

Reference No: E107/3/69; **Date:** 09/05/69

Circular 22/1969:- Payment of service pay to certain grades

A Dhuine Uasail

I am directed by the Minister for Finance to state that he has accepted an agreed recommendation of the General Council under the scheme of conciliation and arbitration for the civil service in regard to the payment of service pay to certain grades.

2. Accordingly, subject to the conditions set out in the Appendix hereto, service pay may be paid to members of the following general service grades and grades common to two or more Departments with effect from 1 June, 1968:-

Head Messenger, Messenger, Male Cleaner, Superintendent of Female Cleaners, Female Cleaner, Paperkeeper

at the following rates:-

Full-time staff -

	Man	Woman (per week)
On completion of 5 years' service in an adult grade	5/-	4/-
On completion of 10 years' service in an adult grade	10/-	8/-
On completion of 15 years' service in an adult grade	15/-	12/-
On completion of 20 years' service in an adult grade	20/-	16/-

Part-time staff - at half the foregoing rates.

3. For purposes of this circular, Female Cleaners on a weekly rate of 149/6 may be regarded as full-time.

4. Payment of the appropriate service pay, including arrears, should be made at the earliest convenient date.

5. Any difficulties which may arise out of the application of this Circular should be listed and referred to this Department in writing.

6. The conditions set out in the Appendix govern the payment of service pay to eligible non-industrial civil service grades, including certain Department of Posts and Telegraphs departmental grades for whom service pay has already been sanctioned following an agreed recommendation of the Departmental Council of that Department.

Mise, le meas
S. O Conaill

Appendix

1. Adult Service

For purposes of this Circular, service in an adult grade means service rendered at 18 years of age or over, excluding service as an apprentice.

2. Superannuation

Service pay will be reckonable for superannuation purposes as if it were part of normal pay.

3. Overtime

Service pay will not be reckonable for overtime.

4. Reckoning of service

(a) only service in a grade to which service pay is paid will, in any circumstances, be reckonable for service pay.

(b) subject to (a), all established service will be reckonable for service pay provided such service would be reckonable for an award under the Superannuation Acts.

(c) subject to (a), unestablished and temporary full-time service will be reckonable for service pay provided such service would be reckonable in calculating compassionate gratuities under the Superannuation Acts, i.e. all paid service (e.g. including sick leave with pay) will be reckonable and may be aggregated, except that absences without pay of more than three years and absences following resignation erase previous service. Years of service should be computed on the same basis as for compassionate gratuities.

(d) subject to (a) and (e), temporary part-time service will be reckonable on the same basis as temporary full-time service.

(e) subject to (a), for part-time staff, previous full-time service should count as double; for full-time staff, previous part-time service should count as half.

5. Annual, sick and special leave

Service pay may be added to normal pay for purposes of payment during periods of annual leave and during periods of paid sick and paid special leave.

6. Unpaid Absence

Deductions on a pro rata basis should be made from service pay in respect of unauthorised absence from duty exceeding a half-day in any week.

7. Service in another Department

Service in another Department which would be reckonable if given in the officer's present Department may be reckoned.

8. Promotion

For purposes of calculating starting pay on promotion, service pay should be regarded as part of existing pay where promotion is to a grade which is not in receipt of service pay, but not otherwise.