FSSU
Financial Support Services Unit

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Financial Guideline 2021/2022 - 10

Community & Comprehensive and Voluntary Secondary Schools

Supervision and Substitution Scheme - School Year 2021/2022

Notes:

- *This guideline relates to the **regular** Supervision and Substitution scheme. The guidance and rates remain unchanged and are as per the previous school year.*

- *Guidance on the **Enhanced** Supervision Scheme for Covid can be found in Financial Guideline 2019/2020 - 52. The guidance and rates remain unchanged and are as per the previous school year.*

1. Introduction

Where a teacher has opted out of supervision and substitution scheme, an amount equivalent to the supervision and substitution allowance has been allocated to the teacher's school for the provision of supervision and substitution duties. This grant cannot be used to pay full-time teachers or teachers who have opted out of the scheme for supervision and substitution on a casual/ non-pensionable basis.

The following sequence is recommended when considering when to use the supervision and substitution grant;

i. In the case of certified leave, approved in-service and other approved absences where the Department of Education provides paid substitution cover, every effort should be made to employ a suitably qualified substitute.

ii. The substitution roster is primarily intended to cover approved absences on school business, uncertified leave, the first day of force majeure and the first day of illness in family leave. Where there is no substitute teacher available to cover approved leave as specified in (i) above, a school may use the substitution roster.

iii. If no one is available from the substitution roster the recommended sequence is to use the substitution hours (Batt Hours) to pay a part-time teacher on OLCS or to use the supervision & substitution grant to pay a part-time teacher.

2. Supervision and Substitution payments to schools during the school year 2021/2022

Payments from the Department of Education to schools for supervision and substitution for the school year 2021/2022 are as follows:
Payment 1: Schools are due to receive a payment in December 2021. This payment represents the first instalment of Supervision and Substitution for 2021/2022 based on the number of teachers who have opted out of the scheme in each school.

Payment 2: Schools will receive a payment in June 2022. This payment represents the balancing amount of Supervision and Substitution due for the school year 2021/2022.

3. Hourly rates of pay for Supervision and Substitution duties

As per **Department of Education** Circular 0015/2015 the following are the hourly rates for part-time teachers performing supervision and substitution duties additional to their compulsory supervision and substitution liability with effect from commencement of 2015/16 school year:
Note that the hourly rate and the value of the statutory annual leave per hour should not be added together at time of payment. A separate payment should be made in respect of accumulated holiday pay.

Status of Part-Time Teacher	**Hourly Rate excluding holiday pay €**	**Value of Statutory Annual Leave Accumulated per Hour Worked €**
Pre-1 January 2011 Entrant to Teaching	42.08	5.74
Entered teaching between 1 January 2011 & 31 January 2012	37.88	5.16
Entered teaching on or after 1 February 2012	28.59	3.90

The following are the hourly rates for external (non-teacher) supervisors:

Status of Supervisor	**Hourly Rate excluding holiday pay €**	**Value of Statutory Annual Leave Accumulated per Hour Worked €**
Employed prior to January 1st 2011	21.31	1.70
Employed after 1st January 2011	19.18	1.53

Please note schools should include employer's PRSI at 11.05% in addition to the above rates when calculating the amount of grant available to spend.

4. Allocation of substitution hours on the OLCS (Batt hours) Circular 50/2014

Each post-primary school will be provided with a defined number of hours of substitution to provide cover for teacher absences arising from official school business. This will be calculated on the basis of the number of pupils in a school with a minimum number of available hours for all schools with less than 100 pupils.

For example in the 2014/15 school year 0.22 hours substitution cover were to be allocated for each pupil in a school as per the school's recognised enrolment on the 30th September 2013. This substitution allocation is commonly known as Batt Hours.
Example: A school with an enrolment of 500 is allocated: 500 x 0.22 = 110 hours. This would be shown in a revised teacher allocation schedule, due early in the new school year as 0.15 WTE.

These hours will be included in the total part time hours available to the school on the OLCS. These hours must be used for substitution only and cannot be allocated as a portion of a part time teachers' contract.

