



An Roinn Airgeadais
Department of Finance

E107/3/03

11 December 2003

73-79, Sráid an Mhóta Íocht., Baile Átha Cliath 2, Éire.	73-79, Lower Mount Street, Dublin 2, Ireland.	Telephone: 353-1 676 7571 Facsimile: 353-1 604 5710 353-1 604 5719 353-1 604 5499 LoCall: 1890 66 10 10 VPN: 8109 http://www.irlgov.ie/finance
---	--	---

Circular 35/2003: Revision of pay of Civil Servants
Application of increases under the second phase of benchmarking and Section 19.18
of Sustaining Progress

A Dhuine Uasail

1. I am directed by the Minister for Finance to convey the following instructions to Departments in relation to the second phase of the pay increases arising from the report of the Public Service Benchmarking Body and the increase of 3% due under Section 19.18 of Sustaining Progress with effect from 1 January 2004.
2. The payment of the 3% increase and the second phase of the increases recommended by the Public Service Benchmarking Body are dependent, in the case of each Civil Service organisation and grade, on verification of co-operation with flexibility and ongoing change, satisfactory implementation of the agenda for modernisation, maintenance of stable industrial relations and absence of industrial action in respect of any matters covered by the Sustaining Progress agreement.
3. The Civil Service Performance Verification Group is at present considering progress achieved. **Pending completion of the verification process, the rates contained in this circular are for information purposes only and no increases in pay should be applied in your organisation until further notice.**

Classes Affected

4. (a) Subject to the provisions of sub-paragraph (b) following, this circular applies to all civil service grades.

(b) This circular does not apply to: -
 - (i) employees whose pay is related directly to that of workers outside the civil service;

- (ii) classes whose pay and conditions are appropriate for consideration by the Joint Industrial Council for State industrial employees;
- (iii) persons paid on a fee, contract or piece-work basis or employed casually or on infrequent or nominal duties, e.g. Caretakers;
- (iv) staff employed by the Department of Foreign Affairs in offices outside the State whose pay is fixed by reference to local conditions.

Revision of Pay

5. Subject to the provisions of this circular one half of the increase recommended by the Public Service Benchmarking Body and the increase due under section 19.18 of Sustaining Progress are being applied with effect from 1 January 2004 to the basic pay of the grades to which this circular applies in accordance with the Sustaining Progress agreement.

6. The increases due under paragraph 5 are being added to basic pay as at 31 December 2003. The increase is being added to each point of incremental scales (and to off-scale points), rounding to the nearest euro on annual scales and to the nearest cent on weekly scales. Hourly rates should be rounded to the nearest €0.001.

Revised Rates

7. The revised rates, effective from 1 January 2004, for members of general service grades and of certain grades common to two or more Departments, to which this circular applies, are set out in Appendices 1A and 1B to this circular.

Established Officers appointed on or after 6 April 1995

8. As indicated in Circular 6/95, revised salary scales have been introduced for established officers appointed on or after 6 April 1995 covered by Class A social insurance and making an employee contribution in respect of personal superannuation benefits. The revised rates effective from 1 January 2004, for certain grades in this category are set out in Appendix 2 to this circular. Rates for other grades may be obtained from this Department following the procedure outlined in paragraph 17.

Dual Employment

9. In the case of officers employed in more than one capacity each employment may be treated separately for the purposes of calculating revised remuneration in accordance with this circular.

Overtime

10. Payment in respect of overtime rendered on or subsequent to 1 January 2004 by members of grades to which this circular applies should be calculated by reference to pay as increased with effect from 1 January 2004.

Officers on off-scale points

11. Such officers in grades which received a variable rate of increase at different points as a result of the report of the Public Service Benchmarking Body will benefit from an overall rate of increase which retains their position relative to the incremental points immediately below and above their off-scale point. The on-scale date for such officers should be unchanged. The pay of officers in grades which received the same increase on all points should be adjusted in the normal way by reference to the increases referred to in paragraph 5.

Officers on Mark-Time

12. For officers on mark-time, notional pay may be increased with effect from 1 January 2004 by reference to both the 3% increase and the increase due under the second phase of benchmarking. Mark time pay may be increased by 3% with effect from 1 January 2004 but should not be increased by reference to the second phase of benchmarking.

