

Rannán Airgeadas na  
Scoileanna An Roinn  
Oideachais agus Scileanna  
Cor na Madadh  
Baile Átha Luain  
Co. na hIarmhí  
N37 X659



Schools Division Financial  
Department of Education and  
Skills  
Cornamaddy  
Athlone Co Westmeath  
N37 X659

**Circular Number: 0077/2015**

**To: The Management Authorities of Voluntary Secondary Schools in the Free Education Scheme**

**Revision of Pay Rates from 1 January 2016 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary Secondary Schools in the Free Education Scheme  
and  
Associated increases in Grant funding for same**

**Introduction**

I am directed by the Minister for Education and Skills to refer to the agreed arbitration process in relation to the pay of grant-funded School Secretaries and Caretakers and the Financial Emergency Measures in the Public Interest Act 2015.

**PART A** of this Circular applies to School Secretaries and Caretakers employed by Boards of Management of schools whose pay is funded from the School Services Support Fund Grant, Secretary/SSSF Secretary and Caretaker /SSSF Caretaker grant paid to schools by this Department and who **are not** currently paid on a salary scale equivalent to a public service salary scale. The purpose of Part A of this Circular is to inform management authorities of the implementation on 1 January 2016 of Phase 1 of the agreement reached with the union side on foot of the Arbitrator's findings in relation to the pay of grant-funded School Secretaries and Caretakers.

**Appendix 1** of this Circular includes an application form for additional funding in 2016 for those schools that in December 2015 pay an hourly rate of less than €10 per hour to grant funded School Secretaries and Caretakers and who will have insufficient funds in 2016 to pay the new minimum hourly rate of €10.25 that comes into effect from 1 January 2016. The appendix includes guidance on how to complete the application form.

**PART B** of this Circular applies to:

- School Secretaries and Caretakers employed by Boards of Management of schools whose pay is funded from the School Services Support Fund, Secretary/SSSF Secretary and Caretaker/SSSF Caretaker grant paid to schools by this Department and who **are** currently paid on a salary scale equivalent to a public service salary scale; and to
- Cleaners employed by schools whose pay is funded from the School Services Support Fund or Capitation grant paid to schools by this Department.

**PART C** of this Circular sets out the revised rates of School Services Support Fund Grant, Secretary/SSSF Grant and Caretaker/SSSF Grants in order to enable schools to pay the revised rates set out in in Part A and Part B from 1 January 2016.

### **Circulation and Queries**

Please ensure that the contents of this Circular are brought to the attention of all members of the Board of Management and all relevant staff in the school.

Please note that any references to schools in this Circular refer only to Voluntary Secondary Schools in the Free Education Scheme.

This Circular can be accessed on the Department's website under <http://www.education.ie>.

Queries regarding the implementation of this Circular should be addressed to the relevant school management body in the first instance.

Philip Crosby  
External Staff Relations  
16 December 2015

Hubert Loftus  
Schools Division Financial

## **PART A**

### **Grant funded School Secretaries and Caretakers employed by Boards of Management in schools and who are not currently paid on a salary scale equivalent to a public service salary scale**

1. The purpose of Part A of this Circular is to inform management authorities of the implementation on 1 January 2016 of Phase 1 of the agreement reached with the union side on foot of the Arbitrator's findings in relation to the pay of grant-funded School Secretaries and Caretakers.

#### **Application of the Agreement**

2. The pay increases set out in the agreement apply only to School Secretaries and Caretakers employed by Boards of Management of schools, who are not currently paid on a salary scale equivalent to a public service salary scale and whose pay is funded from the Schools Services Support Fund Grant, Secretary/SSSF Secretary and Caretaker/SSSF Caretaker grant paid to schools by this Department.
3. In accordance with the terms of the agreement, the pay increases set out in the agreement do not apply to School Secretaries or Caretakers who are currently paid on a salary scale equivalent to a public service salary scale, regardless of the source of funding for their salary.
4. The pay increases set out in the agreement do not apply to Clerical Officers employed in Post-Primary Schools under the 1978 Scheme, who are paid through the payroll operated by the Department.

