

CHAPTER 3

SALARY RATES AND REMUNERATION PRACTICES

I. Starting Salary RatesSummary of Survey Results

3.1 The starting salary rates for the selected private sector jobs in the nine qualification groups under report are summarized in the following charts -

	<u>Minimum Entry Qualification</u>
Chart 1 : Qualification Group 1	Form III
Chart 2 : Qualification Group 2	Form IV
Chart 3 : Qualification Group 3	School Certificate
Chart 4 : Qualification Group 5	Polytechnic Higher Diploma
Chart 5 : Qualification Group 6	Polytechnic Diploma
Chart 6 : Qualification Group 10	Matriculation
Chart 7 : Qualification Group 11	Membership of a Professional Institution
Chart 8 : Qualification Group 13	Degree
	<u>Normal Entry Requirement</u>
Chart 9 : Qualification Group 14 (Crafts and Skills Group A)	Crafts and Skills
Chart 10: Qualification Group 14 (Crafts and Skills Group B)	Good Physique

3.2 Explanatory notes for Charts 1 to 8 are given in paragraph 3.4 to 3.7 and those for Charts 9 and 10 are in paragraph 3.8 to 3.13.

3.3 In reading the charts, it should be borne in mind that as stated in paragraphs 1.8 and 1.9, a private sector job refers to one type of entry position, regardless of the number of employees occupying this type of position. In other words, even though one type of entry position in a company surveyed was occupied by a large number of employees, it would be counted as only one private sector job for inclusion in a particular qualification group.

Charts 1 to 8

3.4 For each of the eight qualification groups covered by these charts, the jobs surveyed fall into the following two categories :-

- (A) Jobs with minimum educational qualification requirement (MEQR) only.
- (B) Jobs with MEQR plus other stipulated entry requirements.

3.5 The starting salary rates for jobs in category (B) are not relevant to the determination of civil service benchmark under the educational qualification method. Nevertheless, salary information on these jobs is presented to provide a complete picture of the remuneration practices for entry positions in the companies surveyed (see paragraphs 3.14 to 3.16 and 5.6).

3.6 The starting salary rates for all the jobs in categories (A) and (B) are summarized in the chart concerned in terms of -

- (a) the third quartile (Q3) rate;
- (b) the median (M) rate; and
- (c) the first quartile (Q1) rate.

However, the median rate is not shown where there are fewer than four jobs in a particular category. Similarly, the quartile rates are not shown where fewer than eight jobs in a category is noted.

3.7 With the exception of Chart 7 which covers Qualificaton Group 11, the existing civil service benchmark pay point for the qualification group concerned is also indicated in each chart for reference. The nominal civil service benchmark pay point for Qualification Group 11 is Point 31 of the Master Pay Scale (\$15,225) but the starting pay for entry ranks in this Group also takes account of other factors such as the period of training or experience required to obtain the professional qualification. In practice, most entry ranks have a starting pay point at either Point 34 or 35 of the Master Pay Scale (\$17,400 or \$18,260).

Charts 9 and 10

3.8 These two charts are produced for Qualification Group 14. In the civil service, this qualification group comprises grades which fall into four segments of the Model Scale 1 : Senior Artisan, Artisan, Workman I and Workman II. The entry requirements for appointment to the grades in each of the four segments are not uniform. Furthermore, in many cases the same entry requirement is applicable to grades in more than one segment. For example, grades in both the Senior Artisan and Artisan segments require a recognised certificate or full apprenticeship in the relevant trade or pass in a trade test for appointment.

3.9 After analysing all these different entry requirements and having regard to the staffing structures and pay practices commonly adopted in the private sector, it was decided that for the purpose of this exercise the normal entry requirements for appointment to the grades in the Model Scale 1 group should be classified broadly into two categories according to levels of craft or skill as well as relevant experience.

