



Circular Letter 0019/2018

To: The Chief Executives of Education and Training Boards

SCHEME FOR THE AWARDING OF INCREMENTAL CREDIT IN RECOGNITION OF PREVIOUS EQUIVALENT OR RELEVANT EXPERIENCE FOR YOUTHREACH RESOURCE PERSONS AND YOUTHREACH CO-ORDINATORS

The Minister for Education and Skills directs you to implement the regulations and procedures regarding the awarding of incremental credit in certain circumstances in recognition of prior equivalent or relevant experience for Youthreach Resource Persons and Youthreach Co-Ordinators employed in ETBs whose posts are wholly funded by monies provided by the Oireachtas.

Discussions are ongoing between the Department and the Teachers' Union of Ireland in regard to incremental credit in recognition of previous service that is not directly analogous to the grade of Youthreach Resource Person but which may be relevant and, subject to the outcome of those discussions, an updated version of this circular may issue at a future date.

The regulations and procedures outlined in this circular are to be implemented by each employer and the terms of this circular must be adhered to with immediate effect.

This circular supersedes all previous circulars, memoranda, rules, regulations and arrangements in relation to the awarding of incremental credit in recognition of prior equivalent or relevant experience for Youthreach Resource Persons and Youthreach Co-Ordinators.

Please ensure that copies of this circular are brought to the attention of all relevant staff in your employment including those on leave of absence.

Queries should be sent in the first instance to hr@etbi.ie for collation and forwarding to Department of Education and Skills where appropriate.

This Circular can be accessed on the Department's website under www.education.ie

Philip Crosby
Principal
External Staff Relations
16 March 2018

PART 1

SCHEME FOR THE AWARDING OF INCREMENTAL CREDIT IN RECOGNITION OF PREVIOUS EQUIVALENT OR RELEVANT EXPERIENCE FOR YOUTHREACH RESOURCE PERSONS

1. Definitions

For the purposes of this scheme the following terms shall have the meanings assigned to them here unless the context indicates otherwise:

Employee – means a person employed, or to be employed, as a Youthreach Resource Person who is in receipt of, or shall be entitled to upon appointment, an incremental salary under a permanent contract, contract of indefinite duration (CID), or fixed-term contract as defined in the Protection of Employees (Fixed Term Work) Act 2003.

Employer – means an Education and Training Board (ETB).

The Department – means the Department of Education and Skills.

2. Principles

- 2.1** All Youthreach Resource Persons, on appointment, should be placed on the first point of the relevant salary scale* and proceed in annual increments to the maximum point of the scale. Awarding of increments will be subject to normal conditions around satisfactory completion of probation and satisfactory performance.

**Relevant salary scale is the scale in operation for the grade on the date of appointment. Scales may be altered from time to time in line with Government pay policy.*

- 2.2** In certain circumstances incremental credit may be allowed in recognition of prior equivalent or relevant experience.

Equivalent experience – means directly equivalent service as a Youthreach Resource Person. Such service may be counted on a like for like basis.

Relevant experience – means service that is relevant to the role of Youthreach Resource Person, which may be counted for incremental credit. Because relevant service is not directly equivalent it may not necessarily be counted on a like for like basis.

- 2.3** Chief Executives of ETBs are reminded that, with effect from 1 February 2012 and in line with the January 2012 Government Decision in this regard, new entrant Youthreach Resource Persons are not entitled to receive qualification allowances.

3. Allowance for the award of Incremental Credit for Youthreach Resource Persons

Incremental credit may be allowed in recognition of prior equivalent or relevant experience in certain circumstances, as set out below.

