

Financial Guideline P21 - 2021/2022

Revision of Working Hours: Implementation of the Independent Hours Body Recommendations in relation to the Haddington Road Agreement Hours for Secretaries and Caretakers in the 1978/1979 Scheme in Recognised Primary Schools in the Free Education Scheme

1. Introduction

The Department of Education has issued [Circular 0044/2022](#) which gives details of a reduction in working hours, changes to flexible working arrangements and overtime for **secretaries and caretakers paid directly by the Department of Education under the 1978/79 schemes only. This circular does not apply to staff paid directly by the board.**

2. Working Hours

- Haddington Road Agreement (HRA) hours implemented in 2013 will be restored in all relevant employments with effect from July 1, 2022
- Working hours will not be less than the level that applied prior to HRA, in this regard a minimum floor of 35 hours per week will apply
- Under the Haddington Road agreement (HRA) on 1 July 2013, the hours of civil servants and public servants were increased as follows:
 - Those with a pre-HRA working week of 35 hours or less (net of rest breaks) had their weekly hours increased to a minimum of 37
 - Those with a pre-HRA working week greater than 35 hours, but less than 39 hours (net of rest breaks), had their weekly hours increased to 39
 - The hours of those working 39 hours or more per week remained the same.
- Annual leave will not be impacted by the restoration of hours
- Where an employee availed of the option under the terms previous of public service agreements to remain on pre-HRA working hours, they may elect to remain on those hours or move to the 35-hour net working week, with an appropriate pay adjustment in both cases.

For example, on implementation of the reduced working hours, individuals who remain on pre-HRA hours (less than 35 hours a week, 34.75 hours in the case of a civil servant) a pro rata adjustment should be applied resulting in a smaller pay reduction than that which applies at present i.e. the current reduction in pay for staff with these arrangements should decrease to reflect the fact that pre-HRA hours for affected staff have been restored

- There is no adjustment to overtime divisors (i.e., if overtime was calculated based on a 37 hours per week and the hours are now reduced to 35, overtime is still calculated using 37 hours)
- This applies also to staff employed since 1 July 2013.

3. Flexible Working Arrangements (Flexitime)

No change is proposed to the existing terms of the Flexitime Agreements.

4. Overtime

- Overtime is the payment given to an officer for extra attendance outside of the standard working week. It is only payable after the completion of the required working hours for the grade in question. In addition, schools should be satisfied that the amount or nature of the work to be done makes overtime unavoidable. Attendance on Saturdays, Sundays and Public Holidays should be kept to a minimum. Every effort should be made to avoid a situation where staff attend for very short periods only
- With effect from 1 July 2021, any overtime and premia payments impacted by sections 2.12 and 2.17 of the Haddington Road Agreement, will be fully restored to what pertained prior to July 2013
- Schools are reminded that any costs arising from the unwinding of the overtime rate measures will be managed from within current budget allocations.

5. Part-time Staff

Those who do not work full-time will have their working time reduced on a pro-rata basis.

6. Communication

Please ensure [Circular 0044/2022](#) is circulated to all secretaries and caretakers paid directly by the Department of Education under the 1978/79 schemes only and that its contents are brought to the attention of all relevant staff, including those on leave of absence.

7. Queries

Any queries can be directed to the department at esr@education.gov.ie.

8. Reference

This guideline is based on [Circular 0044/2022](#).

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

Financial Support Services Unit

June 2022

Treoirlíne Airgeadais P21 – 2021/2022

Athbhreithniú ar Uaireanta Oibre: Moltaí an Chomhlachta um Uaireanta Neamhspleách a chur i bhfeidhm maidir le hUaireanta Chomhaontú Bhóthar Haddington le haghaidh Rúnaithe agus Feighlithe sa Scéim 1978/1979

9. Réamhrá

Tá [Ciorclán 0044/2022](#) eisithe ag an Roinn Oideachais a thugann sonraí faoi laghdú ar uaireanta oibre, athruithe ar shocruithe oibre solúbtha agus ragobair do **rúnaithe agus feighlithe a íocann an Roinn Oideachais go díreach faoi scéimeanna 1978/79 amháin. Ní bhaineann an ciorclán seo le baill foirne a íocann an bord go díreach.**

