



**Circular Letter 0075/2017**

**To: Principal/ Secretary Board of Management of each Community/Comprehensive School**

**REVISION OF SALARIES OF SCHOOL SECRETARIES AND SCHOOL MAINTENANCE STAFF IN COMMUNITY AND COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1 JANUARY 2018**

1. The Minister for Education and Skills wishes to inform Community/Comprehensive Schools, school secretarial staff and maintenance staff of the application of revised rates of salary with effect from 1 January 2018.
2. The revised salary rates have been introduced as a result of the Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017.

**Salary Increases with effect from 1 January 2018**

3. Annualised salaries to be increased by 1% with effect from 1 January 2018.

**Revised salary scales**

4. Revised salary scales which implement the increase and take effect from 1 January 2018 are attached at the Appendix to this Circular.
5. All salary scales and hourly rates payable to affected staff set out in previous Circulars are superseded by the terms of this Circular with effect from 1 January 2018.

**Part-time / hourly paid staff**

6. The pay of part-time staff or hourly paid staff may be revised, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes in accordance with this Circular.

**Overtime**

7. Payment in respect of overtime rendered on or after 1 January 2018 should be calculated by reference to the revised rates of pay with effect from 1 January 2018.

### **Deductions from pay**

8. Deductions from pay which are expressed as a percentage of pay (e.g., income continuance plans, union subscriptions) fall to be recalculated by reference to the revised rates of pay provided for in this letter.

### **Adjustment of Pay Allocation**

9. Adjustments will be made, where appropriate, to your schools pay allocation on receipt of the following pay cost information:

Pay Headings	1/1/18 – 31/12/18
Clerical Officers	
Caretakers	
Cleaners	
Total	

### **Enhanced Controls in relation to Terms and Conditions of Employment Agreed with effect from 30 November 2015**

10. Employers are reminded that the Ministers and Secretaries (Amendment) Act 2011 has been amended under the FEMPI Act 2015 to introduce enhanced controls in relation to terms and conditions of employment agreed between public servants and their public service body employers with effect from 30 November 2015. The relevant sections of the Act are included at Appendix 2.

### **Circulation and Queries**

11. Please ensure that copies of this Circular are provided to all members of the Board of Management and its contents are brought to the attention of all affected staff in your employment including those on leave of absence.
12. This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)
13. Enquiries regarding this Circular should be e-mailed to [ccfinancial@education.gov.ie](mailto:ccfinancial@education.gov.ie)

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21 December 2017

**Appendix 1.**

**PAY SCALES FOR SCHOOL SECRETARIES IN COMMUNITY AND COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1 JANUARY 2018**

**Grade III:**

<b>Scale Point</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 1/01/2018</b>
<b>1</b>	€ 25,015	€ 23,122
<b>2</b>	€ 25,775	€ 24,641
<b>3</b>	€ 26,882	€ 25,015
<b>4</b>	€ 27,993	€ 25,775
<b>5</b>	€ 29,106	€ 26,882
<b>6</b>	€ 30,211	€ 27,993
<b>7</b>	€ 31,290	€ 29,106
<b>8</b>	€ 32,365	€ 30,211
<b>9</b>	€ 33,128	€ 31,290
<b>10</b>	€ 34,195	€ 32,365
<b>11</b>	€ 35,268	€ 33,128
<b>12</b>	€ 37,289	€ 34,195
<b>13</b>	€ 37,289	€ 35,268
<b>14</b>		€ 37,289
<b>15</b>		€ 37,289
<b>Long Service Increment</b>	€ 38,723	€ 38,723

**\* after 3 years satisfactory service at the maximum**

**Grade IV:**

<b>Scale Point</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 1/01/2018</b>
<b>1</b>	€ 29,913	€ 27,023
<b>2</b>	€ 31,965	€ 28,870
<b>3</b>	€ 33,712	€ 29,913
<b>4</b>	€ 35,243	€ 31,965
<b>5</b>	€ 36,719	€ 33,712
<b>6</b>	€ 38,715	€ 35,243
<b>7</b>	€ 40,159	€ 36,719
<b>8</b>	€ 41,625	€ 38,715
<b>9</b>		€ 40,159
<b>10</b>		€ 41,625
<b>1<sup>st</sup> Long Service Increment</b>	€ 42,974	€ 42,974
<b>2<sup>nd</sup> Long Service Increment</b>	€ 44,328	€ 44,328

