Acquisition Guidelines for
Self - Arrangement of Technical Support Services

Supplementary Information Sheet
for Government Schools

Quality Education Division
Education and Manpower Bureau
The Government of the HKSAR

Revised in February 2004
1. Introduction

This information sheet aims to provide further information for Government schools in acquiring Technical Support Services (TSS) for the period from 1 April 2004 to 31 March 2005.

Government schools should study the relevant Acquisition Guidelines together with this information sheet when acquiring TSS.

2. Funding arrangement

In arranging the services, all Government schools are reminded to observe and follow the standard accounting procedures of the Education and Manpower Bureau which is available in the EDUCATION AND MANPOWER BUREAU INTRANET.

The TSS provisions to be received by schools will be adjusted according to the movement of the Composite Consumer Price Index (CCPI). In financial year 2004-05, the TSS provisions for the period from 1.4.2004 to 31.8.2004 will be disbursed to government schools under Subhead 149. Under the new virement rule, schools have the flexibility to arrange virement of fund between Subhead 106 and Subhead 149 for recruitment of TSS Officers or hire of services from service providers anytime. Please follow the proper procedures for virement of fund under school’s delegated authority as announced in PAS(Fin)’s memo ref (45) in Fin/BA/624/02 Part III. For the provision of TSS fund in the 2004-05 School Year, we are reviewing the funding model and will inform schools of the future arrangement as soon as possible.

The TSS provisions are subject to the Financial and Accounting Regulations of the HK Government of SAR. As such, all Government schools are reminded to observe the followings:

- Before the close of each financial year, all the payment and claims should be processed and submitted to the Bureau Accounts Section before the deadline as laid down by the Finance Division. No payment can be made after that date. Any negligence or avoidable delay on the school's part in presenting the payment/claims may result in the payment/claims being disallowed.

- The TSS provisions allocated to each school will be lapsed on 31 March each year. Unspent TSS provisions cannot be carried forward to the next financial year.
### 3. Salary Package

The employment packages* offered by Government schools to newly recruited/re-appointed TSS staff in financial year 2004-05 are as follows:-

<table>
<thead>
<tr>
<th>(a) Job title:</th>
<th>Technical Support Services Officer I (TSSO I) (for schools with more than 23 operating classes excluding remedial classes)</th>
<th>Technical Support Services Officer II (TSSO II) (for schools with less than 24 operating classes excluding remedial classes)</th>
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<tr>
<td>(b) Length of contract:</td>
<td>Not more than one year</td>
<td>Not more than one year</td>
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<td>(c) Salary per month:</td>
<td>Up to HK$9,628^ (including the MPF contribution by the TSS staff)</td>
<td>Up to HK$8,752^ (including the MPF contribution by the TSS staff)</td>
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<tr>
<td>(d) Gratuity:</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>(e) Annual leave entitlement:</td>
<td>7 days (or in payment of an equivalent value^)</td>
<td>7 days (or in payment of an equivalent value^)</td>
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<tr>
<td>(f) Sick leave entitlement:</td>
<td>Standard provisions as stipulated in Employment Ordinance but with full pay</td>
<td>Standard provisions as stipulated in Employment Ordinance but with full pay</td>
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</table>

* Please follow EMB Internal Circular No.5/2003 for arrangement and approval for employment of non-civil service contract staff.

^ The monthly salary may be lowered in accordance with the market trend and advice from PAS(SD). The TSS Officer will be entitled to a maximum of 8 days of paid annual leave (or in payment of an equivalent value) after having been employed by the school under a continuous contract for 3 years.

Please plan well in advance regarding the use of TSS provisions on a need basis. For recruitment / reappointment of TSS personnel, schools are advised to offer contracts to the TSS personnel with suitable provisions for adjustment of salary / termination of contract, as necessary, to cater for the change in TSS fund.

Government schools are reminded to follow the year-end closing arrangement for payment of non-civil service contract staff at the end of each financial year. Before the deadline of returning the completed Payment Instruction Sheet as laid down by the Finance Division, annual leave pay^1 in accordance with the Employment Ordinance, if any, should be included in the payment of March.

### 4. Appointment and Re-appointment of TSS Staff

Government schools should note that for appointment and re-appointment of TSS staff, the procedures and guidelines as set out in the EMB Internal Circular No.5/2003 dated 16.5.2003 must be followed. Schools are also reminded to keep proper records of the appointment of TSS staff for future audit review.

### 5. Others

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^1 Annual leave pay is a sum equivalent to the normal wages which the employee would have earned if he had worked during the period of annual leave.
Please note that all Government schools should ensure the availability of fund before entering into a contract with its newly appointed / re-appointed TSS staff. Besides, Government schools should follow the proper procurement and/or recruitment procedures as required by relevant Circulars and Regulations for whichever options chosen to acquire TSS.