



Support Kit

**for Employees
with Disabilities**

Productivity Assessment for Employees with Disabilities

under the Statutory Minimum Wage Regime



Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Support Kit:

Invoking Assessment (Guide for Employees with Disabilities)



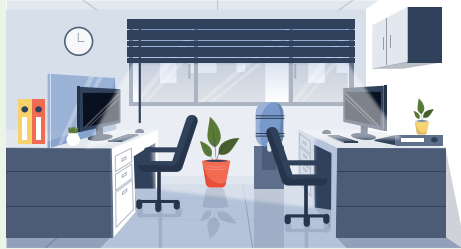
In accordance with the Minimum Wage Ordinance (MWO) (Cap. 608 of the Laws of Hong Kong), employees with disabilities are entitled to the same protection of the Statutory Minimum Wage (SMW) as able-bodied employees. Therefore, employees with disabilities are also entitled to wages at not lower than the SMW rate.

A special arrangement is also provided under MWO so that employees with disabilities can opt for a productivity assessment by approved assessors at their choice.

The purpose of the productivity assessment is to assess whether or not the productivity of the employees with disabilities in performing the work required under the contract of employment is affected by their disability, so as to determine whether they should be remunerated at not lower than the SMW rate or at a rate commensurate with their productivity.

This support kit provides employees with disabilities who decided to invoke productivity assessment with reference materials so as to help them grasp the details and arrangement and get prepared for the assessment, thereby ensuring the smooth completion of assessment.





Employees with disabilities can obtain detailed information on the productivity assessment through the following channels:

- refer to the “Concise Guide to Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime” published by the Labour Department (LD)
- browse LD’s homepage (www.labour.gov.hk)
- call the 24-hour enquiry hotline at 2717 1771 (handled by “1823”)
- contact LD by fax (3101 4705) or email (enquiry@labour.gov.hk)
- make enquiry in person to Offices of the Labour Relations Division of LD

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Invoking Assessment
(Guide for Employees with Disabilities)

Flow chart of the productivity assessment for employees with disabilities

The employee with disabilities must hold a valid “Registration Card for People with Disabilities” issued by the Central Registry for Rehabilitation of the Labour and Welfare Bureau when invoking the assessment. Details are at pages 1-5 and 1-6.

The employee with disabilities may, **before commencing employment**, agree with the employer to arrange a trial period of employment of not more than 4 weeks to adapt to and settle into the work before undergoing assessment. According to MWO, the wage level during the trial period of employment as agreed between the employee with disabilities and the employer should not be lower than 50% of the SMW rate.

The employee with disabilities contacts the approved assessor to be selected from the “Register of Approved Assessors” of the Labour Department to conduct the assessment.

Note 1

The approved assessor conducts the assessment in the actual workplace and work settings of the employee with disabilities, collects detailed information on the work and selects appropriate factors to be considered and suitable methods of assessment.

Note 2

The approved assessor explains the assessment result and issues the “Certificate of Assessment on the Degree of Productivity of Persons with Disabilities” (specimen at [Appendix](#)) to the employee with disabilities and the employer. The fee of the productivity assessment is borne by the Labour Department.

Note 3

Note 1: Approved assessors include registered occupational therapists, registered physiotherapists, registered social workers and vocational rehabilitation practitioners with the requisite experience. The “Register of Approved Assessors” can be browsed through the homepage (www.labour.gov.hk) and at relevant offices of the Labour Department. Details are at page 2-16.

Note 2: Appropriate factors to be considered in the assessment include quality of work, quantity of work, working speed and other requirements for performing the work. Suitable methods of assessment refer to on-site observation, analysing performance data of the above factors, etc.

Note 3: After the completion of the assessment, the employee with disabilities shall not have any further assessment made for the same work with the same employer.

How to confirm the validity of the “Registration Card for People with Disabilities” in possession by an employee with disabilities?

An employee with disabilities must hold a valid “Registration Card for People with Disabilities” issued by the Central Registry for Rehabilitation of the Labour and Welfare Bureau (LWB) when invoking the assessment (including when he/she chooses to agree with the employer to arrange a trial period of employment before commencing employment). The registration card has the form of a physical card (printed on security paper) and an electronic version, and contains the following information:

- photograph of the cardholder
- validity period (permanent/temporary nature); and
- serial number (starting with “RC”)

For matters relating to the “Registration Card for People with Disabilities”, please call the Central Registry for Rehabilitation of LWB at 2180 9384.

Sample of “Registration Card for People with Disabilities” in the form of a physical card



Sample of “Registration Card for People with Disabilities” in the form of an electronic version

殘疾人士登記證
Registration Card for People with Disabilities

姓名: 陳偉員
Name: CHAN, Koo Yuen
性別 Sex: 男 Male
有效期至 Valid to: 永久 Permanent
編號 Serial Number: RC123456




 香港特別行政區政府康復服務中央檔案室
Central Registry for Rehabilitation (CRR),
Government of the Hong Kong Special Administrative Region

殘疾類別
Type(s) Of Disability

聽障 Hearing impairment

SAMPLE 樣本

康復服務中央檔案室保留向持證人收回或取消此證的權利。
The CRR reserves the right to cancel or reclaim this card from the holder.

What is a trial period of employment? Under what circumstances should a trial period of employment be arranged?

The purpose of the trial period of employment is to allow employees with disabilities to get themselves used to the actual working environment and settle into their work before undergoing the productivity assessment.

For newly employed employees with disabilities:

- They may, before commencing employment, agree with their employers to arrange a trial period of employment.

For serving employees with disabilities:

- They can undergo the assessment directly without going through the trial period of employment.
- Should their job duties/work nature be varied, the employees with disabilities may choose to invoke the productivity assessment before the variation is due to take effect, and agree with their employers on a trial period of employment for the new work arrangement.

