



An Roinn Airgeadais
Department of Finance

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3 September 2002

Circular 31/2002 : Revision of pay of Civil Servants

Clause 4, Annex II to Framework I 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 pay increase with effect from 1 October 2002 under the terms of the Programme for Prosperity and Fairness (PPF).

Background

2. Framework 1.4 (Modernising the Public Service - The Next Phase) of the PPF sets out specific objectives to be achieved in progressing the civil service modernisation agenda during the lifetime of the programme. The development of performance indicators and the assessment procedures to be employed in respect of these objectives are provided for in Paragraphs 17 and 18 of the Framework. The third phase pay increase of 4% is dependent on specific performance indicators having been established by 1 April 2001 and targets having been achieved by 1 April 2002. The assessment of verified progress in meeting these objectives is a matter for the relevant Secretary General/Head of Office.

3. In line with the terms of the PPF, a Quality Assurance Group (CSQAG) was established to assess progress in implementing the modernisation programme in the civil service during the period April 2001 to April 2002. The CSQAG, having considered the progress reports submitted by Secretaries General and Heads of Office against the indicators agreed with Departments and Offices, has decided that the level of progress during the period warrants payment of the third phase pay increase under the terms of the PPF within the civil service.

To: all Departments, Offices, etc.

Classes Affected

4. (a) Subject to the provisions of sub-paragraph (b) following, this circular applies to all civil service grades.
- (b) This circular does not apply to: -
- (i) employees whose pay is related directly to that of workers outside the civil service;
 - (ii) classes whose pay and conditions are appropriate for consideration by the Joint Industrial Council for State industrial employees;
 - (iii) persons paid on a fee, contract or piece-work basis or employed casually or on infrequent or nominal duties, e.g. Caretakers;
 - (iv) staff employed by the Department of Foreign Affairs in offices outside the State whose pay is fixed by reference to local conditions.

Revision of Pay

5. (a) Subject to the provisions of this circular an increase of 4% is being applied with effect from 1 October 2002 to the basic pay of the grades to which this circular applies in accordance with the Programme for Prosperity and Fairness.
- (b) The increase of 4% of basic pay is subject to the following minimum increases: -
- (i) Wholetime officers: €11.43 a week (€596 a year)
 - (ii) Part-time officers:
 - Officers not on hourly rates: €5.72 a week (€298 a year)
 - Officers on hourly rates: €0.28 an hour.

6. The increase due under paragraph 5 is being added to basic pay as at 30 September 2002. The increase is being added to each point of incremental scales (and to off-scale points), rounding to the nearest euro on annual scales and to the nearest cent on weekly scales. Hourly rates should be rounded to the nearest €0.001.

Revised Rates

7. The revised rates, effective from 1 October 2002, for members of general service grades and of certain grades common to two or more Departments, to which this circular applies, are set out in Appendices 1A, 1B and 2 to this circular.

Established Officers appointed on or after 6 April 1995

8. As indicated in Circular 6/95, revised salary scales have been introduced for established officers appointed on or after 6 April 1995 covered by Class A social insurance and making an employee contribution in respect of personal superannuation benefits. The revised rates effective from 1 October 2002, for certain grades in this category are set out in Appendix 2 to this circular. Rates for other grades may be obtained from this Department following the procedure outlined in paragraph 16.

Dual Employment

9. In the case of officers employed in more than one capacity each employment may be treated separately for the purposes of calculating revised remuneration in accordance with this circular.

Overtime

10. Payment in respect of overtime rendered on or subsequent to 1 October 2002 by members of grades to which this circular applies should be calculated by reference to pay as increased with effect from 1 October 2002.

Officers on Mark-Time

11. For officers on mark-time, both notional pay and mark time pay may be increased by 4%.

Allowances

12. Allowances in the nature of pay for civil servants to whom this circular applies may be increased by 4%.

13. Children's allowances, both standard and ex-gratia, should be increased to €107.

Pensions

14. Pensions in course of payment on 30 September 2002 (revised, as appropriate, by reference to this Department's minutes of 7 November 1997 and 3 August 2000 to Personnel Officers) 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, by reference to the revisions of basic pay on the basis set out in paragraph 5. 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.

15. Officers in the grades to which this circular applies who retire on reaching the maximum retiring age limit during the period from 1 July 2002 to 30 September 2002 (both dates inclusive), but who could otherwise have been retained under the terms of this Department's Circular Letter 13/75 up to and including 1 October 2002, and who are alive on that date, may have their lump sums adjusted to take account of the pay rates applicable on that date. Deductions from lump sums in respect of non periodic contributions under the Spouses and Children's Pension Schemes should also be adjusted in these cases.

