

Reference No: E109/274/73; **Date:** 31/07/87

Circular 7/1987:- Extra Attendance

I am directed by the Minister for Finance to say that it has been decided to consolidate, in this Circular, existing general instructions regarding the arrangements for compensating extra attendance by members of general service grades up to and including Higher Executive Officer and of equivalent grades common to two or more Departments. The rates of payment and time off in lieu are set out in the appendix to this Circular.

2. Circulars 5/79, 5/80, 4/84, 25/85 and 24/86 are superseded accordingly. However, Circular 60/79 regarding official travel outside normal working hours continues to have effect.

3. This circular is issued purely for consolidation purposes and does not alter existing arrangements for any grade.

4. Any queries from Departments/Offices relating to this Circular may be directed to Room 3.26, Department of Finance, Molesworth Street, Dublin 2 (Telephone 779601, ext 506). Queries from individual officers should be directed to the Personnel Sections of their own Departments/Offices.

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William P Smith
Deputy Secretary

Appendix to Circular 7/87: Extra Attendance

I GENERAL

The following should be noted in relation to the application of the arrangements set out below.

(1) It is assumed that in each case officers are working a Monday to Friday week

(2) Any existing arrangements more favourable than those set out below should continue to apply.

(3) The granting of time off shall in all cases be at the discretion of the Head of the Department/Office concerned having regard to the exigencies of the service, and shall not, in particular, be allowed in any case where it would give rise to additional overtime working.

(4) Departments/Offices should, in any case of extra attendance, be satisfied that the amount or nature of the work makes such extra attendance unavoidable. In particular extra attendance on a Saturday should arise only in cases of absolute necessity.

II MESSENGERS (GENERAL SERVICE), SERVICES ATTENDANTS AND MEMBERS OF OTHER GRADES, COMMON TO TWO OR MORE DEPARTMENTS, FOR WHICH THE FEDERATED UNION OF GOVERNMENT EMPLOYEES HOLDS RECOGNITION AND WHICH ARE CONDITIONED TO A 44-HOUR WEEK GROSS

Normal Working Week

First 5 hours

Rate plus one-half or time off in lieu at flat rate.

Thereafter Double rate or time off in lieu at flat rate.

Sundays and Public Holidays Double rate or time off in lieu at the rate of time plus one-half.

Saturdays

Saturday after 1p.m. Double rate or time off in lieu at rate of time plus one-half.

Saturday: complete period from 9:15 a.m. to 1 p.m. One day off in lieu or payment at rate plus one-half or ordinary overtime rate, whichever is more favourable to the officer.

Saturday: part of the period from 9:15 a.m. to 1 p.m. Payment at rate plus one-half or ordinary overtime rate, whichever is more favourable to the officer, or time off in lieu at the rate of time plus one-half.

The minimum payment for extra attendance on attendance of 3 hours.

II (a) Messengers assigned temporarily to act on Paperkeeper duties

The overtime entitlement of these officers should be calculated on the Messenger rate of scale pay, plus the substitution allowance payable, using the gross hours and overtime arrangements for Paperkeepers.

III EXECUTIVE OFFICER, STAFF OFFICER AND CLERICAL GRADES

1. For the grades listed below the rates for authorised extra at follows:-

Normal working Week		
First 3 hours	Rate plus one-quarter or time off in lieu at flat rate.	
	rate.	
Next 5 hours	Rate plus one-half or time off in lieu at flat rate.	
Thereafter	Double rate or time off in lieu at flat rate.	
Sundays and Public Holidays	Double or time off in lieu at the rate of time plus one-half.	
Saturdays		
Saturday after 1 p.m.	Double rate or time off in lieu at rate of time plus one-half.	
Saturday: complete	One day-off in lieu of payment at rate plus one-half period from one-half or ordinary overtime rate, whichever is more favourable to the officer.	9.15am
- 1.15pm		
Saturday: part of the	Payment at rate plus one-half or ordinary overtime period from rate, whichever is more favourable to the officer, or time off in lieu at the rate of time plus one-half.	9.15am
- 1pm		

The minimum payment for extra attendance on Saturdays is that appropriate to attendance of 3 hours.

2. The grades concerned are:

Executive Officer
Staff Officer (including Staff Officer Superintendent of Typists)
Clerical Officer (general service)
Clerical Assistant (general service)
Paper keeper
Key Punch
Operator
Temporary Clerk
Temporary Clerical Assistant

NOTE: Where a Clerical Assistant who is in receipt of an allowance for the performance of Clerical Officer duties or Vari-typer duties performs overtime on these duties the allowance should be included with pay for the purpose of calculating the appropriate overtime payments.

