E107/22/06

20 February 2008

<u>Circular 5/2008: Revision of pay of Civil Servants</u>
Application of increases under Section 27.17 of Towards 2016

#### A Dhuine Uasail

- 1. I am directed by the Tánaiste and Minister for Finance to convey the following instructions to Departments in relation to the application to the civil service of a pay increase of 2.5% under Section 27.17 of Towards 2016 with effect from 1 March 2008.
- 2. The payment of 2.5% is dependent, in the case of each Civil Service organisation and grade, on verification of co-operation with flexibility and ongoing change, satisfactory implementation of the agenda for modernisation, maintenance of stable industrial relations and absence of industrial action in respect of any matters covered by the Towards 2016 agreement.
- 3. The Civil Service Performance Verification Group has considered whether these conditions have been met in the case of the organisations and grades with which it is concerned and has decided that the conditions have been met and that payment is warranted. Accordingly, unless separate instructions have issued, the increases set out in Paragraph 5 may now be applied, in accordance with the provisions of this circular, in the case of those grades employed in your Department.

### **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, fixed payment 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. Subject to the provisions of this circular an increase of 2.5% due under section 27.17 of Towards 2016 is being applied with effect from 1 March 2008 to the basic pay of the grades to which this circular applies in accordance with the Towards 2016 agreement.
- 6. The increases due under paragraph 5 are being added to basic pay as at 29 February 2008. 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 March 2008, 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 and 1B 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 March 2008, for certain grades in this category are set out in Appendices 2A and 2B 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 March 2008 by members of grades to which this circular applies should be calculated by reference to pay as increased with effect from 1 March 2008.

### **Officers on Mark-Time**

11. For officers on mark-time, both notional and mark time pay may be increased by 2.5% with effect from 1 March 2008.

### **Allowances**

- 12. Allowances in the nature of pay for civil servants to whom this circular applies may be increased by 2.5%.
- 13. Children's allowances, both standard and ex-gratia, should be increased to €114.

### **Pensions**

- 14. Pensions in course of payment on 1 March 2008 (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 December 2007 to 29 February 2008 (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 March 2008, 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 an 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.gov.ie). Where this is not possible, telephone queries may be raised with this Department (Tel. (01) 6045404, 6045413 or 6045412). Superannuation queries should be directed to Tel. (01) 6045405.

# **Electronic Copies of Circular**

17. This circular is also available on the Department's web-site at <a href="http://www.finance.gov.ie">http://www.finance.gov.ie</a>.

Mise le meas

Ciarán Connolly Secretary General (PSMD)

#### SECRETARY GENERAL

€216,516

#### **DEPUTY SECRETARY**

€173,217

### ASSISTANT SECRETARY

€128,535 €134,378 €140,707 €147,036

### PRINCIPAL (HIGHER)

€90,468 €94,200 €97,943 €101,675 €104,863 €108,222 €111,577<sup>2</sup>

#### **PRINCIPAL**

€84,066 €87,628 €91,170 €94,740 €97,747 €100,867<sup>1</sup> €103,982<sup>2</sup>

# ASSISTANT PRINCIPAL (HIGHER)

€70,908 €73,608 €76,318 €79,014 €81,717 €83,293 €85,985¹ €88,667²

### ASSISTANT PRINCIPAL

€64,565 €66,981 €69,397 €71,814 €74,231 €75,629 €78,064<sup>1</sup> €80,507<sup>2</sup>

### ADMINISTRATIVE OFFICER STANDARD SCALE

€32,558 €35,512 €39,293 €42,172 €45,050 €47,939 €50,816 €53,688

€55,670<sup>1</sup> €57,656<sup>2</sup>

### ADMINISTRATIVE OFFICER HIGHER SCALE

€42,172 €45,050 €47,939 €50,816 €53,688 €55,670 €57,631 €59,592

# HIGHER EXECUTIVE OFFICER STANDARD SCALE

 $\le 45,422$   $\le 46,803$   $\le 48,175$   $\le 49,550$   $\le 50,927$   $\le 52,310$   $\le 53,688$   $\le 55,670^{\circ}$ 