**\* after 3 years satisfactory service at the maximum**

**\*\* after 3 years satisfactory service at the 1<sup>st</sup> Long Service Increment**

**PAY OF CARETAKERS IN COMMUNITY & COMPREHENSIVE SCHOOLS OUTSIDE THE DUBLIN AREA  
(INCLUDING CORK CITY POST 1989)**

<b>Caretaker</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 01/01/2018</b>
On Recruitment	€ 590.03	€ 532.97
after 6 months	€ 593.16	€ 545.26
after 1½ years	€ 596.14	€ 590.03
after 2½ years	€ 597.76	€ 593.16
after 3½ years	€ 599.36	€ 596.14
after 4½ years	€ 601.06	€ 597.76
after 5½ years	€ 602.73	€ 599.36
after 6½ years	€ 604.53	€ 601.06
after 7½ years	€ 606.23	€ 602.73
after 8½ years	€ 608.03	€ 604.53
after 9½ years	€ 609.92	€ 606.23
after 10½ years	€ 611.82	€ 608.03
after 11½ years	€ 613.56	€ 609.92
		€ 611.82
		€ 613.56

**PAY OF ATTENDANTS IN COMMUNITY & COMPREHENSIVE SCHOOLS OUTSIDE THE DUBLIN AREA**

<b>Attendant</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 01/01/2018</b>
On Recruitment	€ 575.02	€ 519.45
after 6 months	€ 578.16	€ 531.83
after 1½ years	€ 581.08	€ 575.02
after 2½ years	€ 582.77	€ 578.16
after 3½ years	€ 584.50	€ 581.08
after 4½ years	€ 586.13	€ 582.77
after 5½ years	€ 587.86	€ 584.50
after 6½ years	€ 589.58	€ 586.13
after 7½ years	€ 591.38	€ 587.86
after 8½ years	€ 593.18	€ 589.58
after 9½ years	€ 595.03	€ 591.38
after 10½ years	€ 596.90	€ 593.18
after 11½ years	€ 598.69	€ 595.03
		€ 596.90
		€ 598.69

**PAY OF CARETAKERS IN COMMUNITY & COMPREHENSIVE SCHOOLS OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)  
(Non Members of Pension Scheme)**

<b>Caretaker</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 01/01/2018</b>
On Recruitment	€ 589.49	€ 532.47
after 6 months	€ 592.65	€ 544.80
after 1½ years	€ 595.65	€ 589.49
after 2½ years	€ 597.25	€ 592.65
after 3½ years	€ 598.90	€ 595.65
after 4½ years	€ 600.57	€ 597.25
after 5½ years	€ 602.24	€ 598.90
after 6½ years	€ 604.00	€ 600.57
after 7½ years	€ 605.76	€ 602.24
after 8½ years	€ 607.53	€ 604.00
after 9½ years	€ 609.39	€ 605.76
after 10½ years	€ 611.28	€ 607.53
after 11½ years	€ 613.08	€ 609.39
		€ 611.28
		€ 613.08

**PAY OF ATTENDANTS IN COMMUNITY & COMPREHENSIVE SCHOOLS OUTSIDE THE DUBLIN AREA  
(Non Members of Pension Scheme)**

<b>Attendant</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 01/01/2018</b>
On Recruitment	€ 574.51	€ 518.99
after 6 months	€ 577.67	€ 531.38
after 1½ years	€ 580.61	€ 574.51
after 2½ years	€ 582.25	€ 577.67
after 3½ years	€ 583.98	€ 580.61
after 4½ years	€ 585.69	€ 582.25
after 5½ years	€ 587.33	€ 583.98
after 6½ years	€ 589.11	€ 585.69
after 7½ years	€ 590.85	€ 587.33
after 8½ years	€ 592.68	€ 589.11
after 9½ years	€ 594.50	€ 590.85
after 10½ years	€ 596.39	€ 592.68
after 11½ years	€ 598.24	€ 594.50
		€ 596.39
		€ 598.24

**DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT  
(Members of contributory pension scheme)**

<b>CARETAKERS</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 01/01/2018</b>
	€ 558.37	€ 504.47
	€ 562.70	€ 517.40
	€ 564.48	€ 558.37
	€ 566.23	€ 562.70
	€ 567.84	€ 564.48
	€ 569.74	€ 566.23
	€ 571.54	€ 567.84
	€ 573.21	€ 569.74
	€ 575.05	€ 571.54
	€ 576.92	€ 573.21
	€ 579.38	€ 575.05
	€ 581.75	€ 576.92
	€ 584.12	€ 579.38
		€ 581.75
		€ 584.12

<b>Senior Caretaker Allowance</b>	<b>€ 72.38</b>
<b>Junior Caretaker Allowance</b>	<b>€ 28.22</b>

<b>Senior Caretaker allowance for C&amp;C caretakers in Dublin area where shift working arrangements have been approved</b>	<b>€ 70.13</b>
<b>Junior Caretaker allowance for C&amp;C caretakers in Dublin area where shift working arrangements have been approved</b>	<b>€ 25.97</b>

**DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT**

<b>GENERAL OPERATIVE</b>	<b>Pre-1 January 2011 Entrants 01/01/2018</b>	<b>Post-1 January 2011 Entrants 01/01/2018</b>
	€ 557.85	€ 504.01
	€ 562.18	€ 516.96
	€ 563.95	€ 557.85
	€ 565.64	€ 562.18
	€ 567.36	€ 563.95
	€ 569.21	€ 565.64
	€ 571.02	€ 567.36
	€ 572.74	€ 569.21
	€ 574.56	€ 571.02
	€ 576.47	€ 572.74
	€ 578.89	€ 574.56
	€ 581.26	€ 576.47
	€ 583.65	€ 578.89
		€ 581.26
		€ 583.65

**CLEANERS**

CLEANER P/T Rate	€ 14.74	€ 13.32
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## **Appendix 2**

### **Section 12 of the Financial Emergency Measures in the Public Interest Act 2015**

#### **Amendment of Ministers and Secretaries (Amendment) Act 2011**

The Ministers and Secretaries (Amendment) Act 2011 is amended by the insertion of the following section after section 16:

#### **“Control of terms and conditions of public servants**

**16A.** (1) Where—

(a) the Minister has approved a term or condition as being a term or condition that shall apply for the time being in respect of the employment of a class or category of public servant (whether that approval takes the form of an approval as such, any other form of sanction or the giving of consent by the Minister to a decision of another person in the matter), and

(b) a contract of employment in respect of a public servant falling within that class or category is entered into that contains a term or condition that corresponds or is equivalent to the term or condition standing so approved but which is more favourable to the public servant than that term or condition,

the contract shall have effect as if the term or condition standing so approved (referred to in subsections (2) and (3) as the ‘approved term or condition’) were substituted for the first-mentioned term or condition in paragraph (b) (referred to in subsections (2) and (3) as the ‘unapproved term or condition’).

(2) Any amount paid to the public servant concerned in purported compliance with the unapproved term or condition that is in excess of the amount payable to the public servant under the approved term or condition shall be disregarded for the purpose of calculating any pension entitlement (including an entitlement to a lump sum and an entitlement to periodic payments of pension) of that public servant.

(3) Where an amount is paid to the public servant concerned in purported compliance with the unapproved term or condition that is in excess of the amount payable to the public servant under the approved term or condition then—

(a) the public servant shall hold the overpayment in trust for the public service body, and

(b) the public service body shall recover the amount of the overpayment from the public servant, either directly or by a deduction taken from remuneration subsequently payable to that public servant or otherwise.

(4) Where—

(a) a contract of employment is entered into in respect of a public servant, and

(b) the contract contains a term or condition in relation to remuneration that does not correspond or is not equivalent to any term or condition standing approved by the Minister in respect of the employment of a class or category of public servant into which the first-mentioned public servant falls (whether that approval takes the form of an approval as such, any other form of sanction or the giving of consent by the Minister to a decision of another person in the matter),

the term or condition shall be void.

(5) Any amount paid to the public servant concerned in purported compliance with a term or condition voided under subsection (4) shall be disregarded for the purpose of calculating any pension entitlement (including an entitlement to a lump sum and an entitlement to periodic payments of pension) of that public servant.

(6) Where an amount is paid to the public servant concerned in purported compliance with a term or condition voided under subsection (4) then—

(a) the public servant shall hold the amount in trust for the public service body, and

(b) the public service body shall recover the amount from the public servant, either directly or by a deduction taken from remuneration subsequently payable to that public servant or otherwise.

(7) Subsections (3) and (6) shall not be taken as limiting the liability under statute of any person to account for such overpayment.

(8) Where an amount to which subsection (3) or (6) relates has not been recovered by the public service body concerned, the Minister may direct in writing that body to recover, by a specified date, the amount in accordance with subsection (3)(b) or (6)(b), as the case may be, and, where that body fails to so recover the amount, the Minister may deduct the amount from any grant or vote of, or other payment to, that body out of money provided directly or indirectly by the Oireachtas or from the Central Fund or the growing produce of that Fund.

(9) This section applies to a term or condition agreed after the commencement of *section 12* of the *Financial Emergency Measures in the Public Interest Act 2015*.

(10) This section has effect notwithstanding—

(a) any other enactment,

(b) any pension scheme or arrangement,

(c) any other agreement or contractual arrangement, or

(d) any understanding, expectation, circular or instrument or other document.

(11) In this section—

“public servant” means a person who is employed by, or who holds any office or other position in, a public service body;

“remuneration” means emoluments to which Chapter 4 of Part 42 of the Taxes Consolidation Act 1997 applies or is applied.”.