



Circular Letter 0065/2022

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

**Revision of Salaries for Special Needs Assistants (SNAs) under
Building Momentum - A New Public Service Agreement 2021-2022**

Application of pay adjustments due on 2 February 2022 and 1 October 2022

1. The Minister for Education wishes to inform Managerial Authorities and SNAs of revised rates of salary and allowances of certain staff as provided for in “Building Momentum - A New Public Service Agreement 2021-2022” as reviewed.
2. This circular sets out the increases due from 2 February 2022 as an amendment to The Agreement and the increases due on 1 October 2022 as provided for under The Agreement.

Salary Increases to be implemented under Building Momentum

3. Following the review of Building Momentum, a 3% pay adjustment was agreed and will be implemented with effect from 2 February 2022.
4. In accordance with Section 3 of Building Momentum, whole-time annual basic scale salaries will be increased by 1% or €500, whichever is greater, with effect from 1 October 2022.
5. Revised salary scales to affected staff are superseded by the terms of this Circular with effect from 2 February 2022 and on 1 October 2022 are set out in Appendix 1.
6. Hourly casual rates for SNAs are attached at Appendix 2.
7. All salary scales and hourly casual rates payable to SNAs set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2022.
8. Overpayments will be dealt with in accordance with the procedures set out in Circulars 0084/2015 or 0032/2016 for staff employed by ETBs.

Pensions in payment

9. The principle of pay parity has been agreed up to the end of 2023 in line with the amended agreement under Building Momentum. To determine if an increase is due to pensions in payment, under pre-existing pension schemes, up to end 2022, please refer to the detailed guidance contained in DPER Circulars 20/2017, 02/2018, 19/2019 and 10/2021. Queries with regard to the DPER circulars should be addressed to pensions@per.gov.ie.
10. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in-line with the Consumer Price Index (CPI). Therefore pensions in payment in respect of former public servants who served in grades to which this circular applies, will not be adjusted with reference to the revisions of basic pay set out in Section 3.

Calculation of arrears to pensions in payment

11. Further information to pension authorities on how to implement these arrears can be found in [DPER Circular 19/2022](#) and any queries arising should be made directly pensions@per.gov.ie.
12. The Pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment between 2 February 2022 and 1 October 2022, will be adjusted as appropriate in the normal way, by reference to the revisions of basic pay set out in section 3 of this Circular.
13. The lump sums of staff to which this Circular applies who retired on or after 2 February 2022 will be revised by reference to the revisions of basic pay set out in Section 3 as appropriate.
14. The lump sum of officers in the grades to which this circular applies who retired before 2 February 2022 should not be adjusted.
15. For Single Scheme retirees who were working as public servants on the dates of the revision of basic pay (i.e. 2 February 2022 and/or 1 July 2022 and/or 1 October 2022) and subsequently retired in the period from 2 February 2022 to 1 October 2022, their referable amounts accrued and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.
16. Final Retirement Benefit Statements and Leaver Statements for Single Scheme members for staff to whom this circular applies, who were working as public servants on the dates of the revision of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

Circulation and Queries

17. Please ensure that copies of this circular are provided to all members of the Board of Management/Education and Training Boards 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
<https://www.gov.ie/en/circulars/>

19. Enquiries regarding this Circular should be e-mailed to:
NTSPayroll@education.gov.ie

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12 October 2022

Appendix 1

Special Needs Assistants

Special Needs (Child Care) Assistant	¹ Rates from 02/02/2022	² New Entrants Rates from 2/02/2022	Rates from 1/10/2022	New Entrants Rates from 01/10/2022
	€ 27,929	€ 25,855	€ 28,429	€ 26,355
	€ 28,763	€ 27,520	€ 29,263	€ 28,020
	€ 29,976	€ 27,929	€ 30,476	€ 28,429
	€ 31,193	€ 28,763	€ 31,693	€ 29,263
	€ 32,413	€ 29,976	€ 32,913	€ 30,476
	€ 33,296	€ 31,194	€ 33,796	€ 31,694
	€ 34,298	€ 32,413	€ 34,798	€ 32,913
	€ 35,459	€ 33,296	€ 35,959	€ 33,796
	€ 36,283	€ 34,298	€ 36,783	€ 34,798
	€ 37,435	€ 35,459	€ 37,935	€ 35,959
	€ 38,593	€ 36,283	€ 39,093	€ 36,783
	€ 40,774	€ 37,435	€ 41,274	€ 37,935
		€ 38,593		€ 39,093
		€ 40,774		€ 41,274
Long Service Increment*	€ 43,456	€ 43,456	€ 43,956	€ 43,956

* after 3 years satisfactory service at the maximum

¹ Pre 01st January 2011 entrants

² Post 01st Jan 2011 entrants

Appendix 2

CASUAL SNA HOURLY PAY RATES

Status of Substitute SNA	Ongoing Rate from 02/02/2022	Statutory Annual Leave Rate from 02/02/2022	Ongoing Rate from 1/10/2022	Statutory Annual Leave Rate from 1/10/2022
SNA's appointed on or before 31 December 2010	€15.40	€1.33	€15.67	€1.36
SNA's appointed on or after 1 January 2011	€14.24	€1.24	€14.50	€1.28

*This is the value of Statutory Annual Leave accumulated per hour worked