10. Uaireanta oibre

- Déanfar uaireanta Chomhaontú Bhóthar Haddington (HRA) a cuireadh i bhfeidhm in 2013 a athchóiriú i ngach fostaíocht ábhartha le héifeacht ón 1 Iúil, 2022
- Ní bheidh uaireanta oibre níos lú ná an leibhéal a bhí i bhfeidhm roimh an HRA, maidir leis seo beidh urlár íosta de 35 uair in aghaidh na seachtaine i bhfeidhm
- Faoi chomhaontú Bhóthar Haddington (HRA) an 1 Iúil 2013, méadaíodh uaireanta na státseirbhíseach agus na státseirbhíseach mar a leanas:
 - Méadaíodh a n-uaireanta seachtainiúla go dtí 37 uair an chloig seachtainiúla dóibh siúd a raibh seachtain oibre 35 uair nó níos lú acu roimh an HRA (glan ar shosanna sosa)
 - Iad siúd a raibh seachtain oibre réamh-HRA acu níos mó ná 35 uair, ach níos lú ná 39 uair an chloig (glan ar shosanna), méadaíodh a n-uaireanta seachtainiúla go 39
 - D'fhan uaireanta na ndaoine a bhí ag obair 39 uair nó níos mó in aghaidh na seachtaine mar a chéile.
- Ní bheidh tionchar ag athbhunú uaireanta ar shaoire bhliantúil
- I gcás inar bhain fostaí leas as an rogha faoi na téarmaí roimhe seo de chomhaontuithe seirbhíse poiblí chun fanacht ar uaireanta oibre réamh-HRA, féadfaidh sé a roghnú fanacht ar na huaireanta sin nó bogadh chuig an nglan-seachtain oibre 35 uair le coigeartú pá cuí sa dá chás

Mar shampla, ar chur i bhfeidhm na n-uaireanta oibre laghdaithe, daoine aonair a fhanann ar uaireanta réamh-HRA (níos lú ná 35 uair sa tseachtain, 34.75 uair an chloig i gcás státseirbhíseach) ba cheart coigeartú pro rata a chur i bhfeidhm ina mbeadh laghdú pá níos lú mar thoradh air, ná an méid atá i bhfeidhm faoi láthair. Is é sin le rá, ná gur chóir go laghdódh an laghdú reatha ar phá na foirne leis na socruithe seo, chun cinntiú go bhfuil uaireanta réamh-HRA athchóirithe do bhaill foirne lena mbaineann

- Níl aon choigeartú ar roinnteoirí ragoibre (is é sin, má ríomhtar ragobair bunaithe ar 37 uair sa tseachtain agus go laghdaítear na huaireanta anois go 35, ríomhtar ragobair fós ag baint úsáide as 37 uair)
- Baineann sé seo freisin le baill foirne atá fostaithe ón 1 Iúil 2013.

11. Socruithe Oibre Solúbtha (Uaireanta Solúbtha)

Níl aon athrú beartaithe ar théarmaí reatha na gComhaontuithe ar Uaireanta Solúbtha.

12. Ragobair

- Is ionann ragobair agus an íocaíocht a thugtar d'oifigeach as tinreamh breise lasmuigh den ghnáthsheachtain oibre. Níl sé iníoctha ach amháin tar éis na huaireanta oibre riachtanacha don ghrád atá i gceist a chríochnú. Ina theannta sin, ba chóir go mbeadh scoileanna sásta go bhfághtar ragobair dosheachanta, ó mhéid nó cineál na hoibre atá le déanamh. Ba chóir tinreamh ar an Satharn, ar an Domhnach agus ar Laethanta Saoire Poiblí a choinneáil chomh híseal agus is féidir. Ba cheart gach iarracht a dhéanamh cás a sheachaint ina bhfreastalaíonn an fhoireann ar feadh tréimhsí an-ghearr amháin
- Le héifeacht ón 1 Iúil 2021, déanfar aon íocaíochtaí ragoibre agus préimhe a bhfuil tionchar ag ailt 2.12 agus 2.17 de Chomhaontú Bhóthar Haddington orthu, a athchóiriú go hiomlán chuig an méid a bhí ann roimh Iúil 2013
- Meabhraítear do scoileanna go ndéanfar aon chostais a eascraíonn as leachtú na mbeart ráta ragoibre a bhainistiú laistigh de leithdháiltí buiséid reatha.

13. Baill Foirne Pháirtaimseartha

Laghdófar am oibre na ndaoine sin nach n-oibríonn go lánaimseartha ar bhonn pro-rata.

14. Cumarsáid

Cinntigh le do thoil [Ciorclán 0044/2022](#) a scaipeadh ar gach rúnaí agus feighlí a íocann an Roinn Oideachais go díreach faoi scéimeanna 1978/79 amháin agus go dtarraingítear aird gach ball foirne cuí ar a bhfuil ann, lena n-áirítear iad siúd ar saoire neamhláithreachta.

15. Fiosruithe

Is féidir aon cheisteanna a chur chuig an roinn ag esr@education.gov.ie.

16. Tagairt

Tá an treoirlíne seo bunaithe ar [Chiorclán 0044/2022](#).

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