



Circular 0034/2020

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, the National University of Ireland, the Royal Irish Academy, Mary Immaculate College of Education, the National College of Art and Design and St. Angela's College

Public Service Stability Agreement 2018 – 2020

REVISION OF APPLICATION OF ADDITIONAL INCREMENTS AWARDED IN RELATION TO NEW ENTRANTS UNDER THE PUBLIC SERVICES STABILITY AGREEMENT 2018-2020

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) and paid on a 2011 new entrant scale of the ongoing application of additional increments awarded under the Public Service Stability Agreement 2018 -2020.

Application

2. The adjustments should be applied, as appropriate, to each eligible new entrant paid on the 2011 entrant pay scale when they are due to move to points 4 and 8, on an increment date on or after 1 March 2020.
3. The terms of this Circular do not apply to persons recruited on pre-2011 pay scale.
4. For eligible staff on incremental points 3 and 7:

Eligible staff on incremental points 3 or 7 will receive two increments (1 normal and 1 additional) on their next normal increment date. For clarity, the progression is:

- Those on point 3 will move to point 5; and
- Those on point 7 will move to point 9.

5. For eligible staff on all other points:

All other eligible staff will progress as normal on their pay scales, until they are due to move to points 4 and 8, at which time they will benefit from the progression outlined in paragraph 4 above. For example on their next normal increment date:

- i. Those on point 2 will move to point 3 (and benefit from the skip the following year).
 - ii. Those on point 5 will move to point 6 (and benefit from the skip in two years' time).
- Employees hired on point 1 of a new entrant payscale post 2011, will benefit as outlined under clause 5 (i) and (ii) above.
 - Employees who have been promoted from one new entrant grade to another new entrant grade will be eligible for the additional increments based on the extent of time spent on points 1 and 2 on either of these new entrant grades.
 - Those who were recruited after the 1 January 2011 and were awarded incremental credit qualify as new entrants as they would have started higher up the payscale had the original new entrant measure not been introduced.

6. Ineligible employees

- Employees who were hired pre 1 January 2011 on what became a new entrant grade and who continue to serve in that grade. For example a CO hired before 1 January 2011 who continues to serve as a CO.
- Employees who were hired pre 1 January 2011 on non-new entrant grades who subsequently moved or were promoted from a non-new entrant grade to a new entrant grade on a salary basis will not be eligible, unless they have been affected by the reduction (i.e. they started at point 1 or 2 of the new entrant grade).
- Employees who have been promoted from a new entrant grade to a non-new entrant grade will not be eligible.
- Employees who have retired or permanently left the service will not be eligible.
- Employees who are on Higher Scales. Higher Scales are not defined as new entrant grades. However, on the anniversary of assignment, if the pay of the individual is not one increment better than it would have been had they remained on the standard scale then the awarding of an additional increment may be allowed. For the purposes of deciding whether an additional increment should be awarded on the anniversary of assignment, for those employees assigned to Higher Scale on or after the 1st March 2018, the application of the new entrant measure to the standard scale progression will be accounted for.

7. For eligible staff returning from Career Break or following a period out of service

Eligible staff returning from career break or following a period out of service will receive the appropriate increment skips on their next increment date. For example, on their next normal increment date:

- Those returning from career break on point 2 will move to point 3 (and benefit from the skip the following year).

- Those returning from career break on point 4 will move to point 6 (benefiting from one increment skip).
- Those returning from career break on point 7 will move to point 10 (benefiting from the two increment skips).

Any previous increment skip received by a staff member under Circular 0021/2019 will be taken into account when determining the increment skip applicable to that staff member on their return from career break or return to service.

Acting Up Allowances

8. If an individual is on a qualifying new entrant grade and is “Acting Up” into a higher grade they will receive the new entrant measure at the correct point (4 and 8) of their substantive payscale.

Circulation and Queries

9. Please ensure that copies of this Circular are provided to all members of the Board of Management/Education and Training Board, the Presidents of Institutes of Technology and Technological University Dublin, the National University of Ireland, the Royal Irish Academy, Mary Immaculate College of Education, the National College of Art and Design and St. Angela’s College and its contents are brought to the attention of all staff paid on the 2011 entrant pay scale(s) in your employment including those on leave of absence.
10. This Circular can be accessed on the Department’s website under www.education.ie
11. Enquiries regarding this Circular should be addressed to:

Staff cohort	Address for queries
Non-Teaching staff in primary, secondary, community and comprehensive schools	ntspayroll@education.gov.ie
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	payscales@per.gov.ie

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External Staff Relations
30 April 2020

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