

**CONTROLLING OFFICER'S REPLY****HAB491****(Question Serial No. 4573)**Head: (95) Leisure and Cultural Services DepartmentSubhead (No. & title): (000) Operational ExpensesProgramme: Not SpecifiedControlling Officer: Director of Leisure and Cultural Services (Ms Michelle LI)Director of Bureau: Secretary for Home AffairsQuestion:

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

	2014-15 (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	( )
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 2013-14*

Asked by: Hon WONG Kwok-hing (Member Question No. 83)

Reply:

Information on the employment of non-civil service contract (NCSC) staff by the Leisure and Cultural Services Department (LCSD) for 2014-15 is set out below.

(a) Number and duties of NCSC staff

As at 1 January 2015, there were 778 NCSC staff in LCSD, representing a 6.2% decrease as compared with the position as at 1 January 2014.

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

	<b>2014-15 (Estimated)</b>
Staff cost of NCSC staff	\$319 million (+0.9%)
Percentage of staff cost of NCSC staff against the total staff cost of LCSD	10.5% (-4.5%)

( ) *Change in percentage as compared with 2013-14*

(c) Distribution of monthly salary level of NCSC staff

Monthly salary	No. of NCSC staff as at 1.1.2015
\$30,001 or above	111 (+26.1%)
\$16,001 - \$30,000	234 (-10.3%)
\$8,001 - \$16,000	433 (-9.8%)
\$6,501 - \$8,000	0 (0%)
\$6,240 - \$6,500	0 (0%)
under \$6,240	0 (0%)
Total	778 (-6.2%)

( ) *Change in percentage as compared with 1.1.2014*

(d) Length of employment of NCSC staff in years

Length of service	No. of NCSC staff as at 1.1.2015
15 years or more	93 <i>Note</i>
10 years to less than 15 years	185 (-39.1%)
5 years to less than 10 years	165 (+11.5%)
3 years to less than 5 years	77 (-28%)
1 year to less than 3 years	116 (-19.4%)
less than 1 year	142 (+12.7%)
Total	778 (-6.2%)

( ) *Change in percentage as compared with 1.1.2014*

*Note: There was no NCSC staff with 15 years of service or more as at 1.1.2014.*

(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 LCSD for departmental grades since 2006, LCSD has received a total of 954 qualified applications from its NCSC staff. Out of the 954 qualified NCSC candidates, 702 have been found suitable for appointment to the grades concerned, among whom 555 have been offered appointment as civil servants as at March 2015.

(f) Percentage of NCSC staff against the total number of staff in the Department

As at 1 January 2015, NCSC staff accounted for 7.9% of the total number of staff in LCSD as compared with 8.5% as at 1 January 2014.

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

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

	2014-15 (Up to 28.2.2015)	2013-14
Amount of long service payment entitled	\$4.74 million (47)	\$4.99 million (56)
Amount of long service payment offset by the accrued benefits attributable to employer's contributions to MPF	\$1.04 million (37)	\$1 million (46)

( ) 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 specialized 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 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-

	2014-15 (Up to 28.2.2015)	2013-14
Amount of contract gratuity payment	\$18.33 million	\$21.02 million
Number of staff involved	1 578*	1 838*

*Note: While there were only 778 and 829 NCSC staff serving in LCSD as at 1.1.2015 and 1.1.2014 respectively, around 900 seasonal lifeguards were employed by 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 2015, LCSD employed a total of 778 NCSC staff. The working hours of 666 staff (85.6%) are expressed in gross working hours and 112 staff (14.4%) 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 2015, 417 (53.6%) of the 778 NCSC staff worked five days a week. The remaining 361 (46.4%) worked on a six-day week or other shift duty patterns having regard to the operational requirements of the venues/offices.

- End -