During the trial period of employment, the persons with disabilities are employees employed by their employers in accordance with their contracts of employment. According to MWO, the wage level during the trial period of employment as agreed between the employee with disabilities and the employer should not be lower than 50% of the SMW rate.

What is the **length** of the trial period of employment?

The length of the trial period of employment is 4 weeks or up to the day on which the employee with disabilities completes the productivity assessment, whichever period is the shorter.

- “4 weeks” means a total of 28 days counted from the first day to the last day of the trial period of employment, with both days inclusive:

Example 1:

1 to 28 March

Example 2:

28 March to 24 April

- “whichever period is the shorter” means:

Example :

If the trial period of employment started on 1 March, it should end on 28 March. However, if the assessment is completed on 22 March, the trial period of employment will then end on 22 March.

Employees with disabilities and their employers are not allowed to extend the trial period of employment on their own. With special reasons, the employee with disabilities and the employer may jointly make an application in writing to LD for extending the trial period of employment before the end of trial period of employment. The Commissioner for Labour may, in exceptional circumstances, grant approval to extend the trial period of employment by up to 4 weeks (i.e. not more than 8 weeks in total). To obtain the relevant application form, please call the 24-hour enquiry hotline 2717 1771 (handled by “1823”).

When and where should the productivity assessment be conducted?

The productivity assessment should in principle be conducted during the trial period of employment. However, an assessment made after the expiry of the trial period of employment shall also be valid.

Example :

Trial period of employment: 1 to 28 April

Completion date of assessment:

26 April

(i.e. within the trial period) or

30 April

(i.e. after the expiry of the trial period)

} Both are valid

To accurately assess the productivity of the employees with disabilities in performing the work required under the contract of employment, assessments must be conducted in the actual workplaces and work settings of the employees with disabilities.

Who have the right to select approved assessors? Can employees with disabilities select the approved assessors whom they knew before?

The rights to invoke the productivity assessment and select approved assessors are solely vested in the employees with disabilities.

Employees with disabilities have the right to select suitable approved assessors having regard to their individual circumstances and needs, including persons whom they knew before and have been appointed as approved assessors by LD to conduct assessments for them, such as their former instructors, registered social workers or staff, as well as registered occupational therapists/physiotherapists who have provided them with vocational rehabilitation services, etc.

However, it is incumbent on the approved assessor concerned to ensure that no conflict of interest will arise between his/her duties involved in conducting the assessment for the employee with disabilities and his/her other interests. Besides, the employee with disabilities should not select an approved assessor who has close relationship with him/her to avoid potential or actual conflict of interest.



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Invoking Assessment
(Guide for Employees with Disabilities)

When to select and contact approved assessors?

After an employee with disabilities decided to invoke the productivity assessment, he/she should select and contact the approved assessor as soon as practicable. The approved assessor will have to allot sufficient time to maintain close communication and coordinate with the employee with disabilities and his/her employer, including understanding the job nature and duties of the employee with disabilities, scheduling assessment, and making preparation for the assessment.

If a trial period of employment has been arranged, the employee with disabilities may contact the approved assessor to work out the arrangements for the assessment before the trial period of employment commences, so that he/she can undergo the assessment once settled into his/her work.



What information does the register of approved assessors contain and where can it be accessed?

Approved assessors include registered occupational therapists, registered physiotherapists, registered social workers and vocational rehabilitation practitioners with the requisite experience.

The register of approved assessors displays detailed information of approved assessors, including their names, contact means, categories of professions and professional qualifications, expertise in disability types, relevant working experience and years of experience in undertaking various types of disability services, current employers and/or recommending organisations, etc., for reference and selection by employees with disabilities.

Employees with disabilities can browse the register of approved assessors through the following channels:

- LD's homepage (www.labour.gov.hk)
For details, please refer to "Support Kit: Find an Approved Assessor"
- Office of the Statutory Minimum Wage Division of LD
Please refer to page 2-16 for the address
- Offices of the Selective Placement Division of LD
Please refer to page 2-16 for the addresses

Note:

The information contained in the register of approved assessors is for the purpose of facilitating employees with disabilities who have decided to invoke productivity assessment under MWO in selecting the appropriate approved assessors as well as contacting assessors for arrangement of assessments. Information obtained from the register should not be used for any other purposes.

What should an employee with disabilities say when he/she contacts the approved assessor?

When contacting the approved assessor for the first time, the employee with disabilities may make reference to the steps suggested below:

- 1 introduce oneself, inform the approved assessor his/her intent of invoking the productivity assessment
- 2 inform the approved assessor the channel of he/she being selected to conduct productivity assessment (e.g. register of approved assessors on LD's homepage, referral by others, etc.) and preference of assessment schedule
- 3 provide the approved assessor with information in relation to his/her questions on assessment and the job concerned (e.g. date of employment, whether a trial period of employment has been arranged and job duties, etc.)
- 4 provide contact means of oneself and employer to facilitate further arrangements by the approved assessor

What to prepare before undergoing the assessment?

Approved assessors will obtain/confirm certain information with employees and employers before the productivity assessment. Employees with disabilities may make ready documents relating to the following information beforehand:

Basic personal particulars:

Name in Chinese and English, serial number of the valid “Registration Card for People with Disabilities”, contact means, etc.

Job details:

Employment commencement date, job duties, wage rate, location of workplace and working hours, etc.

Please bring along original copy of the Hong Kong Identity Card and “Registration Card for People with Disabilities” in the form of a physical card (original copy) or an electronic version on the day of assessment for verification by approved assessors.

For details of assessment procedures, please refer to “Support Kit: Introduction to Assessment Procedures”.

How should employees with disabilities perform during the productivity assessment?

