

## HANG SENG MANAGEMENT COLLEGE

### Policy Guidelines and Procedures Governing the Appointment of Student Helpers under Student Campus Work Scheme (SCWS)

#### Purpose

This document sets out policy guidelines and procedures governing the appointment of Student Helpers across different Schools/Departments/Units of the College under the Student Campus Work Scheme. All staff members are advised to follow the guidelines and procedures set out below to recruit student helpers on campus.

#### Principles & Campus Work Categorizations

2. Students are on campus to learn, not to work. However, it is also recognized that on-campus work opportunities provide invaluable work exposure to students and enhance their employability. At the same time, student helpers could help to meet the manpower needs of College services and enable students to earn a steady income to supplement their living expenses. To enable the College to provide such an opportunity for students with appropriate check and balance in process, policy guidelines on Student Helper Scheme were established in February 2012, which have undergone periodic review by Student Affairs Office (SAO), Human Resources Office (HRO) and Finance Office (FO). The principles, arrangements together with some refinements further to the review are reflected in this document to ensure that students are not involved in excessive work on campus, and the work situation can be monitored in fulfilment of statutory requirements of related ordinances.

3. Two categories of campus work engagement are set to reflect the differences in duration and limitation of weekly working hours.

<b>Campus work</b>	<b>MPF Requirement</b>	<b>Duration of Work</b> <i>(in calendar days from the first day to the last day)</i>	<b>Applicable Time Frame</b>	<b>Working Hours</b> <i>(per week)</i>	<b>Service Break</b> <i>(before taking up subsequent campus work)</i>
(A)	MPF-required	Exceed 59 days	1 Sep to 31 Aug	1-15 hours	Nil, but if the subsequent job is <b>Non-MPF-required</b> , 14-day service break is necessary.
		Exceed 59 days and up to 90 days	Summer (1 Jun to 31 Aug)	Possible to work for max. 44 hours	
(B)	Non-MPF-required	59 days or less	1 Sep to 31 May	1-15 hours	14 days
			Summer (1 Jun to 31 Aug)	Possible to work for max. 44 hours	

**Table 1: Summary of campus work engagement**

## Procedures & Important Notes

### 4. Important Notes for Recruiting Units

- (a) The nature of work assigned to a student helper must be appropriate and safe for the student to undertake.
- (b) Recruiting units must assign an appropriate supervisor to assign, supervise and monitor the student's work, so that the student can really benefit from the work experience.
- (c) In recognition of different level of skills required for different job types, recruiting units are advised to adopt hourly rates as announced by SAO when recruiting student helpers. The rates will be reviewed annually by SAO in consultation with HRO and FO.

Job Nature	Hourly rates	Differences	Examples of tasks
Job - General	Refer to SAO announcement <i>(\$45/hr for 2015-16 academic year)</i>	General tasks	- clerical support - event helper - customer service
Job - Expertise	Refer to SAO announcement <i>(\$65/hr for 2015-16 academic year)</i>	Jobs requiring specialized skills	- research - AV and IT support - translation
<p>* Recruiting units are reminded to take into account contributions to MPF for Type A Campus Work in budget planning.</p> <p>**If recruiting units would like to offer other hourly rates for individual projects, prior approval by the Director of SAO is required.</p>			

- (d) To ensure equal opportunity for all students, all requests for recruitment of student helpers should be openly advertised. Recruiting unit should forward to SAO such requests by completing the Recruitment Form (SAO/CPD/Form1) **at least one week before the job commences** in order that the vacancy can be advertised via the online Job Portal under SAO (Career Planning & Development).
- (e) Recruiting unit should specify the employment period of each on-campus job (with a start date and an end date), weekly working hours and hourly rates (Job – General / Job – Expertise). The hours counted would be from Sunday 0:00 to Saturday 11:59.
- (f) Each student is confined to take up one job engagement at a time. **Recruiting unit should not appoint students who declare having other campus job engagement at the same period of time.**
- (g) To comply with the service break requirement (please refer to Table 1), recruiting unit should not appoint students if the job falls into the students' period of service break.
- (h) **For Type (A) MPF-required campus work, students can only start their work after the contractual arrangement is completed.**
- (i) Recruiting unit is responsible to review and endorse, where appropriate, the timesheet submitted by student helpers on or before the last day of each month. **Recruiting unit should complete the endorsement and approval by the 3<sup>rd</sup> day of next month**, so that Finance Office can make payment by the 7<sup>th</sup> day.

5. Important Notes for Students

- (a) Student helpers must be currently registered students of Hang Seng Management College.
- (b) Student helpers must be **Hong Kong permanent residents** or have relevant approval to work in Hong Kong. **Non-local students have to present their “No Objection Letter” (NOL)** issued by the Immigration Department during the application process.
- (c) Each student **is confined to work for one job engagement at a time.**
- (d) Students should not apply for a job engagement if they are not eligible, for example, they have accepted another campus job offer at the same period of time or the job period falls into their period of service break.
- (e) Students should observe the working hours as stated in the job offer. They should not work beyond the pre-set working hours without instruction from their supervisors.
- (f) Students have to **submit timesheets** to their supervisors for endorsement **on or before the last day of each month.**

**Personal Data Privacy Ordinance**

6. In compliance with the requirements of the **Personal Data Privacy Ordinance**, recruitment units are reminded that:

- (a) *all personal data* collected for the purpose of the appointment of student helpers should only be used for the stated purpose;
- (b) *personal data of the successful candidates* should be passed to HRO and be kept in a safe and secure place during the appointment period and would be destroyed 7 years from the end date of job engagement, except that the student has been approached and given consent for his/ her personal data to be kept for a specified period for a stated purpose after which such personal data should be destroyed; and
- (c) *personal data of all unsuccessful candidates* should be destroyed one month after the successful candidate has assumed duty, save and except that the student has been approached and given consent for his/ her personal data to be kept for a specified period for a stated purpose, after which such personal data should also be destroyed.

**Implementation**

7. The above policy guidelines and procedures have been approved for implementation with effect from the 2015/16 academic year; and will be kept under review from time to time, in response to comments received and future changes.

Student Affairs Office  
September 2015

*(approved by SMC on 28 August 2015)*