

To: The Chief Executive Officers of Education and Training Boards

Payment in respect of Substitution for the academic year 2012/2013 in Prisons

Introduction

1. I am directed by the Minister for Education and Skills to refer to the arrangements for substitution in Prisons. This Circular letter sets out the arrangements for payment of eligible teachers for the school year 2012/2013.

Substitution Arrangements

2. The arrangements provide for the provision of funding for substitution duties for 16 hours substitution per annum. The arrangements for the 2013/2014 academic year will be communicated by way of a separate circular letter.

Eligibility for payment

3. Permanent, CID, fixed term whole time, temporary whole time and eligible part-time or regular part-time teachers who served in a Prison during the 2012/2013 school year are eligible to claim payment. Permanent, CID, fixed term whole time and temporary whole time teachers who have been certified as having engaged in voluntary substitution over and above timetabled hours for the full school year will qualify for a payment.

Rates of Payment

4. The full school year payment is as follows:

Status	Annual Payment
Teachers not classified as new appointees (i.e. gave service in a teaching position in an Oireachtas funded post prior to 1 January 2011)	€765
New appointees under Circular 40/2011 (i.e. teachers paid on the post-1 January 2011 new appointee pay scale)	€689
New appointees under Circular 8/2013 (i.e. teachers paid on the post-1 February 2012)	€520

new appointee pay scale)	
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5. Eligible part-time teachers, regular part-time and job-sharing teachers will qualify for payment on a pro-rata basis to be calculated by reference to the weekly contracted hours.

Arrangements for Payment

6. A claim form should be completed by each teacher who wishes to apply for payment. A copy of the claim form is attached in the Appendix to this Circular. Valid claims should be certified by the Co-ordinator/Director and forwarded to the Chief Executive Officer for payment.

Circulation

7. Please ensure that copies of this Circular are provided to the Education and Training Board and its contents are brought to the attention of all Prison Co-ordinators and teachers in Prisons in your employment including those on leave of absence.
8. This Circular can be accessed on the Department's website under <http://www.education.ie>.

Matthew Ryan
Principal Officer
24th July 2013

**Claim for payment for voluntary Substitution in the school
year 2012/2013**

To: _____ Principal (Block Capitals)

From: _____ Applicant (Block Capitals)

I hereby claim payment for voluntary Substitution outside timetabled hours on the
basis that I have demonstrated a willingness to co-operate with and have assisted in
Substitution as defined in the offer

Signed: _____ Applicant

Date: _____

Certified: _____ Co-ordinator/Director

Date: _____