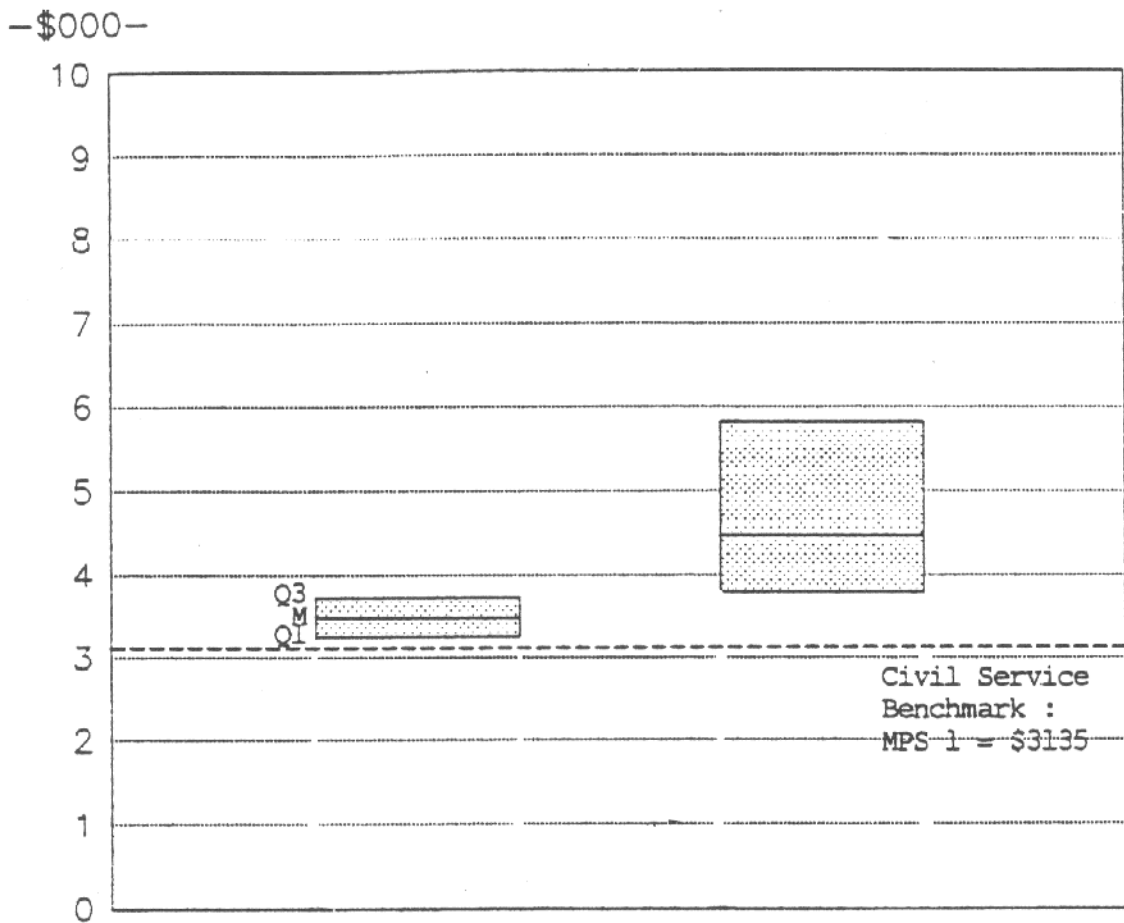
3.10 The first category of normal entry requirements is relevant to the grades in the Senior Artisan and Artisan segments. For ease of reference, the term 'Crafts and Skills Group A' is used to denote this category. The starting salary rates for the corresponding private sector jobs selected are summarized in Chart 9.

3.11 The second category of normal entry requirements is relevant to the grades in the Workman I and Workman II segments. For ease of reference, the term 'Crafts and Skills Group B' is used to denote this category. The starting salary rates for the corresponding private sector jobs selected are summarized in Chart 10.

3.12 Because appointments to most of the grades in the Model Scale 1 group require no more than two years' relevant experience in addition to a level of craft and skill, the private sector jobs identified for comparison are further divided into two groups according to the length of experience required.

