

**Reference No:** E107/17/66;     **Date:** 30/11/77

**Circular 38/1977:- Deductions from pay for subscriptions to staff associations**

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, under the conciliation and arbitration scheme for the civil service, concerning amendments to the arrangements to enable the ordinary membership subscriptions of certain staff associations to be deducted from the pay of members. He has also agreed to similar amendments to the arrangements afforded to the Association of Higher Civil Servants.

2. The revised deduction arrangements, incorporating the agreed amendments, are set out in the appendix to this Circular and I am to convey the Minister's approval for their application with effect from 1 January 1978. Extra copies of the appendix are available from the Stationery Office.

3. Circulars 26/67, 5/69, 14/71 and 42/73 are superseded accordingly.

Mise le meas  
John Mc Gartoll

Appendix to Circular 38/77

Scheme of Deduction of Subscriptions to (1) the Association of Higher Civil Servants and (2) Staff Associations recognised by the Minister for the Public Service for the purpose of the conciliation and arbitration scheme for the civil service

Arrangements enabling the ordinary membership subscriptions of the staff associations referred to above to be deducted from the pay of members are available subject to the following conditions:

(1) The amounts collected must be applied to organisation and management expenses consistent with the operation of the conciliation and arbitration scheme, such as expenditure on (a) staff, (b) accommodation, (c) meetings and conferences, (d) the publication of a journal and (e) welfare benefits to members, and excluding special funds for purposes other than those specified at (a), (b), (c), (d) and (e).

(2) Amounts collected must not, in any circumstances, be applied to subscriptions to any political organisation.

(3) The facility of deducting membership subscriptions from pay may be withdrawn from a staff association, at any time, by the Minister for the Public Service.

(4) A staff association must not collect subscriptions during official hours during any period when deduction facilities are accorded to it.

(5) Deductions from pay will be effected only on receipt by the Accountant of the appropriate Department or Office of an authorisation, as appended, signed by the officer, to deduct from his/her pay the appropriate subscription. Bulk authorisations to make deductions must be submitted by associations at least 3 weeks in advance of the date of commencement of such deductions.

(6) Departments and Offices will deduct from the pay of each officer who avails himself of the facility the weekly, fortnightly, or monthly rate of subscription notified to them from time to time by the Secretary

of the Association concerned provided the notification is accompanied by a statement to the effect that the rates involved -

(a) have been determined in accordance with the constitution of the Association and promulgated by the Association in the normal way, and

(b) relate solely to the organisation and management expenses referred to at (1) above.

(7) Officers wishing to participate in the scheme may do so only at the beginning of a month. At least three weeks' notice must be given. Any revisions in deduction rates will be implemented from the beginning of a quarter. At least three weeks' notice of such revisions, on the basis outlined at (6), must be given to Departments and Offices. Where revised rates are notified on this basis deductions will only be made at the revised rates.

(8) Where by reason of promotion to a grade for which another association holds recognition, or for any other reason, an officer requests that an existing deduction on his behalf in favour of a particular association should cease, the Department or Office will discontinue the deduction only with effect from the commencement of the month following that in which the request was received.

(9) Contributions from participants in the scheme will be paid over direct to the individual staff associations. A payment on account will be made at the end of the first and second months in each quarter. At the end of the quarter the balanced amount outstanding in respect of deductions made in that quarter will be paid over.

(10) At the end of each quarter Departments and Offices whose payrolls have been computerised will send to each association a print-out giving details of the deductions made during that quarter in respect of its members. Other Departments will continue to furnish lists showing details of deductions made during each quarter.

## SCHEME OF DEDUCTION OF SUBSCRIPTIONS TO STAFF ASSOCIATIONS

### FORM OF AUTHORISATION

To the Accountant,

Department of

Until further notice, and commencing on \_\_\_/\_\_\_/19\_\_ please deduct from my pay the sum of

\* (a) per week

or

\* (b) per fortnight

or

\* (c) per month

(\* delete inapplicable line)

in respect of my contribution under the scheme of deduction of subscriptions to Staff Association, and pay the amount to \_\_\_\_\_ (Name of Staff Association)

The rate of weekly, fortnightly or monthly deduction may be increased or decreased by you in accordance with any revision in the rate of subscription notified to you by the Secretary of the Association as having been determined in accordance with the constitution of the Association and promulgated by the Association in the normal way.

I recognise that these deductions, being made solely as a measure of convenience to me, may be terminated at any time.

I also recognise that the ultimate responsibility for ensuring that the deductions have, in fact, been made from my pay rests with myself, and that, beyond making remittances on foot of sums deducted to my Staff Association, the State accepts no responsibility of any kind in the matter.

(Signed) \_\_\_\_\_

Name \_\_\_\_\_ (BLOCK CAPITALS)

Grade \_\_\_\_\_

Stamp of  
STAFF ASSOCIATION

Office \_\_\_\_\_

Income Tax  
Serial No \_\_\_\_\_

Date \_\_\_\_\_

Note: This form should be completed and submitted to the Secretary of your Staff Association. He will transmit it to the Accountant of your Department/Office.