



Circular F33/02.

## **To : The Chief Executive Officer Vocational Education Committee**

### **Clerical Officers (Grade III) and Analogous Grades – Permanent and Temporary staff – Incremental credit.**

I am directed by the Minister for Education and Science to refer to an agreement reached, following discussions, with the staff unions regarding the granting of incremental credit to officers at Grade III level with previous relevant experience.

#### **Permanent Clerical Officers and analogous Grades**

With effect from 16 March 2000, full incremental credit may be granted on permanent appointment in respect of all previous relevant experience, subject to satisfactory certification, whether in Ireland or abroad.

In this context, “previous relevant experience” refers to previous service in a similar grade in the Civil Service, Local Authority Service, Health Service or other public bodies or agencies, in Ireland or abroad. Permanent officers in Grade III or analogous grades, who possess such experience, which has not been reckoned for the purpose of incremental credit, may have such experience taken into account for the purposes of determining their point on the scale. It should be noted that the scale point should only be revised, if appropriate, from 16 March 2000. Officers whose salary has been revised in accordance with this provision will retain 16 March or the date of their appointment, if later, as their incremental date.

#### **Temporary Clerical Officers and analogous grades**

Previous circulars provided for incremental credit with a barrier of the 5<sup>th</sup> point of the scale for temporary and part-time staff. In a recent circular, the 5<sup>th</sup> point barrier was removed and staff were afforded the 6<sup>th</sup> point from 1999 and progression consistent with fulltime permanent staff thereafter. A further amendment is now permitted as follows:

- Appropriate point based on completed service up to a maximum of the 9<sup>th</sup> point from 1 January 2000,
- Appropriate point based on completed service up to the scale maximum from 1 January 2001,
- Appropriate point based on completed service up to the Long Service increment point from 1 January 2004

Any queries related to this circular should be referred to Post-Primary Administration Section in Tullamore (Tel. 0506-24336).

23<sup>rd</sup> July 2002.

P. Ryan,  
Higher Executive Officer.