Approved assessors will conduct a thorough observation and objective assessment on the degree of productivity. Employees with disabilities should stay relaxed, perform their duties as usual, cooperate with and provide the information as required by the approved assessors as far as possible. Employees with disabilities may also provide approved assessors with supplementary information or make clarifications where necessary.

1

Invoking Assessment
(Guide for Employees with Disabilities)

When will the result of productivity assessment be known?

When will the assessment result become effective and **how** the wage rate will be calculated?

After the completion of all assessment procedures, approved assessors have to explain the result of productivity assessment to the employees with disabilities and the employers and issue the “Certificate of Assessment on the Degree of Productivity of Persons with Disabilities” (certificate of assessment) in triplicate. Upon countersigning of the certificate of assessment by the employees with disabilities and the employers, the assessed degree of productivity of the employees with disabilities as stated in the certificate of assessment will take effect. The employees with disabilities are still required to hold a valid “Registration Card for People with Disabilities” to enable the degree of productivity as stated in the certificate of assessment to remain valid.

- If **the assessment is completed within the trial period of employment or the employees with disabilities do not need to arrange the trial period of employment.** on and from the first day after the certificate of assessment is countersigned by both parties to employment, the employees with disabilities should be paid at no less than a wage commensurate with their productivity stated on the certificate of assessment.

Example:

- Without trial period of employment or
- With trial period of employment commencing on 1 April

Assessment completed on 26 April
(i.e. within the trial period of employment)

Assessment result takes effect on 27 April

- If **the assessment is completed after the expiry of the trial period of employment**, upon countersigning the certificate of assessment by both parties to employment, the wage rate commensurate with the degree of productivity as stated in the certificate of assessment will take retrospective effect on and from the first day after the expiry of the trial period of employment.

Example:

- Trial period of employment from 1 to 28 April

Assessment completed on 2 May
(i.e. after the expiry of the trial period of employment)

Assessment result takes retrospective effect on 29 April

- If either the employee with disabilities or the employer does not countersign the certificate of assessment, on and from the first day after the productivity assessment is completed or the expiry of the trial period of employment, the employer must pay the employee with disabilities wages not less than SMW.

Why is it that only the assessed degree of productivity but not the actual calculated wage rate is stated on the certificate of assessment?

Employees with disabilities who have completed the productivity assessment should be remunerated at a rate commensurate with their productivity. The actual wage will be adjusted in tandem with that of the SMW rate. The calculation is as follows:

Minimum wage level that employer should pay after assessment	=	Assessed degree of productivity as stated in the certificate of assessment	×	SMW rate#
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#To be calculated in future according to the latest SMW rate in force

In addition, whether meal breaks are hours worked and/or with pay, whether rest days are with pay, wage period, wage calculation, etc. are relevant in the computation of SMW. Other than ensuring that average wages payable to employees in respect of every wage period should be no less than the SMW rate, employers should also pay employees their statutory entitlements such as holiday pay, annual leave pay, sickness allowance, rest day pay (where applicable), etc. and other payments in accordance with the Employment Ordinance and the relevant terms and requirements under the contract of employment.

For details of SMW and other relevant information, please refer to “Concise Guide to Statutory Minimum Wage”, “Statutory Minimum Wage: Reference Guidelines for Employers and Employees” or browse LD’s homepage.

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Support Kit:

Find an Approved Assessor



This support kit introduces the register of approved assessors uploaded to LD's homepage and illustrates with examples on how to use the search tool.

Please note that *the information of approved assessors displayed in this support kit is for demonstration only.*

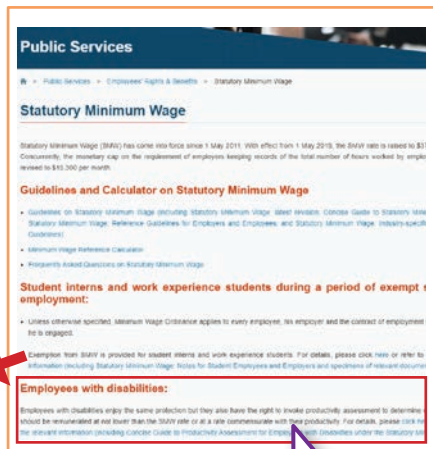
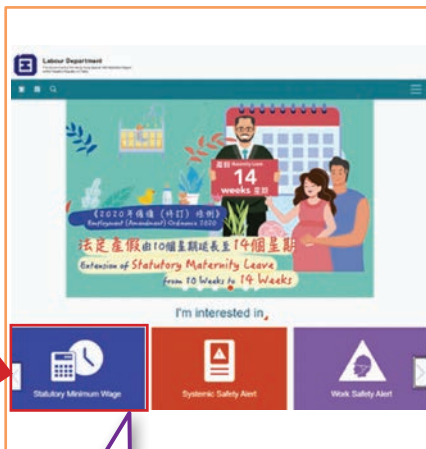
- 1 Login LD's homepage (www.labour.gov.hk) and select language



- 2 Scroll down to the bottom of the web page, press “<” or “>” and click “**Find an Approved Assessor**”



Before searching an approved assessor, you may browse the information on SMW



Press “<” or “>” and click “**Statutory Minimum Wage**” to enter the Statutory Minimum Wage page

Click to view information on productivity assessment

3 Enter the page introducing the details of productivity assessment

Select font size

The screenshot shows the Labour Department website. At the top, there is a search bar and a 'Text Size' button. Below the navigation menu, the page title is 'Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime'. A list of topics is provided, including 'Rights of employees with disabilities relating to Statutory Minimum Wage', 'Criteria and procedures for invoking the assessment', and 'Transitional arrangement for employees with disabilities engaged prior to the implementation of the Minimum Wage Ordinance'. A callout box with a purple bracket points to this list, containing the text: 'Scroll down or click relevant topics to browse the details'. Below the list, there is a section titled 'Rights of employees with disabilities relating to Statutory Minimum Wage' with a detailed paragraph of text.

