

**Information Paper – District Council Staff Pay Adjustment**

**Purpose**

This paper informs members of the pay adjustment for District Council (DC) staff.

**Background**

2. The Home Affairs Department (HAD) has reviewed the pay for non-civil service contract (NCSC) staff in the Department having regard to a number of considerations including the following -

- (a) the change in cost of living;
- (b) the market conditions for the jobs in question;
- (c) the need to facilitate staff retention; and
- (d) the accumulated experience of the NCSC staff.

**Pay Adjustment**

3. On the basis of the findings of the review, the Director of Home Affairs has approved a pay increase of 5.26% for all full-time NCSC staff in the middle and lower salary bands<sup>Note 1</sup> and 4.75% for those in the upper salary band<sup>Note 2</sup>. This has taken effect from 1 August 2019.

4. Insofar as DC staff are concerned, they are subject to the same salary increase as other NCSC staff in HAD. The basic pay packages for DC staff as adjusted in accordance with the above rate are as follows -

<b>Category of DC staff</b>	<b>Existing Salary</b>	<b>Monthly Salary after Pay Adjustment<sup>Note 3</sup></b>
Executive Assistant	\$24,700 <sup>Note 4</sup> (with 15% contract gratuity)	\$26,000 (with 15% contract gratuity)
Project Coordinator	\$15,650 (with 15% contract gratuity)	\$16,475 (with 15% contract gratuity)

Note 1 This refers to pay ranges below Master Pay Scale (MPS) 34 or equivalent.

Note 2 This refers to the pay ranges above MPS 33 or equivalent.

Note 3 Rounded to the nearest five dollars in line with the prevailing arrangement for civil servants.

Note 4 The pay of Executive Assistant increases from \$21,930 to \$24,700 with effect from 1 July 2019.

Project Assistant	\$12,170 (with 10% contract gratuity)	\$12,810 (with 10% contract gratuity)
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### **Funding Arrangements**

4. Insofar as Tsuen Wan District Council is concerned, 5 Executive Assistants, 5 Project Coordinators and 1 Project Assistant are currently serving the DC. The financial implication of the pay adjustment is in the order of \$62,000 (*rounded up to the nearest thousand*) for the period from August 2019 to March 2020. Funds are available from the DC allocation for 2019-20.

Tsuen Wan District Council Secretariat

August 2019