5. Reference:

This guideline is based on Circular *0006/2014*, *0042/2014*, *and* *0041/2017*.

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

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21st October 2021

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Treoirlíne Airgeadais 2021/2022 - 10

Pobalscoileanna, Scoileanna Cuimsitheacha agus Meánscoileanna Deonacha

An Scéim Maoirseachta agus Ionadaithe - Scoilbhliain 2021/2022

Nótaí:

- *Baineann an treoirlíne seo leis an **nGnáthscéim** Maoirseachta agus Ionadaithe. Níl aon athrú ar an treoir ná ar na rátaí agus is ionann iad agus a raibh ann sa scoilbhliain roimhe.*

- *Is féidir teacht ar threoir maidir leis an Scéim **Fheabhsaithe** Maoirseachta i ndáil le COVID-19 in Treoirlíne Airgeadais 2019/2020 - 52. Níl aon athrú ar an treoir ná ar na rátaí agus is ionann iad agus a raibh ann sa scoilbhliain roimhe.*

1. Réamhrá

Sa chás gur dhiúltaigh múinteoir a bheith páirteach sa Scéim Maoirseachta agus Ionadaithe, rinneadh méid is ionann agus an liúntas maoirseachta agus ionadaithe a leithdháileadh ar scoil an mhúinteora chun dualgais mhaoirseachta agus ionadaithe a chomhlíonadh. Ní ceadmhach an deontas sin a úsáid le múinteoirí lánaimseartha ná múinteoirí a dhiúltaigh a bheith páirteach sa scéim a íoc as maoirseacht ná ionadú ar bhonn neamhfhoirmeálta/neamh-inphinsin.

Moltar an t-ord seo a leanas lena oibriú amach cathain is cuí an deontas maoirseachta agus ionadaithe a úsáid;

iv. I gcás saoire dheimhnithe, tréimhsí inseirbhíse faofa agus asláithreacht fhaofa eile, a sholáthraíonn an Roinn Oideachais clúdach ionadaithe íoctha ina leith, ba chóir go ndéanfaí gach iarracht múinteoir ionaid a fhostú, atá cáilithe go cuí.

v. Is é príomhchuspóir an uainchláir ionadaithe ná clúdach a sholáthar maidir le hasláithreacht fhaofa le haghaidh gnó scoile, saoire gan teastas, an chéad lá de force majeure agus an chéad lá de shaoire i gcás breoiteacht sa teaghlach. Sa chás nach bhfuil aon mhúinteoir ionaid ar fáil chun saoire fhaofa a chlúdach mar atá sonraithe in (i) thuas, is féidir le scoil an t-uainchlár ionadaithe a úsáid.

vi. Mura bhfuil aon duine ar fáil ón uainchlár ionadaithe, is é an t-ord a mholtar ná na huaireanta ionadaithe (uaireanta Batt) a úsáid chun múinteoir páirtaimseartha a íoc ar OLCS nó an deontas maoirseachta agus ionadaithe a úsáid chun múinteoir páirtaimseartha a íoc.

2. Íocaíochtaí Maoirseachta agus Ionadaithe le scoileanna le linn na scoilbhliana 2021/2022

Is iad seo a leanas na híocaíochtaí ón Roinn Oideachais le scoileanna as maoirseacht agus ionadú le linn na scoilbhliana 2021/2022:
Íocaíocht 1: Tá íocaíocht dlite do scoileanna i Nollaig 2021. Is ionann an íocaíocht sin agus an chéad tráthchuid den íocaíocht as Maoirseacht agus Ionadú i gcomhair 2021/2022 bunaithe ar líon na múinteoirí a dhiúltaigh a bheith páirteach sa scéim i ngach scoil.

Íocaíocht 2: Gheobhaidh scoileanna íocaíocht i Meitheamh 2022. Is ionann an íocaíocht sin agus an méid comhardaithe maidir leis an íocaíocht as Maoirseacht agus Ionadú atá dlite i gcomhair na scoilbhliana 2021/2022.

