

2015/2016 Financial Guideline-10

Revised salary rates applicable from January 2016 for privately paid Secretaries, Caretakers and Cleaners

1. Introduction

The Department of Education and Skills have issued Circular 0077/2015 ‘**Revision of Pay Rates from 1 January 2016 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 the arbitration process 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 outlines the details of the Circular highlighting the steps schools should follow.

2. School Secretaries and Caretakers

The pay increases set out below apply only to School Secretaries and Caretakers who are directly paid by the school and whose pay is funded from the Schools Services Support Fund Grant, Secretary/SSSF Secretary and Caretaker/SSSF Caretaker grant paid to schools by the Department of Education and Skills.

- A. School Secretaries and Caretakers who are paid an hourly rate of less than €10 per hour, are NOT currently paid on a salary scale equivalent to a public service salary scale and the school has insufficient funds in 2016 to pay the new minimum hourly rate.**
- i) A minimum hourly rate of €10.25 (Inclusive of 2.5% increase) should be implemented with effect from 1st January 2016.
 - ii) An application form for additional funding included in Appendix 1 should be completed and returned to the Department of Education and Skills no later than 31st March 2016.
- B. School Secretaries and Caretakers who are paid an hourly rate of €10 or greater per hour and who are not currently paid on a salary scale equivalent to a public service salary scale.**

- i) An increase of 2.5% in the hourly pay rate/annual salary should be implemented with effect from 1st January 2016.

C. School Secretaries and Caretakers who are currently paid on a salary scale equivalent to a public service salary scale.

In accordance with the FEMPI Act 2015, the following increases are payable with effect from 1 January 2016:

- Whole-time annual basic pay up to €24,000 are increased by 2.5%; and
- Whole-time annual basic pay from €24,001 up to €31,000 are increased by 1%. (Note: this means a salary of €25,000 is increased by €250 i.e. 1% of €25,000)

Details of the salary scales are outlined in [Circular 0068/2015](#).

3. Cleaners

The pay increases set out below apply to Cleaners employed by schools whose pay is funded from the School Services Support Fund or Capitation grant paid to schools by the Department of Education.

In accordance with the FEMPI Act 2015, the following increases are payable with effect from 1 January 2016:

- Whole-time annual basic pay up to €24,000 are increased by 2.5%; and
- Whole-time annual basic pay from €24,001 up to €31,000 are increased by 1%. (Note: this means a salary of €25,000 is increased by €250 i.e. 1% of €25,000)

National Minimum Wage Increase to €9.15 with effect from 1 January 2016

Employers should note that under the terms of the National Minimum Wage Order 2015 (S.I. No. 442 of 2015) the national minimum wage will increase to €9.15 per hour with effect from 1 January, 2016. This rate of €9.15 is inclusive of the increases under the FEMPI Act 2015 outlined in this guideline i.e. the 2.5% or 1% increase as applicable is applied to the individual's salary on 1 January 2016 in the first instance and if the individual's hourly rate is below €9.15 following this calculation, then the individual's hourly rate is further increased to €9.15. A worked example is included below:

A Cleaner is employed for 38.5 hours per week (including meal breaks) for a full year on an annual salary of €17,377. The individual's hourly rate is therefore €8.65. On 1 January 2016, the individual's salary is increased by 2.5% under the FEMPI Act 2015. This results in an annual salary of €17,812 which equates to an hourly rate of €8.87. As this is below

the national hourly minimum wage, the individual's salary must be further increased so that the hourly rate equates to €9.15, giving a total final annual salary of €18,382.

4. Part-time Staff

The pay of part-time staff should be revised, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes.

5. 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 effective from the 1st of January 2016.

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

Louise McNamara
Director, FSSU
December 2015

Appendix 1

Application Form for additional funding

(Confined to those schools that in December 2015 pay an hourly rate of less than €10 per hour to grant funded School Secretaries and Caretakers and who will have insufficient funds in 2016 to pay the new minimum hourly rate of €10.25 that comes into effect from 1 January 2016. Any increase in working hours for a school secretary or caretaker must be managed within the standard grant funding. This application form cannot be used to seek funding for an increase in working hours.)

