



An Roinn Airgeadais
Department of Finance

73-79, Sráid an Mhóta Íocht., Baile Átha Cliath 2, Éire.	73-79, Lower Mount Street, Dublin 2, Ireland.	Telephone: 353-1 676 7571 Facsimile: 353-1 604 5751 LoCall: 1890 66 10 10 VPN: 8109 http://www.irlgov.ie/finance
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E107/7/00

7 March 2002

Circular 13/2002 : Lump sum payment to Civil Servants

Agreement on an adjustment to the terms of the Programme for Prosperity and Fairness

A Dhuine Uasail

1. I am directed by the Minister for Finance to convey the following instructions to Departments in relation to the application to the civil service of a lump sum payment with effect from 1 April 2002 under an agreement between the employers and the Irish Congress of Trade Unions on an adjustment to the terms of the Programme for Prosperity and Fairness.

Classes Affected

2. (a) Subject to the provisions of sub-paragraph (b) following, this circular applies to all civil service employees in employment on 1 April 2002. For the avoidance of doubt, employees on leave schemes such as holidays or term time or availing of their entitlements including maternity leave or sick leave will be entitled to the payment. Employees on short term unpaid leave (i.e. leave of less than 13 weeks duration) will be entitled to the payment. In relation to part-time employees (including those worksharing) normal pro-rata rules will apply.
- (b) This circular does not apply to:-
- (i) employees on career breaks or long term special leave without pay;

To : all Departments, Offices, etc.

- (ii) employees whose pay is related directly to that of workers outside the civil service;
- (iii) classes whose pay and conditions are appropriate for consideration by the Joint Industrial Council for State industrial employees;
- (iv) persons paid on a fee, contract or piece-work basis or employed casually or on infrequent or nominal duties, e.g. Caretakers;
- (v) staff employed by the Department of Foreign Affairs in offices outside the State whose pay is fixed by reference to local conditions.

Lump Sum Payment

3. A once-off lump sum equal to 1% of annual basic pay, rounded to the nearest cent, is to be paid on 1 April 2002. In accordance with normal practice, annual basic pay includes allowances in the nature of pay on that date but does not include other additions to pay.

Pensioners

4. Pensioners will also receive the lump sum based on 1% of the annual amount of pension payable on 1 April 2002. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, pay the 1% lump sum in accordance with this circular.

General

5. Any difficulties which may arise from the application of this circular should be raised, by e-mail in the first instance, with this Department (E-mail address: Payscales@finance.irlgov.ie). Where this is not possible, telephone queries may be raised with the Department (Tel. 6045412 or 6045413).

Copies of Circular

6 Additional copies of this circular may be obtained, on requisition, from the Government Supplies Agency, 4/5 Harcourt Road, Dublin 2. This circular is also available on the Department's web-site @ <http://www.gov.ie/finance>.

Mise le meas

Ciarán Connolly
Assistant Secretary



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E157/4/02

12 March 2002

Circular 14/02: Revision of pay of certain Civil Servants

A Dhuine Uasail,

1. I am directed by the Minister for Finance to refer to the decision taken by the Government to implement the increases recommended in Report No. 38 of the Review Body on Higher Remuneration in the Public Sector on the following phased basis:

5% from 25 September 2000 (the date of the report);

5% from 1 March 2001 (or, where the total increase recommended is 10% or less, the full increase);

one half of any balance from 1 July 2001; and

the remaining balance from 1 April 2002.

2. In accordance with that decision, I am to convey sanction for the application, with effect from 1 April 2002, of the revised scales set out in the Appendix to this circular to the grades shown.

To/all Departments etc

Departmental/Professional Grades

3. I am also to convey sanction for the application, with effect from 1 April 2002 of corresponding increases to departmental or professional grades which are higher than those comprehended by the scheme of conciliation and arbitration for the civil service i.e. grades whose normal scale maximum is not less than the normal maximum of the general service grade of Assistant Secretary) and whose pay has in the past, apart from general increases, been revised exclusively by reference to the increases applicable to the general service grades of Assistant Secretary, Deputy Secretary or Secretary General (standard rate). The rates to apply to these grades with effect from 1 April 2002 should, in general, be calculated by increasing the rates payable with effect from 1 October 2001 by

- 2.5816% in the case of Secretary General (standard rate) related grades (Separate rates apply to Secretary General posts specifically dealt with in Report No. 38 of the Review Body);
- 2.5329% in the case of Deputy Secretary related grades; and
- in the case of grades whose pay is related to points on the Assistant Secretary scale by reference, as appropriate, to the following increases on the Assistant Secretary scale
 - Minimum point : 2.3524%
 - Second point : 2.2774%
 - Third point : 2.2062%
 - Maximum point : 2.1426%

4. Where pay has been traditionally calculated on a broadbanding basis, a similar procedure should be followed on this occasion.

5. Revised rates calculated for departmental or professional grades using the method described in the preceding paragraphs should be sent to this Department for confirmation.

To/all Departments etc

Superannuation

6. Pensions in course of payment on 31 March 2002 in respect of former civil servants who served in the grades to which this circular applies, will be adjusted, as appropriate in the normal way and subject to the standard pensions increase policy, by reference to the rates of pay applicable to serving staff as determined by this circular. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.

General

7. Any difficulties which may arise in the application of the circular should be raised, by telephone in the first instance, with this Department (Tel: 604 5409/5410).

Copies of Circular

8. Additional copies of this circular may be obtained, on requisition, from the Government Supplies Agency, 4/5 Harcourt Street, Dublin 2.

Mise le meas

Ciarán Connolly
Assistant Secretary

To/all Departments etc

Appendix to Circular 14/02

Revised rates of salary for Secretary General (standard rate), Deputy Secretary and Assistant Secretary

Revised rates with effect from 1 April 2002

Secretary General (standard rate)*	€151,359
Deputy Secretary	€121,087
Assistant Secretary	€89,374 - 93,698 - 98,023 - 102,347

* Separate rates apply to some Secretary General posts as recommended in Report No 38 of the Review Body