

Reference No: E109/103/85; **Date:** 26/04/88

26/04/1988 LP:- Re: Circular 9/87 about Increments

Dear Personnel Officer

I am directed by the Minister for Finance to refer to paragraph 9 of this Department's Circular 9/87 about increments.

Concern has been expressed that the linking of decisions on increments to performance ratings on foot of Staff Appraisal Schemes could reduce the effectiveness and acceptability of such schemes. The point has also been made that there is a variety of appraisal schemes in operation and that not all staff are covered by them.

In view of this concern, it is desired to make it clear that a decision to refuse or defer an increment should not be made by reference to a rating under a Staff Appraisal Scheme but by reference to the report on overall work performance provided for on the increment form.

This report could, of course, cover aspects of performance which had also been noted during appraisal discussions, or in the normal course of day-to-day supervision, and the need for consistency between the increment report and any other reports on work performance should not be overlooked.

A copy of Circular 9/87 and of this letter should be circulated to all officers.

Mise le meas
Seamus O Ciosain
Runai Cunta

Section 74
Increments: officers on loan
See Confidential Circular 5/49 in Section 24 of Personnel Code