



**Circular Number: 0079/2017**

**To: The Management Authorities of Voluntary Secondary Schools in the Free Education Scheme**

**Revision of Pay Rates in 2018 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary Secondary Schools in the Free Education Scheme and associated increases in Grant funding for same**

**Introduction**

I am directed by the Minister for Education and Skills to refer to the agreed arbitration process in relation to the pay of grant-funded School Secretaries and Caretakers and the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*).

**Key Dates**

|  |  |
|--|--|
| <p><b>1 January 2018</b><br/><i>National Minimum Wage</i></p>                                | <p>*Implementation of National Minimum Wage Increase to €9.55<br/>Part B.3 of this circular refers.</p>  |
| <p><b>1 January 2018</b><br/><i>Arbitration process for Secretaries &amp; Caretakers</i></p> | <p>Increase in the minimum hourly remuneration rate from €11.01 to €11.50 for Secretaries &amp; Caretakers. This applies to School Secretaries &amp; Caretakers employed by schools who are <b>not</b> currently paid on a salary scale equivalent to a public service salary scale and whose pay is funded from SSSF, Secretary &amp; Caretaker grants and are paid less than the hourly rate of €11.50. Part A.2, A.4 and Appendix 1 of this Circular refer.</p> <p>Applications for additional funding should be forwarded as soon as possible and no later than 30<sup>th</sup> March 2018. Part A4 and Appendix 1 of this circular refer.</p> |
| <p><b>1 January 2018</b><br/><i>Unwinding of FEMPI</i></p>                                   | <p>*Annualised salaries to increase by 1%. This applies to grant funded School Secretaries &amp; Caretakers employed by schools whose pay is funded from SSSF, Secretary and Caretaker grants and who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using SSSF grant funding. Part B.1 and B.2 of this circular refer. (Facilitated by increase given in SSSF, Secretary and Caretaker Grants in 2018)</p>   |
| <p><b>1 April 2018</b><br/><i>Arbitration process for Secretaries &amp; Caretakers</i></p>   | <p>Remuneration of 2.5% increase in hourly rate of pay for School Secretaries and Caretakers. This applies to School Secretaries &amp; Caretakers employed by schools who are <b>not</b> currently paid on a salary scale equivalent to a public service salary scale and whose pay is funded from SSSF, Secretary and Caretaker grants. Part A.2, &amp; A.5 of this circular refers. This increase is in addition to the implementation of minimum hourly rate of €11.50 which will now increase to €11.79. (Facilitated by increase given in SSSF, Secretary and Caretaker Grants in 2018)</p>   |
| <p><b>1 October 2018</b><br/><i>Unwinding of FEMPI</i></p>                                   | <p>Annualised salaries to increase by 1%. This applies to School Secretaries &amp; Caretakers employed by schools whose pay is funded from SSSF, Secretary &amp; Caretaker grants and who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using SSSF grant funding. Part B.1 and B.2 of this circular refers. (Facilitated by increase given in SSSF, Secretary and Caretaker Grants in 2018)</p>  |

**Note:**

- \* The sequence to apply is application of the 1% national annualised wage increase in the first instance. If this doesn't bring the hourly rate to the National Minimum Wage level, then National Minimum Wage level is applicable.

**PART A** of this Circular applies to School Secretaries and Caretakers employed by Boards of Management in schools whose pay is funded from the School Services Support Fund Grant, Secretary/SSSF Secretary and Caretaker/SSSF Caretaker grants paid to schools by this Department and who **are not** currently paid on a salary scale equivalent to a public service salary scale.

The purpose of Part A of this Circular is to inform management authorities of the implementation in 2018 of Phase 3 of the agreement reached with the union side on foot of the Arbitrator's findings in relation to the pay of grant-funded School Secretaries and Caretakers.

