

Financial Guideline 2013/2014 - 04

FEMPI IMPLICATIONS FOR DEPARTMENT PAID SCHOOL SECRETARIES – DES CL 35/2013

Introduction

The Department of Education and Skills has issued [Circular 35/2013](#) arising from the Financial Emergency Measures in the Public Interest Act 2013 and the Public Service Stability Agreement 2013-2016 (Haddington Road Agreement).

The purpose of the circular is to notify managerial authorities regarding clerical officers employed in post-primary schools under the 1978 scheme of changes to salary and other measures to take effect from 1st July 2013. The terms of such clerical officers are set down in DES CL 19/78.

The above circulars are available on the DES website at <http://www.education.ie/en/>

Note:

For the purposes of this document, salary is to be taken to mean salary inclusive of allowances in the nature of pay which are fixed periodic pensionable allowances.

The terms of DES CL 35/2013 do not apply to privately paid secretaries paid out of the DES Secretarial and Support Services Grants.

Increments and related balancing measures

1. For staff on salaries below €35,000, one three-month increment freeze will apply. This will take effect after the next increment is paid, with the following increment being awarded after 15 months rather than 12.
2. For staff on salaries between €35,000 and €65,000, two three-month increment freezes will apply. This will take effect after the next increment is paid, with the following two increments each being awarded after 15 months rather than 12 months.
3. Where a staff member's salary surpasses €35,000 during the Agreement, a second incremental freeze of three months will apply, in accordance with the arrangements for staff on salaries between €35,000 and €65,000 outlined at paragraph 2 above.

4. Specific arrangements will apply for staff with salaries between €35,000 and €65,000 who are on the final point of the incremental scale or who reach the final point of the scale following a 15 month increment period. These arrangements will be notified in a separate communication.
5. Where a person is employed on less than full hours, then a calculation will be made to determine their whole-time equivalent salary. Where the whole-time equivalent salary is less than €35,000, the increment measures at paragraph 1 will apply. Where the whole-time equivalent salary is greater than €35,000, the measures at paragraphs 2 to 4 will apply as appropriate.

Additional Working Hours

1. Staff with a working week of 35 hours or less (net of rest breaks) will increase to a minimum of 37 hours a week and staff who currently work more than 35 but less than 39 hours a week (net of rest breaks) will increase to a 39 hour week.
2. Pro-rata arrangements will apply for job-sharer and part-time staff. Working hours of those staff with a net working week of 39 hours or greater will remain the same, but an hour of overtime worked each week by these staff will be unpaid until 31 March 2014. Pro-rata arrangements will apply for job-sharer and part-time staff.

The Board must ensure that the following timescale for implementation of new working hours is adhered to:

1. The first 2 hours and 15 minutes per person per week will be implemented from 1 July 2013.
2. Any remaining liability will be implemented from 1 July 2015.
3. Extra hours worked will be deployed and may be aggregated on a daily, weekly or annual basis following local consultation, based on the principles agreed in each sector.
4. Staff will co-operate with the revisions to rosters necessary for the full deployment of the additional hours and with any consequential revisions.
5. School management will allow persons to opt to remain on their current hours for a period **subject to appropriate adjustment in pay**. This period will end no later than 30 June 2014 unless otherwise agreed with school management. School management should inform the Non-Teaching Staff Payroll Section of the Department where such arrangements are approved. Reduced hours will be treated as a work sharing arrangement, where such a scheme currently exists.
6. For grades **up to and including Grade VII and equivalents** increases in working hours **will be limited to two hours and 15 minutes per week** subject to the following: A minimum working week of 35 hours will apply. Pro-rata arrangements will apply for job-sharer and part-time staff.

Worked Example:

In accordance with DES CL 19/78 a Clerical Officer's working hours are:

"A 41 hour week, with 1/4 hour meal relief (i.e. a net working week of 34¾ hours)."

If you are a Grade III or equivalent currently working 32.5 hours per week (net of rest breaks) and you are in a Grade represented by a Union who have signed up to the Haddington Road Agreement then with effect from 1 July 2013 your working hours increase to 34 hours 45 minutes per week (net of rest breaks). With effect from 1 July 2015 your working hours increase again to 35 hours per week (net of rest breaks).

Pension-Related Deduction – Rate Adjustment

The rates for the Pension related deduction will be reduced in the €15,000 - €20,000 band rate to 2.5% from 5% with effect from 1 January 2014. From 1 January 2014, the rates for the PRD will be as follows:

Bands and Rates

Below €15,000	Exempt
€15,000 - €20,000	2.5%
€20,000 - €60,000	10.0%
Above €60,000	10.5%

Further clarification on any of the issues raised in this Guideline is available from the FSSU on 01-2690677 or email us, fssu@jmb.ie

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