

**(Translation)**

**The Chief Executive's Dispatch No. 88/2012**

In exercise of the power as conferred by Article 50 of the *Basic Law of the Macao Special Administrative Region*, and in accordance with Item 2 of Article 11 of Law No. 1/2006 (*Judicial Regime of the University of Macau*), the Chief Executive hereby issues the captioned Dispatch with the following stipulations:

1. Articles 15, 25, 64, 67, 68, 79, 84, 87, 91 and 96 of the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009, shall be amended as below:

*“Article 15*

*Weekly Working Hours*

*Workers and janitors shall work 42 hours per week and the other staff shall work 36 hours per week.*

*Article 25*

*Concept of Remuneration and its Upper Limit*

1. *Remuneration refers to any income earned by staff in return for the work they provided.*

2. *The remuneration of staff of the University of Macau, except for the Rector, Vice Rectors and chair professors, is subject to the upper limit of the annual remuneration set for the personnel of public administration.*

3. *Only the following items shall not be included for the purpose of calculating the upper limit as stated in the above Item: seniority premium, shift subsidy, family subsidy, housing subsidy, meal allowance, subsidy for discrepancy, entertainment fee, attendance fee, official trip allowance, and payments received for carrying out functions as legislator in the Legislative Assembly or Executive Council member.*

*Article 64*

*Remuneration, Gratuities and Compensations*

1. ....
2. ....

3. *Under special circumstances where, because of the professional or the technical requirements, it is difficult to have local recruitment for a position by offering a salary index devised therefor, the Rector may offer a salary index higher than what corresponds to the respective position, subject to the upper limit of the remuneration set for the personnel of public administration and the approval from the supervising entity.*

4. *(formerly Item 3).*

*Article 67*

*Categories of Academic Staff*

1. *The categories of academic staff defined in this Statute shall include:*
  - 1) *Chair Professor;*
  - 2) *Distinguished Professor;*
  - 3) *Professor;*
  - 4) *Associate Professor;*
  - 5) *Assistant Professor;*

- 6) *Lecturer;*
- 7) *Senior Instructor;*
- 8) *Instructor.*

2. *The total number of distinguished professors shall not exceed a certain percentage of the aggregate of professors, associate professors and assistant professors in UM. The percentage is to be defined by the University Council, and approved by the supervising entity.*

*Article 68*

*Requisites of Qualifications and Experience for*

*Appointment of Academic Staff Members*

1. *Chair professors and distinguished professors shall be appointed from scholars of international authority and international reputation respectively in the related fields, both with the capabilities to contribute to the development of UM in the respective areas.*

- 2. ....
- 1) .....
- 2) .....
- 3. ....
- 1) .....
- 2) .....
- 4. ....
- 1) .....
- 2) .....
- 3) .....

5. ....
- 1) .....
- 2) .....
6. ....
7. ....

*Article 79*

*Remuneration of Academic staff*

1. *The remuneration of chair professors and distinguished professors shall be defined by the University Council in accordance with the global market of academic human resources in tertiary institutions and the practical conditions of Macao.*
2. *The annual remuneration of distinguished professors is subject to the upper limit of the annual remuneration set for the personnel of public administration.*
3. *(formerly Item 2).*

*Article 84*

*Categories*

.....

- 1) *Principal Administrative Officer;*
- 2) *[formerly Sub-item 1)];*
- 3) *[formerly Sub-item 2)];*
- 4) *Principal Administrative Assistant;*
- 5) *[formerly Sub-item 3)];*
- 6) *Administrative Assistant;*

- 7) *Principal Clerk;*
- 8) *Senior Clerk;*
- 9) *Clerk;*
- 10) *Skillful Worker;*
- 11) *Semi-skillful Worker;*
- 12) *Janitor.*

*Article 87*

*Educational Qualifications for Admission*

- 1. ....
- 1) ....
- 2) *Clerk: Senior high school graduate;*
- 3) *Worker and Janitor: Junior high school graduate, or, under special circumstances, one who has completed primary education.*
- 2. ....
- 3. ....
- 4. ....