IV HIGHER EXECUTIVE OFFICER

1. Extra attendance by Higher Executive Officers must be authorised by an Officer not below the rank of Principal. Subject to the foregoing, a Higher Executive Officer who is required to give extra attendance in any week should be compensated on the basis of a gratuity or time off in lieu. In relation to payment of a gratuity in respect of the extra attendance, the rates payable should be determined by reference to the maximum of the Executive Officer scale and payment should only be made for completed hours of actual attendance.

Monday to Friday

First 2 hours in excess of one hour beyond the officer's conditioned	Rates plus one-quarter or time off in lieu at hours in the week concerned
flat rate.	

Next 5 hours	Rate plus one-half or time off in lieu at
flat rate.	

Thereafter	Double rate or time off in lieu at flat
rate.	

Saturdays, Sundays and Public Holidays

2. (a) Subject to the authorisation arrangements and the conditions set out under 1 above, officers should be paid on the following basis in respect of each and every completed hour of attendance on Saturdays, Sundays and Public Holidays.

Sundays and Public Holiday	Double rate or time off in lieu at rate of time plus one-half.
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Saturdays

Saturday: complete period One day off in lieu or pay at rate plus one-half from 9:15 a.m. to 1 p.m. or ordinary extra attendance rate, whichever is more favourable to the officer.

Saturdays after 1 p.m. Double rate or time off in lieu at rate of time plus one-half.

Saturdays: part of the period Rate plus one-half or ordinary extra attendance 9:15 a.m. to 1 p.m. attendance rate, whichever is more favourable to the officer, or time off in lieu at the rate of time plus one-half.

(b) Where officers attend for less than three hours on Saturday, the appropriate payment under (a) above should be determined as if a minimum of three hours attendance had been given.

(c) Departments should ensure that attendance on Saturdays, Sundays and Public Holidays is kept to a minimum and, where Saturday attendance is necessary, every effort should be made to avoid a situation where staff attend for very short periods only.

V ADMINISTRATIVE OFFICER

1. It is not expected that payments to Administrative Officers for extra attendance will arise frequently.

2. Where, on the specific prior direction of the Principal in charge of the Section, an Administrative Officer is required to give extra attendance in any week a gratuity should be paid on the basis applying to Higher Executive Officers, subject to the proviso that the rates of payment should be calculated by reference to the officer's actual scale pay or the maximum of the Executive Officer scale whichever is the lower.

3. The requirement relating to prior authorisation of attendance must be rigidly observed.

VI GRADES NOT DEALT WITH ABOVE WHICH ARE COMMON TO TWO OR MORE DEPARTMENTS

A. Grades between the level of Executive Officer and Higher Executive Officer

1. The grades concerned are those which are conditioned to a fixed number of working hours per week and which, on the basis of salary, are above the level of Executive Officer but not above the level of Higher Executive Officer.

2. Where, on the prior direction of an officer ranking at least two grades higher than the officer who performs the extra attendance, an officer in one of the grades referred to at 1 is required to give extra attendance in any week, in respect of each completed hour of actual attendance during that week in excess of one hour beyond the officer's conditioned hours, he/she should be paid on the basis applying to Higher Executive Officers subject to the proviso that the rates of payment should be calculated by reference to the officer's actual scale pay or the maximum of the Executive Officer scale, whichever is the lower.

B. Grades at or below the level of Executive Officer

3. Grades which are conditioned to a gross working week of 41 hours and which are designated as overtime grades, should be compensated for authorised extra attendance on the same basis as grades covered by section III above.

4. As regards the preceding paragraph, the Official Side of the General Council have stated that they would be prepared to recommend the designation as overtime grades of any grades which are conditioned to a fixed number of working hours per week and which, on the basis of salary, are accepted as being at a level equivalent to that of Executive Officer or lower.

C Classification of grades

5. Comparisons between grades for the purpose of determining entitlement to compensation for extra attendance should be on the basis of comparable stable salary positions. Changes in pay scales should not affect entitlement to payment for extra attendance until it is clear that the changed relativities are likely to endure. Grades which change their position relative to the general service grades of Executive Officer or Higher Executive Officer should have their entitlement to payment for extra attendance changed or withdrawn as appropriate.

6. The particular grades to be regarded as entitled to the gratuity arrangements, referred to at A and the authorisation procedures which would apply to them must be agreed between the Staff and Official Sides.

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This Circular is superseded by Circular 27/99