

# CITY UNIVERSITY OF HONG KONG

## **Frequently Asked Questions from Applicants for Senior Administrative Positions**

Information provided below is for general reference only. For further details, you are welcome to contact the [Human Resources Office](#).

The University reserves the right to offer terms and conditions of service in accordance with the prevailing package as set out in the offer of appointment.

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## **A. Conditions of Offer**

### *1. Will the University approach my employer for a reference report?*

The University will seek a reference report from your present/previous employer before confirmation of the offer of appointment.

In any case, the University will obtain your consent before approaching your present/previous employer for the report.

### *2. Am I required to attend a medical examination before appointment?*

You will need to take a pre-employment medical examination at one of the University designated clinics (for local appointees) or arrange the examination by a doctor of your own choice (for overseas appointees). The doctor will be requested to send the medical report direct to the University. Expenses incurred will be paid by the University (on a reimbursement basis for overseas appointees).

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## **B. Gratuity**

### *3. Does the University offer gratuity? How is it calculated?*

You will be offered initial appointment on a two-year gratuity-bearing contract, and eligible for a contract-end gratuity upon satisfactory completion of the period of employment as stipulated in your Letter of Appointment.

You will be eligible for consideration of appointment on gratuity-bearing continuous terms (except for appointment on project basis), subject to good performance after a minimum of two consecutive gratuity-bearing contracts of no less than four years of continuous service as administrative and services staff. You will receive a service gratuity payable for every three years on satisfactory completion of service.

The amount of contract-end gratuity or service gratuity is 15% of basic salary drawn during the relevant period of employment less the amount of University contributions in respect of you to the University's Mandatory Provident Fund Scheme.

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## **C. University Retirement Benefits**

### *4. Does the University have a retirement benefits scheme? Can I join the University's retirement benefits scheme on appointment?*

You will be enrolled in the University's Mandatory Provident Fund (MPF) Scheme (a retirement protection scheme set up under the MPF Schemes Ordinance in Hong Kong) unless you are an exempt person as stipulated in the Ordinance.  
(For details of the MPF Scheme, please refer to Questions 7 – 9.)

### *5. What is the University's retirement age?*

The normal retirement age is 65.

6. *Will it be possible to join the University beyond the retirement age?*

Appointment beyond the normal retirement age of 65 may exceptionally be considered for appointees on professorial scale for the purpose of promoting the research and teaching activities of the University. The appointment may be made on gratuity-bearing contract terms or other non-regular terms (e.g. visiting).

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**D. Mandatory Provident Fund (MPF) Scheme**

7. *What is the Mandatory Provident Fund (MPF) Scheme? Do I need to contribute to it?*

The MPF Scheme is a retirement protection scheme set up under the MPF Schemes Ordinance for the entire working population in Hong Kong.

Except for certain exempt persons as stipulated in the MPF Schemes Ordinance, all appointees aged 18 to 64 for a continuous employment period of 60 days or more are required to participate in and make contributions to the Scheme. The University and the appointee will each be required to contribute 5% of the appointee's relevant income. Mandatory contributions are capped at 5% of the statutory maximum relevant income per month each.

8. *Can I be exempt from the MPF Scheme?*

You are not required to join the Scheme if you are granted an employment visa by the Immigration Department of Hong Kong Special Administrative Region and are a member of an overseas retirement scheme. If the validity period of the employment visa granted by the Immigration Department is for a period of 13 months or less, you shall be eligible for exemption for the qualified period [including any extension(s) granted].

9. *When can I withdraw my accrued benefits under the MPF Scheme?*

All benefits accrued from the mandatory contributions under an MPF Scheme have to be preserved until you attain the retirement age of 65.

There are circumstances under which the accrued benefits may be withdrawn before the attainment of retirement. These circumstances include: (i) permanent departure from Hong Kong; (ii) early retirement and attainment of age 60; (iii) total incapacity; (iv) death; (v) having a small balance account of not more than HK\$5,000; or (iv) terminal illness.

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**E. Eligibility for Fringe Benefits**

10. *Will my family members be eligible to receive fringe benefits from the University?*

The University will provide fringe benefits for you and your family so long as your family does not receive the same benefits from your spouse's employer and has opted for receiving benefits from the University.

“Family” refers to your legal spouse and if applicable, your unmarried dependant children under the age of 19, or under the age of 21 if receiving full-time education/vocational training or suffering from any physical or mental infirmity.

11. *What kinds of benefits am I entitled to?*

The provisions will include leave, medical and dental schemes.

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**F. Passage and Baggage Allowances on First Appointment for Overseas Appointees**

12. *Am I entitled to passage and baggage allowances on first appointment?*

If you have applied for the post from overseas and have been residing outside Hong Kong for at least one year prior to taking up the appointment, you will be eligible to claim reimbursement for the passage and baggage allowances as specified in the Letter of Appointment.

13. *What is the passage provision?*

The University will provide you and your eligible family members with one-way passages, up to six adult fare passages, at the cost of the most direct economy class, to enable you to travel from where you are residing to Hong Kong. However, the University will not cover the travel insurance charges.

14. *How is the baggage allowance calculated?*

The baggage allowance is calculated at the rate of 25 kilos if you are single, or if applicable, 100 kilos for you and your spouse, plus 20 kilos for each dependant child (up to four) for coming to Hong Kong on first appointment. Translation of these kilos rates of allowance for payment purposes will be by reference to the appropriate airline rates for unaccompanied air baggage rates between Hong Kong and London (if you reside in U.K.), or the international airport nearest of your residing place (for other cases). The allowance can be used for air freighting or shipping of your belongings, but the customs duty and storage charges (other than those incurred as a result of unavoidable transshipment) will not be covered.

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**G. Visa Matters**

15. *Do I need to apply for an employment visa to work in Hong Kong?*

If you do not have the right of abode or right to land in Hong Kong, you must obtain an employment visa issued by the Immigration Department of Hong Kong Special Administrative Region before coming to Hong Kong. You will be requested to fill in some application forms. The University, as your sponsor, will submit your application to the Immigration Department.

16. *Do my spouse and dependant children need to apply for visa if they accompany me to Hong Kong?*

Your spouse and dependant children (unmarried and below the age of 18) need to apply for dependant entry visa if they stay with you and take up residence in Hong Kong. Unlike your visa application which is sponsored by the University, you will be the sponsor of their visa applications. You may return their application forms with yours to the Human Resources Office so that the University will submit the applications in one go to the Immigration Department.

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## **H. Tax Matters**

### *17. What is the salaries tax system in Hong Kong?*

Income earned in Hong Kong is subject to a yearly salary tax at progressive rates up to the prevailing maximum flat rate. The tax year runs from 1 April through 31 March. Your earned salary, gratuity and allowances are all subject to taxation.

It is very difficult to determine the level of tax you will have to pay at this stage. Other considerations include: whether your spouse will work, the number of children you have, whether you have other sources of income (e.g. from the University's approved consultancy work), etc.

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