- 3.1** Incremental credit may be allowed for service in Youthreach as a Youthreach Resource Person, which is regarded as equivalent.
- Prior recognised service as a Youthreach Resource Person will have given an employee a point on scale for that service. Credit should be applied on the basis of one year for every point above the scale minimum already attained for prior recognised service.
 - Prior recognised service as a Youthreach Resource Person in a fixed-term or substitute/cover capacity should be applied on the basis of one increment for every complete 1,582* or 1,672* hours worked since the 20th December 2001 (*dependent on full-time hours of the post in accordance with the prevailing National Agreements at the time the service was delivered). A worked example is included at Appendix 1.
- 3.2** Incremental credit may be allowed for service in an Education and Training Board as an Adult Educator, which is regarded as equivalent.
- Prior recognised service as an Adult Educator will have given an employee a point on scale for that service. Credit should be applied on the basis of one year for every point above the scale minimum already attained for prior recognised service.
 - Prior recognised service as an Adult Educator in a fixed-term or substitute/cover capacity should be applied on the basis of one increment for every complete 1,582* or 1,672* hours worked since the 20th December 2001 (*dependent on full-time hours of the post in accordance with the prevailing National Agreements at the time the service was delivered).
- 3.3** Incremental credit may be allowed for service in Further Education/Adult Education delivery or tuition in a grade or at a rate equivalent to a Youthreach Resource Person, which is regarded as relevant.
- Credit should be applied on the basis of one increment for every complete 735 contact hours worked since the 20th December 2001. A worked example is included at Appendix 2.
- 3.4** Incremental credit may be allowed for service in Youthreach as a Youthreach Co-Ordinator, which is regarded as relevant.
- Prior recognised service as a Youthreach Co-Ordinator will have given an employee a point on scale for that service. Credit should be applied on the basis of one year for every point above the scale minimum already attained for prior recognised service.
 - Prior recognised service as a Youthreach Co-Ordinator in a fixed-term or substitute/cover capacity should be applied on the basis of one increment for every complete 1,582* or 1,672* hours worked since the 20th December 2001

(*dependent on full-time hours of the post in accordance with the prevailing National Agreements at the time the service was delivered).

- 3.5** Incremental credit may be allowed for teaching experience in a qualified capacity in an Oireachtas funded position in Ireland, which is regarded as relevant.
- Prior recognised service, in either a full-time or part-time capacity, will have given an employee a point on scale for that service. Credit should be applied on the basis of one year for every point above the scale minimum already attained for prior recognised service.
- 3.6** Incremental credit may be allowed for teaching experience in a qualified capacity in the State Sector in the European Economic Area (EEA), which is regarded as relevant. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also qualify.
- All teaching service given in a Member State of the EU and demonstrated by evidence provided by the teacher, to the satisfaction of the Chief Executive of the ETB as to be equivalent to approved teaching service shall be regarded as approved teaching service for the purpose of this circular.
 - Credit should be applied on the basis of one year for every year's service that would have been counted had the teaching service been given in this State.
- 3.7** For the service as outlined in 3.1 to 3.6 of this circular, in all cases the service must have been given on or after 20th December 2001. In no circumstance can the maximum of the Youthreach Resource Person scale be exceeded when allowing incremental credit for prior service.
- 3.8** For the service as outlined in 3.1 to 3.6 of this circular, in cases where the aggregation of incremental credit leads to a whole number of years plus a fraction then the staff members incremental date shall be brought forward proportional to reflect such fraction of a year (see worked examples included in Appendix 1 and 2).
- 3.9** Persons appointed since on or after 1 July 2016 may be awarded appropriate credit backdated to the date of appointment as a Youthreach Resource Person. Persons appointed before 1 July 2016 who have not already had incremental credit awarded may have it awarded with effect from 1 July 2016.

4. Determination of Incremental Credit that may be awarded

- 4.1** The awarding of incremental credit in recognition of prior equivalent or relevant experience will be at the discretion of the Chief Executive of the ETB.
- 4.2** In the case of a dispute on the awarding or incremental credit in recognition of prior equivalent or relevant experience it will be a matter for the employee to raise with the ETB as their employer under the relevant grievance procedures.

5. Further Information

- 5.1** In accordance with the introductory paragraph, the regulations in this circular are to be implemented by the employer. Therefore all queries should be initially brought to the attention of the HR Unit in a staff member's ETB.