2 Find an Approved Assessor

Browse the details of productivity assessment



Public Services

Home > Public Services > Employees' Rights & Benefits > Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

- Rights of employees with disabilities relating to Statutory Minimum Wage
- Criteria and procedures for invoking the assessment
- Transitional arrangement for employees with disabilities engaged prior to the implementation of the assessment mechanism
- Question-and-answer on the productivity assessment mechanism
- Comments on the implementation of the productivity assessment mechanism from stakeholders
- Enquiries

Example:

1. Click the topic
“Rights of employees
with disabilities
relating to Statutory
Minimum Wage”



Rights of employees with disabilities relating to Statutory Minimum Wage

The Minimum Wage Ordinance has come into effect since 1 May 2011. Statutory Minimum Wage (SMW) applies to employees with disabilities and able-bodied employees alike. Therefore, employees with disabilities are also entitled to wages at not lower than the SMW rate. Taking account of the possible employment difficulties encountered by some employees with disabilities, a special arrangement is provided under the Minimum Wage Ordinance so that employees with disabilities whose productivity may be impaired by their disabilities are entitled to choose to have their productivity assessed to determine whether they should be remunerated at not lower than the SMW rate or at a rate commensurate with their productivity.

According to the Minimum Wage Ordinance, the right to invoke productivity assessment is solely vested in the employees with disabilities, not their employers. For employees with disabilities who do not opt to undergo productivity assessment, their employers must pay them at not lower than the SMW rate.

2. Jump to the details
“Rights of employees
with disabilities relating to
Statutory Minimum Wage”

4 Click “Click here to find an Approved Assessor”

The screenshot shows a web page titled 'Public Services' with a breadcrumb trail: 'Public Services > Employees' Rights & Benefits > Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime'. The main heading is 'Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime'. A red arrow points to a button labeled 'Click here to find an Approved Assessor'. Below the button is a list of links:

- Rights of employees with disabilities relating to Statutory Minimum Wage
- Criteria and procedures for invoking the assessment
- Transitional arrangement for employees with disabilities engaged prior to the implementation of the Minimum Wage Ordinance
- Question-and-answer on the productivity assessment mechanism
- Comments on the implementation of the productivity assessment mechanism from stakeholders
- Enquiries

2 Find an Approved Assessor

5 Read and agree to the relevant important notice before searching for approved assessors

The screenshot shows the same web page as above, but with the 'Finding an Approved Assessor' section expanded. It contains the following text:

Finding an Approved Assessor

Before searching for approved assessors, you are required to read and agree to the following important notice:

This website providing information on the register of approved assessors aims to facilitate employees with disabilities who have decided to invoke productivity assessment under the Minimum Wage Ordinance in selecting the appropriate approved assessors as well as contacting assessors for arrangement of assessment related matters. Visitors should not use all information obtained from this website for any other purposes.

At the bottom of the section are two buttons: 'Agree & Search' and 'Back'.

Read, agree and click here

6 Enter the criteria to find approved assessors

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Finding an Approved Assessor

Search Criteria

Please enter search criteria in Part 1 or Part 2, or both Parts at the same time

Part 1: Approved Assessor's expertise in disability type(s)

(If you wish to display Approved Assessors with expertise in more than one disability type, you may make multiple selections below)

- | | |
|---|--|
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Visual impairment |
| <input type="checkbox"/> Physical disability | <input type="checkbox"/> Speech impairment |
| <input type="checkbox"/> Intellectual disability | <input type="checkbox"/> Mental illness |
| <input type="checkbox"/> Autism | <input type="checkbox"/> Visceral disability/Chronic illness |
| <input type="checkbox"/> Attention Deficit/Hyperactivity Disorder | <input type="checkbox"/> Specific Learning Difficulties |

Part 2: Name of Approved Assessor

(enter whole or part of the name, e.g. "Chan Ping Koo", "Chan" or "Ping Koo")

Please enter the name of Approved Assessor

Important Notice:

This website providing information on the register of approved assessors aims to facilitate employees with disabilities who have decided to invoke productivity assessment under the Minimum Wage Ordinance in selecting the appropriate approved assessors as well as contacting assessors for arrangement of assessment-related matters. Visitors should not use all information obtained from this website for any other purposes.

Search

Reset

Search Criteria

Part 1: Approved Assessor's expertise in disability type(s) (may make multiple selections)

Part 2: Name of Approved Assessor (may enter whole or part of the name)

Note: May enter the criteria in Part 1 or Part 2 only; or enter both parts at the same time

6a To search by “**expertise in disability type(s)**” of approved assessors:

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Finding an Approved Assessor

Search Criteria

Please enter search criteria in Part 1 or Part 2, or both Parts at the same time

Part 1: Approved Assessor’s expertise in disability type(s)
(If you wish to display Approved Assessors with expertise in more than one disability type, you may make multiple selections below)

<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Physical disability	<input type="checkbox"/> Speech impairment
<input checked="" type="checkbox"/> Intellectual disability	<input type="checkbox"/> Mental illness
<input checked="" type="checkbox"/> Autism	<input type="checkbox"/> Visceral disability/Chronic illness
<input type="checkbox"/> Attention Deficit/Hyperactivity Disorder	<input type="checkbox"/> Specific Learning Difficulties

Part 2: Name of Approved Assessor
(enter whole or part of the name, e.g. “Chan Ping Koo”, “Chan” or “Ping Koo”)

Please enter the name of Approved Assessor

Important Notice:
This website providing information on the register of approved assessors aims to facilitate employees with disabilities who have decided to invoke productivity assessment under the Minimum Wage Ordinance in selecting the appropriate approved assessors as well as contacting assessors for arrangement of assessment-related matters. Visitors should not use all information obtained from this website for any other purposes.

