

CONTROLLING OFFICER'S REPLY

HAB538

(Question Serial No. 4118)

Head: (95) Leisure and Cultural Services Department

Subhead (No. & title): (000) Operational Expenses

Programme: (-) Not Specified

Controlling Officer: Director of Leisure and Cultural Services (Ms Michelle LI)

Director of Bureau: Secretary for Home Affairs

Question:

Regarding the employment of non-civil service contract (NCSC) staff, please provide the following information:

	2015-16 (the latest position)
Number of NCSC staff	()
Details of the positions held by NCSC staff	
Payroll costs of NCSC staff	()
Monthly salary range of NCSC staff	
• \$30,001 or above	()
• \$16,001 to \$30,000	()
• \$8,001 to \$16,000	()
• \$6,501 to \$8,000	()
• \$6,240 to \$6,500	()
• under \$6,240	()
Length of service of NCSC staff	
• over 15 years	()
• 10 to 15 years	()
• 5 to 10 years	()
• 3 to 5 years	()
• 1 to 3 years	()
• under 1 year	()
Number of NCSC staff successfully appointed as civil servants	()
Percentage of NCSC staff against the total number of staff in the Department	()
Percentage of staff costs for NCSC staff against the total staff costs of the Department	()
Number of workers who received severance payment/long service payment/contract gratuity	()

	2015-16 (the latest position)
Amount of severance payment/long service payment/contract gratuity paid	()
Number of NCSC staff with severance payment/long service payment offset by or contract gratuity calculated from the accrued benefits attributable to employer's contributions to MPF	()
Amount of severance payment/long service payment offset by or contract gratuity calculated from the accrued benefits attributable to employer's contributions to MPF	()
Number of NCSC staff with paid meal break	()
Number of NCSC staff without paid meal break	()
Number of NCSC staff working 5 days per week	()
Number of NCSC staff working 6 days per week	()

() *Change in percentage as compared with 2014-15*

Asked by: Hon WONG Kwok-hing (Member Question No. 99)

Reply:

Information on the employment of non-civil service contract (NCSC) staff by the Leisure and Cultural Services Department (LCSD) for 2015-16 is set out below.

(a) Number and duties of NCSC staff

As at 1 January 2016, there were 656 NCSC staff in the LCSD, representing a 15.7% decrease as compared with the position as at 1 January 2015.

The NCSC staff employed are mainly responsible for providing support services in leisure/cultural venues and offices, including general administrative support, frontline and customer services, technical support and information technology services.

(b) Staff cost of NCSC staff

	2015-16 (Estimated)
Staff cost of NCSC staff	\$322 million (+1.9%)
Percentage of staff cost of NCSC staff against total staff cost	10% (-3.8%)

() *Change in percentage as compared with 2014-15*

(c) Distribution of monthly salary level of NCSC staff

Monthly salary	No. of NCSC staff as at 1 January 2016
\$30,001 or above	115 (+3.6%)
\$16,001 - \$30,000	221 (-5.6%)
\$8,001 - \$16,000	320 (-26.1%)
\$6,501 - \$8,000	0 (0%)
\$6,240 - \$6,500	0 (0%)
under \$6,240	0 (0%)
Total	656 (-15.7%)

() *Change in percentage as compared with 1 January 2015*

(d) Length of employment of NCSC staff in years

Length of service	No. of NCSC staff as at 1 January 2016
15 years or more	138 (+48.4%)
10 years to less than 15 years	134 (-27.6%)
5 years to less than 10 years	130 (-21.2%)
3 years to less than 5 years	69 (-10.4%)
1 years to less than 3 years	118 (-1.7%)
less than 1 year	67 (-52.8%)
Total	656 (-15.7%)

() *Change in percentage as compared with 1 January 2015*

The number of NCSC staff with five or more years of service has reduced significantly from 951 as at 1 January 2007 to 402 as at 1 January 2016 following the replacement of NCSC positions with civil service posts in the past years. In 2016-17, the LCSD plans to create 97 civil service posts to replace relevant NCSC positions which have long-term service needs. It is anticipated that the number of NCSC staff will be gradually reduced in the coming years.