3. Rátaí pá in aghaidh na huaire ar dhualgais Mhaoirseachta agus Ionadaithe

De réir Chiorclán 0015/2015 **ón Roinn Oideachais,** is iad seo a leanas na rátaí in aghaidh na huaire do mhúinteoirí páirtaimseartha a dhéanann maoirseacht agus ionadú sa bhreis ar a ndliteanas éigeantach maoirseachta agus ionadaithe le héifeacht ó thús na scoilbhliana 2015/16:
Tabhair faoi deara nach cóir an ráta in aghaidh na huaire agus luach na saoire reachtúla in aghaidh na huaire a shuimiú le chéile tráth na híocaíochta. Ba chóir íocaíocht ar leith a dhéanamh i ndáil le pá saoire carnach.

Stádas an Mhúinteora Pháirtaimseartha	Ráta in aghaidh na huaire gan pá saoire san áireamh €	Luach na Saoire Bliantúla Reachtúla arna Carnadh in aghaidh na hUaire Oibre €
Thosaigh sé/sí ag múineadh den chéad uair roimh an 1 Eanáir 2011	42.08	5.74
Thosaigh sé/sí ag múineadh den chéad uair idir an 1 Eanáir 2011 agus an 31 Eanáir 2012	37.88	5.16
Thosaigh sé/sí ag múineadh den chéad uair tar éis an 1 Feabhra 2012 nó ar an dáta sin	28.59	3.90

Is iad seo a leanas na rátaí in aghaidh na huaire do mhaoirseoirí seachtracha (nach múinteoirí iad):

Stádas an Mhaoirseora	Ráta in aghaidh na huaire gan pá saoire san áireamh €	Luach na Saoire Bliantúla Reachtúla arna Carnadh in aghaidh na hUaire Oibre €
Fostaithe roimh an 1 Eanáir 2011	21.31	1.70
Fostaithe tar éis an 1 Eanáir 2011	19.18	1.53

Tabhair faoi deara gur chóir do scoileanna ÁSPC an fhostóra ag ráta 11.05% a chur san áireamh sa bhreis ar na rátaí thuas, agus méid an deontais atá ar fáil lena chaitheamh á ríomh.

4. **Leithdháileadh uaireanta ionadaithe (uaireanta Batt) ar an gCóras Éileamh ar Líne (OLCS)** Ciorclán 50/2014

Soláthrófar do gach iar-bhunscoil méid sonraithe uaireanta d'ionadú chun go mbeadh clúdach ann le haghaidh asláithreacht múinteoirí mar thoradh ar ghnó scoile oifigiúil. Déanfar é sin a ríomh ar bhonn líon na ndaltaí i scoil, agus beidh íosmhéid maidir leis na huaireanta atá ar fáil i gceist i gcás gach scoile ina bhfuil níos lú ná 100 dalta.

Mar shampla, i scoilbhliain 2014/15, bhí 0.22 uair de chlúdach ionadaithe le bheith leithdháilte do gach dalta i scoil de réir rollú aitheanta na scoile amhail ar an 30 Meán Fómhair 2013. Glaoitear Uaireanta Batt ar an leithdháileadh ionadaithe sin go hiondúil. Mar shampla: I gcás scoil ina bhfuil rollú de 500 dalta, leithdháiltear: 500 x 0.22 = 110 uaireanta. Thaispeánfaí an méid sin, i sceideal nuashonraithe um leithdháileadh múinteoirí a bheadh dlite go luath sa scoilbhliain nua, mar choibhéis múinteora lánaimseartha de 0.15.

Áireofar na huaireanta sin leis na huaireanta páirtaimseartha iomlána atá ar fáil don scoil ar an OLCS. Ní foláir go n-úsáidfí na huaireanta sin i gcomhair ionadú amháin, agus ní féidir iad a leithdháileadh mar sciar de chonradh múinteora pháirtaimseartha.

5. ***Tagairt:***

Tá an treoirlíne seo bunaithe ar Chiorcláin *0006/2014*, *0042/2014*, *agus* *0041/2017*.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo ach dul i dteagmháil le FSSU.

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An 21 Deireadh Fómhair 2021