**PART B** of this Circular which refers to pay increases under Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) with effect from 1 January 2018 and 1 October 2018 applies to:

- School Secretaries and Caretakers employed by Boards of Management of schools whose pay is funded from the School Services Support Fund, Secretary and Caretaker grants paid to schools by this Department and who **are** currently paid on a salary scale equivalent to a public service salary scale and to
- Cleaners employed by schools whose pay is funded from the School Services Support Fund or the Capitation grant paid to schools by this Department.

**PART C** of this Circular sets out the revised rates of School Services Support Fund Grant, Secretary and Caretaker Grants in order to enable schools to pay the revised rates set out in in Part A and Part B during 2018.

### **Circulation and Queries**

Please ensure that the contents of this Circular are brought to the attention of all members of the Board of Management and all relevant staff in the school.

Please note that any references to schools in this Circular refer only to Voluntary Secondary Schools in the Free Education Scheme.

This Circular and the Workplace Relation Commission arbitration findings can be accessed on the Department's website under <http://www.education.ie>.

Queries regarding the implementation of this Circular should be addressed to the relevant school management body in the first instance.

Philip Crosby  
External Staff Relations

Jill Fannin  
Schools Division Financial

21 December 2017

## PART A

### **Grant funded School Secretaries and Caretakers employed by Boards of Management in schools and who are not currently paid on a salary scale equivalent to a public service salary scale**

1. The purpose of Part A of this Circular is to inform management authorities of the implementation in 2018 of Phase 3 of the agreement reached with the union side on foot of the Arbitrator's findings in relation to the pay of grant-funded School Secretaries and Caretakers.

#### **Application of the Agreement**

2. The pay increases set out in the agreement apply only to School Secretaries and Caretakers employed by Boards of Management of schools, who are not currently paid on a salary scale equivalent to a public service salary scale and whose pay is funded from the Schools Services Support Fund Grant, Secretary and Caretaker grants paid to schools by this Department.
3. The pay increases set out in the agreement do not apply to Clerical Officers employed in Post-Primary Schools under the 1978 Scheme, who are paid through the payroll operated by the Department. Pay increases for Clerical Officers and Caretakers employed under the 1978/79 Schemes are set out in circular letter 0074/2017.

#### **Implementation of Phase 3 of the Agreement – Introduction of Minimum Hourly Rate with effect from 1 January 2018 and increase in hourly rate with effect from 1 April 2018**

4. A minimum hourly rate of €11.50 should be implemented by employers for School Secretaries and Caretakers referred to at paragraph 2 above with effect from 1 January 2018. This rate is **exclusive** of the 2.5% increase referred to at paragraph 5 below.

**Appendix 1** of this Circular includes an application form for additional funding in 2018 for those schools who will have insufficient funds in 2018 to pay grant funded Secretaries and Caretakers the new minimum hourly rate of €11.50 that comes into effect from 1 January 2018. The appendix includes guidance on how to complete the application form.

5. An increase of 2.5% in the hourly pay rate/annual salary of School Secretaries and Caretakers referred to at paragraph 2 above to be implemented by employers with effect from 1 April 2018 leading to a minimum hourly rate of €11.79 with effect from 1 April 2018.
6. Employers are reminded that
  - Phase 1 of the agreement, as set out in Circular 0077/2015, was to be implemented with effect from 1 January 2016 and
  - Phase 2 of the agreement, as set out in Circular 0025/2017, was to be implemented with effect from 1 January 2017.

#### **Implementation of Future Phases of the Agreement**

7. Notification regarding the final phase of the agreement and the associated increases in grant funding will issue in due course closer to the relevant implementation date.

#### **Prohibition on Decrease of Working Hours on foot of the Agreement**

8. The application of the agreement should in no case result in or be the cause of a diminution of the quantum of hours' work available to any School Secretary or Caretaker. However this does not preclude a school from reducing the quantum of hours for any objective reason such as declining enrolments etc.

#### **Increase in Working Hours**

9. Any increase in working hours for a school secretary or caretaker must be managed within the standard grant funding. The application form in Appendix 1 cannot be used to seek funding for an increase in working hours.

