



Circular 0058/2014

To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards

Implementation of Clause 2.31 of the Haddington Road Agreement - revised pay scales and allowances for persons recruited to certain direct entry grades

Special Needs Assistants

Introduction:

1. The purpose of this Circular is to notify managerial authorities, Chief Executives of ETBs and Special Needs Assistants (SNAs) of the changes to the salaries of SNAs as a result of the implementation of Clause 2.31 of the Haddington Road Agreement.
2. Clause 2.31 concerns new entrant pay scales and proposes to address the imbalance between those who entered the public service following 1 January 2011 i.e. NRP (National Recovery Plan) new entrant grades and those who entered prior to this date.

Revised Incremental Pay Scales:

3. The provision provides for revised incremental pay scales to be prepared for same grade entrants.
4. Accordingly, this Circular sets out (at Appendix 1) the revised pay rates to apply to SNAs which were previously adjusted under Circular 41/2011. The revised pay rates will apply with effect from 1 November 2013.
5. The pay of part-time staff should be amended where appropriate by reference to the pay of whole-time staff to which they are related for pay purposes.
6. The revised incremental pay scale will apply to all SNAs including new recruits to the SNA grade. The new pay scale will not however vary or alter the pay rates of SNAs appointed on or before 31 December 2010 or persons appointed after this date who were not subject to the terms of Circular 41/2011.
7. It should be pointed out that public servants (using the definition set out in the Financial Emergency Measures in the Public Interest Act, 2009) who have been in permanent or

temporary employment in the Public Service on or before 31 December 2010 (including those on an approved break in service, leave, temporary assignment or secondment to another employer) will not generally be regarded as new appointees. In these cases, the person will be assigned to the appropriate pre-1 January 2011 scale and any allowable incremental credit for previous service and other experience which is deemed relevant will be awardable.

8. However, this exclusion only applies where the person is being recruited to the same or an analogous grade, role or position as their previous public service employment, whether that employment was permanent or temporary. As an example, a person employed previously as a Teacher, who then has a period of no public sector employment, and is then re-employed as a Teacher will remain on the applicable pre January 2011 rate. However, if that person following their first period of employment as a Teacher obtains a contract of employment as an SNA then the revised rate of SNA pay post 1 January 2011 will apply;
9. In the event of doubt about a particular situation as to whether a grade is or is not analogous and/or whether the 1 November 2013 pay scale should apply to an individual or not, the employer should contact this Department for clarification, giving details of the individual's previous public service employment e.g. grade, organisation, pay scale and dates of employment.
10. Circular 41/2011 is withdrawn.

Assimilation of existing staff to these revised pay scales:

11. SNAs, who were subject to the 2011 reduced pay rates will be assimilated to the revised incremental pay scale with effect from 1 November 2013.
12. In the case of SNAs this means that new recruits employed between 1 January 2011 and 31 October 2013 who were subject to the terms of Circular 41/2011 should be assimilated to the revised scales on a point to point basis e.g. a person on point 1 of the 1 January 2011 pay scale (the NRP scale) should now be assimilated to point 1 of the 1 November 2013 pay scale.

Recruitment / New Appointees:

13. It should be noted that it remains Government policy that new appointees to **any** grades will start at the minimum point of the scale. However, incremental credit may continue to apply for relevant recognised service.
14. Persons who are re-employed in the Public Service, following retirement from previous employment in the Public Service, must also be assigned at the minimum of the pay scale.
15. All future competition notices, advertisements and information booklets must continue to specify that, for persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new reduced scale. Such notices and booklets must also

specify that the rate of remuneration may be adjusted from time to time in line with Government pay policy.

16. No undertaking, formal or informal, should be given by or on behalf of any public service body to a candidate that the relevant pay scale may be negotiable.

Circulation:

17. Please ensure that copies of this Circular are provided to the Board of Management / Education and Training Board and its contents are brought to the attention of all SNAs in your employment including those on leave of absence.
18. This Circular can be accessed on the Department's website under <http://www.education.ie> .

Any queries in relation to this Circular should be communicated to the relevant employer in the first instance. Any employer that has a query in relation to this Circular should direct that query by e-mail only to the following dedicated e-mail address:
ESR@education.gov.ie

Padraig Maloney
Payroll Division
11 July 2014

Philip Crosby
External Staff Relations
11 July 2014

APPENDIX 1

Special Needs Assistants

	1/1/10	New Recruits Revised 1/11/2013
Special Needs (Child Care) Assistant	€ 23,188	€ 21,359
	€ 24,277	€ 22,826
	€ 25,362	€ 23,188
	€ 26,452	€ 24,277
	€ 27,542	€ 25,362
	€ 28,626	€ 26,452
	€ 29,683	€ 27,542
	€ 30,738	€ 28,626
	€ 31,800	€ 29,683
	€ 32,857	€ 30,738
	€ 33,919	€ 31,800
	€ 35,919	€ 32,857
		€ 33,919
		€ 35,919
Long service increment w.e.f 1/4/2000	€ 37,339	€ 37,339

	1/1/10	New Recruits Revised 1/11/2013
Special Needs Assistants	€ 13.89	€ 12.79
Part Time hourly rates	€ 14.54	€ 13.67
	€ 15.19	€ 13.89
	€ 15.84	€ 14.54
	€ 16.49	€ 15.19
	€ 17.14	€ 15.84
	€ 17.78	€ 16.49
	€ 18.41	€ 17.14
	€ 19.04	€ 17.78
	€ 19.68	€ 18.41
	€ 20.31	€ 19.04
	€ 21.51	€ 19.68