



**Circular Letter 0081/2020**

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools employing Department-approved Grade III Secretaries or Grade III Secretaries on the 1978 Scheme and the Chief Executives of Education and Training Boards**

**REVISED PROCEDURES FOR THE UPGRADING OF GRADE III SECRETARY POSTS IN SCHOOLS TO GRADE IV POSTS (REVISION TO SECTION 7 OF CIRCULAR F39/1997)**

**NOTE: This circular replaces the circular published on the 21<sup>st</sup> December 2020.** It has a revision to the text at 7.2.4 plus two additional worked examples at Appendix 2.

**Introduction**

The purpose of this Circular is to advise School Managerial Authorities employing Department-approved and 1978 scheme Grade III Secretaries and the Chief Executives of Education and Training Boards of revised procedures for upgrades to Grade IV posts.

This circular has been developed under the provisions of Workplace Relations Commission agreement C-161340-16 of 14 May 2018 between the Department of Education and the Fórsa Trade Union in respect of the aforementioned matter.

The revised arrangements are set out in Appendices 1 and 2 of this circular. These arrangements replace those set out in section 7 of Circular F39/1997.

Queries relating to the procedures and sanctioning of these upgrades should be directed as follows:

1. Secretaries employed in Community and Comprehensive schools to: [sdfinfo@education.gov.ie](mailto:sdfinfo@education.gov.ie)
2. Secretaries employed in Education and Training Board schools (including Community National Schools) to: [hr@etbi.ie](mailto:hr@etbi.ie) in the first instance, to be forwarded to ETB Financial and Administrative Personnel Section where appropriate.
3. Secretaries employed under the 1978 Scheme to: [ntspayroll@education.gov.ie](mailto:ntspayroll@education.gov.ie)

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## APPENDIX 1

### 7.1 General Principles: Revised Procedures for Grade III Secretary post upgrades to Grade IV posts

- 7.1.1** The following are the revised criteria and procedures for the upgrade of eligible Grade III posts in recognised schools in Department-approved posts or on the 1978 scheme, and for those employed in Education and Training Board schools.
- 7.1.2** Grade III Secretary posts in schools with 40 or more permanent whole-time equivalent (WTE) teachers in each of the two previous school years, and forecast to remain at this level in the current school year, will be graded at Grade IV level, subject to a maximum of one such post in each school.
- 7.1.3** All upgrades that meet the criteria as set out in **7.1.2** will come into effect from the date on which the successful candidate is appointed to the upgraded post during the school year. The effective date of these procedures is **1 September 2018**. Appendix 2 contains worked examples.
- 7.1.4** Where a Grade III Secretary post is upgraded to Grade IV, the Grade IV post will replace the Grade III post and no new or additional Grade III post will be created in the school solely as the result of the upgrading of the Grade III post to Grade IV level.
- 7.1.5** All Grade IV posts are to be filled by competitive process, except in circumstances as noted in paragraph 7.2.1 of this circular.
- 7.1.6** Eligible Secretaries will be assimilated to the Grade IV pay scale on the basis of the nearest incremental point:
- (i) Where an employee's current salary is above the minimum point of the new scale but below the normal maximum, the nearest point above the employee's current salary point plus one increment.
  - (ii) Where an employee's current salary is above the normal maximum point of the new scale but below Long Service Increment 1 (LSI1), the nearest point above the employee's current salary point (i.e. LSI1).
  - (iii) Where an employee's current salary is above LSI1 and below LSI2 of the new scale, the nearest point above the employee's current salary point (i.e. LSI2).
  - (iv) Where the minimum of the new salary scale is greater than existing pay by an amount less than the first increment on the new scale, the employee may enter the new scale at the minimum plus one increment.



