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Guidelines for Outside Practice and Extra Earnings

1. Purpose

These Guidelines aim to supplement the internal rules governing the outside practice and extra earnings of all UM staff and to provide directions for practical operations.

2. Definitions

In these Guidelines:

- 1) **Outside Practice** means all kinds of paid work beyond a staff member's normal job scope at UM, including **UM Projects or Activities** and **Self-initiated Outside Practice**;
- 2) **UM Projects or Activities** mean tasks organized, arranged or contracted by the University, such as those under agreement or contract between UM and other institutions, and extra lecturing hours arranged by UM;
- 3) **Self-initiated Outside Practice** means tasks self-initiated and arranged by a staff member, normally including:
 - a) General educational work outside the University, usually on a scheduled/time-tabled basis, such as teaching or training activities for other institutions, workshops, seminars, broadcasting, television talks and journalistic activities;
 - b) Professional service, such as counseling, proposal writing, programmes designing, filming, seminar series, as well as activities for the commercialization of research/creative endeavors such as computer software, product design, laboratory tests and services;
 - c) Consultancy work or contracted research projects under agreement between staff members and external parties;
 - d) Other approved outside activities.
- 4) **Basic Remuneration** means the remuneration corresponding to the salary index conferred on a staff member according to Article 26 of the Personnel Statute of UM.
- 5) **Basic Annual Remuneration** means the 12-month basic remuneration plus the holiday subsidy and the Christmas subsidy per academic year.



澳門大學

UNIVERSIDADE DE MACAU

- 6) ***Extra Earnings*** mean all incomes other than the basic remuneration, including ***extra earnings from providing public service*** or from conducting outside practice; but the following benefit-related payments, allowances or subsidies are excluded:
- Seniority premium;
 - Housing subsidy;
 - Family subsidy;
 - Marriage subsidy;
 - Birth subsidy;
 - Furniture subsidy;
 - Baggage subsidy;
 - Passage subsidy;
 - Shift subsidy;
 - Subsidy for training course;
 - Official trip allowance;
 - Attendance fee;
 - Entertainment fee;
 - Other benefit-related payments.

The extra earnings will be calculated within an academic and calendar year. If the outside practice extends to the following academic year or the following calendar year, the extra earnings arising will be calculated on pro-rata basis.

- 7) ***Extra earnings from providing public service*** mean incomes earned by providing service to UM or to the Macao SAR Government, namely:
- a) Compensation for overtime work for the University;
 - b) Ex-gratia payment by the University;
 - c) Subsidies for undertaking additional duties for the University, such as:
 - Subsidy for principle officers;
 - Subsidy for coordination of academic activities;
 - Functional head subsidy;
 - Secretary subsidy;
 - Supplementary salary;
 - Substitution subsidy, etc.
 - d) Earnings arising from providing services to the Government Departments of the Macao SAR or the earnings which are regarded to be paid with public money.



澳門大學

UNIVERSIDADE DE MACAU

3. Eligibility

All full-time staff members who are Macao residents (permanent or non-permanent) may engage in the outside practice after obtaining approval from the University.

It is illegal for non-Macao residents (i.e., work permit holders) to conduct outside practice, *except* for UM Projects or Activities or for entities outside the Macao SAR. In either case, an approval from the University is necessary. Please refer to the following websites for relevant administrative regulations decreed by the Government:

Chinese Version: http://bo.io.gov.mo/bo/i/2004/24/regadm17_cn.asp

Portuguese Version: <http://bo.io.gov.mo/bo/i/2004/24/regadm17.asp#17>

4. Principles

Application and approval of outside practice shall uphold the following principles:

The outside practice conducted by a staff member shall

- 1) contribute to the professional development of the staff member concerned, or the expertise is in high demand and scarce in the community; and
- 2) imply no conflict with the normal duties of the staff member at the University; and
- 3) involve reasonable use of time and amount of extra earnings;
- 4) comply with relevant laws and regulations of the Macao SAR Government and of the University.

5. Upper Limits

A staff member shall not engage in excessive outside practice in order not to undermine his/her normal duties and performance. The limit of time and the limit of extra earnings for outside practice are as follows.

5.1. Upper Limit of Time

Staff members shall not carry out any outside practice during office hours or in the office unless it is arranged or approved by the University. Under normal circumstances, the maximum number of hours permitted for outside practice shall not exceed any of the following limits:

- 1) 10 hours per week during non-academic recess period;



澳門大學

UNIVERSIDADE DE MACAU

- 2) 20 hours per week during academic recess period;
- 3) 120 hours per academic year for teaching activities.

5.2. Upper Limit of Extra Earnings

The extra earnings shall not exceed either of the following two limits:

- 1) The *total sum* of extra earnings shall not exceed 1/3 of the basic annual remuneration of the staff member concerned per academic year; or
- 2) The sum of the extra earnings *from providing public service* and the *basic annual remuneration* shall not exceed 125% of the income corresponding to the highest index point in the Macao SAR Government's salary table per calendar year.

