

Financial Guideline P08 - 2018/2019

Revised Pay Rates for Ancillary Staff from January 2019

In response to the Department of Education and Skills (DES) [Circular 0076/2018](#), the following is applicable to Ancillary Staff personnel employed directly by a Board of Management of a recognised school **from 1st January 2019**:

Section A

School Secretaries & Caretakers Paid on an Hourly Rate

- Increase of 2.5% in the hourly rate for School Secretaries and Caretakers with effect from 1st January 2019.
- Increase in the Minimum Hourly Rate of Pay from €11.79 to €13.00 with effect from 1st January 2019. This includes 2.5% referred to above.

Ancillary Services Grant to increase by €6 from €163 to €169 (full grant) and €3 from €84 to €87 (reduced grant) per pupil in March 2019.

School Cleaners and Other Privately Paid Staff

Annualised salaries up to ****€30,000** to be increased by 1% with effect from 1st January 2019 for the following staff:

- Secretaries and Caretakers who are currently paid on a salary scale equivalent to a public services salary scale.
- Cleaners.
- Other privately paid staff (e.g. bus escorts).

***based on whole time equivalent of 39 hours*

National Minimum Wage to increase to **€9.80** from 1st January 2019.

First, apply 1% increase and if this doesn't bring the hourly rate to the National Minimum Wage, then apply the National Minimum Wage rate of €9.80.

Application for additional funding should be completed and returned to the DES no later than 29th March 2019. Click here for a [link](#) to the application form.

Section B

Clustering of Schools

In certain areas it may be that schools would wish to cluster with other schools in their locality and use the grant money received by all those schools to employ a person or persons who could undertake secretarial, caretaking or other ancillary work on behalf of all schools in the cluster.

The Board of Management of schools who wish to cluster with other schools as outlined above should note the following in relation to ancillary staff working in a number of different schools:

- There must be individual contracts for each school that they are employed in as the Board of Management of each individual school will be the employer.
- There must be individual payslips for each employment.
- The ancillary staff should be paid out of the individual schools bank account. Schools must not share bank accounts in order to pay shared staff.

If you require any further information, please email primary@fssu.ie or phone (01) 910 4020

Financial Support Services Unit

12th December 2018

Treoir Airgeadais P08 - 2018/2019

Na Rátaí Pá Athbhreithnithe d'Fhoireann Fosheirbhísí ó Mí Eanáir 2019

Mar thoradh ar Chiorclán [0076/2018](#) ón Roinn Oideachais agus Scileanna, beidh feidhm ag an méid seo a leanas ar bhaill foirne coimhdí atá fostaithe go díreach ag Bord Bainistíochta scoile aitheanta **ón 1 Deireadh Fómhair 2019** ar aghaidh:

Cuid A

Rúnaithe agus Feighlithe Scoile a Íoctar ar bhonn Uair-Ráta

- Méadú 2.5% ar an uair-ráta d'Fheighlithe agus Rúnaithe Scoile le héifeacht ón 1 Eanáir 2019.
- Méadú ar an Íos-Uair-Ráta Pá ó €11.79 go €13.00 le héifeacht ón 1 Eanáir 2019. Tá an 2.5% a bhfuil tagairt déanta dó thuas san áireamh san fhiigiúr sin.

Tá an Deontas Fosheirbhísí le méadú €6, ó €163 go €169 (an deontas iomlán), agus €3, ó €84 go €87 (an deontas laghdaithe), in aghaidh an dalta i mí an Mhárta 2019

Glantóirí Scoile agus Foireann Eile a Íoctar go Príobháideach

Tá tuarastail bhliantúlaithe suas le **€30,000 le méadú 1% le héifeacht ón 1 Eanáir 2019 i gcás na mball foirne seo a leanas:

- Rúnaithe agus Feighlithe a íoctar faoi láthair ar scála tuarastail atá comhionann le scála tuarastail seirbhíse poiblí.
- Glantóirí.
- Baill foirne eile a íoctar go príobháideach (m.sh. coimhdirí bus).

*** bunaithe ar choibhéis lánaimseartha is ionann agus 39 uair an chloig*

An tÍosphá Náisiúnta le méadú go €9.80 go an 1 Eanáir 2019.

Ar dtús, cuir an méadú 1% i bhfeidhm ar an uair-ráta pá. Mura sásaíonn an ráta nua an ráta íosphá náisiúnta ansin, cuir an tÍosphá Náisiúnta, €9.80, i bhfeidhm.

Ba chóir aon iarratas ar mhaoiniú breise a chomhlánú agus a chur ar ais chuig an Roinn tráth nach déanaí ná an 29 Márta 2019. Clliceáil [anseo](#) le dul caol díreach chuig an bhFoirm Iarratais.

Cuid B

Braisliú scoileanna

B'fhéidir gur mhaith leis na scoileanna i gceantar áirithe teacht le chéile i mbraisle leis an airgead deontais a fhaigheann siad ar fad a bhailiú le chéile le duine nó daoine a fhostú le tabhairt faoi obair rúnaíochta, feighlíochta nó obair chúntach eile thar ceann na scoileanna uile sa bhraisle sin.

Boird Bhainistíochta na scoileanna sin ar mian leo déanamh amhlaidh, ba chóir dóibh an méid seo a leanas a thabhairt faoi deara maidir le baill foirne coimhdí a oibríonn i roinnt scoileanna:

- Ní mór dóibh conradh ar leith a bheith acu i ndáil le gach scoil a bhfuil siad fostaithe inti toisc go mbeidh an Bord Bainistíochta i ngach aon scoil ina fhostóir.
- Ní mór dóibh duillín pá ar leith a fháil i dtaca le gach fostaíocht.
- Ba chóir a leithéid de bhaill foirne coimhdí a íoc as cuntas bainc na scoile ar leith, leis. Ní ceadmhach do scoileanna cuntais bhainc a chomhroinnt le chéile le baill foirne chomhroinnte a íoc.

Má bhíonn aon fhaisnéis bhreise uait, ná bíodh drogall ort ríomhphost a chur chuig primary@fssu.ie nó glao a chur ar (01) 910 4020

An tAonad um Sheirbhísí Tacaíochta Airgeadais (FSSU)

12th December 2018