

CHAPTER 1

INTRODUCTION

1.1 We have been asked by the Administration, at the request of the Finance Committee of the Legislative Council, to review the various types of overtime and related allowances in the civil service with particular regard to the eligibility criteria governing their payment. These allowances are :

(a) Overtime Payments

Overtime Allowance (the standard payment for grades other than the disciplined services)

Honoraria (payable exceptionally to those not qualified for any standard allowance)

Disciplined Services Extra Duty Allowance

Additional Duty Allowance for the Police rank and file

Honoraria for Inspectors and Senior Inspectors of Police

(b) Related Allowances

Stand-by Duty Allowance

Shift Duty Allowance

Typhoon Allowance

1.2 As part of our examination of overtime payments and related issues, we have consulted widely with the civil service and the private sector. In June 1982 we prepared a Consultative Document which outlined the existing arrangements in the civil service and invited comments on how the system could be improved. We issued the Document to all departmental managements and requested that it be brought to the attention of all staff associations and individual staff. We also asked for comments from a number of interested private sector organisations. A copy of the Consultative Document is at Appendix III.

1.3 We have received a total of 184 submissions in reply to the Consultative Document : 132 from staff, 48 from departmental managements and 4 from private sector organisations. A list of the respondents is at Appendix IV.

1.4 Our review involved a detailed examination of present practices taking into account the views expressed by respondents to our Consultative Document. We also gave due regard to private sector arrangements for overtime payments and the Administration's views forwarded to us by the Secretary for the Civil Service.

1.5 As a result of our review, we have concluded that the basis of eligibility for overtime allowance and honoraria should be changed; that the Disciplined Services Extra Duty Allowance, Additional Duty Allowance for the Police rank and file and honoraria for Inspectors and Senior Inspectors of Police should be replaced by a single Special Allowance to be paid to all the disciplined services; and that the arrangements for stand-by duty allowance, shift duty allowance and typhoon allowance should be modified. Our proposals are contained in the following chapters.

1.6 If our proposals are accepted, we recommend that they should be implemented as soon as practicable.