

CPSMA Guidance Note on Making Teacher Appointments On, Before or After the first working day in November 2012.

The first working day in November (i.e. Monday 5th November this year) is an important date for a number of reasons.

- It is the last date on which a **permanent** vacancy can be filled in a permanent capacity unless the appointee is a teacher from the **Main** panel.
- Newly allocated part-time hours after that date are entered onto OLCS
- After this date the end date of a Fixed Term Contract (Full time or Part time) must be inserted as the school's last working day in June 2013 or sooner, if applicable.
- It has implications for holiday pay for fixed term teachers. (Circular 0061/2010).
- The latest date for advertising in order to recruit a permanent teacher through the formal recruitment process for the 2012/2013 school year has now passed, with the single exception outlined below*.

On or before the first working day in November (i.e. Monday 5 th November 2012)	After the first working day in November (i.e. from Tuesday 6 th November 2012)
<p>Permanent Appointments (excluding principal appointments):</p> <p>The latest date for filling a permanent post on a permanent basis is the first working day of November i.e. Monday 5th November 2012.</p> <p><u>Note:</u> Permanent positions (other than the exception mentioned below) that become available from 16/10 2012 can only be filled in a permanent capacity if</p> <ul style="list-style-type: none"> • there is a teacher on the panel available to take up the appointment or • if the panel is clear and the school has an internal panel set up from a permanent appointment process in the preceding four months <p>as the formal recruitment process cannot now be completed prior to 5th November 2012.</p> <p>*EXCEPTION For vacancies that were required to be kept open until October 26th 2012 on the basis of Projected Enrolment – the latest date for filling these, (and only these vacancies), in a permanent capacity is Tuesday December 4th 2012</p> <p>The appropriate template letter of offer (panel appointment/following the formal recruitment process) should be used depending on the circumstances of the permanent appointment.</p> <p>Available at www.cpsma.ie (Appointments Section):</p> <ul style="list-style-type: none"> • Appropriate template letter of offer (panel appointment/following the formal recruitment process) • Template Fixed Term contract with related documents. 	<p>Permanent Vacancies (excluding principal vacancies):</p> <p>A permanent post may be filled only on a temporary/fixed-term basis <u>unless</u> the appointee is a teacher from the MAIN panel.</p> <p><u>Note:</u> The subsidiary or supplementary panels are not operational after the first working day in November (Circular 0007/2012).</p> <p>IF the position is being filled in a permanent capacity from the MAIN panel the permanent appointee taking up this post should be given the template panel letter of offer for permanent appointments.</p> <p>A template panel appointment letter of offer with related documents is available at www.cpsma.ie (Appointments Section).</p> <p>IF the position is being filled in a temporary (fixed term) capacity the temporary (fixed term) appointee taking up this post should be given a</p> <ul style="list-style-type: none"> • Fixed Term letter of offer and • Fixed Term contract which expires on the school's last working day in June 2013 or sooner if applicable. <p>Available at www.cpsma.ie (Appointments Section):</p> <ul style="list-style-type: none"> • A template Fixed Term letter of offer • Template Fixed Term contract with related documents.

<u>On or before the first working day in November (i.e. Monday 5th November 2012)</u>	<u>After the first working day in November (i.e. from Tuesday 6th November 2012)</u>
<p>FULL – TIME Temporary (Fixed Term) Teachers (working full hours):</p> <p>A teacher appointed to a full time temporary (fixed term) position until the end of the school year on or before the first working day in November should be given a Fixed Term contract ending on the day in August before re-opening for the 2013/2014 school year.</p> <p>The Primary Teacher Appointment and Reappointment Form (PTAF) should be completed for these teachers. The end date inserted in the PTAF should be the same as that inserted in the contract mentioned above.</p> <p>Available at www.cpsma.ie (Appointment Section):</p> <ul style="list-style-type: none"> • Template Fixed Term letter of offer • Template Fixed Term contract with related documents • PTAF Appointment /Reappointment Form 	<p>FULL – TIME Temporary (Fixed Term) Teachers (working full hours):</p> <p>A teacher appointed to a full time temporary (fixed term) position (until the end of the school year) <u>after the first working day in November</u> i.e. on or after 6th November 2012 should be given a Fixed Term contract which expires on the school's last working day in June 2013 or sooner if applicable.</p> <p>Available at www.cpsma.ie (Appointment Section):</p> <ul style="list-style-type: none"> • Template Fixed Term letter of offer • Template Fixed Term contract with related documents
<p>PART-TIME Temporary (Fixed Term) Teachers (working part-time hours):</p> <p>A teacher appointed to a part-time temporary (fixed term) position for the school year on or before the first working day in November should be given a Fixed Term contract ending on the day before the 2013/2014 school year begins.</p> <p>The Primary Teacher Appointment and Reappointment Form (PTAF) should be completed for these teachers. The end date inserted in the PTAF form should be the same as that inserted in the contract mentioned above.</p> <p>Available at www.cpsma.ie (Appointment Section):</p> <ul style="list-style-type: none"> • Template Fixed Term letter of offer • Template Fixed Term contract with related documents • PTAF Appointment/Reappointment Form 	<p>PART-TIME Temporary (Fixed Term) Teachers (working part-time hours):</p> <p>Part-time hours allocated to an existing or new part-time temporary (fixed term) teacher <u>after the first working day in November</u> i.e. from Tuesday November 6th 2013 until the end of the school year, are input onto the Online Claims System (OLCS) (Circular 0061/2010).</p> <p>An existing part-time temporary (fixed term) teacher who is being given these hours should be given a letter indicating the additional hours that are being allocated to him/her. Schools should use the appropriate template letter. This letter should be affixed to the teacher's existing Fixed Term contract.</p> <p>A newly appointed part-time temporary (fixed term) teacher appointed after the first working day in November (i.e. from Tuesday 6th November 2012 onwards) should be given a Fixed Term contract which expires on the school's last working day in June 2013 or sooner if applicable. Schools should be aware that hours could be reduced during the course of the school year. Provision has been made for this eventuality in the Fixed Term contract.</p> <p>Available at www.cpsma.ie (Appointment Section):</p> <ul style="list-style-type: none"> • Appropriate Template Fixed Term letter • Template Fixed Term contract with related documents.