Allowances

13. Allowances in the nature of pay for civil servants to whom this circular applies may be increased by 3%. The report of the Public Service Benchmarking Body stated that allowances fall to be adjusted in accordance with normal custom and practice. Separate instructions will issue from this Department in any situation where normal custom and practice dictates that allowances also be increased on foot of the recommendations of the Public Service Benchmarking Body.

14. Children's allowances, both standard and ex-gratia, should be increased to €108.

Pensions

15. Pensions in course of payment on 1 January 2004 (revised, as appropriate, by reference to this Department's minutes of 7 November 1997 and 3 August 2000 to Personnel Officers) in respect of former civil servants who served in the grades to which this circular applies, will be adjusted, as appropriate in the normal way, by reference to the revisions of basic pay on the basis set out in paragraph 5 and 7. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.

16. Officers in the grades to which this circular applies who retire on reaching the maximum retiring age limit during the period from 1 October 2003 to 31 December 2003 (both dates inclusive), but who could otherwise have been retained under the terms of this Department's Circular Letter 13/75 up to and including 1 January 2004, and who are alive on that date, may have their lump sums adjusted to take account of the pay rates applicable on that date. Deductions from lump sums in respect of non periodic contributions under the Spouses and Children's Pension Schemes should also be adjusted in these cases.

General

17. **Individual queries in relation to pay should be raised as heretofore with the officer's Personnel Unit.** Any difficulties that may arise from the application of this circular should be raised, by e-mail in the first instance, with this Department (E-mail address: payscales@finance.gov.ie). Where this is not possible, telephone queries may be raised with this Department (Tel. 6045404, 6045412 or 6045413). Superannuation queries should be directed to John A O'Connell (Tel. 604 5489).

Electronic Copies of Circular

18. This circular is also available on the Department's web-site at <http://www.finance.gov.ie>.

Mise le meas

Ciarán Connolly
Assistant Secretary

Revised pay with effect from 1 January 2004 for General Service Grades.**SECRETARY GENERAL**

€162,135

DEPUTY SECRETARY

€129,708

ASSISTANT SECRETARY

€95,737 €100,369 €105,002 €109,634

PRINCIPAL (HIGHER)€74,466 €77,537 €80,617 €83,690 €86,314 €89,079¹ €91,841²**PRINCIPAL**€69,194 €72,128 €75,043 €77,981 €80,457 €83,024¹ €85,589²**ASSISTANT PRINCIPAL (HIGHER)**€58,119 €60,331 €62,551 €64,761 €66,977 €68,267 €70,475¹
€72,674²**ASSISTANT PRINCIPAL**€52,919 €54,899 €56,879 €58,860 €60,841 €61,986 €63,983¹
€65,985²**ADMINISTRATIVE OFFICER STANDARD SCALE**€26,894 €29,335 €32,453 €34,828 €37,204 €39,587 €41,961
€44,328 €45,965¹ €47,606²**ADMINISTRATIVE OFFICER HIGHER SCALE**€34,828 €37,204 €39,587 €41,961 €44,328 €45,965 €47,585
€49,204

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

HIGHER EXECUTIVE OFFICER STANDARD SCALE

€37,520	€38,653	€39,781	€40,918	€42,052	€43,191	€44,328
€45,965 ¹	€47,606 ²					

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€39,781	€40,918	€42,052	€43,191	€44,328	€45,965	€47,041
€48,121	€49,204					

EXECUTIVE OFFICER STANDARD SCALE

€24,706	€26,505	€27,881	€29,214	€30,542	€31,837	€33,146
€34,420	€35,730	€36,600	€37,844 ¹	€39,090 ²		

EXECUTIVE OFFICER HIGHER SCALE

€24,706	€26,505	€27,881	€29,214	€30,542	€31,837	€33,146
€34,420	€35,730	€36,600	€37,844	€38,771	€39,698	€40,624

STAFF OFFICER

€28,250	€29,483	€30,592	€31,576	€32,561	€33,551	€34,547
€35,496	€36,399 ¹	€37,599 ²				

