



**Circular 0021/2019**

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools, the Chief Executives of Education and Training Boards and the Presidents of Institutes of Technology and Technological University Dublin**

**Application of additional increments awarded in relation to New Entrants under the Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement)**

1. The Minister for Education and Skills wishes to inform management authorities, Education and Training Boards, Institutes of Technology, Technological University Dublin and all staff recruited since 2011 (excluding teachers) of additional increments awarded in relation to New Entrants under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/ Lansdowne Road Agreement).

**Application**

2. The adjustments should be applied, as appropriate, to each eligible new entrant as defined below on their **next normal increment date**.
3. The terms of this Circular do not apply to persons recruited on or before 31 December 2010.
4. This Circular sets out the method to be applied between 1<sup>st</sup> March 2019 – 29<sup>th</sup> February 2020, which entails an additional increment at point 4 and point 8 of the relevant pay scales.
5. This Circular covers the more complex movements within that time frame, taking account of the interaction between the two interventions, particularly for new entrants currently on point 6 or above.
6. A Circular to be issued in early 2020 will cover the more straightforward progression of new entrants through points 4 and 8 in subsequent years.
7. Application of the additional increments in relation to New Entrant Teachers are detailed under Circular 0022/2019.

**Additional Increments awarded at Point 4 and Point 8 for New Entrant Staff with effect from 1 March 2019**

8. For those currently on incremental points 1 or 2 of a salary scale, each will receive the normal increment due on their next normal increment date.
9. For those currently on incremental points 3, 4 or 5 of a salary scale, each will receive two increments (1 normal, and 1 additional increment) due on their next normal increment date.
10. For those currently on incremental point 6 or above of a salary scale, each will receive three increments (1 normal, and 2 additional increments) due on their next normal increment date.
11. For those currently on Max -1 on scales which do not have LSI's, each will receive the normal increment due on their next normal increment date, progressing to Max of scale. For those currently on Max on scales which do not have LSI's, no further incremental progression is possible.
12. For those currently on Max -1 on scales that have LSI points, 1 normal increment, plus two additional years credit towards the achievement of the LSI is due on their next normal increment date.
13. For employees at max of scale, 1 normal year credit and two additional years credit towards the achievement of LSI 1 (or LSI 2 depending on scale and existing level of service towards LSI 1) is due on their next normal increment date.
14. For those currently on LSI point 1 or above, on a scale that has more than one Long Serving Increments, 1 normal year credit, plus two additional years credit towards the achievement of the next LSI is due on their next normal increment date.
15. Please ensure that copies of this Circular are provided to all members of the Board of Management/Education and Training Board and its contents are brought to the attention of all staff recruited since 2011 in your employment including those on leave of absence.
16. This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)
17. Enquiries regarding this Circular should be addressed to:

Staff cohort	Address for queries
Non-Teaching staff in primary, secondary, community and comprehensive schools	<a href="mailto:ntspayroll@education.gov.ie">ntspayroll@education.gov.ie</a>
Staff employed by Education and Training Boards	Payroll section of the Education and Training Board

Staff employed by Institutes of Technology/ Technological University Dublin	Payroll section of the Institute of Technology/ Technological University Dublin
Payroll Providers	<a href="mailto:payscales@per.gov.ie">payscales@per.gov.ie</a>

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External Staff Relations  
05 March 2019

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Payroll Division  
05 March 2019