

**Circular Title:** Application of additional increments awarded in relation to New Entrants under the Public Services Stability Agreement 2018-2020.

A Dhuine Uasail,

I am directed by the Minister for Public Expenditure and Reform to convey the following instructions to Departments/Offices with regard to the application of adjustments to civil service 'new entrant' pay scales in accordance with the Public Service Stability Agreement 2018-2020.

**To:** HR Manager/Personnel Officer in each Department and Office

**Circular Number:** Circular 07/2019

**Purpose:** To give effect to the measure, which provides for two separate interventions to salary scales of civil servants grades recruited since 2011 on 1 March 2019, as agreed between the parties to the Public Service Stability Agreement.

**File Reference:** E107/006/2015

**Effective From:** 1 March 2019 – 29 February 2020

Mise le meas,



Colin Menton  
Assistant Secretary  
Public Service Pay and Pensions Division

## 1. Application

1.1 This circular applies to certain direct entry grades to the Civil Service recruited since 2011 that were subject to reduction under Circular 18/2010 as subsequently amended by Circular 2/2014.

1.2 Grades whose pay and conditions are appropriate to the Joint Industrial Council for State Industrial employees will be the subject of a separate circular.

1.3 The adjustments should be applied, as appropriate, to each eligible new entrant as defined below on their **next normal increment date on or after 1st March 2019**.

1.4 The additional increments awarded will not apply to persons serving as civil servants on or before 31 December 2010.

## 2. General

2.1 This Circular sets out the method to be applied between 1<sup>st</sup> March 2019 – 29<sup>th</sup> February 2020, which entails an additional increment at point 4 and point 8 of the relevant pay scales.

2.2 This Circular covers the more complex movements within that time frame, taking account of the interaction between the two interventions, particularly for new entrants currently on point 6 or above.

2.3 A Circular to be issued in early 2020 will cover the more straightforward progression of new entrants through points 4 and 8 in subsequent years.

## 3. Additional Increments awarded at Point 4 and Point 8 on new entrant salary scales for eligible staff

3.1 To give effect to the measures contained in the Public Service Stability Agreement the following revisions to arrangements will apply with effect **from 1 March 2019** to civil servants recruited since 2011 to grades reduced under Circular 18/2010 as subsequently amended by Circular 2/2014:

### 3.2 **For employees on incremental points 1 or 2 of a salary scale**

For those currently on incremental points 1 or 2 of a salary scale, each will receive the normal increment due on their next normal increment date.

### 3.3 **For employees on incremental points between 3 and 5 of a salary scale**

For those currently on incremental points 3, 4 or 5 of a salary scale, each will receive two increments (1 normal, and 1 additional increment) due on their next normal increment date.

### 3.4 **For employees on incremental point 6 or above of a salary scale**

For those currently on incremental point 6 or above of a salary scale, each will receive three increments (1 normal, and 2 additional increments) due on their next normal increment date.

**3.5 For employees on Max and Max -1 on a scale that does not have Long Serving Increments**

For those currently on Max -1 on scales which do not have LSI's, each will receive the normal increment due on their next normal increment date, progressing to Max of scale.

For those currently on Max on scales which do not have LSI's, no further incremental progression is possible.

**3.6 For employees at Max -1 on scales that have Long Serving Increments**

For those currently on Max -1 on scales that have LSI points, 1 normal increment, plus two additional years credit towards the achievement of the LSI is due on their next normal increment date.

**3.7 For employees at Max on scales that have Long Serving Increments**

For employees at max of scale, 1 normal year credit and two additional years credit towards the achievement of LSI 1 (or LSI 2 depending on scale and existing level of service towards LSI 1) is due on their next normal increment date.

**3.8 For employees on an LSI point or above, on a scale that has more than one Long Serving Increment:**

For those currently on LSI point 1 or above, on a scale that has more than one Long Serving Increments, 1 normal year credit, plus two additional years credit towards the achievement of the next LSI is due on their next normal increment date.

**4. Queries**

4.1 Individual queries in relation to this Circular should be raised in the first instance with HR Shared Service (PeoplePoint) or, where applicable, with local HR Units.

4.2 Departments experiencing difficulties in the application of this circular should contact this Department via email at [Margaret.McLaughlin@per.gov.ie](mailto:Margaret.McLaughlin@per.gov.ie)

4.3 A 'Frequently Asked Questions' document dealing with the matters addressed in this Circular is available on the Department of Public Expenditure and Reform website ([www.per.gov.ie](http://www.per.gov.ie)).

4.4 This Circular is also available at [www.circulars.gov.ie](http://www.circulars.gov.ie).