

Department of Education Guidance on Pay Arrangements for School Secretaries

Arrangements for Summer Period 2023

As part of the implementation of the agreement on school secretaries, and in continuance of the instruction issued on February 10th 2022, any grant-funded secretary who would normally be laid off for the summer period, and who is opting to have their salary annualised by the Department, should instead be paid their usual weekly wage for the summer closure. Secretaries do not need to use any of their allocated paid annual leave for this summer closure. This is the final interim measure to ensure that grant funded secretaries, who have indicated their acceptance to be paid via a payroll operated by the Department of Education and to be paid on an annualised basis, do not have to apply to the Department of Social Protection for benefits whilst arrangements for the implementation for the transfer to a Department payroll are being put in place.

The costs associated with this further interim measure are being managed retrospectively by the Department as part of the wider arrangements to cover requirements for back-pay arising from the official date of implementation of the agreement. It is intended by the DE that the arrears for this back-pay will be paid to schools in the coming weeks, to cover up to the period 31st August 2023. There may be delays in payment of these arrears to schools where the information requested by the Payroll Division has not been received by the DE.

All those secretaries who are joining the payroll but who do not wish to have their salaries annualised, and therefore wish to continue to apply to the DSP for payment, should also apply to DSP for their benefits for this summer, 2023.

Holiday Pay Arrangements for February Mid-term break /Easter Period & 2023

As part of the implementation of the agreement on school secretaries, any grant funded secretary who would normally be laid off at mid-term break, this February, and/or during the Easter period should instead be paid their usual weekly wage for those periods.

Unlike the previous instruction for periods of lay-off, secretaries do not need to use any of their allocated paid annual leave for these periods. This is a further interim measure to ensure that grant funded secretaries, who have indicated their acceptance to be paid via a payroll operated by the Department of Education do not have to apply to the Department of Social Protection for benefits whilst arrangements for the implementation for the transfer to a Department payroll are being put in place.

The costs associated with this further interim measure will be managed retrospectively by the Department as part of the wider arrangements to cover requirements for back-pay arising from the official date of implementation of the agreement.

Holiday Pay Arrangements for October Mid Term Break/Christmas period 2022

Further to the points made above, any secretary who would normally be laid off at the October Mid Term Break and/or the Christmas period should instead be paid their allocated annual leave entitlement ensuring that they are paid for these periods and do not then have to apply to the Department of Social Protection for benefits.

This will deal with the issue of the need to be laid off/sign on during the interim period of implementation of the agreement. Therefore, this instruction relates only to the forthcoming midterm and Christmas periods.

As set out above, the Department will, in a further phase, implement a new annualised pay rate for those secretaries wishing to have it which will spread their income over the year and negate the need to be laid off/sign on into the future.