*Article 91*

*Progression of the Salary Scale*

- 1. ....
- 2. ....
- 3. ....

4. (formerly Item 5).

5. (formerly Item 6).

6. *The Rector shall have the exclusive power to approve the proposals of progression referred to in Item 3.*

*Article 96*

*Secretariat*

1. *The Chair of the University Council, and those holding the positions referred to in Item 1 and Sub-items 1), 4), 6) and 7) of Item 2 of Article 58, may appoint secretary from administrative and general service staff in the categories of principal administrative assistant, senior administrative assistant and administrative assistant.*

2. ....

3. ....

4. ....”

2. Tables 1, 2 and 3 attached to the *Personnel Statute of the University of Macau* as approved by the Chief Executive’s Dispatch No. 112/2006 and amended by the Chief Executive’s Dispatch No. 429/2009 shall be replaced respectively by the Tables 1, 2 and 3 which are attached to this Dispatch as an integral part thereof.

3. Without prejudice to Items 1 and 2 above, the regime stipulated under the *Personnel Statute of the University of Macau* as approved by the Chief Executive’s Dispatch No. 112/2006 and amended by the Chief Executive’s Dispatch No. 429/2009 shall continue to apply to staff employed under such *Statute* until the expiry dates of their employment contracts, without affecting the application of the same regime upon subsequent renewals of their contracts.

4. Within 30 days from the effective date of this Dispatch, the following staff may submit a written application to the Standing Committee of the University Council for its decision, requesting their adoption of the regime of the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch:

1) Typists who were recruited in accordance with the *Personnel Statute of the University of Macau* as approved by the Dispatch No. 30/SAAEJ/99 and amended by the Dispatch of the Secretary for Social Affairs and Culture No. 31/2002, but who have not adopted the regime under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009;

2) Language teachers who were recruited in accordance with the *Academic Personnel Statute of the University of Macau* as approved by the Dispatch No. 30/SAAEJ/99 and amended by the Dispatch of the Secretary for Social Affairs and Culture No. 31/2002, but who have not adopted the regime under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No.112/2006 and amended by the Chief Executive's Dispatch No. 429/2009;

3) Other staff who were recruited in accordance with the *Personnel Statute of the University of Macau* as approved by the Dispatch No. 30/SAAEJ/99 and amended by the Dispatch of the Secretary for Social Affairs and Culture No. 31/2002, but who have not adopted the regime under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No.112/2006 and amended by the Chief Executive's Dispatch No. 429/2009;

4) Administrative clerks who were recruited before the effective date of the *Personnel Statute of the University of Macau* as approved by the Dispatch No. 30/SAAEJ/99 and amended by the Dispatch of the Secretary for Social Affairs and Culture No. 31/2002, but who have not adopted the regime stipulated under the above said *Statute* or the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009;

5) Staff referred to in the above Item.

5. For those staff under Sub-items 1) and 2) of the above Item, if they adopt the regime stipulated under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No.112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch, they shall transit in the following manner:

1) Typists shall transit to the category of Clerk under the attached Table 3 of this Dispatch at the scales corresponding to their previous ones;

2) Language teachers (I) at scale 5 and language teachers (II) at scale 4 shall transit to the category of Senior Instructor under the attached Table 2 of this Dispatch at scales 5 and 8 respectively.

6. For the academic and administrative staff who are referred to in Sub-items 3) and 4) of Item 4, if they adopt the regime stipulated under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No.112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch, their transit shall take place in accordance with Items 8 and 9 respectively after the necessary adaptations and shall take into consideration the categories with the same job duties under the attached Tables 2 and 3 of the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009, and the scales with a corresponding salary index, or in the absence of such correspondence, the scale with the immediate higher salary index in the above said category.