PART 2

SCHEME FOR THE AWARDING OF INCREMENTAL CREDIT IN RECOGNITION OF PREVIOUS EQUIVALENT OR RELEVANT EXPERIENCE FOR YOUTHREACH CO-ORDINATORS

1. Definitions

For the purposes of this scheme the following terms shall have the meanings assigned to them here unless the context indicates otherwise:

Employee – means a person employed, or to be employed, as a Youthreach Co-Ordinator who is in receipt of, or shall be entitled to upon appointment, an incremental salary under a permanent contract, contract of indefinite duration (CID), or fixed-term contract as defined in the Protection of Employees (Fixed Term Work) Act 2003.

Employer – means an Education and Training Board (ETB).

The Department – means the Department of Education and Skills.

2. Principles

- 2.1** All Youthreach Co-Ordinators, on appointment, should be placed on the first point of the relevant salary scale* and proceed in annual increments to the maximum point of the scale. Awarding of increments will be subject to normal conditions around satisfactory completion of probation and satisfactory performance.

**Relevant salary scale is the scale in operation for the grade on the date of appointment. Scales may be altered from time to time in line with Government pay policy.*

- 2.2** In certain circumstances incremental credit may be allowed in recognition of prior equivalent or relevant experience.

Equivalent experience – means directly equivalent service as a Youthreach Co-Ordinator. Such service may be counted on a like for like basis.

Relevant experience – means service that is relevant to the role of Youthreach Co-Ordinator which may be counted for incremental credit. Because relevant service is not directly equivalent it may not necessarily be counted on a like for like basis.

- 2.3** Chief Executives of ETBs are reminded that, with effect from 1 February 2012 and in line with the January 2012 Government Decision in this regard, new entrant Youthreach Co-Ordinators are not entitled to receive qualification allowances.

3. Allowance for the Award of Incremental Credit for Youthreach Co-Ordinators

- 3.1** Incremental credit may be allowed for service in Youthreach as a Youthreach Co-Ordinator, which is regarded as equivalent.
- Prior recognised service as a Youthreach Co-Ordinator will have given an employee a point on scale for that service. Credit should be applied on the basis of one year for every point above the scale minimum already attained for prior recognised service.
 - Prior recognised service as a Youthreach Co-Ordinator in a fixed-term or substitute/cover capacity should be applied on the basis of one increment for every complete 1,582* or 1,672* hours worked since the 20th December 2001 (*dependent on full-time hours of the post in accordance with the prevailing National Agreements at the time the service was delivered).
- 3.2** Incremental credit may be allowed for service in the following co-ordination or management roles in an ETB or a school, which is considered relevant - a Teacher with a Post of Responsibility, Adult Literacy Organiser, Community Education Facilitator, Adult Education Guidance Co-Ordinator.
- Prior recognised service in the above mentioned co-ordination or management roles will have given an employee a point on scale for that service. Credit should be applied on the basis of one year for every point above the scale minimum already attained for prior recognised service.
 - Prior recognised service in the above mentioned co-ordination or management roles in a fixed-term or substitute/cover capacity should be applied on the basis of one increment for every completed whole-time* number of hours worked since the 20th December 2001, relevant to the prior grade (*dependent on full-time hours of the post in accordance with the prevailing National Agreements at the time the service was delivered, for example 1,820 hours (pre-HRA increase)/1,924 hours (post-HRA increase) as an ALO.)
- 3.3** For the service as outlined in 3.1 and 3.2 of this circular, in all cases the service must have been given on or after 20th December 2001. In no circumstance can the maximum of the Youthreach Co-Ordinator scale be exceeded when allowing incremental credit for prior service.
- 3.4** For the service as outlined in 3.1 and 3.2 of this circular, in cases where the aggregation of incremental credit leads to a whole number of years plus a fraction then the staff members incremental date shall be brought forward proportional to reflect such fraction of a year (see worked examples included in Appendix 1 and 2).
- 3.5** Persons appointed since on or after 1 July 2016 may be awarded appropriate credit backdated to the date of appointment as a Youthreach Co-ordinator. Persons appointed before 1 July 2016 who have not already had incremental credit awarded may have it awarded with effect from 1 July 2016.

4. Determination of Incremental Credit that may be awarded

- 4.1** The awarding of incremental credit in recognition of prior equivalent or relevant experience will be at the discretion of the Chief Executive of the ETB.
- 4.2** In the case of a dispute on the awarding or incremental credit in recognition of prior equivalent or relevant experience it will be a matter for the employee to raise with the ETB as their employer under the relevant grievance procedures.

