

## Financial Guideline 2018/2019 - 16

### Voluntary Secondary schools

#### Revised salary rates applicable from 1<sup>st</sup> January 2019 for

- **Privately paid School Secretaries & Caretakers**
- **Cleaners**
- **Other privately paid staff**

#### **Introduction**

As a result of the Public Service Stability Agreement 2013-2020, the Financial Emergency Measures in the Public Interest Act (unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020) and the agreed arbitration process in relation to the pay of grant funded school secretaries and caretakers, revised rates of salary are applicable for the following personnel **employed directly** by the board of management of a recognised school with effect from 1<sup>st</sup> January 2019:

- School secretaries and caretakers
- Cleaners
- Other privately paid staff e.g. bus escorts, lab technicians, canteen personnel.

#### **1. 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 not currently paid on a salary scale equivalent to a public service salary scale.**

- With effect from 1 January 2019, remuneration of 2.5% increase in hourly rate of pay

**B. School secretaries and caretakers who are paid an hourly rate of less than €13.00 per hour, are NOT currently paid on a salary scale equivalent to a public service salary scale and the school has insufficient funds in 2019 to pay the new minimum hourly rate.**

- i) A minimum hourly rate of €13.00 should be implemented with effect from 1st January 2019.
- 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 29<sup>th</sup> March 2019.

This rate is inclusive of the 2.5% increase referred to above.

**C. School secretaries and caretakers who are currently paid on a salary scale equivalent to a public service salary scale.**

In accordance with the Financial Emergency Measures in the Public Interest Act (unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020), the following increase is payable:

- With effect from 1 January 2019, annualised salaries up to €30,000 to increase by 1%

## **2. 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 Financial Emergency Measures in the Public Interest Act (unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020), the following increase is payable:

- With effect from 1 January 2019, annualised salaries up to €30,000 to increase by 1%

## **3. Other privately paid Staff**

With effect from 1<sup>st</sup> January 2019 salary increases apply to staff who are employed directly in a recognised school. For example, the salary increases will apply to school transport bus escorts, coaches, canteen personnel and lab technicians.

In accordance with the Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017, the following increase is payable:

- With effect from 1 January 2019, annualised salaries up to €30,000 to increase by 1%

#### **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. National Minimum Wage Increase to €9.80 with effect from 1 January 2019**

Employers should note that under the terms of the National Minimum Wage Order (S.I. No. 440 of 2017) the national minimum wage will increase to €9.80 per hour with effect from 1 January 2019.

The sequence to apply is application of the 1% national annualised wage increase in first instance. If this doesn't bring hourly rate to the National Minimum Wage level, then the National Minimum Wage level is applicable.

#### **6. 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 1<sup>st</sup> of January 2019.

#### **Reference**

This guideline is based Circular [0075/2018](#) and [0077/2018](#).

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

**Tel: 01-269 0677**

**[info@fssu.ie](mailto:info@fssu.ie)**

**12<sup>th</sup> December 2018**

## Appendix 1

### Application Form for additional funding 2019

(Confined to those schools that in December 2018 pay an hourly rate of less than €13.00 per hour to their School Secretaries and Caretakers and who will have insufficient funds in 2019 to pay the new minimum hourly rate of €13.00 that comes into effect from 1 January 2019).

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.

<b>School Name</b>		<b>Roll No.</b>	
<b>School Email</b>		<b>School Phone No.</b>	
<b>School Address</b>			
<b>Name of Key Contact</b>			

#### Details of hours worked and rates paid

		Secretary	Caretaker
Name			
(i)	Gross contractual weekly hours @ December 2018 (inclusive of paid meal breaks)		
(ii)	Number of contractual weeks to be worked between 01/01/2019 and 31/12/2019 <u>(including periods of paid annual leave but excluding periods of unpaid leave/lay-off)</u>		
(iii)	Total annual contracted hours between 01/01/2019 and 31/12/2019 <u>i.e. multiply (i) by (ii)</u>		
(iv)	Hourly rate of pay on 31/12/2018		
(v)	2.5% increase wef 1/1/19 (included in increase in ancillary grant)		
(vi)	New hourly rate after applying 2.5% increase		
(vii)	Difference <u>per hour</u> between hourly rate and the minimum hourly rate of €13.00 <u>i.e. €13.00 minus (vi)</u>		
(viii)	The shortfall in the hourly rate by the total contractual hours to be worked in 2019 <u>i.e. (iii) multiplied by (v)</u>		
(ix)	Employer's PRSI due on (vi) above		
(x)	Total amount of additional funding requested for 2019 <u>i.e. (vi) plus (vii)</u>		

Please indicate if school received additional funding in:

2016 in accordance with Circular 0077/2015 (Y/N)	
2017 in accordance with Circular 0025/2017 (Y/N)	
2018 in accordance with Circular 0079/2017 (Y/N)	
Have personnel changes since application in 2017 (Y/N)	
If yes please provide details of the changes such as individual names, dates etc. below:	

**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 €13.00 to its secretaries and caretakers in accordance with the requirements of this Circular.

I confirm that this application for additional funding is based on the existing contractual weekly hours for the secretary/caretaker as at December 2018 and that these hours will not be increased in 2019.

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 29th March 2019.**

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 2019.

## **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 2019)

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

The SSSF grant is increased from €215.50 to €222 per pupil

#### **2. Grants for Secretaries**

The Basic Secretary Grant is increased from €39 to €40 per pupil

The SSSF Secretary Grant is increased from €26 to €26.5 per pupil

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

#### **3. Grants for Caretakers**

The Basic Caretaker Grant is increased from €32.50 to €34 per pupil

The SSSF Caretaker Grant is increased from €20 to €20.50 per pupil

The revised rates include provision for Employer's PRSI.