



**An Roinn Airgeadais
Department of Finance**

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Guidance on application of 10% reduction in pay rates to entry grades to the public service.

A chara,

1. On 2 December 2010 the Government approved the reduction by 10% of the salary scale and fixed allowances for new entrants to traditional recruitment grades in the public service to achieve a medium term structural reduction in the cost of the public service with effect from **1 January 2011**.
2. The purpose of this Circular is to provide guidelines in relation to the implementation of the measures decided on by Government. These guidelines are subject to the general policy on public service numbers, in particular the moratorium.

Application of New Measures

3. New pay scales should be prepared for public service entry grades or posts for application to new entrants to the public service from 1 January 2011. Fixed allowances, i.e. those not set as a proportion of basic salary, should also be reduced by 10% in respect of such grades.

Grades Encompassed by New Measures

4. There are various recruitment grades for public servants and it is not feasible to prescribe all relevant grades. However the type of recruitment grades where revised pay scales to reflect the 10% reduction in starting scales should be prepared include:
 - **Civil Service:** Clerical Officer, Executive Officer, Administrative Officer, Engineer Grade 3
 - **Education Sector:** Teachers, Assistant Lecturers, Lecturers, Special Needs Assistants
 - **Health Sector:** Nurses, medical interns, medical consultants, therapists, social workers, health care assistants, a number of clerical/administrative grades.
 - **Local Government:** Clerical officer/Administrative Grade 3, Assistant Engineer, Fire officer,
 - **An Garda Síochána:** Garda



5. Grades not referenced in paragraph 3 to which persons recruited are generally not serving established/permanent public servants should also have a revised pay scale prepared and applied to new entrants after that date.
6. In the case of any doubt about the appropriateness of the preparation of a new scale, Pay and Remuneration Division in the Department of Finance should be consulted.

Grades Not Encompassed by New Measures

7. It is recognised that recruitment through open competitions is now commonplace for many posts in the public service, which previously would have been filled, either wholly or primarily, by promotion of serving staff. Revised pay scales do not need to be prepared in respect of such other grades.- even where the persons recruited are new entrants to the public service.
8. It is important however that prior to recruitment to posts/grades covered in paragraph 7 above, that such posts be assessed on a case by case basis to determine whether posts in such grades are at an appropriate level, and whether any vacancies to be filled in these grades (including by redeployment) can be filled at a lower grade level than previously. The Department of Finance should be consulted in all these cases before the recruitment process commences.

New entrant to the public service.

9. As this change applies to new entrants to the public service to these grades only, the question of whether a person being appointed to such a grade is a new entrant and therefore will be subject to the revised scales will be critical. The following approach should be followed:
 - (i) Subject to paragraph (ii), public servants (using the definition set out in the Financial Emergency Measures in the Public Interest Act, 2009) who have been in permanent or temporary employment in the public service on or before 31 December 2010 will not generally be regarded as new entrants. Therefore, they should, on employment to a permanent position through open or confined schemes of appointment (or other mechanism) to another Public Service post/position or on employment on a temporary basis (including by way of substitution or on a fixed term contract) in one of the grades affected, be assigned to the appropriate pre-1 January 2011 scale in such a new post/position.
 - (ii) However the arrangements outlined at (i) above applies only where the person is being recruited to the same or an analogous grade/role as their previous public service employment, whether that employment was permanent or temporary. As an example, a person employed for some months as a substitute teacher, who then has a 3 month period of no employment, and is reemployed as a substitute teacher will remain on the rate applicable before 1 January 2011. However if that person following their first period of employment as a substitute teacher obtains a

permanent contract of employment as an assistant lecturer in a university, the revised rate at 1st January 2011 will apply.

- (iii) Persons who have already been made a written offer of employment before on or 31 December 2010 but will not be taking up their position until on or after 1st January 2011 will be assigned to the appropriate pre-1 January 2011 scale.
- (iv) Public servants on an approved break in service, leave, temporary assignment or secondment to another employer, should be assigned on return to public service employment to the appropriate pre-1 January 2011 scale.
- (v) Persons who are re-employed in the public service, following retirement from public service, will be assigned at the appropriate post- 1 January 2011 scale.
- (vi) Trainees in the Public Service.

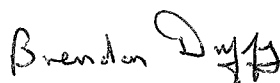
Apprentices: Apprentices recruited after 1 January 2011 should be assigned to the appropriate scale for apprentices reduced by 10%. Apprentices in training on 31 December 2010 who are assigned subsequently to the craft rate on completion of their apprenticeship should be assigned to the pre 1 January 2011 rate, i.e. no 10% reduction applies.

Garda Trainees: On being sworn in, such trainees must be appointed to the 1st point of the Garda scale reduced by 10%. As noted above, the reduction of 10% will also apply to the allowances payable to Garda trainees recruited after 1 January 2011.

Student Nurses: specific progressive reductions will be applied to the pay rates for fourth year student nurses undertaking paid rostered placements up to 2014, after which such placements will be unpaid. In 2011, the pay rate for student nurses will be €20,680 which equates to 76% of the new minimum point of the reduced staff nurse scale for new entrants

- 10. Any questions about the application of this guidance in appropriate cases should be referred to the Pay and Remuneration Division of this Department.
- 11. Separate guidance will issue on the issue of appointment of persons at the first point of the scale on assignment or promotion.

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Brendan Duffy
Assistant Secretary.