7. For the administrative staff referred to in Sub-items 3) and 4) of Item 4, if they adopt the regime stipulated under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch but cannot transit in accordance with the above Item, they shall transit in the following manner:

1) Administrative clerk, principals (Level 5) and technician assistant specialists (Level 5) shall transit to the category of Principal Clerk under the attached Table 3 of this Dispatch at a scale with 30 salary index points more than their previous ones. In



the absence of such correspondence, they shall transit to the above said category at the closest scale with at least 30 salary index points more than their previous ones;

2) Semi-skillful workers, skillful assistants and skillful workers shall transit to the category of Semi-skillful Worker under the attached Table 3 of this Dispatch at a scale with 30 salary index points more than their previous ones. In the absence of such correspondence, they shall transit to the above said category at the closest scale with at least 30 salary index points more than their previous ones;

3) If the staff referred to in the above Sub-item possess the work experience or technical qualifications needed for the job duties of the category of Skillful Worker under the attached Table 3 of this Dispatch, they can transit to that category at a scale with 30 salary index points more than their previous ones. In the absence of such correspondence, they shall transit to the above said category at the closest scale with at least 30 salary index points more than their previous ones;

4) Workers and janitors shall transit to the category of Janitor under the attached Table 3 of this Dispatch at a scale with 20 salary index points more than their previous ones. In the absence of such correspondence, they shall transit to the above said category at the closest scale with at least 20 salary index points more than their previous ones.

5) Administrative clerks referred to in Sub-item 4) of Item 4 shall transit to the new category of Principal Clerk under the attached Table 3 of this Dispatch at a scale with 15 salary index points more than the salary index points corresponding to their previous basic monthly salaries. In the absence of such correspondence, they shall transit to the above said category at the closest scale with at least 15 salary index points more than those of their previous basic monthly salary.

8. For the academic staff referred to in Sub-item 5) of Item 4, if they adopt the regime stipulated under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch, they shall transit in the following manner:

1) Instructors shall transit to the new category of Instructor under the attached Table 2 of this Dispatch at the following scales:

(1) Scales 1, 2 and 3 to scale 1;

(2) Scales 4 and 5 to 2.

2) Senior instructors shall transit to the new category of Senior Instructor under the attached Table 2 of this Dispatch at the following scales:

(1) Scales 1 and 2 to scale 1;

(2) Scale 3 to 2;

(3) Scale 4 to 3;

(4) Scale 5 to 4;

(5) Scale 6 to 5;

(6) Scale 7 to 6;

(7) Scale 8 to 7;

(8) Scale 9 to 8.

3) Lecturers shall transit to the new category of Lecturer under the attached Table 2 of this Dispatch at the following scales:

(1) Scales 1 and 2 to scale 1;

(2) Scale 3 to 2;

(3) Scale 4 to 3.

4) Assistant professors and associate professors shall transit respectively to the new categories of Assistant Professor and Associate Professor under the attached Table 2 of this Dispatch two scales higher than their previous ones;

5) Professors shall transit to the new category of Professor under the attached Table 2 of this Dispatch one scale higher than their previous ones.

9. For the administrative staff referred to in the Sub-item 5) of Item 4, if they adopt the regime stipulated under the *Personnel Statute of the University of Macau* as

approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch, they shall transit in the following manner:

1) They shall transit to the new categories under the attached Table 3 of this Dispatch in the following manner at scales corresponding to their previous ones:

(1) Workers and helpers (Grade II) shall transit to the new category of Janitor;

(2) Workers and helpers (Grade I) shall transit to the new category of Semi-skillful Worker;

(3) Clerks (Grade I) and secretaries to the new category of Clerk;

(4) Administrative assistants (Grade I) to the new category of Administrative Assistant;

(5) Senior administrative assistants, administrative officers and senior administrative officers to the new categories of Senior Administrative Assistant, Administrative Officer and Senior Administrative Officer respectively.

