RESOURCES POLICIES & PROCEDURES/SALARY & ALLOWANCE**

**Responsibility and Acting Allowances**

**1. Responsibility Allowance**

1.1 A responsibility allowance is provided to Associate Vice-Presidents, Deans/Associate Deans of Faculties/Schools, Heads/Associate Heads of academic departments, and Programme Directors/Associate Programme Directors in recognition of the substantial administrative and managerial tasks undertaken by the staff members concerned on the basis of concurrent appointment to these positions.

1.2 Prevailing rates of responsibility allowance are set out in the table at the Annex, and the allowance is provided on the following basis and subject to the conditions as set out in paragraph 3 below:

- (a) The allowance is payable to a staff member during the period of his/her concurrent appointment to positions as mentioned in paragraph 1.1 above.
- (b) The allowance is not regarded as part of the basic salary for making contribution to the superannuation scheme/mandatory provident fund scheme or for gratuity-bearing purpose, and will not be taken into account for any purpose of calculation of basic salary for the staff concerned.
- (c) The allowance will continue to be paid when a staff member who is appointed to any of the above positions is on leave under normal circumstances. However, it will not be payable for prolonged period of absence such as study leave, sabbatical leave or no-pay leave.

1.3 Revision to these rates of responsibility allowance will be subject to the approval of the Council. The President and Vice-Chancellor may, in consultation with the Chairman of the Human Resources Committee of Council, have the discretion to authorize special payment of “responsibility allowance” to cater for special situations, provided that the rate of the allowance shall not exceed 10% of the Professorial Average monthly salary.

**2. Acting Allowance**

2.1 An **acting allowance** is payable to a staff member who is appointed to act in an office which is vacant or where the incumbent of which is on leave, as a token of appreciation for his/her conscientiousness to take up duties of that office during the period of acting. The rates of allowance applicable for acting in different capacities/circumstances are set out in the Annex, and the eligibility criteria for the receipt of such allowance are set out below:

- (a) the period of acting is for 30 calendar days or more, except in the case of Acting President and Vice-Chancellor where the period of acting is for 7 calendar days or more;
- (b) the staff member is acting in a more senior position than his/her own.

2.2 A “doubling-up acting allowance” is payable to a staff member who is “doubling-up” to act in a ***vacant*** office which carries either the same or a higher maximum salary point than that of his/her substantive office for an extended period of time of more than three months in addition to carrying out the duties of his/her own office. The doubling-up acting allowance is calculated at 10% of the minimum pay of the acting office.

3. In addition to the above, **a staff member shall NOT concurrently receive more than one set of responsibility allowance/acting allowance.** A staff member with more than one concurrent appointment and/or acting appointment will receive the higher level of the pertinent responsibility allowance or acting allowance. In the event that a staff member has to take up more than one concurrent appointment and/or acting appointment, the appointing authority should provide appropriate support and arrange for relief in workload to assist him/her to take up the concurrent/acting appointment. In this connection, Faculties/Schools/Departments/Offices are encouraged to review and ensure appropriate allocation of work responsibilities.

Human Resources Office  
June 2021  
*(Approved by Council in June 2021)*

(Formerly responsibility allowance, merged with acting allowance in 06/03. Formerly P1194/S5, Revised 4/91, 11/94, 12/99, 8/00, 6/03, 6/11, 6/16, 6/21)

## HONG KONG BAPTIST UNIVERSITY

**Policy Guidelines on the Payment of Responsibility/Acting Allowances**  
**(Effective 1 July 2024)**

Positions	Responsibility Allowance	Acting Allowance		
	HK\$ (per month)	HK\$ (per month)	Approving Authority	Eligibility Period
• President and Vice-Chancellor	--	13,600	Chairman of Council	7 calendar days
• Provost/Vice Presidents	--	10,600	President and Vice-Chancellor	30 calendar days
• Associate Vice-Presidents	9,500	--	--	--
• Deans of Faculties/Schools	9,500	9,500	President and Vice-Chancellor or Provost as appropriate	30 calendar days
• Associate Deans of Faculties/Schools	5,200	5,200	Dean	30 calendar days
• Heads of Academic Departments	6,500	6,500	Dean	30 calendar days
• Associate Heads of Academic Departments	3,700	3,700	Dean	30 calendar days
• Programme Directors	4,750	4,750	Dean	30 calendar days
• Associate Programme Directors	2,850	2,850	Dean	30 calendar days
• Heads of Administrative Offices			President and Vice-Chancellor or the respective Vice-President as appropriate	30 calendar days
upper range	--	7,700		
lower range	--	6,100		

**<Notes>:**

1. A staff member shall NOT concurrently receive more than one responsibility/acting allowance.
2. A staff member with more than one concurrent appointment and/or acting appointment will receive the higher level of pertinent responsibility or acting allowance.

**Responsibility Allowance:**

1. Responsibility allowance is payable to a staff member during the period of concurrent appointment to the positions as specified above.
2. Responsibility allowance will continue to be paid when the incumbent of the position is on leave under normal circumstances. However it will not be payable for prolonged period of absence such as study leave, sabbatical leave or no-pay leave.

**Acting Allowance:**

1. An acting allowance will only be payable to a staff member who acts in a position more senior than his/her own.
2. For acting as Heads of Administrative Offices, the higher rate of acting allowance applies for acting in positions at Band I and the lower rate applies for acting in positions below Band I.
3. For staff member who is “doubling-up” to act in a *vacant* office which carries either the same or a higher maximum salary point than that of his/her substantive office for an extended period of time of more than three months in addition to carrying out the duties of his/her own office, a ***doubling up acting allowance*** will be provided which is calculated at 10% of the minimum pay of the acting office.