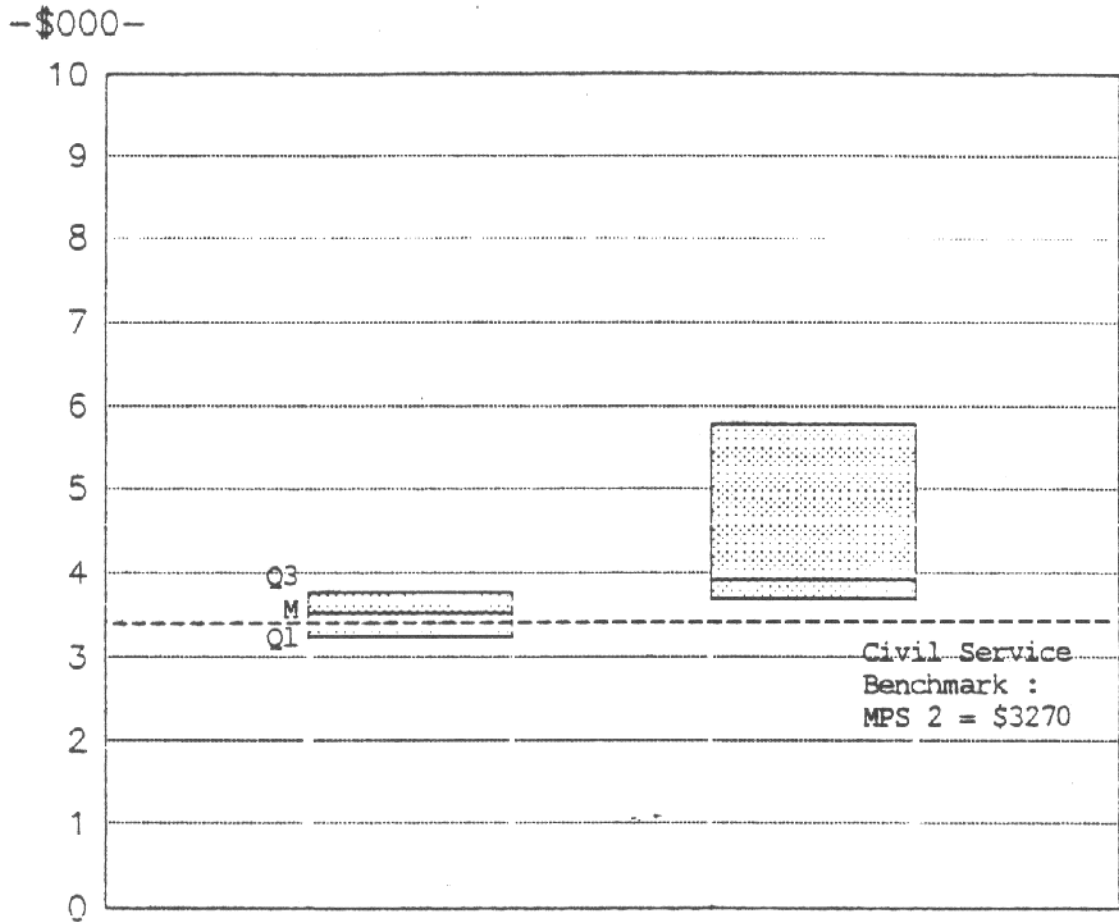
3.13 The range of the starting salary rates for the private sector jobs in each category is then presented in Charts 9 and 10, as appropriate, in the same manner as described in paragraph 3.6. In addition, the starting salaries for the Senior Artisan and Artisan segments of the Model Scale 1 are indicated in Chart 9 and the starting salaries for the Workman I and Workman II segments are indicated in Chart 10 for reference.

