

THE EDUCATION UNIVERSITY OF HONG KONG

Human Resources Office Circular No. 4/2026

Performance-based Reward System 2026

Background

This circular sets out the details of the Performance-based Reward System (PBRs) 2026 and the related implementation arrangements.

Components and Coverage

2. The PBRs 2026 applies to staff members appointed on regular terms and Research Support Staff, subject to the eligibility criteria of the individual components, unless otherwise specified in respective staff members' Letter of Appointment. The arrangements for PBRs 2026 are as follows:

Component A – General Pay Adjustment

- (i) It is an annual pay adjustment aligned with the Civil Service pay adjustment. Pursuant to the Civil Service Pay Adjustment approved by the Chief Executive-in-Council, the pay for civil servants in the upper, middle and lower salary bands, as well as the directorate will be increased by 2% across the board for 2026/27.
- (ii) All eligible staff who joined the University before 1 July 2026 and attained a “Satisfactory” or above performance rating will receive a 2% increase under Component A to their basic monthly salaries as of 30 June 2026.
- (iii) For administrative staff at Band C whose salaries, before pay adjustment, are above the dollar value of MPS 33 (\$81,510) as of 30 June 2026, if their salaries would fall below MPS 33 after applying the pay adjustment percentage, their salaries will normally be adjusted automatically to the nearest \$100 above the dollar value of MPS 33, unless their performance rating is below the required level. Where applicable, the maximum of the Band C salary range will be capped at the nearest \$100 below the dollar value of MPS 34 (\$83,975) as of 1 April 2026.

Component B – Merit-based Pay Adjustment

- (iv) Eligible staff members who attain a “Good” or “Outstanding” performance rating will receive Component B under the existing PBRs framework, provided that they have been in full-time service for more than six months as of 30 June 2026. Staff members whose salaries have been adjusted during the period from 1 January 2026 to 1 July 2026 due to various reasons including but not limited to promotion, special pay review, will not be eligible for Component B in 2026.
- (v) For staff with salaries near the maximums of their current salary ranges, adjustment of

Component B will be capped at the maximums of their new salary ranges. Staff whose salaries are already at or above the maximum of their current salary ranges will not be entitled to Component B.

(vi) Details of Component B under PBRs 2026:

Recipients' monthly salary as of 30 June 2026	Increase* to the basic monthly salary
≤ \$38,000 <i>(i.e., ≤ Max. of Band E)</i>	2.125%
> \$38,000 to ≤ \$56,700 <i>(i.e., > Max. of Band E to ≤ Max. of Band D)</i>	1.7%
> \$56,700 <i>(i.e., > Max. of Band D)</i>	1.275%

[*85% of the pre-defined increase rate under Component B]

Component C – Special Merit Award

(vii) A one-off payment of \$6,000 will be provided to eligible staff members whose performance is rated as “Outstanding”. Staff with six months’ service or less as of 1 July 2026, or staff whose salaries have been adjusted during the period from 1 January 2026 to 30 June 2026, will not be eligible for Component C.

Special Component C (SCC) – Discretionary Incentive for Top Performers

(viii) SCC represents the highest level of recognition under PBRs 2026, aiming to recognise and reward staff members appointed on regular terms whose performance is not only rated “Outstanding” for 2025/26, but who have also demonstrated exceptional contributions supported by strong evidence of outstanding performance. The provisions are as follows:

- the top 10% of staff members rated as “Outstanding” may receive an incentive equivalent to one month’s basic monthly salary; and
- the next 5% of staff members rated as “Outstanding” may receive an incentive equivalent to half a month’s basic monthly salary.

(ix) Heads of Department / Office and Line Managers will nominate SCC recipients based on the designated notional quota* for their respective Departments / Offices, with full justifications. Staff contributions will be recognised irrespective of position or job band, and nominees will therefore be considered across all salary bands. Guidelines and eligibility criteria will be provided to assist Heads of Department / Office in compiling the SCC shortlist and to ensure consistency, fairness and alignment with the objectives of the PBRs.

(*the notional quota is determined with reference to the number of regular staff in each salary band within the respective Department/Office as of 30 June 2026)

- (x) A University-level Review Committee, chaired by the President and comprising Vice Presidents, Assistant Vice President (Institutional Effectiveness) cum Director of Finance, Assistant Vice President (Talent and Culture) cum Director of Human Resources, and two Appointed Senior Staff Members, will review the nominations and finalise the recipients.
- (xi) The Human Resources Office will facilitate the nomination process. A list of eligible nominees will be distributed to Heads of Department / Office and Line Managers for review and nominations in due course.
- (xii) To avoid overlapping rewards, SCC recipients will not be entitled to Component C.

Payment and Disbursement Arrangement of Components A, B, C and SCC

- 3. The adjusted monthly salaries after incorporating Components A and B, where applicable, will take retrospective effect from 1 July 2026 and shall be paid to staff members in the September 2026 payroll the earliest.
- 4. Eligible staff members receiving Component C will receive the one-off award of \$6,000 in the October 2026 payroll.
- 5. SCC will be paid to recipients in two instalments, in the payrolls of October 2026 and June 2027 respectively. The two instalments shall normally be of equal amount. In all cases, the first instalment shall in any event be no less than \$6,000.

Other Implementation Details

- 6. Eligible staff members who remain in active service with the University on or after 1 July 2026 but leave before the implementation of PBRs 2026 will be provided back-pay of Components A and B as well as Component C, where applicable.
- 7. Entitlement to SCC shall cease upon change in a recipient's employment status, including but not limited to resignation, change of appointment terms to part-time or fractional appointment, or termination of service by the University, where applicable. No pro-rated payment of SCC will be made if such change occurs between the first and second instalments. In such circumstances, any unpaid instalment will be forfeited.