## PART B

### **Grant funded School Secretaries and Caretakers employed by Boards of Management of schools who are currently paid on a salary scale equivalent to a public service salary scale and Cleaners employed by Boards of Management in schools using School Services Support Fund Grant or Capitation grant Funding**

1. The purpose of Part B of this Circular is to inform management authorities of the National Minimum Wage increase payable with effect from 1 January 2018 and the pay increases payable from 1 January 2018 under the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) to:
  - School Secretaries and Caretakers employed by schools using Schools Services Support Fund, Secretary and Caretaker grants funding and who are currently paid on a salary scale equivalent to a public service salary scale and
  - Cleaners employed by schools using the School Services Support Fund or Capitation grant funding.

### **Application of the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*)**

2. In accordance with the Financial Emergency Measures in the Public Interest Act (unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020), the following increases are payable:
  - With effect from 1 January 2018, annualised salaries to increase by 1%
  - With effect from 1 October 2018, annualised salaries to increase by another 1%

The pay of part-time staff should be revised on a pro-rata basis, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes. Please note that the pro-rata pay calculation is based on a whole time equivalent of 39 hours.

### **National Minimum Wage Increase to €9.55 with effect from 1 January 2018**

3. Employers should note that under the terms of the National Minimum Wage Order (S.I. No. 440 of 2017) the national minimum wage will increase to €9.55 per hour with effect from 1 January 2018.

The sequence to apply is application of the 1% national annualised wage increase in first instance. If this doesn't bring hourly rate to the National Minimum Wage level, then the National Minimum Wage level is applicable.

## PART C

**Revised Rates of School Services Support Fund Grant, Secretary Grant/ SSSF Secretary and Caretaker Grant /SSSF Caretaker grant funding to Voluntary Secondary Schools in the Free Education Scheme**  
(For payment in January 2018)

### **1. School Services Support Fund (SSSF)**

The SSSF grant is increased from €211 to €215.50 per pupil

### **2. Grants for Secretaries**

The Basic Secretary Grant is increased from €38 to €39 per pupil

The SSSF Secretary Grant is increased from €25.50 to €26 per pupil

Schools employing secretaries under 'the 1978 scheme' do not receive any secretary grants.

### **3. Grants for Caretakers**

The Basic Caretaker Grant is increased from €31.50 to €32.50 per pupil

The SSSF Caretaker Grant is increased from €19.50 to €20.00 per pupil

The revised rates include provision for Employer's PRSI.

**Application Form for additional funding 2018**

(Confined to those schools that in December 2017 pay an hourly rate of less than €11.50 per hour to their School Secretaries and Caretakers and who will have insufficient funds in 2018 to pay the new minimum hourly rate of €11.50 that comes into effect from 1 January 2018).

If a school is applying for additional funding in respect of more than one secretary or caretaker, then a separate application form should be completed.

|                            |  |                         |  |
|----------------------------|--|-------------------------|--|
| <b>School Name</b>         |  | <b>Roll No.</b>         |  |
| <b>School Email</b>        |  | <b>School Phone No.</b> |  |
| <b>School Address</b>      |  |                         |  |
| <b>Name of Key Contact</b> |  |                         |  |