Chart 1 : Qualification Group 1
 (Minimum Entry Qualification : Form III)
Starting Salary Rates



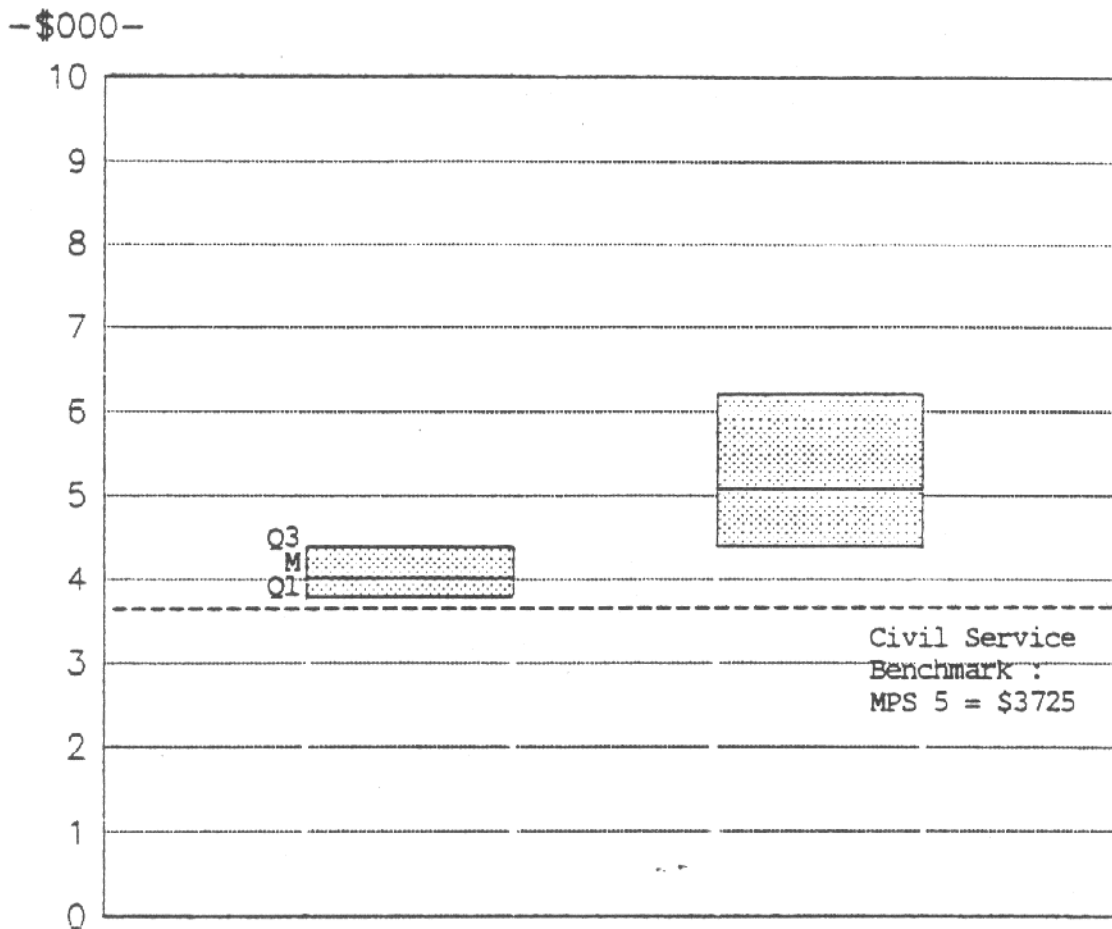
	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR plus other stipulated entry requirements
Q3	3719	5820
M	3484	4461
Q1	3250	3795
No. of Cos. (Total:61)	53	16
No. of Jobs (Total:84)	58	26

Chart 2 : Qualification Group 2
(Minimum Entry Qualification : Form IV)
Starting Salary Rates