CLERICAL OFFICER STANDARD SCALE

€18,736 (€359.07)	€19,610 (€375.81)	€20,485 (€392.59)
€21,361 (€409.38)	€22,234 (€426.11)	€23,110 (€442.89)
€23,984 (€459.64)	€24,860 (€476.43)	€25,732 (€493.14)
€26,607 (€509.90)	€27,476 (€526.56)	€28,831 (€552.53)
€29,895 (€572.93) ¹	€30,384 (€582.30) ²	

CLERICAL OFFICER HIGHER SCALE

€19,610 (€375.81)	€20,485 (€392.59)	€21,361 (€409.38)
€22,234 (€426.11)	€23,110 (€442.89)	€23,984 (€459.64)
€24,860 (€476.43)	€25,732 (€493.14)	€26,607 (€509.90)
€27,476 (€526.56)	€28,831 (€552.53)	€29,895 (€572.93)
€30,384 (€582.30)	€31,043 (€594.93)	

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

Note: While the scales for CO, Standard and Higher, are shown in annual terms, officers in these grades will continue to be paid on a weekly basis at the amounts shown in brackets.

HEAD SERVICES OFFICER

€456.34	€471.85	€487.38	€502.93	€518.45	€533.99	€552.53 ¹
€572.93 ²						

SERVICES OFFICER

€337.68	€352.58	€366.03	€379.78	€389.64	€401.43	€421.73
€436.01 ¹	€452.41 ²					

SERVICES ATTENDANT

€337.68	€343.24	€354.42	€368.00	€385.71	€399.48	€416.40
€430.27 ¹	€446.48 ²					

CLEANER

€320.88	€335.79	€351.24	€360.78 ¹	€376.23 ²		
---------	---------	---------	----------------------	----------------------	--	--

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

Revised pay with effect from 1 January 2004 for certain grades common to two or more Departments.

ENGINEER GRADE I AND PROFESSIONAL ACCOUNTANT GRADE I

€56,458	€58,227	€60,005	€61,778	€63,549	€65,655	€68,056 ¹
€70,457 ²						

ENGINEER GRADE II AND PROFESSIONAL ACCOUNTANT GRADE II

€48,526	€49,671	€50,808	€51,953	€53,095	€54,238	€55,377
€56,531	€58,412 ¹	€60,298 ²				

ENGINEER GRADE III AND PROFESSIONAL ACCOUNTANT GRADE III

€26,416	€28,873	€31,340	€33,802	€36,271	€37,797	€39,318
€40,843	€42,362	€43,885	€45,409	€46,930	€48,455	€50,154 ¹
€51,844 ²						

STATE SOLICITOR AND PROSECUTION SOLICITOR

€27,162	€29,630	€32,778	€35,182	€37,573	€39,983	€42,382
€44,770	€52,919	€54,899	€56,879	€58,860	€60,841	€61,986
€63,983 ¹	€65,985 ²					

HIGHER LEGAL EXECUTIVE

€33,746	€34,587	€35,427	€36,264	€37,520	€38,653	€39,781
€40,918	€42,052	€43,191	€44,328	€45,965 ¹	€47,606 ²	

LEGAL EXECUTIVE

€28,250	€29,483	€30,592	€31,520	€32,447	€33,374	€34,305
€35,186	€36,018 ¹	€37,206 ²				

LAW CLERK

€414.08	€432.86	€462.19	€477.58	€493.00	€508.40	€523.84
€539.28	€554.72	€570.66 ¹	€586.52 ²			

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

SENIOR ENGINEERING DRAUGHTSPERSON

€31,303	€31,914	€32,678	€33,463	€34,228	€35,005	€35,729
€36,940 ¹	€38,156 ²					

ENGINEERING DRAUGHTSPERSON

€449.20	€466.08	€482.97	€499.90	€516.85	€533.84	€550.90
€567.39	€583.87	€600.34	€616.87	€637.84 ¹	€658.83 ²	

CHIEF SUPERINTENDENT MAPPING

€39,665	€41,588	€43,513	€45,437	€47,362	€49,281	€51,213
€53,140	€54,837	€56,531	€58,412 ¹	€60,298 ²		

