

The HKUST Staff Association Welfare Fund

香港科技大學教職員協會 福利基金



I. Purpose 目的

The main purposes of the HKUST Staff Association (SA) Fund (the "Fund") are:

香港科技大學教職員協會(下稱“教職員會”)設立教職員福利基金(下稱“福利基金”)之主要目的為：

(1) to offer due recognition and appreciation to SA members who have made substantial contributions to the SA or the University, and

對為教職員會或大學作出貢獻的會員予以適切的嘉許及表揚；及

(2) to show SA's care to eligible members and their families by way of granting financial assistance in times of need and difficulty.

為有需要的合資格會員提供經濟援助，表達教職員會對會員及其家屬之關懷。

II. Scope 範疇

The principal and income generated from the Fund will be used to provide the following awards, benefits, or assistance to eligible SA members:

基金本金和有關收入將用於為合符資格的會員提供以下獎勵、福利、或經濟援助：

Category A: Recognition, Appreciation and Care

A 項「嘉許、表揚及關懷」

- In the form of certificate of appreciation or souvenir plaque to be given to serving, retiring or departing members who have attained widely recognized and commendable achievements, or who have made significant contributions to the SA, the University, or the staff community; or
頒發嘉許狀或獎牌予曾為教職員會、大學或大學同工作重大貢獻，又或有備受讚許成就的現職、行將退休或剛離職之會員；或
- In the form of moral support (e.g. get-well card, fruit basket, or flower wreath) extended to SA members or their close family members who have been hospitalized, suffering from serious illness, or have passed away.
致送慰問卡、水果籃或吊唁花圈等，給予住院、重病，或身故的會員或其家屬精神上支持。

Category B: Financial Assistance

B 項「經濟援助」

- In the form of financial assistance to eligible members or their close family members in times of distress resulted from serious or tragic incidents.
經濟援助因嚴重或不幸事故而受困擾的合資格會員或其家屬。

III. Eligibility 申領資格

- All members are eligible for receiving recognition; appreciation and care (Category A).
所有會員皆符合(A 項)「嘉許、表揚及關懷」的申領資格。
- Any full time HKUST employee who has been a SA member for more than one year (including those retired within one year) is eligible for receiving financial assistance stated (Category B).
凡科大全職員工，加入本會不少於一年或本會會員剛退休不超過一年，皆符合 B 項「經濟援助」的申領資格。

IV. Fund Size and Working Capital 基金規模及調度

- With the initial amount of HK\$30,000 donated by Prof YS Wong (ex-VPAB), the SA Executive Committee has resolved to transfer a sum of \$150,000 from the SA General Reserve to top-up the Fund to \$180,000. This full amount will be pooled into the University's General Investment Fund to earn a stable income of no less than HK\$6,000 per year (based on the University's guaranteed interest rate of 3.5% p.a. as of 2014).
基金由前副校長黃玉山教授捐贈港幣三萬元開立，另加本會撥款十五萬元，總資本合共港幣十八萬元。總本金會依循大學投資政策作投資，預計每年利息將不少於港幣六千元(以 2014 年大學投資政策之保證投資回報率每年 3.5% 估算)。
- It is expected that the current fund size or working capital will grow gradually according to the following possible scenarios:
預期基金規模或流動資金會按以下情況逐漸累積：
 - (1) Bonus investment return in any high yield year; or
高投資回報年度之額外收益；或
 - (2) Receipt of additional donations from SA members or friends of SA; or
獲得本會會員或友好的額外捐款；或
 - (3) Additional fund transferred from the SA General Reserve (amount to be decided by the SA Executive Committee upon periodical review).
從本會結算的盈餘儲備中調撥注資(金額將由執行委員會按需要商討決定)。

V. Administrative Guidelines and Procedure 行政指引及程序

1. A "Welfare Fund Case Review Panel" (the "Review Panel") composed of the SA Chairman, the Vice Chairman (Internal), the Treasurer, and 2 members from the Executive Committee will be formed.
成立「福利基金審批組」(下稱「審批組」)，成員包括本會主席、內務副主席、司庫，及兩位執委。
2. Serving members of the SA Executive Committee may make nomination in writing to the SA Chairman or Vice Chairman (Internal) for initial consideration. Full members or their family members may also apply. Once the case is considered appropriate, it will be presented to and reviewed by the Review Panel.
現任執委會成員可以書面方式提交個案予本會主席或內務副主席作初步考慮。合資格會員或他們的直系親屬亦可申請。合適個案將轉交審批組處理及審批。

2.1 For Category A "Recognition, Appreciation and Care" cases, the Review Panel could make decision based on the criteria of the Fund and quality of the candidates.