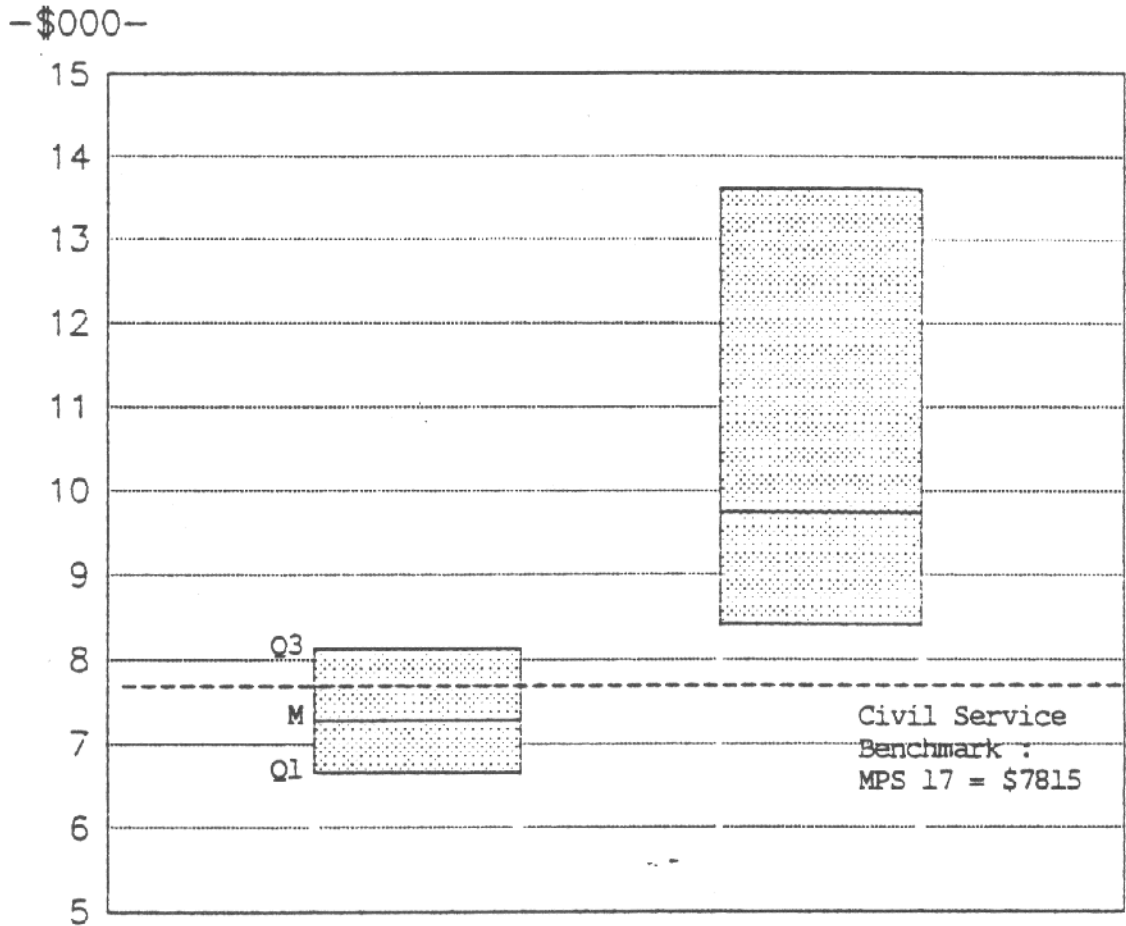
	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR <u>plus</u> other stipulated entry requirements
Q3	3770	5774
M	3543	3908
Q1	3250	3691
No. of Cos. (Total:26)	15	15
No. of Jobs (Total:41)	22	19

Chart 3 : Qualification Group 3
(Minimum Entry Qualification : School Certificate)
Starting Salary Rates



