

Financial Guideline 2022/2023 - 21

Community & Comprehensive Schools

Revised Salary Rates applicable from 1st March 2023 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All salary scales and hourly rates payable to affected staff set out in previous guidelines are superseded by the terms of this guideline with effect from 1st March 2023.

1. Introduction

Under the terms of Section 3 of the Building Momentum - A New Public Service Agreement 2021-2023, whole-time annual basic scale salaries will be increased by 2% with effect from 1st March 2023.

2. Salary Increase

The revised rates of salary are based on [Circular 10/2023](#). The 2% increase applies to **Department sanctioned clerical, caretakers and cleaning staff**. Circular 10/2023 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 2% increase, are detailed in Circular 10/2023.

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 March 2023.

4. Pensions

As per [DPER Circular 02/2023](#) this 2% 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 March 2023.

On 1st March 2023: Fixed allowances paid as per [Circular 10/2023](#) will be increased by 2%.

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 10/2023](#).

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

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27th February 2023

Appendix A

Example of calculating the pension increase

The 2% 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 2% 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.

On the 1st March 2023 Mary is due an increase of 2% on her pension. To calculate take the current salary per the scale €44,111 x her pension factor of 0.42 = €18,526. This is her new annual pension.

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

Treoirlíne Airgeadais 2022/2023 – 21

Pobalscoileanna agus Scoileanna Cuimsitheacha

Rátaí athbhreithnithe tuarastail is infheidhme ón 1 Márta 2023 maidir le Rúnaithe Scoile, Feighlithe agus Glantóirí a bhfuil Conradh Seirbhíse Poiblí acu.

Le héifeacht ón 1 Márta 2023, tiocfaidh téarmaí na treoirlíne seo in ionad na scálaí tuarastail agus na rátaí in aghaidh na huaire go léir ab iníoctha leis na baill foirne atá i gceist, a leagadh amach i dtreoirlínte roimhe seo.

1. Réamhrá

Faoi théarmaí Chuid 3 de ‘Ag Dul Ó Neart go Neart - Comhaontú Nua Seirbhíse Poiblí, 2021-2023’, méadófar buntuarastail bhliantúla ar an scála lánaimseartha **2%** le héifeacht ón 1 Márta 2023.

2. Méadú Tuarastail

Is ar [Chiorclán 10/2023](#) atá na rátaí tuarastail leasaithe bunaithe. Baineann an méadú **2%** le **baill foirne chléireachais, feighlithe agus glantóirí atá ceadaithe ag an Roinn**. Ní bhaineann Ciorclán 10/2023 **ach amháin** le foireann cheadaithe de chuid na Roinne a íoctar as an Deontas Pá Neamh-Mhúinteora.

Na scálaí tuarastail leasaithe do rúnaithe scoile agus baill foirne cothabhála scoile, a bhfuil an méadú 2% san áireamh iontu, leagtar amach i gCiorclán 10/2023 iad.

3. Asbhaintí

I gcás asbhaintí ó phá a ríomhtar mar chéatadán de phá (m.sh. síntiúis cheardchumainn), is cóir iad a athríomh bunaithe ar na rátaí leasaithe pá le héifeacht ón 1 Márta 2023.

4. Pinsin

De réir [Chiorclán 02/2023 ó RCPA](#) beidh feidhm ag an méadú 2% seo ar scéimeanna pinsin ceirde na seirbhíse poiblí, cé is moite de Scéim Pinsin Aonair na Seirbhíse Poiblí. Féach Aguisín 1 le haghaidh tuilleadh sonraí faoi seo.

Déan teagmháil le Rannán Airgeadais Scoileanna na Roinne Oideachais má theastaíonn

tuilleadh cúnamh uait le haon ríomhanna pinsin.

5. Liúntais

Na liúntais a ríomhtar mar chéatadán sonrath nó mar chion sonrath de bhunphá, is ceart iad a ríomh trí thagairt do na rátaí pá leasaithe le héifeacht ón 1 Márta 2023.

An 1 Márta 2023: Méadófar 2% liúntais sheasta a íoctar de réir [Chiorclán 10/2023](#).

6. Baill Foirne Pháirtaimseartha atá Ceadaithe ag an Roinn (lámhaoinithe ag an Roinn tríd an Deontas Pá Neamh-Mhúinteora)

Is cóir pá ball foirne páirtaimseartha a leasú de réir na ngnáthshocruithe, trí thagairt do phá na mball foirne lánaimseartha a mbaineann siad leo ó thaobh pá de.

7. Baill foirne scoile arna maoiniú ag an deontas SSSF agus cistí eile

Ní bheidh feidhm ag an méadú seo ar rúnaithe, feighlithe, glantóirí, srl. a mhaoinítear ón deontas SSSF agus ó chistí ginearálta scoile, agus a n-íocann an bord go díreach iad.

Tagairt

Tá an treoirlíne seo bunaithe ar [Chiorclán 10/2023](#).

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 27 Feabhra 2023

Aguisín A

Sampla de méadú pinsin a ríomh

Beidh feidhm ag an méadú 2% seo ar scéimeanna pinsin ceirde na seirbhíse poiblí, cé is moite de Scéim Pinsin Aonair na Seirbhíse Poiblí.

Ciallaíonn sé seo go bunúsach nuair a thiocfaidh méadú 2% ar an tuarastal go dtiocfaidh méadú comhfhreagrach ar an bpinsean. Dá mbeadh méadú de mhéid € seasta ann bíodh a fhios agat:

- an pointe ar an scála ar a ndeachaigh an duine ar scor
- an fachtóir pinsin a úsáidtear chun an pinsean a ríomh

Mar shampla, chuaigh Máire ar scor sa bhliain 2010 ó phost oifigeach cléireachais de ghrád III ar incrimint fadseirbhíse. Ríomhadh a pinsean ar thuarastal €39,556, ach fachtóir 0.42 a úsáid (39556×0.42), ónar tháinig pinsean bliantúil dar luach €16,613.

Ar an 1 Márta 2023, beidh méadú 2% ag dul do Mháire ar a pinsean. Leis an bpinsean nua a ríomh, iolraigh an tuarastal reatha (€44,111) faoina fachtóir pinsin (0.42) = €18,526. Is é sin a pinsean bliantúil nua.

Déan teagmháil le Rannán Airgeadais Scoileanna na Roinne Oideachais má theastaíonn tuilleadh cúnamh uait le haon ríomhanna pinsin.