



**Circular Number: 0075/2019**

**To: The Management Authorities of Voluntary Secondary Schools in the Free Education Scheme**

**Revision of Pay Rates in 2020 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary Secondary Schools in the Free Education Scheme and associated increases in Grant funding for same**

### Introduction

I am directed by the Minister for Education and Skills to refer to the pay of grant-funded School Secretaries and Caretakers and the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*).

### Key Dates

<p><b>1 January 2020</b> <i>Unwinding of FEMPI</i></p>	<p>*Annualised salaries up to €32,000 to increase by 0.5%. This applies to grant funded School Secretaries &amp; Caretakers employed by schools whose pay is funded from SSSF, Secretary and Caretaker grants and who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using SSSF grant funding. Part A.1 and A.2 of this circular refer. (Facilitated by increase given in SSSF Grants in 2020)</p>
<p><b>1 October 2020</b> <i>Unwinding of FEMPI</i></p>	<p>Annualised salaries to increase by 2%. This applies to School Secretaries &amp; Caretakers employed by schools whose pay is funded from SSSF, Secretary &amp; Caretaker grants and who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using SSSF grant funding. Part A.1 and A.2 of this circular refers. (Facilitated by increase given in SSSF Grants in 2020)</p>

### Note:

\* The Arbitration agreement of 2015 concluded on 31<sup>st</sup> December 2019 2019 and no further additional funding will be provided.

**PART A** of this Circular which refers to pay increases under Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) with effect from 1 January 2020 and 1 October 2020 applies to:

- School Secretaries and Caretakers employed by Boards of Management of schools whose pay is funded from the School Services Support Fund grants paid to schools by this Department and who **are** currently paid on a salary scale equivalent to a public service salary scale and to
- Cleaners employed by schools whose pay is funded from the School Services Support Fund or the Capitation grant paid to schools by this Department.

**PART B** of this Circular sets out the revised rates of School Services Support Fund Grant in order to enable schools to pay the revised rates set out in in Part A during 2020. It also sets out the rates of Secretary and Caretaker Grants.

### **Circulation and Queries**

Please ensure that the contents of this Circular are brought to the attention of all members of the Board of Management and all relevant staff in the school.

Please note that any references to schools in this Circular refer only to Voluntary Secondary Schools in the Free Education Scheme.

Queries regarding the implementation of this Circular should be addressed to the relevant school management body in the first instance.

Tara Carton  
External Staff Relations

Tom Deegan  
Schools Division Financial

10<sup>th</sup> December 2019

## PART A

### Pay increases

1. The purpose of Part A of this Circular is to inform management authorities of the pay increases payable from 1 January 2020 and 1 October 2020 under the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) to:
  - School Secretaries and Caretakers employed by Boards of Management of schools whose pay is funded from the School Services Support Fund grants paid to schools by this Department and who **are** currently paid on a salary scale equivalent to a public service salary scale and to
  - Cleaners employed by schools whose pay is funded from the School Services Support Fund or the Capitation grant paid to schools by this Department.

### **Application of the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*)**

1. In accordance with the Financial Emergency Measures in the Public Interest Act (unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020), the following increases are payable:
  - With effect from 1 January 2020, annualised salaries up to €32,000 increase by 0.5%
  - With effect from 1 October 2020, annualised salaries to increase by another 2%

The pay of part-time staff should be revised on a pro-rata basis, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes. Please note that the pro-rata pay calculation is based on a whole time equivalent of 39 hours.

## PART B

### Rates of School Services Support Fund Grant, Secretary Grant. SSSF Secretary Grant, Caretaker Grant and SSSF Caretaker grant funding to Voluntary Secondary Schools in the Free Education Scheme

(For payment in January 2020)

	Grant Type	Rate	Details
a)	School Services Support Grant (SSSF)	€223.50	<p>The SSSF grant is increased from €222.00 to €223.50 per pupil.</p> <p>The SSSF Grant is paid in three instalments in September, January and April.</p> <p>The grant is calculated at a minimum enrolment of 200 pupils and thereafter according to enrolment.</p>
b)	Basic Secretarial Grant	€40.00	<p>To qualify for this grant, a school must have an enrolment figure of at least 200 pupils. The grant is calculated by multiplying the enrolment figure by the rate up to a maximum of 350 pupils.</p> <p>Schools employing secretaries under 'the 1978 scheme do not receive any secretary grants</p>
c)	SSSF Secretary Grant	€26.50	<p>The grant is calculated by multiplying the enrolment figure by the rate up to a maximum of 350 pupils.</p> <p>Schools employing secretaries under 'the 1978 scheme' do not receive any secretary grants.</p>
d)	Basic Caretaker Grant	€34.00	<p>To qualify for the basic caretaker grant, a school must have an enrolment figure of at least 200 pupils. The grant is calculated by multiplying the enrolment figure by the rate up to a maximum of 350 pupils.</p>
e)	SSSF Caretaker Grant	€20.50	<p>The grant is calculated by multiplying the enrolment figure by the rate up to a maximum of 350 pupils.</p>