€57,656°

## HIGHER EXECUTIVE OFFICER HIGHER SCALE

€48,175 €49,550 €50,927 €52,310 €53,688 €55,670 €56,972 €58,280

€59,592

### **EXECUTIVE OFFICER STANDARD SCALE**

€29,820 €32,004 €33,676 €35,300 €36,914 €38,494 €40,090 €41,643

€43,242 €44,308 €45,814<sup>1</sup> €47,321<sup>2</sup>

<sup>&</sup>lt;sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

EXECUTIVE OFFICER HIGHER SCALE									
€29,820	€32,004	€33,676	€35,300	€36,914	€38,494	€40,090	€41,643		
€43,242	€44,308	€45,814	€46,936	€48,059	€49,180				
STAFF OFFI	CER								
€34,089	€35,577	€36,916	€38,122	€39,334	€40,552	€41,777	€42,951		
€44,066¹	€45,517²								
CLERICAL C	OFFICER ST	TANDARD S	SCALE						
€22,609 (€433.29) €31,052 (€595.09) CLERICAL C	€23,663 (€453.49) €32,107 (€615.32) <b>OFFICER H</b>	€24,720 (€473.74) €33,156 (€635.42) <b>IGHER SC</b> A	€25,777 (€494.00) €34,790 (€666.73)	€26,831 (€514.21) €36,076¹ (€691.37)	€27,888 (€534.46) €36,667 <sup>2</sup> (€702.70)	€28,943 (€554.67)	€29,999 (€574.91)		
€23,663 (€453.49) €32,107 (€615.32) HEAD SERVI	€24,720 (€473.74) €33,156 (€635.42) ICES OFFIC	€25,777 (€494.00) €34,790 (€666.73)	€26,831 (€514.21) €36,076 (€691.37)	€27,888 (€534.46) €36,667 (€702.70)	€28,943 (€554.67) €37,460 (€717.90)	€29,999 (€574.91)	€31,052 (€595.09)		
€550.67	€569.40	€588.11	€606.91	€625.64	€644.38	€666.73¹	€691.37²		
SERVICES O	FFICER								
€409.49	€425.46	€441.68	€458.30	€470.19	€484.43	€508.91	€526.13¹		
€545.94²									
SERVICES A	TTENDAN	Γ							
€409.49	€416.21	€427.70	€444.09	€465.45	€482.05	€502.47	€519.20¹		
€538.79°									
CLEANER									
€391.02	€407.21	€423.85	€435.37¹	€453.99°					

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.

 $<sup>^{\</sup>scriptscriptstyle 1}$  After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

ENGINEER GRADE I AND PROFESSIONAL ACCOUNTANT GRADE I									
€68,026	€70,156	€72,299	€74,438	€76,569	€79,106	€82,001¹	€84,894²		
ENGINEER GRADE II AND PROFESSIONAL ACCOUNTANT GRADE II									
€58,129	€59,501	€60,863	€62,235	€63,603	€64,972	€66,335	€67,719		
€69,974¹	€72,230°								
ENGINEER GRADE III AND PROFESSIONAL ACCOUNTANT GRADE III									
€31,628	€34,570	€37,524	€40,471	€43,430	€45,257	€47,079	€48,904		
€50,721	€52,546	€54,370	€56,192	€58,017	€60,051¹	€62,074²			
STATE SOLI	CITOR ANI	D PROSECU	JTION SOL	ICITOR					
€32,884	€35,873	€39,685	€42,599	€45,499	€48,419	€51,329	€54,221		
€64,565	€66,981	€69,397	€71,814	€74,231	€75,629	€78,064¹	€80,507 <sup>2</sup>		
LAW CLERK									
€499.69	€521.98	€557.74	€576.32	€594.92	€613.50	€632.13	€650.75		
€669.41	€688.61¹	€707.77²							
HIGHER LEG	GAL EXECU	UTIVE							
€45,422	€46,803	€48,175	€49,550	€50,927	€52,310	€53,688	€55,670¹		
€57,656²									
LEGAL EXE	CUTIVE								
€34,089	€35,577	€36,916	€38,122	€39,334	€40,552	€41,777	€42,951		
€44,066¹	€45,517²								
SENIOR ENG	GINEERING	DRAUGHT	<b>ISPERSON</b>						
€37,774	€38,530	€39,477	€40,447	€41,393	€42,354	€43,254	€44,720¹		
€46,193°									
ENGINEERI	NG DRAUG	HTSPERSO	N						
€542.77	€563.33	€583.95	€604.60	€625.30	€646.07	€666.93	€686.88		
€706.82	€726.77	€746.77	€772.16¹	€797.58°					
CHIEF SUPE	RINTENDE	NT MAPPI	NG						
€47,515	€49,818	€52,125	€54,429	€56,734	€59,034	€61,346	€63,657		
€65,688	€67,719	€69,974¹	€72,230°						

