



Association of Community  
and Comprehensive Schools

*Cumann na Scoileanna Pobail  
agus Cuimsitheacha*

27<sup>th</sup> April, 2023.

**The Secretary,  
Board of Management and  
School Principal in  
each Community and Comprehensive School.**

**Members of the Executive of ACCS.**

**ACCS/Info Bulletin 10/23.**

**Re: Human Resource Matters**

### **Redeployment 2023**

The Directors of Redeployment have now concluded the 2023 redeployment process at post-primary level. Schools are advised that they can now proceed to fill remaining vacancies for teaching posts in the normal manner **provided** such vacancies were already reported to the Directors of Redeployment in accordance with the terms of the Redeployment Scheme.

It is important to note that advertisements for posts must continue to state that they are subject to the post not being required for the redeployment process. This is to cover the potential that a post may still be required to deal with any unforeseen surplus issues that arise at a later stage. The potential for this to arise is low and if it does the Department will contact the relevant school(s) directly.

### **Termination of all first fixed-term teacher contracts**

Boards of Management are reminded that **all first fixed term contracts** must be terminated at the end of the school year in accordance with [circular letter 24/2015](#). A *template Letter of Termination* is available in the HR section of ACCS website [www.accs.ie](http://www.accs.ie) (attached) and schools can use this letter when giving notice of termination.

If the position is continuing for the following school year, it must be re-advertised by the school and a new recruitment process (interview) undertaken for the filling of the post for the second year.

### **Recruitment and the filling of available teaching posts/hours for the 2023/24 school year**

By now schools will have applied to the Department for sanction of offer of CIDs or enhanced CIDs to eligible teachers and schools will also have notified the Department of vacancies for the purpose of redeployment.

Now that the redeployment process has been completed and schools have been advised by the Director of Redeployment that they can proceed to fill vacancies, school management must follow the procedure and sequence outlined in [circular letter 0059/2016](#) when filling any remaining teaching posts/hours.

After implementation of [circular letter 0059/2016](#), any remaining permanent or fixed term teaching posts/hours (whether full-time or part-time) can be filled through a formal recruitment process using the standard procedures and criteria for the filling of such posts.

Advertisements must state that the position is subject to sanction by the DE and the position not being required for the redeployment process.

In line with the CL, teaching posts must be advertised on <https://www.educationposts.ie/> and/or <https://educationcareers.ie/>.

All fixed-term employees must be notified of vacancies in the school and provided with details of the application process.

### **Renewal of a fixed-term contract**

Where the Board proposes to re-employ a teacher on a fixed-term contract (e.g. where a teacher is being reappointed to a fixed-term position for a second or third year), the employee should be informed in writing of the objective grounds:

- justifying the renewal; and
- explaining why a contract of indefinite duration is not being offered

This needs to be done, at the latest, by the date of the renewal.

A template letter of renewal is available in the HR section of the ACCS website (attached) which can be amended to reflect the objective ground for offering the renewed fixed term contract.

The objective ground, for example, for a teacher going into Year 2 on a fixed-term contract could be curricular concessions, replacing a teacher on career break or job-sharing or replacing a teacher on Maternity Leave.

### **Certification**

When the school advises the Department that it is reappointing a teacher for a second year on a fixed-term contract, the school must certify that the post had been advertised, interviews were conducted, and that the teacher was successful following interview and is entering the second year of continuous employment.

### **Sanctioning of a CID by the Department**

The sanction of the Department must be obtained before a CID or a further CID in respect of additional hours can be awarded to a teacher.

### **CID Adjudication Process**

Where a fixed-term teacher, comprehended by [circular letter 0024/2015](#), who has 2 or more years successive teaching service has been refused a CID OR has been awarded a CID but is unhappy with the terms of the CID, they should be advised by school management of the appeal/adjudication process under [circular letter 0030/2018](#).

The timeframe for making an appeal is four working weeks of the date the teacher was notified of the decision to refuse a CID or notified of the award and terms of the CID.

## **Change to the Job-Sharing Scheme for Special Needs Assistants ([Information Note TC/IN 0002/2023](#))**

The Department has recently issued an Information Note which amends [circular letter 0041/2014](#), Job-Sharing Scheme for SNAs.

Hitherto, a job-sharing SNA was required to work 16 hours per week, regardless of their contracted hours. This Information Note changes this and for the school year 2023/24 and onwards, an SNA '*may make an application to share their current wholetime post on a 50:50 basis i.e., to work half the weekly hours they are currently contracted to work*'.

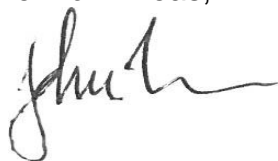
The job-sharing SNA will be paid 50% of their salary for working half of their weekly contracted hours.

### **National Workplace Wellbeing Day**

This Friday, 28<sup>th</sup> April 2023 is National Workplace Wellbeing Day, and we hope you find ways to celebrate health and wellbeing with your staff.

Spectrum Life has prepared a useful ***Tipsheet on Workplace Wellbeing Day 2023*** which can be accessed [here](#).

Is mise,  
le mór mheas,



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John Irwin,  
GENERAL SECRETARY.