



Circular Number: 0076/2018

**To: The Management Authorities of Recognised Primary Schools and Chief Executives of Education and Training Boards (ETBs)**

**Revision of Pay Rates in 2019 for School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding and Revised Rates of Ancillary Services Grant**

### 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

<b>1 January 2019</b> <i>National Minimum Wage</i>	*Implementation of National Minimum Wage Increase to €9.80 Part B.3 of this circular refers.
<b>1 January 2019</b> <i>Arbitration process for Secretaries &amp; Caretakers</i>	Remuneration of 2.5% increase in hourly rate of pay for School Secretaries and Caretakers. This applies to School Secretaries and 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 the Ancillary Services grant. Part A.2 & A.4 of this circular refers.
<b>1 January 2019</b> <i>Arbitration process for Secretaries &amp; Caretakers</i>	Increase in the minimum hourly remuneration rate from €11.79 to €13.00 for Secretaries & Caretakers. This applies to School Secretaries & 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 the ancillary services grant and are paid less than the hourly rate of €13.00. Part A.2, A5 and Appendix 1 of this Circular refer. This rate is <b>inclusive of</b> the 2.5% increase referred to above.  Applications for additional funding should be forwarded as soon as possible and no later than 29 <sup>th</sup> March 2019. Part A5 and Appendix 1 of this circular refer.
<b>1 January 2019</b> <i>Unwinding of FEMPI</i>	*Annualised salaries up to €30,000 to increase by 1%. This applies to grant funded School Secretaries & Caretakers who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using ancillary or capitation grant funding. Part B.1 and B.2 of this circular refer. (Facilitated by an increase that will be included in the Ancillary Grant payable in March 2019)
<b>1 September 2019</b> <i>Unwinding of FEMPI</i>	Annualised salaries to increase by 1.75%. This applies to School Secretaries & Caretakers who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using ancillary or capitation grant funding. Part B.1 and B.2 of this circular refer. (Facilitated by increase given in Ancillary Grant in March 2019)

### 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 of primary schools and by ETBs in Community National Schools whose pay is funded from the ancillary services grant 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 2019 of Phase 4 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 FEMPI Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) with effect from 1 January and 1 September 2019 applies to:

- School Secretaries and Caretakers employed by Boards of Management of schools and by ETBs in Community National Schools whose pay is funded from the Ancillary Services grant 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 ancillary or capitation grant paid to schools by this Department.

**PART C** of this Circular sets out the revised rates of the Ancillary Services Grant in order to enable schools to pay the revised pay rates set out in Part A and Part B during 2019.

### **Clustering of schools**

In certain areas it may be that schools would wish to cluster with other schools in their locality and use the grant money received by all those schools to employ a person or persons who could undertake secretarial, caretaking or other ancillary work on behalf of all schools in the cluster. The Department would have no difficulty with schools adopting such an approach and it is a matter for schools, in consultation with neighbouring schools, to decide if such a policy is feasible in their own particular circumstances.

The Board of Management of schools who wish to cluster with other schools as outlined above should note the following in relation to ancillary staff working in a number of different schools:

- There must be individual contracts for each school that they are employed in as the Board of Management of each individual school will be the employer.
- There must be individual payslips for each employment.
- The ancillary staff should be paid out of the individual schools bank account. Schools should not share bank accounts in order to pay shared staff.

### **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.

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.

Tara Carton  
External Staff Relations

Tom Deegan  
Schools Division Financial

5 December 2018

## PART A

### **School Secretaries and Caretakers employed by Boards of Management of primary schools and by ETBs in Community National Schools using Ancillary Services Grant funding 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 2019 of Phase 4 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 to School Secretaries and Caretakers employed by Boards of Management of primary schools, who are not currently paid on a salary scale equivalent to a public service salary scale and whose pay is funded from the ancillary services grant paid to schools by this Department.
3. The pay increases set out in the agreement do not apply to Clerical Officers or Caretakers employed under 1978/79 Schemes, 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 **0072/2018**.

#### **Implementation of Phase 4 of the Agreement – Introduction of Minimum Hourly Rate with effect from 1 January 2019 and increase in hourly rate with effect from 1 January 2019**

4. An increase of 2.5% in the hourly pay rate/annual salary of School Secretaries and Caretakers referred to in paragraph 2 above to be implemented by employers with effect from 1 January 2019.
5. A minimum hourly rate of €13.00 to be implemented by employers for School Secretaries and Caretakers with effect from 1 January 2019. This rate is **inclusive** of the 2.5% increase referred to in paragraph 4 above.

**Appendix 1** of this Circular includes an application form for additional funding in 2019 for those schools who will have insufficient funds in 2019 to pay grant funded Secretaries and Caretakers the new minimum hourly rate of €13.00 that comes into effect from 1 January 2019. The appendix includes guidance on how to complete the application form.

6. Employers are reminded that
  - Phase 1 of the agreement, as set out in Circular 0076/2015, was to be implemented with effect from 1 January 2016 and
  - Phase 2 of the agreement, as set out in Circular 0026/2017, was to be implemented with effect from 1 January 2017.
  - Phase 3 of the agreement, as set out in Circular 0078/2018, was to be implemented with effect from 1 January 2018.
  - Phase 4 of the agreement, as set out in this circular, is the final phase of the increases of the Secretary and Caretakers Award agreed in May 2015

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

7. 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**

8. 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

**This applies to the following staff who are employed by Boards of Management of recognised primary schools and by ETBs in Community National Schools:**

- **School Secretaries and Caretakers funded by the Ancillary Services Grant who are currently paid on a salary scale equivalent to a public service salary scale, and**
- **Cleaners funded by Ancillary or Capitation grant funding**

1. The purpose of Part B of this Circular is to inform management authorities of the National Minimum Wage Increase with effect from 1 January 2019 and the pay increases payable from 1 January 2019 and 1 September 2019 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 ancillary grant funding who are currently paid on a salary scale equivalent to a public service salary scale and
- Cleaners employed by schools using ancillary 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 2019, annualised salaries up to €30,000 increase by 1%
- With effect from 1 September 2019, annualised salaries to increase by another 1.75%

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 €9.80 with effect from 1 January 2019**

3. Employers should note that under the terms of the National Minimum Wage Order (S.I. No. 402 of 2018) the national minimum wage will increase to €9.80 per hour with effect from 1 January 2019.