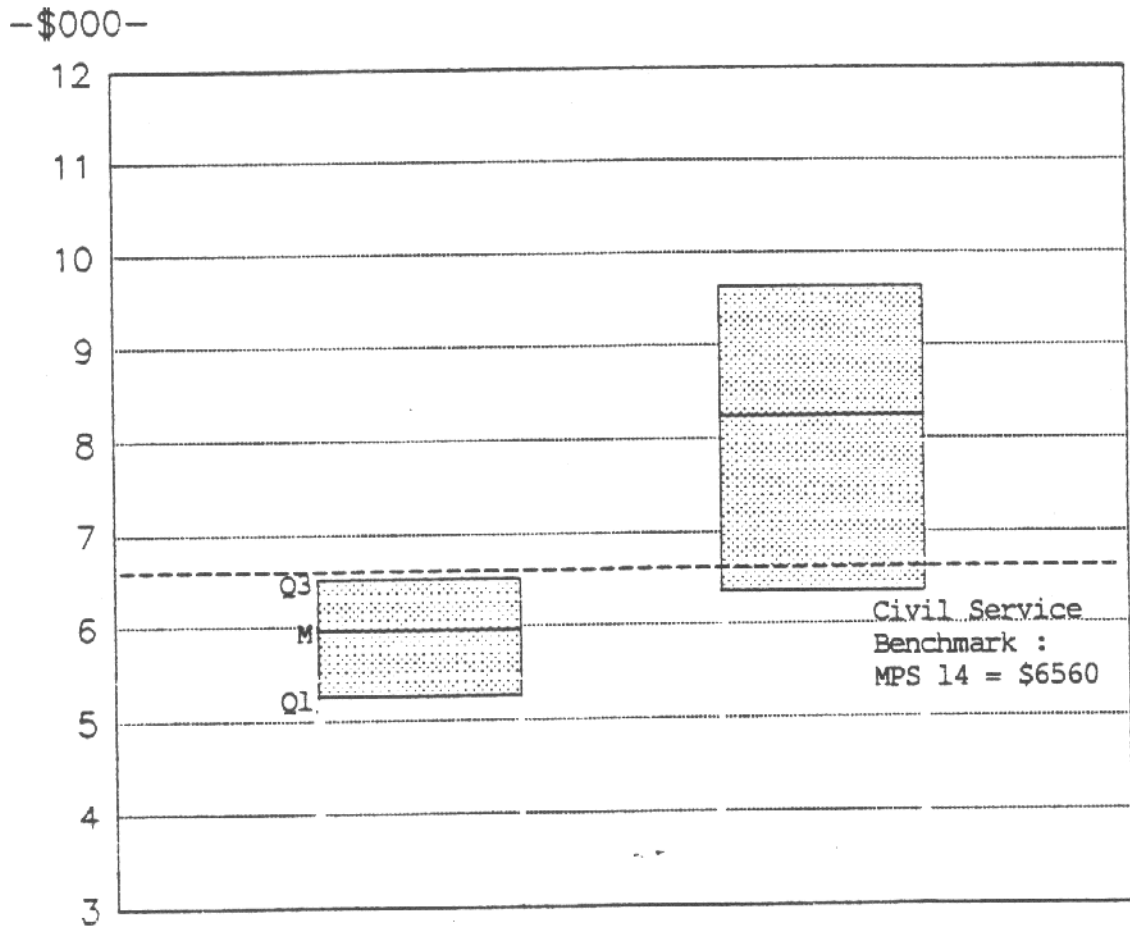
	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR plus other stipulated entry requirements
Q3	4382	6200
M	4012	5075
Q1	3792	4402
No. of Cos. (Total:77)	28	74
No. of Jobs (Total:538)	83	455