有關 A 項「嘉許、表揚及關懷」的個案，審批組可就基金準則及申請人素質作出決定。

2.2 In circumstances of special financial hardship, any eligible member or family members, (including but not limited to parents, widow or children) of a seriously ill or deceased member may make it known as Category B case to any SA Executive Committee member with brief information on such circumstances. The Review Panel after ascertaining the financial situation and background of the case shall make appropriate recommendation (according to Point 3 below), to and seek approval from the SA Executive Committee. If necessary, the party concerned may be invited to a meeting for discussion with the Review Panel.

如重病的合資格會員或身故的合資格會員家屬（包括而不限於父母、配偶及子女），遇上特殊財政困難，可知會任何本會執委會成員有關其狀況，並提交有關狀況的簡單資料作有關 B 項個案的申請。審批組將確定其財政狀況及背景，根據下列第 3 項所訂之經濟援助等級向執委會提交建議作最終批核。如有需要，個案當事人將被邀與審批組面談。

3. Financial Assistance may be grouped into two levels:

經濟援助分為兩級：

(1) Level 1 (\$5,000 and under): serious illness, serious accident, deceased; or

第一級（不超過 \$ 5,000）：嚴重疾病、嚴重意外或身故；或

(2) Level 2 (\$5,001 to \$10,000): Loss of working ability owing to serious illness, serious accident or death, and triggering severe financial hardship

第二級（\$ 5,001 至 \$ 10,000）：因患嚴重疾病或嚴重意外而失去工作能力或身故，導致家庭經濟陷入困境。

VI. **Responsible & Implementation Officers** 負責及執行人員

1. The SA Vice Chairman (Internal) is responsible for the promulgation, implementation, and recommendation of suitable changes to the procedural guidelines in accordance with the objectives and scope outlined above.

本會內務副主席負責根據以上目標及範疇發佈、執行、及建議修改有關程序及指引。

2. The SA Chairman, with the help of the Treasurer, is ultimately responsible for the development and monitoring of the fairness and compliance of the Fund administration, with particular focus on the investment return and sustainability of the Fund's operations.

本會主席在司庫協助下為發展及監督基金運作之公平及合法性負最終之責任，尤其在投資回報及基金運作的可持續性方面。

3. The SA Chairman, Vice-Chairman (Internal) and the Treasurer will be the Co-Budget Controllers of the Fund.

本會主席、內務副主席及司庫將為基金之共同財政監理人。



The HKUST Staff Association Welfare Fund

香港科技大學教職員協會福利基金資助申請表

Financial Assistance Request Form

Section A: Personal Particulars 甲部: 個人資料

Name of HKUST Staff Concerned 科大有關員工姓名: _____

Department 部門/ post 職位: _____

HKUST Staff Number (if known) 職員編號 (如果知道) _____

Is the Staff Concerned an HKUST Staff Association (SA) Current Member? 相關員工現時是否本會會員?

No 否

Yes 是 → Since _____ (Month) _____ (Year) 入會日期: _____ 年 _____ 月

Section B: Nature of the Incident 乙部: 事故性質

(Please tick one of the boxes 請選擇一項)

Illness 疾病

Accident 意外

Deceased 身歿

Others 其他

Brief information about the Incident which triggers the financial hardship 請簡述引發經濟困難的事故:

Section C: Consent and Undertaking 丙部: 同意及承諾書

I hereby give my consent to the SA Executive Member(s) who has been duly authorized to handle and review my request. I also agree to be contacted by such authorized person(s) in order to get the needed information for processing my request.

本人特此同意教職員協會授權之執行委員處理和審閱我的申請，我也願意有關人士聯絡我提供進一步資料。

Undertaker's Name 承諾人姓名: _____ Signature 簽名: _____

Contact Tel 電話: _____ Email 電郵: _____ Date 日期: _____

All personal data in this form will be kept confidential and used only for processing this application.

上述一切個人資料均會保密，只用作處理此申請之用。

Please return the form to HKUST Staff Association via internal mail / email to <staff@ust.hk>

請把申請表交回香港科技大學教職員協會，或電郵至 <staff@ust.hk>