General

16. Individual queries in relation to pay should be raised as heretofore with the officer's Personnel Unit. Any difficulties that 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 this Department (Tel. 6045404, 6045412 or 6045413).

Copies of Circular

17. 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.finance.gov.ie>.

Mise le meas

Ciarán Connolly
Assistant Secretary

Revised pay with effect from 1 October 2002 for General Service Grades.

SECRETARY GENERAL

€157,413

DEPUTY SECRETARY

€125,930

ASSISTANT SECRETARY

€92,949 €97,446 €101,944 €106,441

PRINCIPAL (HIGHER)

€66,465 €69,206 €71,956 €74,697 €77,040 €79,508¹
€81,973²

PRINCIPAL

€61,760 €64,378 €66,980 €69,602 €71,813 €74,104¹
€76,393²

ASSISTANT PRINCIPAL (HIGHER)

€51,133 €53,080 €55,033 €56,978 €58,927 €60,063
€62,004¹ €63,939²

ASSISTANT PRINCIPAL

€46,559 €48,301 €50,043 €51,786 €53,529 €54,536
€56,293¹ €58,054²

ADMINISTRATIVE OFFICER STANDARD SCALE

€24,290 €26,488 €29,297 €31,435 €33,572 €35,715
€37,849 €39,979 €41,455¹ €42,934²

ADMINISTRATIVE OFFICER HIGHER SCALE

€31,435 €33,572 €35,715 €37,849 €39,979 €41,455
€42,916 €44,376

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

HIGHER EXECUTIVE OFFICER STANDARD SCALE

€33,886	€34,884	€35,888	€36,915	€37,931	€38,950
€39,979	€41,455 ¹	€42,934 ²			

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€35,888	€36,915	€37,931	€38,950	€39,979	€41,455
€42,425	€43,399	€44,376			

EXECUTIVE OFFICER STANDARD SCALE

€20,971	€22,524	€24,139	€25,366	€26,551	€27,728
€28,875	€30,030	€31,151	€32,303	€33,054	€34,179 ¹
€35,303 ²					

EXECUTIVE OFFICER HIGHER SCALE

€22,524	€24,139	€25,366	€26,551	€27,728	€28,875
€30,030	€31,151	€32,303	€33,054	€34,179	€35,015
€35,854	€36,690				

STAFF OFFICER

€25,783	€26,908	€27,921	€28,768	€29,614	€30,461
€31,310	€32,114	€32,873 ¹	€33,957 ²		

CLERICAL OFFICER STANDARD SCALE

€17,100 (€327.71)	€17,898 (€343.00)	€18,697 (€358.31)
€19,496 (€373.63)	€20,293 (€388.91)	€21,092 (€404.22)
€21,890 (€419.50)	€22,689 (€434.82)	€23,486 (€450.09)
€24,283 (€465.38)	€25,077 (€480.58)	€26,314 (€504.29)
€27,285 (€522.90) ¹	€27,732 (€531.46) ²	

CLERICAL OFFICER HIGHER SCALE

€17,898 (€343.00)	€18,697 (€358.31)	€19,496 (€373.63)
€20,293 (€388.91)	€21,092 (€404.22)	€21,890 (€419.50)
€22,689 (€434.82)	€23,486 (€450.09)	€24,283 (€465.38)
€25,077 (€480.58)	€26,314 (€504.29)	€27,285 (€522.90)
€27,732 (€531.46)	€28,332 (€542.97)	

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Note: While the scales for CO, Standard and Higher, are shown in annual terms, officers in these grades will continue to be paid on a weekly basis at the amounts shown in brackets.

HEAD SERVICES OFFICER

€416.50	€430.65	€444.82	€459.01	€473.19	€487.38
€504.29 ¹	€522.90 ²				

SERVICES OFFICER

€276.78	€288.09	€308.19	€321.79	€334.07	€346.62
€355.62	€366.38	€384.90	€397.95 ¹	€412.91 ²	

SERVICES ATTENDANT

€276.78	€288.09	€308.19	€313.27	€323.48	€335.87
€352.04	€364.59	€380.04	€392.69	€407.50	

CLEANER

€276.78	€284.84	€293.02	€306.47	€320.57	€329.28 ¹
€343.38 ²					

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

Revised pay with effect from 1 October 2002 for certain grades common to two or more Departments.