**Chart 4 : Qualification Group 5
(Minimum Entry Qualification : Polytechnic Higher Diploma)
Starting Salary Rates**



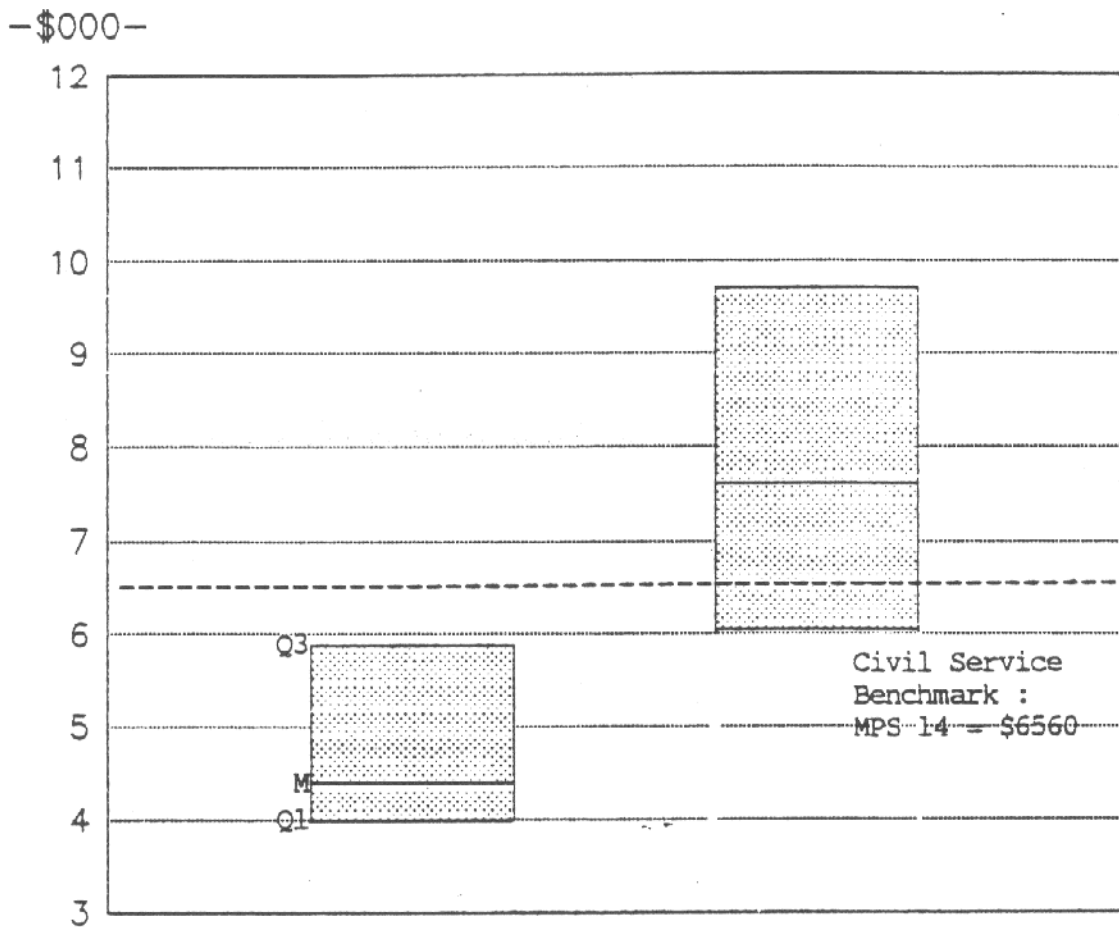
	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR plus other stipulated entry requirements
Q3	8121	13593
M	7262	9733
Q1	6646	8412
No. of Cos. (Total:16)	5	13
No. of Jobs (Total:25)	8	17

Chart 5 : Qualification Group 6
(Minimum Entry Qualification : Polytechnic Diploma)
Starting Salary Rates