Search Reset

2 Find an Approved Assessor

Example (A):

1. Select the appropriate box(es)
 Intellectual disability
 Autism

2. Click here after selection

Note: May make multiple selections of the disability types



3. Information of approved assessors who have expertise in “Intellectual disability” and “Autism” will be shown in the result

152 Approved Assessor(s) match(es) the search criteria: Page **1** 2 3 ... ≥ ≥>

Please click the name to view details of Approved Assessors. You may also click the arrow buttons in the title bar below to arrange sorting order of search results.

Name of Approved Assessors Click here to sort by name of Approved Assessors	Expertise in disability type(s)	Category of profession All Click here to sort by category of profession
Ms CHAN PING KOO 陳評估女士	Physical disability Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Occupational Therapist
Ms CHEUNG PING KOO 張評估女士	Hearing impairment Visual impairment Physical disability Speech impairment Mental disability Mental illness Autism Visceral disability/chronic illness Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Social Worker
Ms LI PING KOO 李評估女士	Intellectual disability Autism	Registered Social Worker
Ms LO PING KOO 盧評估女士	Intellectual disability Mental illness Autism	Vocational Rehabilitation Practitioner

6b To search by “name” of approved assessors

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Finding an Approved Assessor

Search Criteria

Please enter search criteria in Part 1 or Part 2, or both Parts at the same time

Part 1: Approved Assessor's expertise in disability type(s)
(If you wish to display Approved Assessors with expertise in more than one disability type, you may make multiple selections below)

<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Physical disability	<input type="checkbox"/> Speech impairment
<input type="checkbox"/> Intellectual disability	<input type="checkbox"/> Mental illness
<input type="checkbox"/> Autism	<input type="checkbox"/> Visceral disability/Chronic illness
<input type="checkbox"/> Attention Deficit/Hyperactivity Disorder	<input type="checkbox"/> Specific Learning Difficulties

Part 2: Name of Approved Assessor
(enter whole or part of the name, e.g. "Chan Ping Koo", "Chan" or "Ping Koo")

Important Notice:
This website providing information on the register of approved assessors aims to facilitate employees with disabilities who have decided to invoke productivity assessment under the Minimum Wage Ordinance in selecting appropriate approved assessors as well as contacting assessors for arrangement of assessment-related matters. Visitors should not use all information obtained from this website for any other purposes.

2 Find an Approved Assessor

Example (B):

1. Input “CHAN PING KOO” in the field

2. Click here after input

Note: May enter whole or part of the name, e.g. “Chan Ping Koo”, “Chan” or “Ping Koo”

see next page

3. Information of approved assessor(s) whose name(s) is/are “**CHAN PING KOO**” will be shown in the result

152 Approved Assessor(s) match(es) found

Page 1 2 3 ... ≥ >>>

Please click the name to view details of Approved Assessors. You may also click the arrow buttons in the title bar below to arrange sorting order of search results.

Name of Approved Assessors	Expertise in disability type(s)	Category of profession
Click here to sort by name of Approved Assessors		All Click here to sort by category of profession
Ms CHAN PING KOO 陳靜怡女士	Physical disability Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Occupational Therapist

6c To search by both “**expertise in disability type(s)**” and “**name**” of approved assessors:

Example (C):

1. Select the appropriate box(es)

- Intellectual disability
- Autism

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Finding an Approved Assessor

Search Criteria Please enter search criteria in Part 1 or Part 2, or both Parts at the same time

Part 1: Approved Assessor's expertise in disability type(s)
(If you wish to display Approved Assessors with expertise in more than one disability type, you may make multiple selections below)

Hearing impairment
 Physical disability
 Intellectual disability
 Autism
 Attention Deficit/Hyperactivity Disorder
 Visual impairment
 Speech impairment
 Mental illness
 Visceral disability/Chronic illness
 Specific Learning Difficulties

Part 2: Name of Approved Assessor
(enter whole or part of the name, e.g. "Chan Ping Koo", "Chan" or "Ping Koo")

CHAN

Important Notice:
This website providing information on the register of approved assessors aims to facilitate employees with disabilities who have decided to invoke productivity assessment under the Minimum Wage Ordinance in selecting the appropriate approved assessors as well as contacting assessors for arrangement of assessment-related matters. Users should not misuse all information obtained from this website for any other purposes.

Search Reset

2. Input “**CHAN**” in the field

3. Click here after input

see next page

4. Information of approved assessors who have expertise in “Intellectual disability” and “Autism”; and whose names contain “CHAN” will be shown in the result

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Search Results

[Back to selected criteria](#) [Print this page](#)

18 Approved Assessor(s) match(es) the search criteria:

Page 1 2 ≥ ≥≥

Please click the name to view details of Approved Assessors. You may also click the arrow buttons in the title bar below to arrange sorting order of search results.

Name of Approved Assessors Click here to sort by name of Approved Assessors	Expertise in disability type(s)	Category of profession All Click here to sort by category of profession
Ms CHAN PING 陳評女士	Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Occupational Therapist
Ms CHAN KOO 陳估女士	Hearing impairment Visual impairment Physical disability Intellectual disability Mental illness Autism Visceral disability/chronic illness Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Physiotherapist
Ms CHAN PING KOO 陳評估女士	Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder	Vocational Rehabilitation Practitioner

2 Find an Approved Assessor

7 Browse the search results

Click here to cancel the results and edit the search criteria for a new search

Click here to go to next page or select pages

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Reg

Search Results

18 Approved Assessor(s) match(es) the se

Please click the name to view details of Approved Assessors. You may also click the arrow buttons in the title bar below to arrange sorting order of search results.