<sup>&</sup>lt;sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

SUPERINTENDENT MAPPING								
€41,978	€43,489	€44,756	€46,001	€47,267	€48,531	€49,772	€51,340¹	
€52,906²								
EXAMINER I	IN CHARGI	E						
€36,215	€37,034	€37,844	€38,663	€39,487	€40,311	€41,978	€43,300¹	
€44,625²								
<b>EXAMINER</b> (	OF MAPS							
€621.31	€639.33	€656.65	€672.87	€690.27	€702.95	€727.17¹	€751.42°	
MAPPING DI	RAUGHTSP	PERSON						
€443.54	€456.58	€472.56	€488.49	€504.53	€520.65	€536.69	€552.79	
€568.28	€583.62	€599.06	€614.47	€629.89	€651.35¹	€672.76²		
SENIOR ARC	CHITECT							
€62,195	€65,504	€68,801	€72,103	€75,404	€79,106	€82,001¹	€84,894²	
ARCHITECT	1							
€36,860	€39,645	€42,427	€45,214	€47,068	€48,920	€50,770	€52,626	
€54,481	€56,334	€58,192	€60,041	€61,916	€63,952¹	€66,003°		
ARCHITECT	URAL ASS	ISTANT GR	ADE II					
€542.77	€563.33	€583.95	€604.60	€625.30	€646.07	€665.08	€685.95	
€706.82	€726.77	€746.77	€772.16¹	€797.58²				
SENIOR LAB	ORATORY	ANALYST						
€47,187	€49,395	€51,351	€53,357	€55,420	€57,448	€59,540	€61,610	
€63,690								
LABORATOI	RY ANALYS	ST						
€33,782	€34,785	€35,740	€38,001	€39,463	€40,936	€42,437	€43,936	
€45,435	€46,950	€48,473	€50,018	€51,514	€52,546¹			
CLERICAL C	OFFICER D	ATA ENTRY	Y AND VISU	J <b>ALLY IMP</b>	PAIRED TEI	LEPHONIST	Γ	
€22,609 (€433.29)	€23,663 (€453.49)	€24,720* (€473.74)	€25,777 (€494.00)	€26,831 (€514.21)	€27,888 (€534.46)	€28,943 (€554.67)	€29,999 (€574.91)	
€31,052 (€595.09)	€32,107 (€615.32)	€33,156 (€635.42)	€34,790 (€666.73)	€36,076 <sup>1</sup> (€691.37)	€36,667 <sup>2</sup> (€702.70)	( ,	( ,	
NIGHTWATO		( 2000: 12)	(2300.70)	(230)	( = . 02.10)			
€410.71	€424.20	€440.03	€456.32	€470.89	€486.90¹	€505.24²		

 $<sup>^{\</sup>scriptscriptstyle 1}$  After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

<sup>\*</sup> Progress beyond this point for CO Data Entry is dependant 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 March 2008 for established officers appointed on or after the 6th April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits for General Service Grades.