School Name		
Roll Number		
School Address		
School Email		
School Phone		
Key Contact	Title	Name

Details of hours worked and rates paid

		Secretary	Caretaker
(i)	Gross contractual weekly hours @ December 2015 (inclusive of paid meal breaks)		
(ii)	Number of contractual weeks to be worked between 01/01/2016 and 31/12/2016 <u>(including periods of paid annual leave but excluding periods of unpaid leave/lay-off)</u>		
(iii)	Total annual contracted hours between 01/01/2016 and 31/12/2016 <u>i.e. multiply (i) by (ii)</u>		
(iv)	Hourly rate of pay on 01/01/2016 inclusive of the 2.5% pay increase		
(v)	Difference <u>per hour</u> between hourly rate inclusive of the 2.5% increase and the minimum hourly rate of €10.25 <u>i.e. €10.25 minus (iv)</u>		
(vi)	The shortfall in the hourly rate by the total contractual hours to be worked in 2016 <u>i.e. (iii) multiplied by (v)</u>		
(vii)	Amount of additional funding requested for 2016		

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 €10.25 to its secretaries and caretakers in accordance with the requirements of Circular 0077/2015.

I confirm that this application for additional funding is based on the existing contractual weekly hours for the secretary/caretaker as at December 2015 and that these hours will not be increased in 2016.

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 31st March 2016.

Guidance for completing the Application Form

Key points to note:

1. Schools that pay an hourly rate of €10 or more to their secretaries or caretakers are not eligible to apply for additional funding.
2. The table below sets out how the Application Form should be completed by eligible schools.

A school employs a secretary for 20 hours per week for the duration of the school year (33 weeks). The rate of pay at December 2015 is €9.50 per hour. The rate of pay inclusive of the 2.5% pay increase is €9.74 per hour.

The school also employs a caretaker for 16 hours per week for the duration of the school year (33 weeks). The rate of pay at December 2015 is €8.65 per hour. The rate of pay inclusive of the 2.5% pay increase is €8.87 per hour.

		Secretary	Caretaker
(i)	Gross contractual weekly hours @ December 2015 (inclusive of paid meal breaks)	20	16
(ii)	Number of contractual weeks to be worked between 01/01/2016 and 31/12/2016 <u>(including periods of paid annual leave but excluding periods of unpaid leave/lav-off)</u>	33	33
(iii)	Total annual contracted hours between 01/01/2016 and 31/12/2016 <u>i.e. multiply (i) by (ii)</u>	660	528
(iv)	Hourly rate of pay on 01/01/2016 inclusive of the 2.5% pay increase	€9.74	€8.87
(v)	Difference <u>per hour</u> between hourly rate inclusive of the 2.5% increase and the minimum hourly rate of €10.25 <u>i.e. €10.25 minus (iv)</u>	€0.51	€1.38
(vi)	The shortfall in the hourly rate by the total contractual hours to be worked in 2016 <u>i.e. (iii) multiplied by (v)</u>	€0.51*660 = €337	€1.38*528 = €729
(vii)	Amount of additional funding requested for 2016	€337	€729

Completed application forms should be submitted to the Department as soon as possible **and no later than 31 March 2016.** It is envisaged that any additional funding that is approved will be paid before the end of the current school year. A school that is submitting an application for additional funding should use its current grant funding to commence payment of the revised rates from 1 January 2016.

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 2016)

School Services Support Fund (SSSF)

The SSSF grant is increased from €201 to €206 per pupil.

Grants for Secretaries

The Basic Secretary Grant is increased from €36 to €37 per pupil.

The SSSF Secretary Grant is increased from €24 to €25 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 €30 to €31 per pupil.

The SSSF Caretaker Grant is increased from €18 to €19 per pupil.