

**FOR THE ATTENTION OF
THE PRINCIPAL /
SECRETARY B.O.M.**

**VOLUNTARY SECONDARY AND
COMMUNITY & COMPREHENSIVE
SCHOOLS
CHANGE OF STAFF FOR 2020/2021**

The enclosed documentation must be read and implemented regarding completion and return of necessary forms.

**** PLEASE REFER TO CHECKLIST ON BACK PAGE ****

Please note that salary to all RPTs and TWTs automatically ceases at the end of their yearly contract and will not be restored until full documentation has been received.

Therefore please ensure that a completed teacher

Re-Appointment form(New Form) is submitted in respect of all RPTs and TWTs being re-appointed to your school as RPT or WT for the new school year.

CHANGES OF STAFF FORM FOR WHOLETIME TEACHERS – FORM CP1

- This form must be returned by Friday 19th June 2020 showing all changes in staffing made to date for the school year 2020/2021.
- Full details of **subsequent changes** should be advised to Post Primary Payroll Division, in writing, as they occur in order to avoid overpayment of salary. Any appointments made after form CP1 is returned should be notified on a copy of **CP1 form Section B**.
- All appointments must be notified on the official Teacher Appointment Form **AND** on Changes of Staff form (Form CP1).

TEACHER APPOINTMENT FORM

- **This form must be completed in respect of the following:**
 - All newly appointed WT and RPT teachers to your school
 - Details must state whether these appointments are Fixed Term(FT) and/or a Contract of Indefinite Duration (CID)
 - An RPT may have more than one contract and may have a combination of FT and CID
- It should be returned with the appropriate enclosures at the earliest possible date, but in any event **payment will not be made to the teacher until this form (and all other relevant documentation) is received and confirmation that the teacher took up duty when the school actually re-opened.**
- The appointee ***must*** provide his/her bank details for lodgement of salary direct to relevant account.

Pay is issued in arrears and the first payroll in which payment to new teachers can be included is 10th September 2020 **if all documentation is received on time.**

TEACHER RE-APPOINTMENT FORM (New Form)

- **This form must be completed in respect of the following:**
 - All teachers who were RPT or TWT for the last school year and are being appointed to the same school as either RPT or WT.
 - Salary of all Fixed Term RPT and WT teachers automatically ceases at the end of their yearly contract. Therefore this form should be returned with the appropriate enclosures at the earliest possible date, but in any event **payment will not be made to the teacher until this form is received.**

Pro Rata Contracts – Regular Part-time Teachers (RPT)

Details of suitable qualified teachers, who are registered with the Teaching Council and offered Pro-rata Contracts, **must be received in the Department by the 23rd October 2020 or the first day after the school re-opens after the Halloween break whichever is the later** to ensure that they will be paid through the Department payrolls. **Appointment forms received after this date cannot be accepted as Pro-rata Contracts, and the schools must submit claims on a weekly/fortnight basis through the On-Line Claims System (OLCS).**

ATTENDANCE LIST (ON SCHOOL RE-OPENING)

- This form should be ***signed*** by new WT teachers, new Permanent and/or newly appointed Permanent part-time teachers, all Fixed Term teachers and all PWT teachers returning from any form of leave of absence. It should be completed and returned by 5 p.m. on 20th August 2020 – ***salary will not be released to relevant teachers until this confirmation of attendance is received.***

Occupational Health Service

Confirmation must be received by the school regarding the fitness to teach in respect of proposed appointees from the Occupational Health Service.

Registration with the Teaching Council

Proposed appointees must be registered with the Teaching Council, copies of the certificate/confirmation of Registration from the Teaching Council must be retained by the school.

Garda Vetting

Proposed appointees must be vetted in accordance with Circular Letter 0031/2016, which may take up to 10 weeks. Confirmation of the Garda vetting must be received by the school in respect of proposed appointees.

TEASTAS GEILGE DO MHUINTEOIRI IARBHUNSCOILE

The Teastas Geilge do Mhúinteoirí Iarbhunskoile will be required for the following categories in order to satisfy the Irish requirement for the appointment as a teacher in second level schools:

- Teachers employed in Gaeltacht Schools.
- Teachers employed in schools where Irish is the ordinary medium of instruction (in the case of subjects other than Irish)
- Teachers who teach any subject (other than Irish) through the medium of Irish in any school.

Whole-time Contracts – Fixed Term Teachers

The latest date for receipt of whole-time Contracts in respect of fixed term whole-time teachers must be received in the Department by the 23rd October 2020 or the first day after the school re-opens after the Halloween break whichever is the later to ensure that they will be paid through the Department payrolls. Appointment forms received after this date cannot be accepted and the school must submit claims on a weekly/fortnight basis through the On-Line Claims System (OLCS).

- **Circular Letter 0034/2009 refers to the Protection of Employees (Fixed Term Work) Act 2003. This is available from the Department website www.education.ie**

Permanent Contracts – Permanent & Permanent Part-time Teachers

The latest date for receipt of permanent Contracts in respect of permanent and permanent part-time teachers must be received in the Department by the 23rd October 2020 or the first day after the school re-opens after the Halloween break whichever is the later to ensure that they will be paid through the Department payrolls. Appointment forms received after this date cannot be accepted and the school must submit claims on a weekly/fortnight basis through the On-Line Claims System (OLCS).

ADDITIONAL DOCUMENTATION FOR INFORMATION

- **CIRCULAR 2/96 ON REVISED SOCIAL INSURANCE STATUS AND CONDITIONS OF SERVICE OF CERTAIN SECOND LEVEL TEACHERS - available on Departments website www.education.ie**
(For the information of all newly appointed teachers.)

Resumption after Sick Leave

If a teacher is resuming duty after a period of long term sick leave and/or unpaid sick leave he/she must comply with the terms of the sick leave scheme for teachers as set out in circular letter 0059/2014.

Teachers on career break

Your attention is drawn to Circular Letter 0010/2011 regarding the career break scheme for registered teachers in recognised primary and post-primary schools.

You are advised therefore to ensure that you obtain the reason for which a teacher requires a career break. You should also ensure that any teachers you propose to employ in any teaching capacity are not on career break from another school.

Please ensure that teachers returning from Career Break are registered, are fully aware of Section 30 and that if their registration has lapsed that they should commence their registration immediately.

CHECKLIST OF APPROPRIATE FORMS

	Changes of Staff form - FORM CPI	Teacher Appointment Form	Teacher Re-Appointment Form	Attendance List	Garda Vetting	Registration with Teaching Council	Pre-employment Medical Questionnaire
New RPT Teacher Contract to school	✓	✓		✓	✓	✓	Refer to Circular Letter 0004/2013 regarding requirements for completion of Pre-employment Medical questionnaire
Renewal of qualified Fixed Term WT/RPT contract in same school	✓		✓	✓	✓	✓	
New WT appointment to school	✓	✓		✓	✓	✓	
New WT/RPT appointment as a Perm/CID to school	✓	✓		✓	✓	✓	
Teacher appointed RPT from TWT in same school	✓		✓	✓	✓	✓	
Teacher appointed TWT from RPT in same school	✓		✓	✓	✓	✓	
Teacher appointed Perm/CID from TWT/RPT in same school	✓		✓	✓	✓	✓	
Teachers returning from any form of unpaid leave of absence	✓			✓	✓	✓	