(e) Number of NCSC staff successfully appointed as civil servants

It is the Government's established policy to fill civil service vacancies through an open, fair and competitive recruitment process. In filling civil service openings through open recruitment, the Government welcomes all interested candidates who meet the relevant basic entry requirements to apply for the jobs, and compete on the basis of their overall merits. Generally speaking, NCSC staff who have met the basic entry requirements of the job and possess working experience relevant to the job should enjoy a competitive edge over other candidates in the selection process.

For the various civil service open recruitment exercises conducted by the LCSD for departmental grades since 2006, the LCSD has received a total of 1 060 qualified applications from its NCSC staff. Out of the 1 060 qualified NCSC candidates, 791 have been found suitable for appointment to the grades concerned, among whom 626 have been offered appointment as civil servants as at February 2016.

(f) Percentage of NCSC staff against total number of staff

As at 1 January 2016, NCSC staff accounted for 6.6% of the total number of staff in the LCSD as compared with 7.9% as at 1 January 2015.

(g) Severance payment and long service payment for NCSC staff

The LCSD has not had to make severance payment to its NCSC staff in the past 2 years. The required information on long service payment is set out below-

	2015-16 (Up to 29 February 2016)	2014-15
Amount of long service payment entitled	\$9.41 million (93)	\$3.56 million (37)
Amount of long service payment offset by the accrued benefits attributable to employer's contributions to MPF	\$2.05 million (68)	\$0.76 million (28)

() denotes the number of NCSC staff involved

(h) Contract gratuity for NCSC staff

In accordance with the prevailing guidelines under the NCSC Staff Scheme, contract gratuity, plus the government's Mandatory Provident Fund (MPF) contributions in respect of the NCSC staff, is calculated as follows –

- (i) if the NCSC staff is required to perform skilled jobs (i.e. requiring skills in managerial, professional, technical, or other specialised fields), the contract gratuity, plus the government's MPF contributions in respect of the NCSC staff, should not be more than 15% of the total basic salary drawn during the contract period;
- (ii) if the NCSC staff is required to perform non-skilled jobs, the percentage rate should not be more than 10% of the total basic salary drawn during the contract period.

The above guidelines for calculating contract gratuity apply to all NCSC staff in the LCSD. The terms of employment are specified clearly in the recruitment advertisements and the employment contracts.

The required information on contract gratuity is set out below –

	2015-16 (Up to 29 February 2016)	2014-15
Amount of contract gratuity payment	\$19.40 million	\$19.36 million
Number of staff involved	1 473 ^{Note}	1 649 ^{Note}

Note: While there were only 656 and 778 NCSC staff serving in the LCSD as at 1 January 2016 and 1 January 2015 respectively, around 900 seasonal lifeguards were employed by the LCSD during the summer months in both financial years. They were also paid contract gratuity upon completion of contracts.

(i) Meal breaks for NCSC staff

The working hours of the NCSC staff are determined with reference to those applicable to civil servants in comparable civil service ranks or comparable level of responsibilities in the Department. They are specified in the employment contracts either as gross working hours (including lunch hour) or net working hours (excluding lunch hour).

As at 1 January 2016, the LCSD employed a total of 656 NCSC staff. The working hours of 578 staff (88.1%) are expressed in gross working hours and 78 staff (11.9%) in net working hours. The NCSC staff are remunerated on a monthly basis and their terms of employment, including salary and other conditions of service, are covered under a remuneration package as a whole.

(j) Work pattern of NCSC staff

As at 1 January 2016, 395 (60.2%) of the 656 NCSC staff worked 5 days a week. The remaining 261 (39.8%) worked on a six-day week or other shift duty patterns having regard to the operational requirements of the venues/offices.