## **7.2 Secretaries in recognised Primary, Voluntary Secondary, Community and Comprehensive Schools**

- 7.2.1** In the case of a school which meets the criteria set out in 7.1.2 and employs only one existing Grade III Secretary, this person falls due to be upgraded to Grade IV without competition, unless this person declines the post.
- 7.2.2** In the case of a school which meets the criteria set out in 7.1.2 and employs two or more existing Grade III Secretaries, each Secretary will be provided with equal opportunity to apply for the Grade IV post through a competitive selection process.
- 7.2.3** A Secretary who receives an upgrade to Grade IV will hold the Grade IV post on a *personal-to-holder basis* for the full duration of their employment in their eligible School.
- 7.2.4** On cessation of this individual's employment and/or retirement, the subsequent vacancy will be filled at Grade IV level where the criteria set out in 7.1.2 above are met. Otherwise, the vacancy will be filled at Grade III level. Vacancies arising from secretaries who were appointed under the 1978 scheme and subsequently retire, will not be subject to the terms of this circular and the vacancy will be filled under the terms of the capitation grant schemes.

## **7.3 Secretaries employed in Education and Training Board Schools (including Community National Schools)**

- 7.3.1** Where an ETB School meets the criteria at 7.1.2, the Grade III Secretary post will be reclassified to Grade IV level, subject to a maximum of one such post in each School.
- 7.3.2** The filling of the Grade IV Secretary post should adhere to paragraphs 2.1 and 2.2 of Circular Letter 08/2017 '*Eligibility criteria for recruitment/promotion for administrative staff in Education and Training Boards*' or any circular that may subsequently replace it. If the existing person employed in a Grade III Secretary post is unsuccessful in their application for a Grade IV post, then they will be redeployed elsewhere in the ETB scheme.
- 7.3.3** A Grade III Secretary who receives an upgrade to Grade IV will hold the Grade IV post on a *personal-to-holder basis* for the full duration of their employment in their eligible School.
- 7.3.4** Grade IV Secretary posts are specific to qualifying Schools only and are not transferrable to other posts within ETB schemes or non-qualifying Schools. A Grade IV Secretary who moves from an eligible school will revert to Grade III, unless they are otherwise entitled to a Grade IV post.



**7.3.5** On cessation of the Grade IV Secretary's ETB employment or/and retirement, the subsequent vacancy will be filled at Grade IV level where the criteria set out in 7.1.2 above are met. Otherwise, the vacancy will be filled at Grade III level.



## APPENDIX 2 - Examples for post upgrade eligibility

### Example 1

YEAR	NUMBER OF WTE TEACHERS
01/09/2016	42
01/09/2017	41
01/09/2018 – Effective Date of Circular	40

**Outcome:** The post is eligible for upgrade

### Example 2

YEAR	NUMBER OF WTE TEACHERS
01/09/2016	42
01/09/2017	39
01/09/2018 – Effective Date of Circular	43

**Outcome:** The post is not eligible for upgrade due to a drop in WTE numbers in 2017.

### Example 3

YEAR	NUMBER OF WTE TEACHERS
01/09/2015	42
01/09/2016	39
01/09/2017	40
01/09/2018 – Effective Date of Circular	40

**Outcome:** The post is not eligible for upgrade due to a drop in WTE numbers in 2016. 2015 is not considered as it is prior to the implementation date of this circular.



#### Example 4

YEAR	NUMBER OF WTE TEACHERS
01/09/2016	42
01/09/2017	39
01/09/2018 – <b>Effective Date of Circular</b>	43
01/09/2019	42
01/09/2020	41

**Outcome:** The post is eligible to be upgraded from school year 1<sup>st</sup> September 2020.

#### Example 5

YEAR	NUMBER OF WTE TEACHERS
01/09/2016	42
01/09/2017	40
01/09/2018 – <b>Effective Date of Circular</b>	40
01/09/2019	39
01/09/2020	40

**Outcome:** The post is eligible to be upgraded from the effective date of the circular, 1<sup>st</sup> September 2018. The post is held on a *personal-to-holder basis* under either section 7.2.3 or sections 7.3.3 and 7.3.4 as applicable to the school type.