The sequence to apply is application of the 1% national annualised wage increase for salaries up to €30,000 in the 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 Ancillary Services Grant funding to Schools

(For payment in March 2019)

#### **1. Mainstream Schools**

The Ancillary services grant is based on the enrolment figure on 30<sup>th</sup> September in the current school year. The grant paid to a school with an enrolment of equal to or less than 60 pupils is based on a minimum enrolment of 60 pupils, while the maximum grant paid is based on an enrolment figure of 500 pupils.

The standard full rate ancillary services grant is increased by €6 from €163 to €169 per pupil.

The standard reduced rate grant is increased by €3 from €84 to €87 per pupil.

(Applicable for schools that have either a secretary or caretaker under the 1978/79 scheme and paid via the payroll operated by the Department.)

#### **2. Special Schools**

Special schools are paid the Ancillary Services grant based on the number of authorised fulltime teaching staff approved by the Department for the school as outlined below. The maximum grant is paid based on a ceiling of 16 teachers.

No of Teachers	Full Grant	Reduced Grant
1	€12,420	€6,360
2	€12,834	€6,572
3	€19,872	€10,176
4	€26,910	€13,780
5	€33,948	€17,384
6	€40,779	€20,882
7	€47,196	€24,168
8	€53,406	€27,348
9	€56,304	€28,832
10	€63,135	€32,330
11	€69,966	€35,828
12	€76,797	€39,326
13	€83,628	€42,824
14	€90,459	€46,322
15	€97,290	€49,820
16	€103,500	€53,000

The revised rates include provision for Employer's PRSI.

**Appendix 1**

**Application Form for additional funding 2019**

(Confined to those schools that in December 2018 pay an hourly rate of less than €13.00 per hour to their School Secretaries and Caretakers and who will have insufficient funds in 2019 to pay the new minimum hourly rate of €13.00 that comes into effect from 1 January 2019).

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>
(i)	Gross contractual weekly hours @ December 2018 (inclusive of paid meal breaks)		
(ii)	Number of contractual weeks to be worked between 01/01/2019 and 31/12/2019 <u>(including periods of paid annual leave but excluding periods of unpaid leave/lay-off)</u>		
(iii)	Total annual contracted hours between 01/01/2019 and 31/12/2019 <u>i.e. multiply (i) by (ii)</u>		
(iv)	Hourly rate of pay on 31/12/2018		
(v)	2.5% increase wef 1/1/19 (included in increase in ancillary grant) <u>i.e. (iv)*2.5%</u>		
(vi)	New hourly rate after applying 2.5% increase		
(vii)	Difference <u>per hour</u> between new hourly rate and the minimum hourly rate of €13.00 <u>i.e. €13.00 minus (vi)</u>		
(viii)	The shortfall in the hourly rate by the total contractual hours to be worked in 2019 <u>i.e. (iii) multiplied by (v)</u>		
(ix)	Employer's PRSI due on (vi) above		
(x)	Total amount of additional funding requested for 2019 <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)	
2018 in accordance with Circular 0078/2017 (Y/N)	
Have personnel changes since application in 2018 (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 €13.00 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 2018 and that these hours will not be increased in 2019.

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 29th<sup>th</sup> March 2019.**

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 2019.

## Guidance for completing the Application Form

Key points to note:

1. Schools that pay an hourly rate of €13.00 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 (37 weeks). The rate of pay at December 2018 is €11.79 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 2018 is €12.00 per hour.

		Secretary	Caretaker
(i)	Gross contractual weekly hours @ December 2018 (inclusive of paid meal breaks)	20	16
(ii)	Number of contractual weeks to be worked between 01/01/2019 and 31/12/2019 <u>(including periods of paid annual leave but excluding periods of unpaid leave/lay-off)</u>	37	33
(iii)	Total annual contracted hours between 01/01/2019 and 31/12/2019 <u>i.e. multiply (i) by (ii)</u>	740	528
(iv)	Hourly rate of pay on 31/12/2018	€11.79	€12.00
(v)	2.5% increase wef 1/1/19 (included in increase in ancillary grant) <u>i.e. (iv)*2.5%</u>	€0.29	€0.30
(vi)	New hourly rate after applying 2.5% increase	€12.08	€12.30
(vii)	Difference <u>per hour</u> between new hourly rate and the minimum hourly rate of €13.00 <u>i.e. €13.00 minus (vi)</u>	0.92	€0.70
(viii)	The shortfall in the hourly rate by the total contractual hours to be worked in 2019 <u>i.e. (iii) multiplied by (v)</u>	€0.92*740 = €680.80	€0.70*528 = €369.60
(ix)	Employer's PRSI due on (vi) above	€680*8.7%= €59.22	€369.60*8.7%=€32.16
(x)	Total amount of additional funding requested for 2019 <u>i.e. (vi) plus (vii)</u>	€680.80+€59.22=€740.02	€369.60+€32.16=€401.76