#### **Implementation of Phase 1 of the Agreement – Increase in Hourly Rate and Introduction of Minimum Hourly Rate with effect from 1 January 2016**

5. An increase of 2.5% in the hourly pay rate/annual salary of School Secretaries and Caretakers referred to at paragraph 2 above to be implemented by employers with effect from 1 January 2016.
6. A minimum hourly rate of €10.25 should be implemented by employers for School Secretaries and Caretakers referred to at paragraph 2 above with effect from 1 January 2016. This rate is inclusive of the 2.5% increase referred to at paragraph 5 above.

#### **Implementation of Future Phases of the Agreement**

7. Notification regarding future phases of the agreement and the associated increases in grant funding will issue in due course closer to the relevant implementation date.

#### **Prohibition on Decrease of Working Hours on foot of the Agreement**

8. The application of the agreement should in no case result in or be the cause of a diminution of the quantum of hours work available to any School Secretary or Caretaker. However this does not preclude a school from reducing the quantum of hours for any objective reason such as declining enrolments etc.

#### **Increase in Working Hours**

9. Any increase in working hours for a school secretary or caretaker must be managed within the standard grant funding. The application form in Appendix 1 cannot be used to seek funding for an increase in working hours.

## **PART B**

### **Grant funded School Secretaries and Caretakers employed by Boards of Management of schools who are currently paid on a salary scale equivalent to a public service salary scale and Cleaners employed by Boards of Management of schools using School Services Support Fund Grant or Capitation grant Funding**

1. The purpose of Part B of this Circular is to inform management authorities of the pay increases payable on 1 January 2016 under the Financial Emergency Measures in the Public Interest Act 2015 (FEMPI) to:
  - School Secretaries and Caretakers employed by schools using Schools Services Support Fund, Secretary/SSSF Secretary and Caretaker /SSSF Caretaker grant funding and who are currently paid on a salary scale equivalent to a public service salary scale; and to
  - Cleaners employed by schools using the School Services Support Fund or Capitation grant funding.

#### **Application of the FEMPI Act 2015**

2. In accordance with the FEMPI Act 2015, the following increases are payable with effect from 1 January 2016 to the staff described in paragraph 1 above:
  - Whole-time annual basic pay up to €24,000 are increased by 2.5%; and
  - Whole-time annual basic pay from €24,001 up to €31,000 are increased by 1%.  
(Note: this means a salary of €25,000 is increased by €250 i.e. 1% of €25,000)

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

3. Employers should note that under the terms of the National Minimum Wage Order (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 per hour is inclusive of the increases under the FEMPI Act 2015 as 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.

#### **Part-time Staff**

4. The pay of part-time staff should 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.

## **PART C**

### **Revised Rates of School Services Support Fund Grant, Secretary Grant/ SSSF Secretary and Caretaker Grant /SSSF Caretaker grant funding to Voluntary Secondary Schools in the Free Education Scheme**

(for payment in January 2016)

#### **School Services Support Fund (SSSF)**

The SSSF grant is increased from €201 to €206 per pupil

#### **Grants for Secretaries**

The Basic Secretary Grant is increased from €36 to €37 per pupil

The SSSF Secretary Grant is increased from €24 to €25 per pupil

Schools employing secretaries under 'the 1978 scheme' do not receive any secretary grants.

#### **Grants for Caretakers**

The Basic Caretaker Grant is increased from €30 to €31 per pupil

The SSSF Caretaker Grant is increased from €18 to €19 per pupil

## Appendix 1

### Application Form for additional funding

(Confined to those schools that in December 2015 pay an hourly rate of less than €10 per hour to grant funded School Secretaries and Caretakers and who will have insufficient funds in 2016 to pay the new minimum hourly rate of €10.25 that comes into effect from 1 January 2016).

