



Circular Letter 0073/2015

**To: The Managerial Authorities of Recognised Primary, Secondary, Community, and Comprehensive Schools
and
The Chief Executives of Education and Training Boards**

Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2016

1. The Minister for Education and Skills wishes to inform management authorities and the Chief Executives of Education and Training Boards of the application of salary increases with effect from 1 January 2016.
2. The salary increases have been introduced as a result of the Financial Emergency Measures in the Public Interest Act 2015.

Salary Increases with effect from 1 January 2016

3. In accordance with the legislation, the following increases are payable with effect from 1 January 2016:
 - Whole-time annual basic salaries up to €24,000 are increased by 2.5%;
 - Whole-time annual basic salaries from €24,001 up to €31,000 are increased by 1%.
 - **Part-time / hourly paid staff** - the pay of part-time staff or hourly paid staff may be revised, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes in accordance with this circular.

Categories of staff affected

4. Any staff employed in a recognised school or ETB and who fall into the following categories:
 - School Transport Bus Escorts;
 - Tutors (Literacy Service, Community and Adult Education, etc.);
 - Non-teaching staff in Youth Encounter Projects (YEPs);
 - Any other staff employed directly by a recognised school or ETB and who were comprehended by Circular 70/2010, with the exception of grant-funded Secretaries, Caretakers and Cleaners who are covered by separate Circulars.

5. It is important to point out that the fact that affected staff employed by recognised schools or ETBs come within the definition of “public servant” solely for the purposes of this legislation and this does not alter their employment status in any other respect.

National Minimum Wage Increase to €9.15 with effect from 1 January 2016

6. Employers should note that under the terms of the National Minimum Wage Order 2015 (S.I. No. 442 of 2015) the national minimum wage will increase to €9.15 per hour with effect from 1 January 2016. This rate of €9.15 is inclusive of the increases under the Lansdowne Road Agreement/ FEMPI Act 2015 outlined in this Circular i.e. the 2.5% or 1% increase as applicable is applied to the individual's salary on 1 January 2016 in the first instance and if the individual's hourly rate is below €9.15 following this calculation, then the individual's hourly rate is further increased to €9.15. A worked example is included below:

Worked Example:

A Cleaner is employed for 38.5 hours per week (including meal breaks) for a full year on an annual salary of €17,377. The individual's hourly rate is therefore €8.65. On 1 January 2016, the individual's salary is increased by 2.5% under the LRA/FEMPI Act 2015. This results in an annual salary of €17,812 which equates to an hourly rate of €8.87. As this is below the national hourly minimum wage, the individual's salary must be further increased so that the hourly rate equates to €9.15, giving a total final annual salary of €18,382.

7. It should be remembered when complying with the National Minimum Wage Act that break periods (whether paid or not) are included for the purposes of ensuring that a person is receiving the minimum hourly rate of pay.

Circulation and Queries

8. Please ensure that copies of this circular are provided to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all affected staff in your employment including those on leave of absence.
9. This Circular can be accessed on the Department's website under www.education.ie
10. Enquiries regarding this Circular should be addressed by email to External Staff Relations, Department of Education and Skills at ESR@education.gov.ie

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