#### SECRETARY GENERAL

€227,912

#### **DEPUTY SECRETARY**

€182,333

### ASSISTANT SECRETARY

€135,300 €141,450 €148,113 €154,775

### PRINCIPAL (HIGHER)

€95,236 €99,157 €103,098 €107,029 €110,381 €113,912 €117,446

#### **PRINCIPAL**

€88,490 €92,244 €95,971 €99,725 €102,891 €106,175 €109,455

# ASSISTANT PRINCIPAL (HIGHER)

€74,644 €77,484 €80,330 €83,174 €86,019 €87,680 €90,502 €93,332

#### ASSISTANT PRINCIPAL

€67,960 €70,505 €73,045 €75,593 €78,137 €79,603 €82,171¹ €84,746°

### ADMINISTRATIVE OFFICER STANDARD SCALE

€34,275 €37,383 €41,363 €44,391 €47,421 €50,460 €53,491 €56,510

€58,604<sup>1</sup> €60,693<sup>2</sup>

### ADMINISTRATIVE OFFICER HIGHER SCALE

€44,391 €47,421 €50,460 €53,491 €56,510 €58,604 €60,664 €62,728

# HIGHER EXECUTIVE OFFICER STANDARD SCALE

 $\in$ 47,812  $\in$ 49,263  $\in$ 50,712  $\in$ 52,160  $\in$ 53,612  $\in$ 55,061  $\in$ 56,510  $\in$ 58,604

€60,693°

## HIGHER EXECUTIVE OFFICER HIGHER SCALE

€50,712 €52,160 €53,612 €55,061 €56,510 €58,604 €59,976 €61,350

€62,728

### **EXECUTIVE OFFICER STANDARD SCALE**

€31,394 €33,685 €35,449 €37,154 €38,854 €40,518 €42,199 €43,835

€45,520 €46,636 €48,224<sup>1</sup> €49,809°

<sup>&</sup>lt;sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

EXECUTIVE OFFICER HIGHER SCALE									
€31,394	€33,685	€35,449	€37,154	€38,854	€40,518	€42,199	€43,835		
€45,520	€46,636	€48,224	€49,404	€50,587	€51,773				
STAFF OFFI	CER								
€35,882	€37,446	€38,860	€40,129	€41,409	€42,688	€43,971	€45,212		
€46,381¹	€47,906°								
CLERICAL C	OFFICER ST	TANDARD S	SCALE						
€23,802 (€456.15) €32,688 (€626.45) CLERICAL O	€24,909 (€477.37) €33,798 (€647.72) DEFICER H	€26,022 (€498.69) €34,901 (€668.86)	€27,133 (€519.98) €36,620 (€701.81)	€28,243 (€541.27) €37,973¹ (€727.73)	€29,355 (€562.58) €38,593° (€739.61)	€30,465 (€583.85)	€31,576 (€605.13)		
€24,909	€26,022	€27,133	€28,243	€29,355	€30,465	€31,576	€32,688		
(€477.37) €33,798 (€647.72)	(€498.69) €34,901 (€668.86)	(€519.98) €36,620 (€701.81)	(€541.27) €37,973 (€727.73)	(€562.58) €38,593 (€739.61)	(€583.85) €39,431 (€755.67)	(€605.13)	(€626.45)		
HEAD SERV	ICES OFFIC	CER							
€579.67	€599.40	€619.11	€638.86	€658.57	€678.31	€701.83¹	€727.74 <sup>2</sup>		
SERVICES O	FFICER								
€427.72	€447.38	€464.92	€482.47	€494.96	€509.93	€535.58	€553.90¹		
€574.66²									
SERVICES A	TTENDAN	Γ							
€427.72	€434.96	€449.91	€467.45	€489.94	€507.45	€528.94	€546.49¹		
€567.13°									
CLEANER									
€408.36	€425.32	€445.67	€458.27	€477.89²					

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.

 $<sup>^{\</sup>scriptscriptstyle 1}$  After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

Revised pay with effect from 1 March 2008 for established officers appointed on or after the 6th April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits for certain grades common to two or more Departments.