ENGINEER GRADE 1 AND PROFESSIONAL ACCOUNTANT GRADE I

€51,784	€53,407	€55,037	€56,664	€58,288	€60,220
€62,423 ¹	€64,624 ²				

ENGINEER GRADE 1I AND PROFESSIONAL ACCOUNTANT GRADE II

€45,344	€46,414	€47,477	€48,547	€49,614	€50,682
€51,746	€52,824	€54,583 ¹	€56,344 ²		

ENGINEER GRADE 1II AND PROFESSIONAL ACCOUNTANT GRADE III

€24,720	€27,019	€29,328	€31,631	€33,943	€35,370
€36,794	€38,220	€39,641	€41,067	€42,492	€43,917
€45,344	€46,933 ¹	€48,515 ²			

STATE SOLICITOR AND PROSECUTION SOLICITOR

€24,531	€26,755	€29,590	€31,753	€33,906	€36,072
€38,229	€40,376	€46,559	€48,301	€50,043	€51,786
€53,529	€54,536	€56,293 ¹	€58,054 ²		

HIGHER LEGAL EXECUTIVE

€30,478	€31,237	€31,995	€32,752	€33,886	€34,884
€35,888	€36,915	€37,931	€38,950	€39,979	€41,455 ¹
€42,934					

LEGAL EXECUTIVE

€25,783	€26,908	€27,921	€28,768	€29,614	€30,461
€31,310	€32,114	€32,873 ¹	€33,957 ²		

LAW CLERK

€377.93	€394.79	€421.83	€435.88	€449.96	€464.02
€478.10	€492.19	€506.29	€520.83 ¹	€535.32 ²	

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

SENIOR ENGINEERING DRAUGHTSPERSON

€28,570	€29,075	€29,720	€30,380	€31,021	€31,669
€32,268	€33,362 ¹	€34,460 ²			

ENGINEERING DRAUGHTSPERSON

€352.18	€365.35	€378.61	€393.37	€408.26	€423.14
€438.03	€452.90	€467.77	€482.64	€497.54	€512.43
€527.31	€542.18	€557.12	€576.06 ¹	€595.02 ²	

CHIEF SUPERINTENDENT MAPPING

€37,065	€38,862	€40,660	€42,458	€44,256	€46,051
€47,855	€49,656	€51,242	€52,824	€54,583 ¹	€56,344 ²

SUPERINTENDENT MAPPING

€31,316	€32,414	€33,339	€34,270	€35,204	€36,136
€37,065	€38,232 ¹	€39,398 ²			

EXAMINER IN CHARGE

€27,390	€27,945	€28,490	€29,040	€29,593	€30,142
€31,316	€32,303 ¹	€33,292 ²			

EXAMINER OF MAPS

€469.91	€482.23	€493.93	€504.72	€516.37	€524.42
€542.48 ¹	€560.58 ²				

MAPPING DRAUGHTSPERSON

€293.74	€305.53	€317.46	€334.07	€343.44	€354.96
€366.43	€377.93	€389.48	€400.93	€412.40	€423.95
€435.40	€446.91	€458.39	€469.91	€485.92 ¹	€501.90 ²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

SENIOR ARCHITECT

€47,346	€49,864	€52,375	€54,889	€57,401	€60,220
€62,423 ¹	€64,624 ²				

ARCHITECT

€28,807	€30,980	€33,148	€35,320	€36,762	€38,203
€39,642	€41,083	€42,526	€43,966	€45,408	€46,843
€48,298	€49,887 ¹	€51,485 ²			

ARCHITECTURAL ASSISTANT GRADE II

€352.18	€365.35	€378.61	€393.37	€408.26	€423.14
€438.03	€452.90	€467.77	€482.64	€497.54	€512.43
€527.31	€542.18	€557.12	€576.06 ¹	€595.02 ²	

SENIOR LABORATORY TECHNICIAN CLASS 1

€37,593	€39,353	€40,914	€42,510	€44,154	
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LABORATORY TECHNICIAN

€26,993	€27,796	€28,558	€30,364	€31,533	€32,711
€33,910	€35,106	€36,305	€37,515	€38,734	€39,967
€41,162	€41,986 ¹				

CLERICAL OFFICER DATA ENTRY AND VISUALLY IMPAIRED TELEPHONIST

€17,100 (€327.71)	€17,898 (€343.00)	€18,697 (€358.31)*
€19,496 (€373.63)	€20,293 (€388.91)	€21,092 (€404.22)
€21,890 (€419.50)	€22,689 (€434.82)	€23,486 (€450.09)
€24,283 (€465.38)	€25,077 (€480.58)	€26,314 (€504.29)
€27,285 (€522.90) ¹	€27,732 (€531.46) ²	

NIGHTWATCHMAN

€309.12	€320.84	€332.81	€345.13	€356.15	€368.25 ¹
€382.14 ²					

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

* Progress beyond this point for CO Data Entry is dependent on the achievement of proficiency.