2) Workers and helpers (Grade I) can transit to the category of Skillful Worker under the attached Table 3 of this Dispatch if they possess the technical qualifications needed or meet the requirements of the respective job duties. In that case, they shall transit to a scale with a salary index corresponding to what they would receive if they were to transit to the category of Semi-skillful Worker in the manner as stipulated in the Sub-item above;

3) Senior clerks and senior secretaries shall transit to the new category of Senior Clerk under the attached Table 3 of this Dispatch at the following scales:

(1) Scales 1, 2 and 3 to scale 1;

(2) Scales 4, 5, 6, 7, 8, 9 and 10 to scales 2, 3, 4, 5, 6, 7 and 8 respectively.

4) Clerks (Grade II) shall transit to scale 1 of the new category of Clerk under the attached Table 3 of this Dispatch.

5) Administrative assistants (Grade II) shall transit to scale 1 of the new category of Administrative Assistant under the attached Table 3 of this Dispatch.

10. If the category that administrative staff transit to requires a higher qualification that they have not yet achieved on the effective date of this Dispatch, and the said category entails an increase of the entry indices by virtue of its new salary structure, the staff concerned may apply for the transit provided that they have served in their previous category for 5 years with their performance graded 'Satisfactory' or above during the said period of service.

11. For the purposes of progression of scales and promotion of categories, the length of service provided under the original category and scale shall be counted as service period under the corresponding category after the transit.

12. For the holders of the principal positions of the academic support units, the administrative units, the sub-units of academic support units and the sub-units of administrative units referred to in Sub-item 5) of Item 4, if they adopt the regime stipulated under the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 and this Dispatch, they shall receive the salary indices as stipulated by the attached Table 1 of this Dispatch. The adjustment of salary indices of the staff concerned shall be retroactive to 1<sup>st</sup> September, 2009.

13. If the application referred to in Items 4 and 10 is made within 30 days from the effective date of this Dispatch, the adjustment of salary indices as caused by this Dispatch shall be retroactive to 1<sup>st</sup> September, 2009. Except for the salary indices adjustment for those positions referred to in the above Item, the adjustment shall only apply to the basic monthly remuneration. Staff have the right to collect a lump sum of money which is equivalent to the differences in salary indices of the categories and scales before and after the transit.

14. Item 4 of Article 91 of the *Personnel Statute of the University of Macau* as approved by the Chief Executive's Dispatch No. 112/2006 and amended by the Chief Executive's Dispatch No. 429/2009 shall be revoked.

15. This Dispatch shall come into effect from the next day of its promulgation.

25<sup>th</sup> April, 2012

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Chui Sai On  
Chief Executive

## Appendix

**Table 1**

Position	Salary Index
Directors of Academic Support Units	850
Directors of Administrative Units	850
Heads of Sub-units of Academic Support Units	770
Heads of Sub-units of Administrative Units	770

**Table 2**

Category	Salary Index								
	Scale								
	1	2	3	4	5	6	7	8	9
Professor	950	975	1000	1025	1050	1075	1100		
Associate Professor	800	825	850	875	900	925	950	975	1000
Assistant Professor	650	675	700	725	750	775	800	825	850
Lecturer	465	490	515	540	565	590	615	640	665
Senior Instructor	465	490	515	540	565	590	615	640	665
Instructor	425	450	475	500	525	550			

**Table 3**

Category	Salary Index														
	Scale														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Principal Administrative Officer	695	715	735												
Senior Administrative Officer	570	590	610	630	650	670	690								
Administrative Officer	440	460	480	500	520	540	560								
Principal Administrative Assistant	470	485	500	515	530	545	560								
Senior Administrative Assistant	370	385	400	415	430	445	460								
Administrative Assistant	270	285	300	315	330	345	360								
Principal Clerk	340	350	360	370	380	390	400	410							
Senior Clerk	260	270	280	290	300	310	320	330							
Clerk	200	210	220	230	240	250									
Skillful Worker	160	170	180	190	200	210	220	230	240	250	260	270	280	290	300
Semi-skillful Worker	130	140	150	160	170	180	190	200	210	220	230	240			
Janitor	100	110	120	130	140	150	160	170	180	190	200	210			