**Details of hours worked and rates paid**

|             |   | <b>Secretary</b> | <b>Caretaker</b> |
|-------------|---|------------------|------------------|
| <b>Name</b> |   |                  |                  |
| (i)         | Gross contractual weekly hours @ December 2017 (inclusive of paid meal breaks)  |                  |                  |
| (ii)        | Number of contractual weeks to be worked between 01/01/2018 and 31/12/2018 (including periods of paid annual leave but <u>excluding periods of unpaid leave/lay-off</u> ) |                  |                  |
| (iii)       | Total annual contracted hours between 01/01/2018 and 31/12/2018<br><u>i.e. multiply (i) by (ii)</u>   |                  |                  |
| (iv)        | Hourly rate of pay on 31/12/2017  |                  |                  |
| (v)         | Difference <u>per hour</u> between hourly rate and the minimum hourly rate of €11.50<br><u>i.e. €11.50 minus (iv)</u>   |                  |                  |
| (vi)        | The shortfall in the hourly rate by the total contractual hours to be worked in 2018<br><u>i.e. (iii) multiplied by (v)</u>   |                  |                  |
| (vii)       | Employer's PRSI due on (vi) above   |                  |                  |
| (viii)      | Total amount of additional funding requested for 2018<br><u>i.e. (vi) plus (vii)</u>  |                  |                  |

Please indicate if school received additional funding in:

|  |  |
|--|--|
| 2016 in accordance with Circular 0076/2015 (Y/N)   |  |
| 2017 in accordance with Circular 0026/2017 (Y/N)   |  |
| Have personnel changes since application in 2017 (Y/N)                                   |  |
| If yes please provide details of the changes such as individual names, dates etc. below: |  |
|  |  |

**Declaration:**

I certify that all the information set out in this application form is correct and that the school has insufficient funding to pay the minimum hourly rate of €11.50 to its secretaries and caretakers in accordance with the requirements of this Circular.

I confirm that this application for additional funding is based on the existing contractual weekly hours for the secretary/caretaker as at December 2017 and that these hours will not be increased in 2018.

I confirm that all relevant supporting documentation in respect of this application for additional funding is available for inspection by the Department if requested.

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Signature of Chairperson of BOM

Date: \_\_\_\_\_

**School Roll Number** \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO:

**Schools Division Financial, Department of Education and Skills, Cornamaddy, Athlone, County Westmeath as soon as possible and no later than 30th<sup>th</sup> March 2018.**

It is envisaged that any additional funding that is approved will be paid before the end of the current school year. A school that is submitting an application for additional funding should use its current grant funding to commence payment of the revised rates from 1 January 2018.

## Guidance for completing the Application Form

Key points to note:

1. Schools that pay an hourly rate of €11.50 or more to their secretaries or caretakers are not eligible to apply for additional funding.
2. The table below sets out how the Application Form should be completed by eligible schools. The calculations below are based on the scenarios outlined at a) and b).
  - a) A school employs a secretary for 20 hours per week for the duration of the school year (33 weeks). The rate of pay at December 2017 is €10.75 per hour.
  - b) The school also employs a caretaker for 16 hours per week for the duration of the school year (33 weeks). The rate of pay at December 2017 is €11 per hour.

|        |   | Secretary           | Caretaker           |
|--------|---|---------------------|---------------------|
| (i)    | Gross contractual weekly hours @ December 2017 (inclusive of paid meal breaks)  | 20                  | 16                  |
| (ii)   | Number of contractual weeks to be worked between 01/01/2017 and 31/12/2017 (including periods of paid annual leave but excluding periods of unpaid leave/lay-off) | 33                  | 33                  |
| (iii)  | Total annual contracted hours between 01/01/2017 and 31/12/2017<br>i.e. multiply (i) by (ii)  | 660                 | 528                 |
| (iv)   | Hourly rate of pay on 31/12//2017   | €10.75              | €11.00              |
| (v)    | Difference <u>per hour</u> between hourly rate and the minimum hourly rate of €11.50<br>i.e. €10.75 minus (iv)  | €0.75               | €0.50               |
| (vi)   | The shortfall in the hourly rate by the total contractual hours to be worked in 2017<br>i.e. (iii) multiplied by (v)  | €0.75*660 = €495.00 | €0.50*528 = €264.00 |
| (vii)  | Employer's PRSI due on (v) above  | €*8.5%= €42.08      | €*8.5%=€22.44       |
| (viii) | Total amount of additional funding requested for 2017<br>i.e. (vi) plus (vii)   | €495+€42.08=€537.08 | €264+€22.44=€286.44 |