



**Circular Letter 0049/2016**

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools  
and  
The Chief Executives of Education and Training Boards**

**Post-1 January 2011 New Entrant Special Needs Assistants –  
Recognition of Previous Public Service in another EU Member State**

1. The Minister for Education and Skills wishes to inform management authorities and Special Needs Assistants (SNAs) of revised arrangements for the recognition of previous service in an analogous position in the public service of another EU Member State when determining whether an individual is a new appointee and the appropriate salary scale on which to place him/her. The revision arises from a recent decision of the EU Commission in this regard.

**Current Position**

2. The position heretofore (as set out in Circular 0058/2014) is that previous service in an Oireachtas-funded SNA post in Ireland is recognised when determining the date of first service and, accordingly, the salary scale payable to the SNA.

**Revised Arrangements**

3. Under the revised arrangements, previous service in an analogous post in the public service of another EU Member State will be recognised on the same basis as if such service was given in Ireland when determining the appropriate salary scale payable to the SNA.
4. Serving SNAs who are classified as post-1 January 2011 entrants and who have previous service in an analogous post in the public service of another EU Member State should now apply to have such previous periods of service assessed using the application process set out overleaf. Salary arrears, where applicable, will be paid in due course.
5. In respect of SNAs recruited after the date of this circular, previous service in an analogous post in the public service of another EU Member State will be assessed when determining the appropriate salary scale payable to the SNA.

**Application Process**

6. Serving SNAs who are classified as post-1 January 2011 entrants and who have previous SNA service in an analogous post in the public service of another EU Member State should now apply to have such previous periods of service assessed to determine the appropriate salary scale payable as follows:

*(i) SNAs employed by Primary and Post Primary Schools:*

SNAs employed by Primary and Post Primary Schools should complete the form at Appendix 1 and submit the form by post to:

Previous EU Experience Forms,  
NTS Payroll,  
Department of Education and Skills,  
Cornamaddy,  
Athlone,  
Co. Westmeath

*(ii) SNAs employed by an Education and Training Board:*

SNAs employed by an Education and Training Board should complete the form at Appendix 1 and submit the form by post to the HR section of their employer Education and Training Board.

7. Applications from serving SNAs should be made within 6 months from the date of this circular. SNAs appointed after the date of this circular should apply within 6 months from the date of their appointment.

**Circulation and Queries**

8. Please ensure that copies of this circular are provided to all members of the Board of Management/Education and Training Board and its contents are brought to the attention of all relevant SNAs in your employment including those on leave of absence.

9. This circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)

10. Enquiries regarding this circular should be e-mailed to:

*(i) SNAs employed by Primary, Secondary, Community or Comprehensive Schools:*

NTS Payroll – [ntspayroll@education.gov.ie](mailto:ntspayroll@education.gov.ie)

*(ii) SNAs employed by an Education and Training Board:*

- The HR Section of your employer ETB

Philip Crosby  
Principal Officer  
External Staff Relations  
28 July 2016

**Appendix 1**

**Recognition of previous service as a Special Needs Assistant in an analogous Special Needs Assistant post in the public service of another EU Member State under Circular 0049/2016**

**PART A**

**1. Personal Details:**

Full Name	
Former Name (e.g. Maiden name)	
PPS Number	
Payroll/SNA No with current employer (if known)	
Correspondence Address	
Contact Telephone No	
Mobile No	
E-mail Address	
Date of Birth	

**2. Current Employer Details:**

Name and Address of Employer/School	
Contact Telephone Number	
School Roll Number	

(a) Is this your first publicly funded SNA post in Ireland? \_\_\_\_\_

(b) If the answer to 2 (a) is "No", please give details

<b>From: (i.e. Day/Month/Year)</b>	<b>To: (i.e. Day/Month/Year)</b>	<b>Name and address of school/employer where this service was given:</b>

**The Department/ETB reserves the right to seek further information from the applicant.**

**3. Details of previous SNA service in an analogous position in the public service of another EU Member State:**

(a) What was your first date of service in a publicly funded school in the EU? \_\_\_\_\_

(b) Details of previous service in an analogous SNA position in the public service of another EU Member State (PART B must be completed and submitted in respect of each employer/school listed)

From: (i.e. Day/Month/Year)	To: (i.e. Day/Month/Year)	Name and address of school/employer where this service was given:	Have you previously received incremental credit in respect of this service?

**4. Certification of Applicant:**

I certify that I have read Circular 0049/2016 and I confirm that all information given on this form is accurate.

Name: \_\_\_\_\_  
(BLOCK CAPITALS)

Signature of Applicant: \_\_\_\_\_

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

**Data Protection:**

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A

**If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought.**

**PART B**

(A separate Part B should be completed in respect of each employer/school listed at PART A3 above)

**Section 1 – to be completed by the Applicant**

Full Name	
Former Name (e.g. Maiden name)	
PPS Number	
Payroll/SNA No with this employer (if known)	
Date of Birth	

**Section 2 – to be completed by the School Principal**

Name and Address of Employer/School	
Duration of Service	<b>From</b> <b>To</b>
Contact Telephone Number for School/ Employer	
School Roll Number/ Registration Number	

Was the service above recognised by the State Authority?	<b>YES</b>	<b>NO</b>
Is the school subject to inspection by the State Authority?	<b>YES</b>	<b>NO</b>
Is the school in receipt of funds (or eligible to receive funds) from State Authority?	<b>YES</b>	<b>NO</b>
Is the above information verified by school records?	<b>YES</b>	<b>NO</b>

<b>I certify that the particulars given above are correct and accurate in every respect.</b>		
Name of School Principal:		School Stamp:
Signature of School Principal:		
Date:		