Note: While the scales for CO Data Entry and Visually Impaired Telephonist are shown in annual terms, officers in these grades will continue to be paid on a weekly basis at the amounts shown in brackets.

Revised pay with effect from 1 October 2002 for established officers appointed on or after 6 April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits.

PRINCIPAL (HIGHER)

€69,967	€72,848	€75,743	€78,631	€81,094	€83,688 ¹
€86,285 ²					

PRINCIPAL

€65,011	€67,768	€70,506	€73,264	€75,591	€78,002 ¹
€80,414 ²					

ASSISTANT PRINCIPAL (HIGHER)

€53,826	€55,874	€57,926	€59,977	€62,029	€63,226
€65,262 ¹	€67,303 ²				

ASSISTANT PRINCIPAL

€49,007	€50,842	€52,673	€54,511	€56,344	€57,401
€59,255 ¹	€61,111 ²				

ADMINISTRATIVE OFFICER STANDARD SCALE

€25,569	€27,880	€30,841	€33,091	€35,337	€37,591
€39,840	€42,083	€43,639 ¹	€45,195 ²		

ADMINISTRATIVE OFFICER HIGHER SCALE

€33,091	€35,337	€37,591	€39,840	€42,083	€43,639
€45,175	€46,711				

HIGHER EXECUTIVE OFFICER STANDARD SCALE

€35,669	€36,719	€37,778	€38,860	€39,929	€41,000
€42,083	€43,639 ¹	€45,195 ²			

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€37,778	€38,860	€39,929	€41,000	€42,083	€43,639
€44,663	€45,686	€46,711			

EXECUTIVE OFFICER STANDARD SCALE

€22,078	€23,711	€25,408	€26,698	€27,946	€29,185
€30,393	€31,609	€32,791	€34,005	€34,793	€35,976 ¹
€37,158 ²					

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

EXECUTIVE OFFICER HIGHER SCALE

€23,711	€25,408	€26,698	€27,946	€29,185	€30,393
€31,609	€32,791	€34,005	€34,793	€35,976	€36,857
€37,739	€38,624				

STAFF OFFICER

€27,139	€28,323	€29,391	€30,281	€31,176	€32,064
€32,954	€33,806	€34,600 ¹	€35,740 ²		

ENGINEER GRADE III AND PROFESSIONAL ACCOUNTANT GRADE III

€26,020	€28,442	€30,870	€33,301	€35,731	€37,230
€38,727	€40,230	€41,730	€43,227	€44,730	€46,226
€47,732	€49,401 ¹	€51,065 ²			

STATE SOLICITOR AND PROSECUTION SOLICITOR

€25,830	€28,162	€31,147	€33,424	€35,690	€37,968
€40,239	€42,503	€49,007	€50,842	€52,673	€54,511
€56,344	€57,402	€59,255 ¹	€61,111 ²		

LAW CLERK

€397.85	€415.57	€444.04	€458.82	€473.64	€488.44
€503.27	€518.07	€532.92	€548.23 ¹	€563.48 ²	

LABORATORY TECHNICIAN

€28,413	€29,259	€30,061	€31,962	€33,192	€34,434
€35,695	€36,954	€38,216	€39,490	€40,773	€42,070
€43,329	€44,196 ¹				

CLERICAL OFFICER STANDARD SCALE, CLERICAL OFFICER DATA ENTRY AND VISUALLY IMPAIRED TELEPHONIST

€18,001 (€344.98)	€18,840 (€361.06)	€19,681 (€377.17)*
€20,521 (€393.28)	€21,362 (€409.39)	€22,203 (€425.51)
€23,042 (€441.58)	€23,881 (€457.67)	€24,724 (€473.81)
€25,563 (€489.90)	€26,397 (€505.88)	€27,697 (€530.80)
€28,720 (€550.41) ¹	€29,190 (€559.41) ²	

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

* Progress beyond this point for CO Data Entry is dependent on the achievement of proficiency.

Note: While the scales for CO Standard, CO Data Entry and Visually Impaired Telephonist are shown in annual terms, officers in these grades will continue to be paid on a weekly basis at the amounts shown in brackets

SERVICES OFFICER

€289.74	€301.97	€323.49	€338.38	€351.64	€364.90
€374.35	€385.68	€405.08	€418.92 ¹	€434.64 ²	

CLEANER

€289.74	€298.42	€307.35	€321.70	€337.07	€346.60 ¹
€361.45 ²					

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.