5.3. Special Cases

- 1) Under special and justified circumstances, outside practice exceeding the upper limit of time shall be recommended by the head of the unit concerned (usually the Dean or the Director, similarly hereinafter) and approved by the Rector or his/her delegate(s).
- 2) In general, if the amount of extra earnings has exceeded 1/3 of the basic annual remuneration, the staff member concerned shall not be allowed to engage in more paid outside practice within the same academic year; if such outside practice has started, he/she may continue that outside practice but will not be allowed to receive extra earnings arising from it. Under special and justified circumstances, outside practice exceeding 1/3 of the basic annual remuneration may be approved by the Finance Management Committee.

6. Deduction of Extra Earnings

All gross extra earnings arising from outside practice are subject to a deduction of 10% by the University, except for the following situations:

- 1) UM Projects or Activities;
- 2) The accumulated amount of extra earnings from Self-initiated Outside Practice is within 5% of the basic annual remuneration of the staff member concerned;
- 3) Extra earnings for undertaking extra duties for the University as defined in Sub-item a) to c) of Item 7) in "2. Definition" in these Guidelines;
- 4) Other special situations as approved by the Finance Management Committee.



澳門大學

UNIVERSIDADE DE MACAU

If the extra earnings are paid to the staff member through the University, the Finance Office will make the corresponding deduction (including the deduction of 10% and tax payment) before the staff member receives the net amount. If the extra earnings are paid directly to the staff member, he/she shall return the deduction of 10% to the University upon receipt of the extra earnings and is liable to pay the tax by himself/herself.

For more information on “professional tax” in Macao, please visit the below website of the Government Financial Services Bureau (DSF):

http://www.dsf.gov.mo/Impostos/E_impostos_fs.htm

7. Application and Approval Procedures

An application for outside Practice shall normally be submitted at least 1 month beforehand.

7.1. UM Projects or Activities

7.1.1. Proposal Prepared by the Faculty/Centre/Unit

The Faculty/Centre/Unit shall prepare a proposal to seek approval from the Rector or his/her delegate(s) with the following information:

- 1) A detailed description of the project or activity;
- 2) The information of each staff member involved:
 - a) Extra earnings from the project or activity;
 - b) Number of work hours needed;
 - c) The accumulated hours and the accumulated extra earnings of the staff member in previous outside practice;
- 3) Estimated budget breakdown, including:
 - a) The charge of the University management overhead set by the University;
 - b) Rental of the University’s venues, equipment or other facilities for the project according to the rates established by UM;
 - c) Expenditure for goods and services for the execution of the project. The acquisition of these goods and services shall follow the procurement procedures adopted by UM;
 - d) Extra earnings payable to the staff members involved;



澳門大學

UNIVERSIDADE DE MACAU

- e) Payment to other entities;
- f) Any other expenses.

7.2. Self-Initiated Outside Practice

7.2.1. Documents and Information Submitted by the Applicant

Documents and information submitted by the applicant to his/her superior(s) (usually the head of department or sub-unit head, similarly hereinafter) and the head of the unit concerned shall include the following:

- 1) Application form of outside practice, which includes the description of the job such as its nature, contents, estimated duration, expected date of the receipt of payment, and the accumulated amount of extra earnings within the respective academic and calendar year;
- 2) Reason(s) for engaging in such outside practice including how the work will contribute to the staff member's teaching, research or service;
- 3) A signed statement indicating that the outside practice will not affect the applicant's normal duties and performance at the University;
- 4) Any other supporting documents such as invitation/notification letter or agreement.

7.2.2. Application and Approval Procedures

Applications endorsed by the head of the unit concerned shall include the following documents and information (if applicable):

- 1) Endorsement by the applicant's immediate superior(s),
- 2) Confirmation by the head of the unit concerned regarding the accumulated extra earnings of the applicant, the budget allocation for the outside practice and the breakdown of the costs incurred;
- 3) Information from the Finance Office regarding the extra earnings of the applicant;
- 4) Other documents and information submitted by the applicant.

The endorsed application and proposal shall be submitted to the Administration and Human Resources Office for comment, who shall then forward to the Rector or his/her delegate(s) for final approval.

7.3. Notification

The Faculty/Centre/Unit or the Administration and Human Resources Office shall



澳門大學

UNIVERSIDADE DE MACAU

inform the related parties of the final approval from the Rector or his/her delegate(s). In general, for UM Projects or Activities, the applicant shall prepare a letter to inform all parties concerned; for Self-initiated Outside Practice, the Administration and Human Resources Office shall prepare the letter.

7.4. Exemption of Prior Approval

For the sake of administrative efficiency, prior approval is exempted where the outside practice is carried out on an *ad hoc* basis and the accumulated extra earnings arising do not exceed 5% of the basic annual remuneration of the staff member concerned. However, the staff member concerned shall keep a record of the extra earnings from all kinds of outside practice, including those not requiring prior approval.

8. Other Provisions

- 1) If the approved outside practice is terminated or completed before the proposed ending date, the staff member shall report to his/her superior(s) and the head of the unit concerned, who shall inform the involved parties accordingly.
- 2) The University reserves the right to terminate an approved outside practice in case of any violation to the University's policy or rules.
- 3) A staff member authorized to engage in Self-initiated Outside Practice shall bear all liabilities, losses, claims or proceedings that may arise from such activity.