SUPERINTENDENT MAPPING

€34,675	€35,915	€36,956	€37,985	€39,028	€40,070	€41,097
€42,392 ¹	€43,684 ²					

EXAMINER IN CHARGE

€30,011	€30,672	€31,326	€31,986	€32,652	€33,316	€34,675
€35,768 ¹	€36,862 ²					

EXAMINER OF MAPS

€514.87	€529.47	€543.46	€556.51	€570.56	€580.66	€600.67 ¹
€620.71 ²						

MAPPING DRAUGHTSPERSON

€367.18	€377.89	€390.98	€404.04	€417.15	€430.34	€443.47
€456.63	€469.41	€482.09	€494.84	€507.55	€520.31	€538.03 ¹
€555.74 ²						

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

SENIOR ARCHITECT

€51,619	€54,364	€57,101	€59,843	€62,582	€65,655	€68,056 ¹
€70,457 ²						

ARCHITECT

€30,785	€33,109	€35,431	€37,758	€39,304	€40,849	€42,394
€43,940	€45,489	€47,034	€48,582	€50,124	€51,687	€53,388 ¹
€55,097 ²						

ARCHITECTURAL ASSISTANT GRADE II

€385.87	€400.72	€415.71	€432.37	€449.20	€466.08	€482.97
€499.90	€516.85	€533.84	€549.74	€566.79	€583.87	€600.34
€616.87	€637.84 ¹	€658.83 ²				

SENIOR LABORATORY TECHNICIAN CLASS 1

€39,591	€41,446	€43,089	€44,771	€46,502		
---------	---------	---------	---------	---------	--	--

LABORATORY TECHNICIAN

€28,365	€29,210	€30,010	€31,909	€33,136	€34,375	€35,635
€36,893	€38,152	€39,422	€40,704	€41,999	€43,255	€44,122 ¹

CLERICAL OFFICER DATA ENTRY AND VISUALLY IMPAIRED TELEPHONIST

€18,736 (€359.07)	€19,610 (€375.81)	€20,485 (€392.59)*
€21,361 (€409.38)	€22,234 (€426.11)	€23,110 (€442.89)
€23,984 (€459.64)	€24,860 (€476.43)	€25,732 (€493.14)
€26,607 (€509.90)	€27,476 (€526.56)	€28,831 (€552.53)
€29,895 (€572.93) ¹	€30,384 (€582.30) ²	

NIGHTWATCHMAN

€338.69	€351.54	€364.65	€378.15	€390.22	€403.49 ¹	€418.68 ²
---------	---------	---------	---------	---------	----------------------	----------------------

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

* Progress beyond this point for CO Data Entry is dependent on the achievement of proficiency.

Note: While the scales for CO Data Entry and Visually Impaired Telephonist are shown in annual terms, officers in these grades will continue to be paid on a weekly basis at the amounts shown in brackets.

Revised pay with effect from 1 January 2004 for established officers appointed on or after 6 April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits.

PRINCIPAL (HIGHER)

€78,389	€81,618	€84,861	€88,097	€90,856	€93,763 ¹	€96,672 ²
---------	---------	---------	---------	---------	----------------------	----------------------

PRINCIPAL

€72,837	€75,926	€78,994	€82,084	€84,691	€87,391 ¹	€90,093 ²
---------	---------	---------	---------	---------	----------------------	----------------------

ASSISTANT PRINCIPAL (HIGHER)

€61,180	€63,507	€65,840	€68,171	€70,504	€71,862	€74,178 ¹
€76,498 ²						

ASSISTANT PRINCIPAL

€55,701	€57,787	€59,870	€61,959	€64,041	€65,242	€67,349 ¹
€69,460 ²						

ADMINISTRATIVE OFFICER STANDARD SCALE

€28,312	€30,877	€34,163	€36,663	€39,160	€41,668	€44,168
€46,660	€48,387 ¹	€50,112 ²				

ADMINISTRATIVE OFFICER HIGHER SCALE

€36,663	€39,160	€41,668	€44,168	€46,660	€48,387	€50,089
€51,794						

HIGHER EXECUTIVE OFFICER STANDARD SCALE

€39,494	€40,684	€41,876	€43,074	€44,268	€45,463	€46,660
€48,387 ¹	€50,112 ²					

HIGHER EXECUTIVE OFFICER HIGHER SCALE

€41,876	€43,074	€44,268	€45,463	€46,660	€48,387	€49,521
€50,657	€51,794					

EXECUTIVE OFFICER STANDARD SCALE

€26,006	€27,899	€29,346	€30,749	€32,145	€33,511	€34,890
€36,232	€37,614	€38,526	€39,834 ¹	€41,143 ²		

