

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All salary scales and hourly rates payable to affected staff set out in previous guidelines are superseded by the terms of this guideline.

1. Introduction

In accordance with Section 3.1 of Building Momentum, whole-time annual basic scale salaries will be increased by 1.5% or €750, whichever is greater, with effect from 1 October 2023.

2. Salary Increase

The revised rates of salary are based on [Circular 0044/2023](#). The increases apply to **Department sanctioned clerical, caretakers and cleaning staff**. Circular 0044/2023 applies to sanctioned Department staff **only** paid from the Non-Teacher Pay grant.

Revised salary scales for school secretaries and school maintenance staff, which are inclusive of the increases, are detailed in [Circular 0044/2023](#).

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 October 2023.

4. Pensions

As per [DPER Circular 10/2021](#) the increases detailed above 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 on ccfinancial@education.gov.ie

5. Allowances

The Agreement also provides for increases in allowances in the nature of pay of 1.5% or €750 from 1st October 2023.

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 October 2023.

Fixed allowances which are not calculated as a specific percentage or specified proportion of basis salary will be increased by 1.5%.

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

The pay of part-time staff will 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.

8. Reference

This guideline is based on [Circular 0044/2023](#).

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

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25th September 2023

Appendix A

Example of calculating the pension increase

An increase will apply to the public service occupational pension schemes with effect from the 1st of October 2023, with the exception of the Single Public Service Pension Scheme.

This essentially means that where there is a 1.5% increase in the salary scale there will be a corresponding increase in the pension. Where there is a fixed € amount (i.e. €750) 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 1st of March 2023 was based on a salary of €44,111 multiplied by her pension factor of 0.42 = €18,527.

On the 1st October 2023 Mary is due an increase on her pension, based on the increase to the salary scale of €750. Her new annual pension will be the salary per the scale €44,861 x her pension factor of 0.42 = €18,842.

Please contact the Department of Education's Schools Division Financial if you require further assistance with any pension calculations on ccfinancial@education.gov.ie

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

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

De réir Alt 3.1 de 'Tógáil Móimintim', méadófar tuarastail bhunscála bliantúla lánaimseartha 1.5% nó €750, cibé acu is mó, le héifeacht ón 1 Deireadh Fómhair 2023.

2. Méadú Tuarastail

Is ar [Chiorclán 0044/2023](#) atá na rátaí tuarastail leasaithe bunaithe. Baineann na méaduithe le **foireann chléireachais, feighlithe agus glantacháin atá ceadaithe ag an Roinn**. Ní bhaineann Ciorclán 0044/2023 **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 san áireamh iontu, leagtar amach i [gCiorclán 0044/2023](#) 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 Deireadh Fómhair 2023.

4. Pinsin

De réir [Chiorclán RCPA 10/2021](#) beidh feidhm ag na méaduithe atá sonraithe thuas ar scéimeanna pinsin cheirde na seirbhíse poiblí, cé i moite den Scéim Pinsin Aonair na Seirbhíse Poiblí. Féach **Aguisín A** le haghaidh tuilleadh sonraí faoi seo.

Déan teagmháil le Rannán Airgeadais Scoileanna na Roinne Oideachais má theastaíonn tuilleadh cúnamh uait le haon ríomhanna pinsin: ccfinancial@education.gov.ie

5. Liúntais

Foráiltear sa Chomhaontú freisin méaduithe ar liúntais trí phá de 1.5% nó €750 ón 1 Deireadh Fómhair 2023.

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

Liúntais sheasta nach ríomhtar mar chéatadán sonrach ná mar chion sonraithe de bhuntuarastal, méadófar 1.5% iad.

6. Foireann Pháirtaimseartha atá Ceadaithe ag an Roinn (lánmhaoinithe ag an Roinn tríd an Deontas Pá Neamh-Mhúinteora)

Déanfar 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 mhaoinithear ón deontas SSSF agus ó chistí ginearálta scoile, agus a n-íocann an bord go díreach iad.

8. Tagairt

Tá an treoirlíne seo bunaithe ar [Chiorclán 0044/2023](#).

Déan teagmháil le FSSU le tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo.

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An 25 Meán Fómhair 2023

Aguisín A

Sampla de méadú pinsin a ríomh

Beidh feidhm ag méadú ar scéimeanna pinsin cheirde na seirbhíse poiblí le héifeacht ón 1 Deireadh Fómhair 2023, cé is moite den Scéim Pinsin Aonair na Seirbhíse Poiblí.

Ciallaíonn sé seo go bunúsach nuair a thiocfaidh méadú 1.5% ar an scála tuarastail go dtiocfaidh méadú comhfhreagrach ar an bpinsean. Dá mbeadh méadú de mhéid € seasta ann (i.e. €750) 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.

I gcomhréir le méaduithe pá roimhe seo, ar an 1 Márta 2023 bhí a pinsean bunaithe ar thuarastal de €44,111 iolraithe faoina fachtóir pinsin $0.42 = €18,527$.

Tá méadú ar a pinsean le fáil ag Máire ar an 1 Deireadh Fómhair 2023, bunaithe ar an méadú €750 ar an scála tuarastail. An pinsean bliantúil nua a bheidh aici ná an tuarastal reatha de €44,861 x a fachtóir pinsin de $0.42 = €18,842$.

Déan teagmháil le Rannán Airgeadais Scoileanna na Roinne Oideachais má theastaíonn tuilleadh cúnamh uait le haon ríomhanna pinsin: ccfinancial@education.gov.ie