

Reference No: E107/16/71; **Date:** 06/05/74

Circular 21/1974:- Allowances for the performance of the duties of a higher grade

A Dhuine Uasail

I am directed by the Minister for the Public Service to say that he has accepted an agreed recommendation made by the General Council (Report No. 619) under the scheme of conciliation and arbitration for the civil service on a claim about the remuneration payable for the performance of the duties of a higher grade.

Graded affected

2 (1) Subject to the provisions of sub-paragraph (2) following, this Circular applies to all grades comprehended by the scheme of conciliation and arbitration for the civil service.

 (2) This Circular does not apply to:

 (a) Departmental grades in the Department of Posts and Telegraphs;

 (b) Clerical Assistants substituting on Clerical Officer duties, and Key Punch Operators performing Supervisor and Assistant Supervisor duties in accordance with the terms of General Council Report No. 585. Such officers should continue to receive the appropriate allowance payable for Clerical Officer duties, the terms of Circular 23/71 to continue to apply: (The allowance payable for the performance of Clerical Officer duties was £2.52 a week with effect from 1 January, 1973 and was revised to £2.71 a week with effect from 1 June, 1973 and will attract any subsequent general additions to allowances in the nature of pay.)

Operative Date

3. The revised arrangements now authorised apply with effect from 1 April 1973.

Amount of the allowance payable

4. An officer on continuous formal assignment on a temporary basis for at least four weeks to the full duties of a higher grade (to which he is promotable in the normal course) will receive, with effect from the date of such assignment, an annual (weekly) allowance equal to the annual (weekly) increase in pay he would have received if he had been promoted to the higher grade, subject to an upper limit of an amount equal to the three initial increments on the B/man scale of the higher grade. In scales subject to age pointing the increments after the highest age pay will be treated as the initial increments.

Conditions governing assignment to higher duties

5. (1) In general, assignment to higher duties should not be made during short-term absence of superiors, e.g. on annual or sick leave;

 (2) Every effort should be made to keep the practice of temporary assignment to higher duties to a minimum;

 (3) Where assignment to higher duties continues for 12 months the position should be reviewed and if possible the post should be filled by the promotion of a suitable and qualified officer.

Reckonability of allowance

6. Circular 24/73 governs the reckoning of allowances in the nature of pay for the purposes of superannuation and starting pay on promotion.

Enquiries

7. Any difficulties which may arise out of the application of this Circular should be referred in writing to this Department.

Mise le meas
S Mac Gamhna

Note: See Circular 29/80