5. Further Information

- 5.1** In accordance with the introductory paragraph, the regulations in this circular are to be implemented by the employer. Therefore all queries should be initially brought to the attention of the HR Unit in a staff member's ETB.

Appendix 1

Calculation of incremental credit for fixed-term or substitute/cover hours in accordance with the prevailing National Agreements at the time the service was delivered (as referenced in Sections 3.1, 3.2 and 3.4 of Section 1 and Sections 3.1 and 3.2 of Section 2 of this circular).

With effect 1 July 2013, Youthreach staff with a working week of 35 hours or less (net of rest breaks) increased to a minimum of 37 hours per week (net of rest breaks).

The calculation of incremental credit allowed for service up to 30th June 2013 should be based on WTE full-time hours of 35 hours per week or 1,582 working hours per annum.

The calculation of incremental credit allowed for service from 1 July 2013 onwards should be based on WTE full-time hours of 37 hours per week or 1,672 working hours per annum.

Worked Example

Between 1st September 2010 and 31st March 2015 Employee A worked in a number of ETBs on a number of fixed-term contracts providing cover/substitution as a Youthreach Resource Person.

Employee A applied for and was successful in getting a position in a permanent capacity as a Youthreach Resource Person with effect from the 1st September 2017.

Incremental credit is calculated as follows:

Contract Duration	Cover Post	Hours worked
Sept 2010 - May 2011	Career break	1,582
Jan 2012 – May 2012 -20 weeks @ 35 hours per week	Sick leave	700
Oct 2014 – March 2015 - 24 weeks @ 37 hours per week	Maternity leave	888

Credit up to 30th June 2013 – one increment for every 1,582 hours worked

In this example, a total of 2,282 hours were worked, resulting in 1.44 increments that may be allowed.

Credit from 1 July 2013 onwards – one increment for every 1,672 hours worked.

In this example, a total of 888 hours were worked resulting in 0.53 of an increment that may be allowed.

Total incremental credit that may be allowed is 1.97 increments, allowing Employee A to be appointed on point 2 of the Youthreach Resource person pay scale that was in place on 1st September 2017. Employee A will then receive their next increment (Point 3) 0.03 years later (1 minus 0.97), i.e. after 11 days. Employee A progresses incrementally thereafter on the Youthreach Resource person pay scale.

Appendix 2

Incremental Credit may be allowed for service in Further Education/Adult Education delivery or tuition in a grade or at a rate equivalent to a Youthreach Resource Person, which is regarded as relevant.

Credit should be applied on the basis of one increment for every complete 735 contact hours worked since the 20th December 2001.

Worked Example

Employee B commenced work in an ETB on 1st September 2009 delivering tuition in an Adult Education Programme. Employee B's hours varied from year to year depending on the course requirements.

Employee B applied for and was successful in getting a position in a permanent capacity as a Youthreach Resource Person with effect from the 1st September 2017.

The awarding of incremental credit may be calculated on the basis of one increment for every complete 735 contact hours worked since the 20th December 2001. The calculation is based on total number of hours worked since the employees appointment date (for services on or after 20th December 2001) divided by 735.

Employee B – History of Hours worked:

Academic Year	Hours Worked
2010-2011	575
2011-2012	375
2012-2013	675
2013-2014	525
2014-2015	625
2015-2016	525
2016-2017	575
Total	3,875
Total hours divided by 735	5.27

Employee B has worked a total of 3,875 contact hours over the 7 year period 1st September 2010 to 31st August 2017. No minimum or maximum hours need to be taken into account for any one academic year, the total hours worked are divided by 735 to calculate the number of increments that may be awarded.

3,875 contact hours divided by 735 hours = 5.27.

Total incremental credit that may be allowed for Employee B is 5 increments allowing Employee B to be appointed on point 6 of the Youthreach Resource person pay scale that was in place on 1st September 2017. Employee B will then receive their next increment (Point 7) 0.73 years later (1 minus 0.27), i.e. after 266 days. Employee B progresses incrementally thereafter on the Youthreach Resource person pay scale.