Staff Eligibility for Housing Benefits

- 8. The dollar value of MPS 34 (\$83,975)[#] in accordance with the 2026/27 Civil Service Pay Adjustment approved by the Chief Executive-in-Council will be used as the dividing line for determining staff eligibility for housing benefits. Likewise, the dollar values[#] of relevant MPS points will also be used for determining the entitlement to higher rates of allowances along the scale of the rate tables of Home Financing Allowance and Private Tenancy Allowance, whenever applicable.

(# as stated in the Master Pay Scale effective 1 April 2026 at the Civil Service Bureau's website)

Staff appointed on Non-regular Terms

9. Salaries of staff appointed on full-time non-regular terms, if applicable, will be adjusted at the same rates of Component A with retrospective effect from 1 July 2026.

Staff Excluded from the PBRs

10. Staff members whose remunerations have not been delinked will continue to be remunerated under the Directorate Pay Scale of the Civil Service with the annual pay adjustment pegged to the Civil Service.

Salary Structure for 2026/27

11. The University will continue to adopt the annual pay adjustment rate(s) of the Civil Service Pay Adjustment for the annual adjustment of the salary structure (i.e., the minimums and maximums of salary bands) for Academic Staff, Teaching Staff, Administrative & Support Staff and Research Support Staff, effective from 1 July 2026.

12. In addition, the hourly pay rates for part-time staff will be adjusted in accordance with the revised relevant salaries of Academic Staff, Teaching Staff, Administrative & Support Staff and Research Support Staff.

13. The revised salary structure for Academic Staff, Teaching Staff, Administrative & Support Staff and Research Support Staff as well as the revised hourly pay rates for part-time staff are at Appendices I and II.

“Pay Adjustment Calculator”

14. As in previous years, a “Pay Adjustment Calculator” will be set up and posted on the Intranet shortly to provide quick reference information for PBRs 2026. A further announcement will be made once the calculator is ready for use.

Enquiries

15. Should you have any questions regarding the PBRs 2026, please contact your respective [HR Account Managers](#).

Human Resources Office

3 July 2026

The Education University of Hong Kong

Salary Structure for Academic Staff, Teaching Staff,
Administrative & Support Staff and Research Support Staff
(with effect from 1 July 2026)

Post Type	Post / Band	Salary Range (HK\$)	
		Min	Max
Academic	Chair Professor	169,410#	#
	Professor	118,600	177,700
	Associate Professor	96,000	143,600
	Assistant Professor	79,700	114,100
	Research Assistant Professor	55,900	81,300
Teaching	Principal Lecturer	96,000	143,600
	Senior Lecturer I	82,900	104,700
	Senior Lecturer II	68,100	100,300
	Lecturer I	49,600	76,700
	Lecturer II	36,800	53,100
Administrative & Support	A1	156,700	203,400
	A2	118,400	177,200
	B1	85,600	136,500
	B2	66,600	107,900
	C	49,400	83,300
	D	32,700	57,900
	E	21,900	38,800
	F	17,200	24,800
Research Support	Post-doctoral Fellow	37,700	58,500
	Senior Research Assistant	29,700	45,800
	Research Assistant I	21,900	31,300
	Research Assistant II	14,600	22,700

The salary for Chair Professor would be negotiated individually with the President of the University having regard to his/her expertise, experience and internal relativity, etc.

July 2026

The Education University of Hong Kong
Hourly Pay Rates for Part-time Staff
(with effect from 1 July 2026)

Staff Post	Hourly Rate as at 1 Jul 2024	New Hourly Rate wef 1 Jul 2026 *
	(HK\$)	(HK\$)
Guest Lecturer (for sub-degree courses)	790	810
	865	880
	935	955
Guest Lecturer (for degree courses)	950	970
	1,070	1,090
	1,190	1,210
Guest Lecturer (for programmes which require both academic and professional services)	1,190	1,210
	1,710	1,745
	2,115	2,155
Instructor	585	595
	665	675
	740	760
Coach	585	595
	665	675
	740	760
Executive Assistant	130	130
	155	155
	180	180
Clerk	100	105
	110	115
	125	125
Senior Research Assistant	175	180
	200	200
	220	225
Research Assistant I	130	130
	140	145
	155	160
Research Assistant II	85	90
	100	100
	110	110
Student Helper	74	75

* This set of revised pay rates will be applied when making new employment offers as far as possible, and flexibility is given to those projects with insufficient funding to pay the current pay rates instead, i.e.,

(a) The hourly pay rates of existing staff will remain unchanged until the expiry of their current contracts. However, HoDs / Project Holders with sufficient funding may implement the new hourly pay rates (where the new rate is higher than the current rate) for existing staff during the contract period on or after 1 July 2026. HoDs / Project Holders wishing to implement the revised hourly pay rates during the contract period should contact their respective [HR Account Managers](#) for advice on the necessary arrangements.

(b) HoDs / Project Holders with budgets already been approved before 1 July 2026 may pay newly appointed or re-appointed part-time staff at the current rates due to insufficient funding.

(c) The above arrangements do not apply to those projects funded by external parties which have a funding restriction on staff costs.

All Student Helpers will be paid at the new hourly rate with effect from 1 July 2026. Additional funding for the pay increase will be absorbed by the respective budget. Shall there be any shortfall, the additional funding will be supplemented by central funding if supported with justifications and evidences.