<b>School Name</b>		
<b>Roll Number</b>		
<b>School Address</b>		
<b>School Email</b>		
<b>School Phone</b>		
<b>Key Contact</b>	<b>Title</b>	<b>Name</b>

#### Details of hours worked and rates paid

		<b>Secretary</b>	<b>Caretaker</b>
(i)	<b>Gross contractual weekly hours @ December 2015 (inclusive of paid meal breaks)</b>		
(ii)	<b>Number of contractual weeks to be worked between 01/01/2016 and 31/12/2016 (including periods of paid annual leave but excluding periods of unpaid leave/lay-off)</b>		
(iii)	<b>Total annual contracted hours between 01/01/2016 and 31/12/2016</b> <b><u>i.e. multiply (i) by (ii)</u></b>		
(iv)	<b>Hourly rate of pay on 01/01/2016 inclusive of the 2.5% pay increase</b>		
(v)	<b>Difference <u>per hour</u> between hourly rate inclusive of the 2.5% increase and the minimum hourly rate of €10.25</b> <b><u>i.e. €10.25 minus (iv)</u></b>		
(vi)	<b>The shortfall in the hourly rate by the total contractual hours to be worked in 2016</b> <b><u>i.e. (iii) multiplied by (v)</u></b>		
(vii)	<b>Amount of additional funding requested for 2016</b>		

If a school is applying for additional funding in respect of more than one secretary or caretaker, then a separate application form should be completed.

**Declaration:**

I certify that all the information set out in this application form is correct and that the school has insufficient funding to pay the minimum hourly rate of €10.25 to its secretaries and caretakers in accordance with the requirements of Circular 0077/2015.

I confirm that this application for additional funding is based on the existing contractual weekly hours for the secretary/caretaker as at December 2015 and that these hours will not be increased in 2016.

I confirm that all relevant supporting documentation in respect of this application for additional funding is available for inspection by the Department if requested.

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Signature of Chairperson of BOM

Date: \_\_\_\_\_

**School Roll Number** \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO:

**Schools Division Financial, Department of Education and Skills, Cornamaddy, Athlone, County Westmeath as soon as possible and no later than 31<sup>st</sup> March 2016.**

## Guidance for completing the Application Form

Key points to note:

1. Schools that pay an hourly rate of €10 or more to their secretaries or caretakers are not eligible to apply for additional funding.
2. The table below sets out how the Application Form should be completed by eligible schools.

A school employs a secretary for 20 hours per week for the duration of the school year (33 weeks). The rate of pay at December 2015 is €9.50 per hour. The rate of pay inclusive of the 2.5% pay increase is €9.74 per hour.

The school also employs a caretaker for 16 hours per week for the duration of the school year (33 weeks). The rate of pay at December 2015 is €8.65 per hour. The rate of pay inclusive of the 2.5% pay increase is €8.87 per hour.

		Secretary	Caretaker
(i)	Gross contractual weekly hours @ December 2015 (inclusive of paid meal breaks)	20	16
(ii)	Number of contractual weeks to be worked between 01/01/2016 and 31/12/2016 (including periods of paid annual leave but excluding periods of unpaid leave/lay-off)	33	33
(iii)	Total annual contracted hours between 01/01/2016 and 31/12/2016 <u>i.e. multiply (i) by (ii)</u>	660	528
(iv)	Hourly rate of pay on 01/01/2016 inclusive of the 2.5% pay increase	€9.74	€8.87
(v)	Difference <u>per hour</u> between hourly rate inclusive of the 2.5% increase and the minimum hourly rate of €10.25 <u>i.e. €10.25 minus (iv)</u>	€0.51	€1.38
(vi)	The shortfall in the hourly rate by the total contractual hours to be worked in 2016 <u>i.e. (iii) multiplied by (v)</u>	€0.51*660 = €337	€1.38*528 = €729
(vii)	Amount of additional funding requested for 2016	€337	€729

3. Completed application forms should be submitted to the Department as soon as possible **and no later than 31 March 2016**. It is envisaged that any additional funding that is approved will be paid before the end of the current school year. A school that is submitting an application for additional funding should use its current grant funding to commence payment of the revised rates from 1 January 2016.