

HONG KONG BAPTIST UNIVERSITY
Personnel Office
Memorandum

To :	Deans of Faculties/Schools, Heads of Departments/Offices and Directors of Centres/Institutes/Units	Date:	14 July 2016
From :	Janice Lee (Mrs.) Director of Personnel	Ref. :	DP/P16/G14/23(M)

Personnel Office Circular No. 7/2016
Reward and Recognition Scheme for Non-teaching Staff

The Staff Affairs Committee has, at a recent meeting, revised the Guidelines on Reward and Recognition Scheme for Non-teaching Staff.

2. Since its trial run in 2012-13 and full implementation in 2014-15, the Reward and Recognition Scheme for Non-teaching Staff has been giving out each time up to three awards for recognising outstanding individuals and three awards for exceptional teams who have striven to make significant contributions /and commendable service in their work areas beyond their normal scope of duties. In response to staff feedback to enhance opportunities for recognising the good work of frontline and middle-level non-teaching staff, a survey and focus group discussions were conducted in 2015-16 to explore the possibility of introducing an additional award especially for these staff categories. The selection criteria for the awards were also reviewed. A new category of award, i.e. Exemplary Service Award, will be included in the Scheme from 2016-17.

3. To streamline the organization of award ceremonies, the date for recognising award-winning staff and teams will be advanced to late March 2017, when similar university-wide awards will be presented. As a result, the application/nomination start date and closing date will be brought forward to
1 August 2016 (*applications/nominations open*) and
28 October 2016 (*applications/nominations close*).

4. In order to enable interested staff to understand more about the Scheme, the new award, as well as the new application/nomination time schedule, two information sessions will be held.

Dates: 24 August 2016 and
6 October 2016

Time: 1:00 to 2:00 p.m. (light lunch will be served from 12:40 p.m.)

Venue: iCafé Activities Room (WLB301), Level 3, Shaw Campus

We shall invite online registration for the first session soon.

5. [The revised set of Guidelines](#) is attached for your reference. Colleagues are invited to take note of the forthcoming announcement for applications/nominations on [the webpage for the Scheme](#).

Thank you for your attention and support.

Janice Lee

c.c. President, Vice-Presidents and Associate Vice-Presidents
All staff via e-announcement