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

EXECUTIVE OFFICER HIGHER SCALE

€26,006	€27,899	€29,346	€30,749	€32,145	€33,511	€34,890
€36,232	€37,614	€38,526	€39,834	€40,811	€41,787	€42,767

STAFF OFFICER

€29,735	€31,032	€32,202	€33,236	€34,279	€35,317	€36,361
€37,365	€38,312 ¹	€39,574 ²				

ENGINEER GRADE I AND PROFESSIONAL ACCOUNTANT GRADE I

€59,426	€61,293	€63,163	€65,028	€66,893	€69,112	€71,638 ¹
€74,165 ²						

ENGINEER GRADE II AND PROFESSIONAL ACCOUNTANT GRADE II

€51,081	€52,282	€53,482	€54,687	€55,891	€57,092	€58,292
€59,508	€61,489 ¹	€63,474 ²				

ENGINEER GRADE III AND PROFESSIONAL ACCOUNTANT GRADE III

€27,805	€30,393	€32,989	€35,587	€38,183	€39,785	€41,384
€42,990	€44,594	€46,193	€47,799	€49,399	€51,008	€52,791 ¹
€54,569 ²						

STATE SOLICITOR AND PROSECUTION SOLICITOR

€28,600	€31,188	€34,502	€37,032	€39,551	€42,084	€44,611
€47,127	€55,702	€57,787	€59,869	€61,959	€64,041	€65,241
€67,350 ¹	€69,460 ²					

LAW CLERK

€435.92	€455.32	€486.52	€502.70	€518.94	€535.16	€551.41
€567.63	€583.90	€600.68 ¹	€617.38 ²			

LABORATORY TECHNICIAN

€29,859	€30,747	€31,590	€33,588	€34,880	€36,184	€37,510
€38,833	€40,160	€41,499	€42,846	€44,211	€45,532	€46,444 ¹

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

CLERICAL OFFICER STANDARD SCALE, CLERICAL OFFICER DATA ENTRY AND VISUALLY IMPAIRED TELEPHONIST

€19,723 (€377.98)	€20,642 (€395.59)	€21,563 (€413.25)*
€22,484 (€430.90)	€23,405 (€448.55)	€24,327 (€466.22)
€25,246 (€483.83)	€26,167 (€501.47)	€27,089 (€519.15)
€28,008 (€536.76)	€28,922 (€554.27)	€30,347 (€581.58)
€31,468 (€603.07) ¹	€31,982 (€612.92) ²	

CLERICAL OFFICER HIGHER SCALE

€20,642 (€395.59)	€21,563 (€413.25)	€22,484 (€430.90)
€23,405 (€448.55)	€24,327 (€466.22)	€25,246 (€483.83)
€26,167 (€501.47)	€27,089 (€519.15)	€28,008 (€536.76)
€28,922 (€554.27)	€30,347 (€581.58)	€31,468 (€603.07)
€31,982 (€612.92)	€32,676 (€626.21)	

SERVICES OFFICER

€354.44	€370.76	€385.29	€399.82	€410.17	€422.58	€443.83
€459.00 ¹	€476.21 ²					

SERVICES ATTENDANT

€354.44	€360.45	€372.84	€387.38	€406.02	€420.52	€438.34
€452.88 ¹	€469.98 ²					

CLEANER

€336.75	€352.48	€369.32	€379.76 ¹	€396.04 ²
---------	---------	---------	----------------------	----------------------

1 After 3 years satisfactory service at the maximum.

2 After 6 years satisfactory service at the maximum.

* Progress beyond this point for CO Data Entry is dependent on the achievement of proficiency.

Note: While the scales for CO Standard, CO Data Entry and Visually Impaired Telephonist are shown in annual terms, officers in these grades will continue to be paid on a weekly basis at the amounts shown in brackets