

Financial Guideline 2021/2022 - 25

Community & Comprehensive Schools

Revised Salary Rates applicable from 1st February 2022 for School Secretaries, Caretakers and Cleaners who have Public Service Contracts

All salary scales and hourly rates payable to affected staff set out in previous guidelines are superseded by the terms of this guideline with effect from 1st February 2022.

1. Introduction

Under the terms of Section 3 of the Building Momentum - A New Public Service Agreement 2021-2022, whole-time annual basic scale salaries will be increased by 1% with effect from 1st February 2022.

2. Salary Increase

The revised rates of salary are based on [Circular 07/2022](#). The 1% increase applies to **Department sanctioned clerical, caretakers and cleaning staff**. Circular 07/2022 applies to sanctioned Department staff only paid from the NTP grant.

Revised salary scales for school secretaries and school maintenance staff, which are inclusive of the 1% increase, are detailed in Circular 0007/2022.

3. Deductions

Deductions from pay which are expressed as a percentage of pay (e.g. union subscriptions) should be recalculated based on the revised rates of pay effective from the 1st February 2022.

4. Pensions

As per [DPER Circular 10/2021](#) this 1% increase will apply to the public service occupational pension schemes, with the exception of the Single Public Service Pension Scheme. See Appendix A for further details on this.

Please contact the Department of Education's Schools Division Financial if you require further assistance with any pension calculations.

5. Allowances

Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay with effect from 1st February 2022.

On 1st February 2022: Fixed allowances which are not calculated as a specific percentage or specified proportion of basis salary will be increased by 1%.

Any new allowances introduced after 1 January 2010 will not be increased under this circular.

6. Part-time Department Sanctioned Staff (fully funded by the Department through the Non Teacher Pay Grant)

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.

7. School staff funded by the SSSF grant and other funds

This increase does not apply to secretaries, caretakers, cleaners, etc funded from the SSSF grant and general school funds and paid directly by the board.

Reference

This guideline is based on [Circular 0007/2022](#).

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

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Appendix A

Example of calculating the pension increase

The 1% increase will apply to the public service occupational pension schemes, with the exception of the Single Public Service Pension Scheme.

This essentially means that where there is a 1% increase in the salary there will be a corresponding increase in the pension. Where there is a fixed € amount increase you need to know:

- the point on the scale the individual retired on
- the pension factor used to calculate the pension

For example, Mary retired in 2010 from a grade III clerical officer post on the long service increment. Her pension was calculated on a salary of €39,556, using a factor of 0.42 (39556×0.42), giving an annual pension of €16,613.

In line with previous pay increases her pension at the 30th of September 2021 was based on a salary of €40,590 multiplied by her pension factor of 0.42 = €17,048.

On the 1st October 2021 an increase of €500 was applied to the salary scale, therefore her pension was increased to €41,090 x by her pension factor 0.42 = €17,258.

On the 1st February 2022 Mary is due an increase of 1% on her pension or the current salary per the scale €41,501 x her pension factor of 0.42 = €17,430.

Please contact the Department of Education's Schools Division Financial if you require further assistance with any pension calculations.