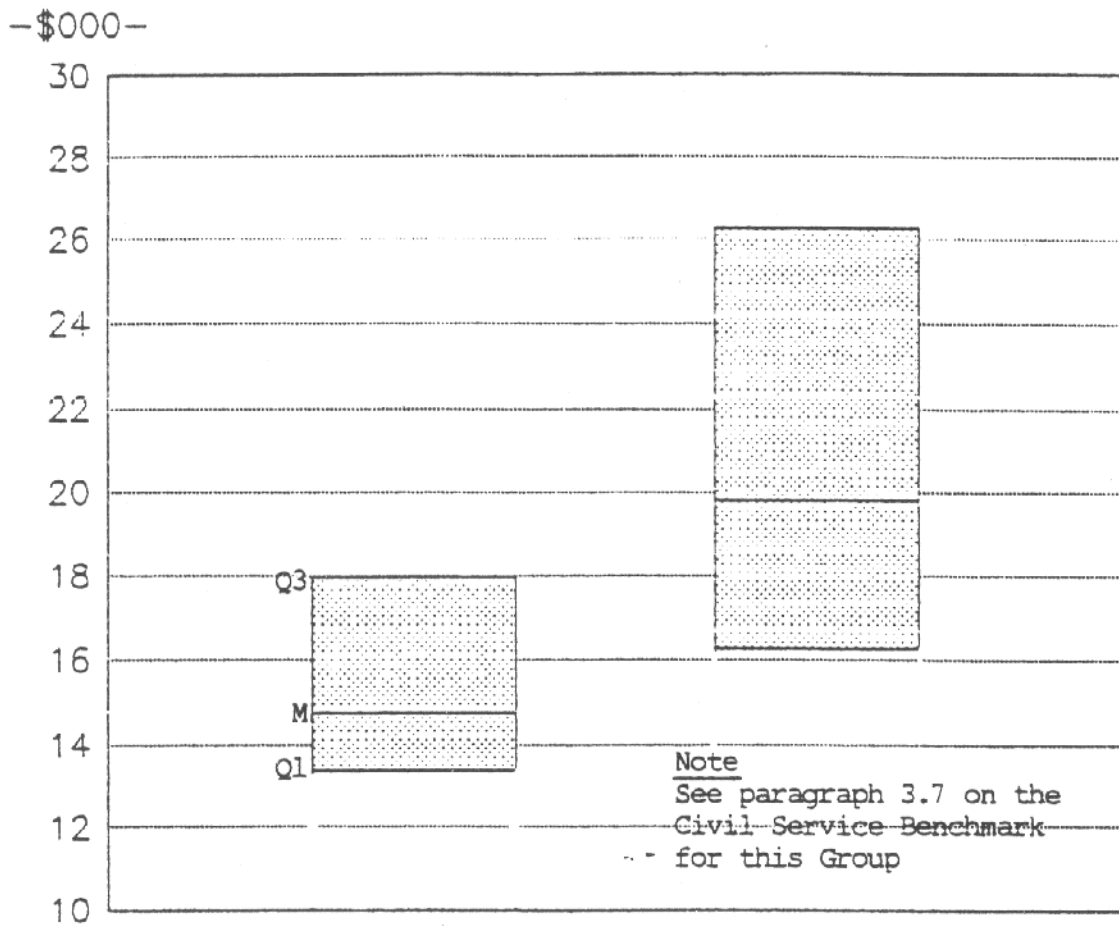
	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR <u>plus</u> other stipulated entry requirements
Q3	6500	9625
M	5958	8245
Q1	5265	6335
No. of Cos. (Total:44)	16	36
No. of Jobs (Total:109)	29	80

Chart 6 : Qualification Group 10
 (Minimum Entry Qualification : Matriculation)
Starting Salary Rates



	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR <u>plus</u> other stipulated entry requirements
Q3	5872	9707
M	4396	7617
Q1	3992	6051
No. of Cos. (Total:26)	5	24
No. of Jobs (Total:61)	11	50

Chart 7 : Qualification Group 11
 (Minimum Entry Qualification : Professional)
Starting Salary Rates



	(A) Jobs with MEQR (Minimum Educational Qualification Requirement) only	(B) Jobs with MEQR <u>plus</u> other stipulated entry requirements
Q3	17962	26259
M	14745	19808
Q1	13356	16256
No. of Cos. (Total:33)	12	27
No. of Jobs (Total:76)	14	62