



## To the Management Authorities of Primary, Voluntary Secondary, Community & Comprehensive Schools

### Information Note on Redundancy for Special Need Assistants

#### 1. Introduction

- 1.1 [Circular 0058/2006](#) - 'Redundancy Arrangements for Special Need Assistants', which issued from the Department earlier this year sets out the redundancy arrangements agreed for Special Need Assistants in primary and post-primary schools.
- 1.2 Further clarification on the operation of the scheme and in particular on the application process for redundancy payment is set out in this information note.

#### 2. Definition of Redundancy

- 2.1 A basic summary of the definition of redundancy is as follows:-  
*'A redundancy situation arises where an employee's job ceases to exist, and the employee is not replaced.'*
- 2.2 In relation to the redundancy agreement for Special Need Assistants, a redundancy situation does not arise unless there is an actual reduction in the allocation of SNA hours to the school. For example, if a child with SNA support leaves the school but the overall allocation for the school is not reduced by the Special Education Needs Organiser (SENO), then a redundancy situation does **not** arise.
- 2.3 If a Special Need Assistant opts to leave a school **voluntarily**, a redundancy situation does **not** arise irrespective of whether or not the allocation of SNA hours in the school is reduced. Redundancy will not be paid to any Special Need Assistant leaving a post on a voluntary basis.
- 2.4 You should note that a redundancy payment is not warranted unless the following conditions are satisfied:-
  - ❖ The allocation of SNA hours to the school is reduced
  - ❖ The contract for the most junior Special Need Assistant in the school is terminated (unless s/he has a written child specific contract that entitles her/him to remain in the school) and
  - ❖ The Special Need Assistant whose contract is being terminated meets the criteria set out in [Circular 0058/2006](#) i.e. s/he must have more than one year's continuous service.

### **3. Application Process for Payment of Redundancy**

- 3.1 Before making any application for payment of redundancy, you must be satisfied that a redundancy situation has arisen as outlined in [Circular 0058/2006](#) and as further clarified above.
- 3.2 [Circular 0058/2006](#) setting out the terms of the redundancy agreement, the application form RP50 and instructions on how to complete this form RP50 are available on this Department's website – [www.education.ie](http://www.education.ie) under Education Personnel/Special Needs Assistants.
- 3.3 You must follow these instructions carefully as application forms which do not provide the information in the format requested or, which are incomplete, may have to be returned thereby delaying the processing of any payment owed.

### **4. [Form 'SNA Red1'](#) to Accompany Future Applications for Redundancy**

- 4.1 Based on the experience of processing redundancy applications to date, it has been determined that the attached form – '[Form SNA Red1](#)' should also be completed and attached to the [RP50 application](#) for submission to this Department. The information provided on this form will assist in processing the application and should ensure that any payment owed will issue in a timely manner.
- 4.2 This form is attached to this information note and is also available on this Department's website – [www.education.ie](http://www.education.ie) under Education Personnel/Special Needs Assistants.

### **5. Queries**

- 5.1 If you have any further queries please contact the SNA Payroll Section, Payroll Division at 090 648 4136 or e-mail your query to [sna\\_pay@education.gov.ie](mailto:sna_pay@education.gov.ie).

P. Maloney,  
Principal Officer,  
Payroll Division.

September 2006

# DEPARTMENT OF EDUCATION & SCIENCE

## FORM SNA Red1

### Details to accompany Application Form for Redundancy RP50

.....

#### *School Details*

<b>Name &amp; Address of School:</b>	
<b>School Telephone No:</b>	<b>Roll No:</b>

#### *Special Need Assistant Details*

<b>PPS Number</b>	<b>Special Need Assistant Name</b>

(Please tick as appropriate)

**Did this Special Need Assistant have a child-specific contract?  
(Circulars SNA 12/05 & 15/05 refer)**

<b>Yes</b>	<b>No</b>

**Does this Special Need Assistant satisfy the criteria set out in Circular  
0058/2006?**

<b>Yes</b>	<b>No</b>

#### *Summary Details of Redundancy Situation*

**In the space provided hereunder please provide background details on how the redundancy situation has arisen and if it is a full or partial redundancy claim.**

--

--

*Confirmation of SNA Allocation*

**Please confirm the total allocation of SNA support to your school before the Special Need Assistant was made redundant (e.g. 3 full time and 5 hours).**

<b>Total Allocation</b>

**Please confirm the current allocation of SNA support to your school.**

<b>Total Allocation</b>

**Have you applied for additional SNA support for your school which has not yet been processed?** (Please tick as appropriate)

<b>Yes</b>	<b>No</b>

<b>To be signed by the Principal Teacher:</b>
<i>I certify that, in so far as I am aware, the information supplied on this form is correct.</i>
<b>Signature:</b> _____ <b>Date:</b> _____

<b>To be signed by the Chairperson, Board of Management:</b>
<i>I certify that, in so far as I am aware, the information supplied on this form is correct.</i>
<b>Signature:</b> _____ <b>Date:</b> _____
<b>Chairpersons Telephone No:</b> _____

**This form should be completed, attached to Form RP50 – application for redundancy, and forwarded to the SNA Payroll Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath.**