

## Financial Guideline 2016/2017 - 07

# Revised hourly rate of pay applicable from January 2017 for privately paid Caretakers and Secretaries

### 1. Introduction

The Department of Education and Skills have issued [Circular 0081/2016](#) 'Revision of Pay Rates in 2017 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary Secondary Schools in the Free Education System and Associated increases in Grant funding for same'. The Circular was issued as a result of Phase 2 of the agreement reached with the Union side on foot of the Arbitrator's findings in relation to the pay of grant-funded School Secretaries and Caretakers and the Financial Emergency Measures in the Public Interest Act 2015. This Financial Guideline details the first of three pay increases arising in 2017.

### 2. Minimum Hourly Rate for Caretakers & Secretaries

Effective from the 1st of January 2017 a minimum hourly rate of €10.75 should be implemented for Caretakers and Secretaries. The minimum hourly rate of €10.75 applies to School Secretaries & Caretakers employed by schools who are not currently paid on a salary scale equivalent to a public service salary scale and whose pay is funded from SSSF, Secretary and Caretaker grants.

Schools who have insufficient funds in 2017 to pay the new minimum hourly rate should complete the application form for additional funding included in Appendix 1. This form should be completed and returned to the Department of Education and Skills no later than 31st March 2017.

*Note: Caretakers & Secretaries who are currently paid an hourly rate in excess of €10.75 are not due any pay increases at this time.*

### 3. Increases in Grant funding

Appendix 2 sets out the revised rates of School Services Support Fund Grant, Secretary/SSSF Grant and Caretaker/SSSF Grants in order to enable schools to pay the salary increases due in 2017. Please note there are further pay increases due for Secretaries, Caretakers and Cleaners. The grants detailed in Appendix 2 are to cover all pay increases during 2017. The FSSU will issue a guideline before each pay increase is due.

*Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.*

**Louise McNamara**  
**Director, FSSU**  
**December 2016**

# Appendix 1

## Application Form for additional funding 2017

(Confined to those schools that in December 2016 pay an hourly rate of less than €10.75 per hour to their School Secretaries and Caretakers and who will have insufficient funds in 2017 to pay the new minimum hourly rate of €10.75 that comes into effect from 1 January 2017).

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

School Address: \_\_\_\_\_

School Email: \_\_\_\_\_ School Phone no: \_\_\_\_\_

Key Contact: \_\_\_\_\_

### Details of hours worked and rates paid

		Secretary	Caretaker
<b>Name</b>			
<b>PPSN number</b>			
(i)	Gross contractual weekly hours @ December 2016 (inclusive of paid meal breaks)		
(ii)	Number of contractual weeks to be worked between 01/01/2017 and 31/12/2017 <u>(including periods of paid annual leave but excluding periods of unpaid leave/lay-off)</u>		
(iii)	Total annual contracted hours between 01/01/2017 and 31/12/2017 <u>i.e. multiply (i) by (ii)</u>		
(iv)	Hourly rate of pay on 31/12/2016		
(v)	Difference <u>per hour</u> between hourly rate and the minimum hourly rate of €10.75 <u>i.e. €10.75 minus (iv)</u>		
(vi)	The shortfall in the hourly rate by the total contractual hours to be worked in 2017 <u>i.e. (iii) multiplied by (v)</u>		
(vii)	Employer's PRSI due on (vi) above		
(viii)	Total amount of additional funding requested for 2017 <u>i.e. (vi) plus (vii)</u>		

If school received additional funding in 2016 in accordance with Circular 0077/2015 in order to pay minimum rate please indicate is funding also required for 2017. Y/N \_\_\_\_\_

Have personnel changed since application in 2016. (Y/N) \_\_\_\_\_ If yes please give details: \_\_\_\_\_ If a school is applying for additional funding in respect of more than one secretary or caretaker, then a separate application form should be completed

**Declaration:**

I certify that all the information set out in this application form is correct and that the school has insufficient funding to pay the minimum hourly rate of €10.75 to its secretaries and caretakers in accordance with the requirements of Circular 0081/2016.

I confirm that this application for additional funding is based on the existing contractual weekly hours for the secretary/caretaker as at December 2016 and that these hours will not be increased in 2017.

I confirm that all relevant supporting documentation in respect of this application for additional funding is available for inspection by the Department if requested.

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Signature of Chairperson of BOM

Date: \_\_\_\_\_

**School Roll Number** \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO:

**Schools Division Financial, Department of Education and Skills, Cornamaddy, Athlone, County Westmeath as soon as possible and no later than 31<sup>st</sup> March 2017.**

## **Appendix 2**

### **Revised Rates of School Services Support Fund Grant, Secretary Grant/ SSSF Secretary and Caretaker Grant /SSSF Caretaker grant funding to Voluntary Secondary Schools in the Free Education Scheme**

(for payment in January 2017)

#### **School Services Support Fund (SSSF)**

The SSSF grant is increased from €206 to €210 per pupil

#### **Grants for Secretaries**

The Basic Secretary Grant is increased from €37 to €38 per pupil

The SSSF Secretary Grant is increased from €25 to €25.50 per pupil

Schools employing secretaries under ‘the 1978 scheme’ do not receive any secretary grants.

#### **Grants for Caretakers**

The Basic Caretaker Grant is increased from €31 to €31.50 per pupil

The SSSF Caretaker Grant is increased from €19 to €19.50 per pupil

**The revised rates include provision for Employer’s PRSI.**