Name of Approved Assessors	Expertise in disability type(s)	Category of profession
Click here to sort by name of Approved Assessors		Click here to sort by category of profession
Ms CHAN PING 陳評女士	Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Occupational Therapist
Ms CHAN KOO 陳估女士	Hearing impairment Visual impairment Physical disability Intellectual disability Mental illness Autism Visceral disability/chronic illness Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties	Registered Physiotherapist
Ms CHAN PING KOO 陳評估女士	Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder	Vocational Rehabilitation Practitioner

All search results are displayed at random. Where necessary, you may click "▲" or "▼" of the title bars (as indicated by the green frames) to sort the results by English name of the approved assessors in alphabetical order; or according to their categories of profession, or select one of the professions on the list (as indicated by the blue frames)

8 Browse the details of search result and select a suitable approved assessor having regard to individual circumstances and needs

Name of Approved Assessors Click here to sort by name of Approved Assessors	Expertise in disability type(s)	Category of profession All Click here to sort by category of profession
Ms CHAN PING KOO 陳評估女士	Physical disability Intellectual disability Mental illness Autism	Registered Occupational Therapist

Click the name of the approved assessor for details

2 Find an Approved Assessor

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Details of Approved Assessor [Print this page](#)

All Approved Assessors are approved by the Commissioner for Labour on a personal basis
 Note: An Approved Assessor should not conduct productivity assessment for an employee with disabilities who works in the same organisation (or its subsidiary) or the recommending organisation (or its subsidiary) of the Approved Assessor.

Ms CHAN PING KOO 陳評估女士	
Category of profession:	Registered Occupational Therapist
Expertise in disability type(s):	Physical disability Intellectual disability Mental illness Autism Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties
Relevant working experience and years of experience:	
<ul style="list-style-type: none"> Formulate and supervise occupational therapy programmes (since 2000) Provide occupational therapy treatments (since 2002) Provide vocational and work skills training (since 2000) Provide job matching and referrals (since 2000) Provide follow-up employment support (since 2000) Provide career counseling (since 2000) Provide vocational assessment (since 2000) 	
Currently works in:	ABC School
Recommending organisation(s): (applicable to Vocational Rehabilitation Practitioner only)	
Contact telephone no.:	1234 5678
Email address:	abc@gmail.com
Other information:	
<ul style="list-style-type: none"> Certified in TEACCH Certificate of Sensory Integration and Praxis Test (SIPT) 	

Click here to print the information of the approved assessor where necessary

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Details of Approved Assessor

[Print this page](#)

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Note: An Approved Assessor should not conduct productivity assessment for an employee with disabilities who works in the same organisation (or its subsidiary) or the recommending organisation (or its subsidiary) of the Approved Assessor.

Ms CHAN PING KOO 陳評估女士

Category of profession:	Registered Occupational Therapist
Expertise in disability type(s):	Physical disability Intellectual disability Mental illness Autism Attention Deficit Hyperactivity Disorder Specific Learning Difficulties

Relevant working experience and years of experience:

- Formulate and supervise occupational therapy programmes (since 2000)
- Provide occupational therapy treatments (since 2000)
- Provide vocational and work skills training (since 2000)
- Provide job matching and referrals (since 2000)
- Provide follow-up employment support (since 2000)
- Provide career counseling (since 2000)
- Provide vocational assessment (since 2000)

Currently works in^{Note:} ABC School

Recommending organisation(s)^{Note:}
(applicable to Vocational Rehabilitation Practitioner only)

Contact telephone no.: 1234 5678

Email address: abc@gmail.com

Other information:

- Certified in TEACCH
- Certificate of Sensory Integration and Praxis Test (SIPT)

(The above information is provided by the Approved Assessor)

Important Notice:

This website providing information on the register of approved assessors aims to facilitate employees with disabilities who have decided to invoke productivity assessment under the Minimum Wage Ordinance (Chapter 608) in selecting the appropriate approved assessors as well as contacting assessors for arrangement of assessment-related matters. Visitors should not use all information obtained from this website for any other purposes.

[Back](#) | [Close](#)

Click here to return to the search results and continue browsing the information of other approved assessors

Click here to close all search results

2

Find an Approved Assessor

All approved assessors are approved by the Commissioner for Labour in their personal capacity. It is incumbent on the approved assessors to ensure that no conflict will arise between their duties involved in conducting the assessment and their other interests. An approved assessor should not conduct assessment for an employee with disabilities who works in the same organisation (or its subsidiary) or the recommending organisation (or its subsidiary) of the approved assessor.

In addition to conducting search through LD's homepage, you may also approach the following offices of LD for browsing the register of approved assessors* during office hours (Monday to Friday: 9 a.m. to 1 p.m. and 2 p.m. to 6:15 p.m., except Public Holidays):

Statutory Minimum Wage Division:

1/F, Harbour Building, 38 Pier Road, Central, Hong Kong.

Selective Placement Division:

Hong Kong Office

G/F, East Wing, Harbour Building, 38 Pier Road, Central, Hong Kong.

Kowloon Office

G/F, Ngau Tau Kok Government Offices, 21 On Wah Street, Ngau Tau Kok, Kowloon.

New Territories Office

2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.

** Braille version is available for reference of the persons with disabilities in need*

Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime

Support Kit:

**Introduction to
Assessment Procedures**



Note:

According to MWO, the right to invoke productivity assessment is solely vested in the employees with disabilities but not the employers. Employees with disabilities must hold a valid “Registration Card for People with Disabilities” when invoking the assessment.



This support kit aims to assist employees with disabilities who choose to invoke the productivity assessment and their employers to have better knowledge of the procedures of the assessment, so as to get prepared and facilitate approved assessors in conducting the assessment.

