

Revised Salary Rates applicable from 1st January 2024 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All salary scales and hourly rates payable to affected staff set out in previous guidelines are superseded by the terms of this guideline.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

Under Public Service Agreement 2024-2026, whole-time annual basic scale salaries will be increased by 2.25% or €1,125, whichever is greater, with effect from 1 January 2024.

2. Salary Increase

The revised rates of salary are based on [Circular 0037/2024](#). The increases apply to **Department sanctioned clerical, caretakers and cleaning staff**. Circular 0037/2024 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 0037/2024](#).

3. Deductions

Deductions from pay which are expressed as a percentage of pay (e.g., union subscriptions or pension deductions) should be recalculated based on the revised rates of pay effective from the 1st January 2024.

4. Pensions

- The principle of pay parity in pension increases for pre-existing public service schemes has been agreed up to 30th June 2026 in line with the Public Service Agreement 2024-2026.

Therefore, 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.

- The lump sums of relevant employees who have retired since the 1st of January 2024 will need to be revised and the Department of Education's Schools Division Financial should be contacted for this also.
- Pensions for officers who are currently re-employed in the public service and whose pensions were evaluated for Pension Abatement under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in Circular 0037/2024. A pensioner, not previously subject to abatement, may now be subject to abatement as a result of the increases.

5. Allowances

The Agreement also provides for increases in allowances in the nature of pay of 2.25% from 1st January 2024.

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 January 2024.

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, unless specified in their contract of employment.

8. Reference

This guideline is based on [Circular 0037/2024](#).

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

An increase will apply to the public service occupational pension schemes with effect from the 1st of January 2024, with the exception of the Single Public Service Pension Scheme.

This essentially means that where there is a 2.25% increase in the salary scale, there will be a corresponding increase in the pension. Where there is a fixed € amount (i.e. €1,125) 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 October 2023 was based on a salary of €44,861 multiplied by her pension factor of 0.42 = €18,842.

On the 1st January 2024, Mary is due an increase on her pension, based on the increase to the salary scale of €1,125. Her new annual pension will be the salary per the scale €45,986 x her pension factor of 0.42 = €19,314.

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