

Rannán Párolla,
An Roinn Oideachais agus
Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



Payroll Division,
Department of Education and
Science,
Cornamaddy,
Athlone,
Co. Westmeath.

Circular 0011/2007

To the Management Authorities of Primary, Secondary, Community and Comprehensive Schools

Payment Arrangements for Part-Time Special Need Assistants for July and August 2007

1. Introduction

- 1.1 The Minister for Education and Science wishes to advise management authorities and Special Need Assistants of the payment arrangements for part-time Special Need Assistants for July and August 2007.
- 1.2 Please note that this Circular replaces [Circular Pay 0086/2006](#) which issued in June, 2006.

2. Arrangements which will apply in July and August

- 2.1 Part-time Special Need Assistants who commenced employment on or before the 6th November 2006 will be paid as normal during July and August 2007.
- 2.2 Part-time Special Need Assistants who commenced employment after the 6th November 2006 will be paid up to and including 12th July 2007, irrespective of the date the school closes, and will be removed from the payroll with effect from 13th July, 2007.
- 2.3 The Department of Social and Family Affairs has advised that Special Need Assistants may have an entitlement to claim benefit from that Department for the summer holiday period. Special Need Assistants should be advised to contact their local DSFA office for further advice in this regard.

3. Resumption on Payroll

- 3.1 Special Need Assistants will be returned to the payroll at the beginning of the new school year provided the school management authority advises the Department's SNA Payroll Section, in writing, that
 - a) they have written sanction from the SENO for the post and
 - b) they intend to employ the same Special Need Assistant for the 2007/08 school year.
- 3.2 Management authorities are reminded to inform the SNA Payroll Section if any Special Need Assistant, **either full-time or part-time**, is not returning to his/her employment in September, 2007. The form '*Notification of Special Need Assistant Leaving*' can be down-loaded from the Department's website www.education.ie –

follow the links to Education Personnel/Special Need Assistants. This form should be sent to the SNA Payroll Section **before the 1st August, 2007**, to avoid any overpayment of salary.

4. Dissemination of Information

- 4.1 Management authorities are requested to bring the contents of this Circular to the attention of all Special Need Assistants in their schools, including those on maternity leave, sick leave etc. and also to the attention of the members of the Boards of Management.
- 4.2 This Circular should be retained for reference in the school and may also be accessed on this Department's website at www.education.ie – follow the links to Education Personnel/Special Need Assistants.

5. Queries on this Circular

- 5.1 If you have any query in relation to this circular please contact the SNA Payroll Section, Payroll Division at 090 648 4136 or e-mail your query to sna_pay@education.gov.ie

P. Maloney,
Principal Officer.

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