I. Before conducting productivity assessment

- Upon receipt of the request from an employee with disabilities for assessment, the approved assessor will first:
 - explain to the employee and his/her family members/ other relevant persons (if necessary) the rights of employees with disabilities under MWO, and ascertain the intention of the employee with disabilities to invoke the assessment and select an approved assessor;
 - explain to the employee with disabilities and his/her employer the purpose and procedures of the assessment; and
 - obtain and confirm the following basic information of the employee with disabilities with a view to preparing the assessment:
 - Personal particulars of the employee with disabilities, including name in Chinese and English, Hong Kong Identity Card number, whether he/she holds a valid “Registration Card for People with Disabilities”, contact means, type(s) and degree of disability, etc.
 - Name, industry and contact means of the employer
 - Whether an employment relationship has been established between the employee with disabilities and the employer
 - Commencement date of employment, job duties, wage rate, location of the workplace and working hours of the employee with disabilities
 - Whether the employee with disabilities has been assessed for the work concerned before and relevant details
 - Whether the employee with disabilities and the employer have agreed on the arrangements for a trial period of employment and relevant details

- The approved assessor will agree on an assessment date and time with the employee with disabilities and the employer. On the day of assessment, the employee with disabilities and the employer are required to produce the following information and documents to the approved assessor for verification and issuance of the “Certificate of Assessment on the Degree of Productivity of Persons with Disabilities”:

Employee with disabilities	Employer
<ul style="list-style-type: none"> ● Original copy of Hong Kong Identity Card ● “Registration Card for People with Disabilities” in the form of a physical card (original copy) or an electronic version 	<ul style="list-style-type: none"> ● Relevant information of the employee with disabilities, such as the contract of employment ● Business Registration Certificate/other registration documents and chop

- If situation warrants, the approved assessor will, prior to the day of assessment, maintain close contact with the employee with disabilities and the employer to obtain further details of the work concerned and prepare for the assessment. For more precise understanding of the job duties and requirements of the employee with disabilities, the employer should arrange, as far as possible, relevant staff who have direct connection with the work of the employee with disabilities (e.g. direct supervisor of the employee with disabilities or related personnel in the human resources section) to handle matters in relation to the assessment.



Reminder:

- It is very important for employees with disabilities, employers and approved assessors to maintain close communication before assessments. Approved assessors may contact employees with disabilities and/or their family members and employers more than once if necessary, so as to confirm the assessment date and time, acquire better understanding on the employment details of employees with disabilities, and explain to both parties the respective rights and responsibilities under MWO, and the purpose and procedures of the assessment.
- Approved assessors may conduct site visits to workplace of employees with disabilities prior to assessments if necessary (e.g. the industry engaged by the employee with disabilities is uncommon/the approved assessor has no knowledge on relevant work procedures) and permitted by circumstances, to learn in depth the detailed work arrangements or work details of the employees with disabilities during different time intervals.

II. Undergoing productivity assessment

1. Confirming and collecting information related to the assessment with the employee with disabilities, the employer and other relevant person(s)

- Before conducting the productivity assessment, the approved assessor will re-confirm the intention and eligibility of the employee with disabilities to opt for the assessment, and explain to the employee with disabilities and the employer their respective rights and responsibilities under the relevant provisions of MWO and the procedures of the assessment.
- At the beginning of the assessment, the approved assessor will collect detailed information on the work through the employee with disabilities, the employer and any other relevant person(s) who can assist in better understanding the work:



- Post title
- Job nature and details of job duties
- Basic job requirements (e.g. quality of work, quantity of work, working speed and other requirements for performing the duties)
- Work procedures
- Business nature of the employer and overall work flow
- Position and role of the employee with disabilities in the company/relevant division and how the employee with disabilities co-operates with other employees in the work flow
- Performance of other employee(s) of the employer performing the same or similar work



Reminder:

The employee with disabilities or the employer can provide to the approved assessor for reference information relating to the work of employee with disabilities, e.g. contract of employment, daily work flow sheet, work instructions, duty checklist, etc.

2. Selecting appropriate factor(s) to be considered in the assessment and adopting suitable means for assessment

- Based on the detailed information on the work of the employee with disabilities collected, the approved assessor will exercise his/her professional knowledge and experience to select the appropriate factor(s), including quality of work, quantity of work, working speed and other requirements for performing the duties, and decide on the respective weight.
- The approved assessor will adopt suitable means, including on-site observation, analysis of performance data of the factors for consideration etc., and based on all the information collected to assess the degree of productivity of the employee with disabilities in performing the duties.

3. Elucidating to the employee with disabilities and the employer the major considerations in conducting the assessment and collecting supplementary information

- The approved assessor will confirm with the employee with disabilities and the employer that the duties under assessment are the daily duties of the employee with disabilities required under the contract of employment. The approved assessor will also explain the major considerations in conducting the assessment.

- Where necessary, the approved assessor will seek clarifications from or raise supplementary questions with the employee with disabilities and the employer. The employee with disabilities and the employer may also provide supplementary information to the approved assessor.



Reminder:

| To allow employees with disabilities to perform |
| at full potential, approved assessors may offer |
| advice to employees with disabilities and their |
| employers on supporting equipment or facilities |
| that facilitate employees with disabilities to |
| better perform their job duties. |

III. Completion of productivity assessment

- The approved assessor has to explain the assessment result and issue in triplicate the “Certificate of Assessment on the Degree of Productivity of Persons with Disabilities” to the employee with disabilities and the employer. The assessment is completed when the certificate of assessment is signed and issued by the approved assessor.
- Upon receipt of the certificate of assessment issued by the approved assessor, the employee with disabilities and the employer should countersign the certificate of assessment. Both parties to employment should read the “Important Notes” set out in the certificate of assessment before signing.
- On and from the first day after the countersigning of the certificate of assessment by both parties, the degree of productivity of the employee with disabilities for the job stated in the certificate of assessment will take effect. The employer shall pay the employee with disabilities at no less than a wage rate commensurate with the degree of productivity in accordance with MWO.
- After the completion of the assessment, the employee with disabilities shall not have any further assessment made for the same work with the same employer.