ENGINEER GRADE I AND PROFESSIONAL ACCOUNTANT GRADE I									
€71,602	€73,850	€76,104	€78,353	€80,600	€83,272	€86,315¹	€89,360°		
ENGINEER GRADE II AND PROFESSIONAL ACCOUNTANT GRADE II									
€61,189	€62,631	€64,067	€65,510	€66,950	€68,390	€69,827	€71,285		
€73,657 <sup>1</sup>	€76,035²								
ENGINEER (	GRADE III A	AND PROFE	ESSIONAL A	ACCOUNTA	ANT GRADI	E III			
€33,294	€36,392	€39,499	€42,608	€45,718	€47,636	€49,551	€51,476		
€53,392	€55,312	€57,232	€59,148	€61,074	€63,210¹	€65,340°			
STATE SOLI	CITOR ANI	D PROSECU	TION SOL	ICITOR					
€34,622	€37,759	€41,773	€44,839	€47,893	€50,964	€54,027	€57,076		
€67,960	€70,506	€73,045	€75,593	€78,137	€79,603	€82,171¹	€84,746²		
LAW CLERK									
€526.01	€549.47	€587.08	€606.63	€626.23	€645.80	€665.40	€684.96		
€704.60	€724.83¹	€745.00°							
HIGHER LEG	GAL EXECU	UTIVE							
€47,812	€49,263	€50,712	€52,160	€53,612	€55,061	€56,510	€58,604¹		
€60,693²									
LEGAL EXE	CUTIVE								
€35,882	€37,446	€38,860	€40,129	€41,409	€42,688	€43,971	€45,212		
€46,381¹	€47,906²								
SENIOR ENG	SINEERING	DRAUGHT	<b>TSPERSON</b>						
€39,764	€40,560	€41,557	€42,568	€43,572	€44,582	€45,531	€47,071¹		
€48,625²									
ENGINEERING DRAUGHTSPERSON									
€571.38	€592.96	€614.68	€636.40	€658.21	€680.12	€702.04	€723.01		
€744.01	€765.00	€786.07	€812.81¹	€839.59°					
CHIEF SUPE	RINTENDE	NT MAPPI	NG						
€50,009	€52,439	€54,869	€57,292	€59,722	€62,144	€64,573	€67,006		
€69,145	€71,285	€73,657¹	€76,035²						

 $<sup>^{\</sup>scriptscriptstyle 1}$  After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

SUPERINTENDENT MAPPING								
€44,183	€45,778	€47,106	€48,422	€49,754	€51,087	€52,386	€54,043¹	
€55,689²								
EXAMINER	IN CHARGI	E						
€38,125	€38,984	€39,832	€40,700	€41,561	€42,432	€44,183	€45,575¹	
€46,979²								
EXAMINER	OF MAPS							
€654.03	€672.99	€691.23	€708.23	€726.60	€739.98	€765.42¹	€790.92°	
MAPPING D	RAUGHTSF	PERSON						
€466.87	€480.68	€497.44	€514.22	€531.13	€548.01	€564.97	€581.92	
€598.15	€614.33	€630.57	€646.76	€663.06	€685.61¹	€708.20²		
SENIOR ARC	CHITECT							
€65,479	€68,949	€72,425	€75,894	€79,373	€83,272	€86,315¹	€89,361²	
ARCHITECT	•							
€38,794	€41,730	€44,653	€47,597	€49,546	€51,495	€53,452	€55,396	
€57,348	€59,299	€61,251	€63,204	€65,175	€67,323¹	€69,469°		
ARCHITECT	TURAL ASS	ISTANT GR	ADE II					
€571.38	€592.96	€614.68	€636.40	€658.21	€680.12	€700.13	€722.04	
€744.01	€765.00	€786.07	€812.81¹	€839.59°				
SENIOR LAI	BORATORY	ANALYST						
€49,668	€51,994	€54,055	€56,165	€58,336	€60,475	€62,674	€64,852	
€67,043								
LABORATO	RY ANALYS	ST						
€35,557	€36,615	€37,621	€40,002	€41,540	€43,090	€44,671	€46,247	
€47,827	€49,420	€51,028	€52,652	€54,225	€55,313¹			
CLERICAL (	OFFICER D	ATA ENTR	Y AND VISU	J <b>ALLY IMF</b>	PAIRED TE	LEPHONIS'	Γ	
€23,802 (€456.15) €32,688 (€626.45)	€24,909 (€477.37) €33,798 (€647.72)	€26,022* (€498.69) €34,901 (€668.86)	€27,133 (€519.98) €36,620 (€701.81)	€28,243 (€541.27) €37,973¹ (€727.73)	€29,355 (€562.58) €38,593° (€739.61)	€30,465 (€583.85)	€31,576 (€605.13)	
NIGHTWAT	€446.02	€463.18	€480.30	€495.67	€512.53¹	€531.82°		

 $<sup>^{\</sup>scriptscriptstyle 1}$  After 3 years satisfactory service at the maximum.

<sup>&</sup>lt;sup>2</sup> After 6 years satisfactory service at the maximum.

<sup>\*</sup> Progress beyond this point for CO Data Entry is dependant 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.