Reminder:

Before countersigning the certificate of assessment, the employee with disabilities and the employer should verify whether the important information on the certificate of assessment (e.g. name of employee with disabilities, Hong Kong Identity Card number and serial number of “Registration Card for People with Disabilities”, name of employer, Business Registration Certificate/ other registration number; and details of the trial period of employment, etc.) is correct or not.

Specimen of “Certificate of Assessment on the Degree of Productivity of Persons with Disabilities”

Minimum Wage Ordinance (Cap. 608) Section 7 of Schedule 2 Certificate of Assessment on the Degree of Productivity of Persons with Disabilities

Important Notes:

1. This Certificate of Assessment (this Certificate) is only applicable to the employee concerned for performing the work and duties for the employer as specified in Part 1 of this Certificate.
2. This Certificate should be completed in triplicate. The employee with disabilities and the employer should each keep an original copy and the remaining one be submitted to the Labour Department by the approved assessor (the assessor). The employer should keep this Certificate in the workplace for inspection by authorised officers of the Labour Department.
3. The assessment of the degree of productivity (the assessment) of the employee is completed when this Certificate is signed by the assessor.
4. **(i) If the assessment is completed during the trial period of employment as stipulated in Section 2 of Schedule 2 to the Minimum Wage Ordinance (MWO), or the employee is not required to undergo the trial period of employment, the statutory minimum wage (SMW) rate applicable to the employee should be commensurate with the assessed degree of productivity as stated in this Certificate on and from the first day after the countersigning of this Certificate by both the employee and employer; (ii) if the assessment is completed after the expiry of the trial period of employment, the SMW rate applicable to the employee which is commensurate with the assessed degree of productivity as stated in this Certificate will take retrospective effect on and from the first day after the expiry of the trial period of employment upon the countersigning of this Certificate by both the employee and employer; (iii) if either the employee or the employer fails to sign on this Certificate, the assessed degree of productivity as stated in this Certificate will not take effect under the MWO, thus the employee should be remunerated at no less than the prescribed minimum hourly wage rate as stipulated in Schedule 3 to the MWO on and from the first day after the completion of the assessment.**
5. The employer should handle the performance appraisals and salary reviews of the employee with disabilities according to the pay system which applies to employees with and without a disability alike.
6. The employee with disabilities or the employer may contact the Statutory Minimum Wage Division of the Labour Department (Tel: 2852 3846, Fax: 3101 4705 or Email: smw@labour.gov.hk) if they have any views, queries or complaints on the assessment (including the performance of the assessor, the assessment result, the assessment mechanism, etc).

Statement on collection and use of personal data:

1. In addition to providing for use by the assessor in conducting the assessment, the personal data collected by the assessor during the course of assessment will be forwarded to the Labour Department for the handling of matters in relation to the assessment, enforcement of relevant labour legislation or for statistical and research purposes.
2. All parties concerned (including employer, employee, the assessor, etc.) should comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) in handling the personal data collected through the assessment.

Please use a dark pen and write properly in BLOCK LETTERS.

Part 1 (To be completed by the assessor and all blanks must be filled out)

I hereby confirm that I have conducted this assessment in accordance with Schedule 2 to the MWO and Minimum Wage (Assessment Methods) Notice. The details are as follows:

(I) Particulars of employee

Name in Chinese: _____ HK Identity Card No.: ()

Name in English (*full name in BLOCK LETTERS*): _____ Sex: male/female*

Serial No. of Registration Card for Persons with Disabilities: _____ Valid to: Permanent/ (dd) (mm) (yy)*

Type(s) of disability (Please put a ✓ in the appropriate box(es) below according to the information shown on the Registration Card for People with Disabilities, more than one box can be selected):

- Hearing impairment Visual impairment Physical disability Speech impairment
Intellectual disability Mental illness Autism Visceral disability/Chronic illness
Attention Deficit/Hyperactivity Disorder Specific Learning Difficulties

(II) Particulars of employer

Name of employer (Chinese): _____

(English): _____

Company/Employer's Business Registration Certificate No./

Other registration no. (please specify the relevant ordinance)*: _____

Address of company/employer*: _____

(III)Details of the assessment of the degree of productivity

Trial period of employment (only applicable to the trial period of employment undergone in accordance with Section 2 of Schedule 2 to the MWO)

Yes (from ____ (dd) ____ (mm) ____ (yy) to the day on which the assessor signed on this Certificate/
 ____ (dd) ____ (mm) ____ (yy)*)

No trial period of employment

Date of assessment: ____ (dd) ____ (mm) ____ (yy)

(Please specify the commencement and completion dates respectively if lasted for more than one day)

Post title of employee: _____

Duties of work of employee: _____

Assessed degree of productivity is: _____ %

Signature of the assessor: _____ Assessor No.: _____

Name of the assessor: _____ Date: _____

Part 2 (To be countersigned by the employee and employer)

1. We have read carefully the "Important Notes" and all parts of this Certificate.
2. We genuinely believe that the assessor has conducted the assessment as stated in Part 1 of this Certificate in accordance with the MWO.
3. We fully understand that our countersigning below does not mean we must continue our employment relationship.

Signature of employee: _____ Date: _____

Contact tel./fax* no.: _____

Signature of company's representative/employer*: _____ Date: _____

Name of company's representative/employer*: _____ Post title: _____

Company/Employer* chop: _____ Contact tel. no.: _____

*Please delete as appropriate



Support Kit for Employees
with Disabilities

Labour Department's Homepage

www.labour.gov.hk