

Ref: E107/22/06

23 December 2010

**Circular 18/2010: Reduction of 10% in the pay rates and fixed term allowances of persons to be recruited to certain direct entry grades to the Civil Service**

A Dhuine Uasail

1. I am directed by the Minister for Finance to refer to the Government's decision to reduce by 10% the pay rates and fixed allowances applicable to persons to be recruited to certain direct entry grades in the public service. Guidelines have already been issued to Departments on the application of this reduction. This Circular concerns the reduced pay rates to apply with effect from 1 January 2011 to persons to be recruited to certain civil service direct entry grades.

**Grades affected by 10% reduced pay rates**

2. The reduced pay rates in respect of the relevant general service grades with effect from 1 January 2011 are set out in the attached appendix. This Department will issue separate instructions on the reduced pay rates applying to grades common to two or more Departments / Offices. In the case of direct entry Departmental grades (ie grades unique to a single Department/Office) Departments / Offices should calculate revised scales and allowances and submit them to this Department for formal approval. The method of calculation to be used is set out in Paragraphs 4 and 5 below.

**Serving civil servants and Appointments in process**

3. The reduced rates of pay and allowances will not apply to persons serving as civil servants on or before 31 December 2010 or to persons who have been made a written offer of appointment from the appropriate authority. In such cases pay scales set out in Circular 28 of 2009 will apply.

**Adjustments to Salary and Allowances**

4. In respect of persons recruited to the direct entry grades comprehended by this circular, the 10% reduction to salary should be applied to each point of the incremental scales 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. Allowances which are calculated as a specific percentage or specified proportion of basic pay should be calculated by reference to these reduced rates of pay.

5. Fixed allowances which are not calculated as a specific percentage or specified proportion of basic salary will be reduced by 10%.

### **Unestablished civil service grades and State industrial grades**

6. Pending the issue of separate instructions by this Department in respect of unestablished civil service grades and grades whose pay and conditions are appropriate for consideration by the Joint Industrial Council for State industrial employees, Departments / Offices should consult directly with this Department on the reduced pay rates to apply to persons appointed to such categories of employment from 1 January 2011.

### **General**

7. **Individual queries in relation to pay should in accordance with normal practice be raised with an officer's Personnel Unit.** Any issues 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](mailto:payscales@finance.gov.ie)). Where this is not possible, telephone queries may be raised with this Department (Tel. (01) 6045409). Superannuation queries should be directed to Tel. (01) 6045405.

### **Electronic Copies of Circular**

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

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Brendan Duffy  
Assistant Secretary

Rates of pay for established officers in certain direct entry General Service grades recruited to the Civil Service on or after 1 January 2011, paying Class A rate of PRSI contributions and making an employee contribution in respect of personal superannuation benefits

**NRP - ADMINISTRATIVE OFFICER STANDARD SCALE - PPC**

€29,922	€32,575	€35,970	€38,554	€41,140	€43,734	€46,319	€48,896
€50,683 <sup>1</sup>	€52,465 <sup>2</sup>						

**NRP - EXECUTIVE OFFICER STANDARD SCALE - PPC**

€27,464	€29,418	€30,924	€32,379	€33,829	€35,249	€36,684	€38,080
€39,518	€40,470	€41,826 <sup>1</sup>	€43,178 <sup>2</sup>				

**NRP - CLERICAL OFF - PPC**

€20,859 (€399.75)	€21,830 (€418.35)	€22,805 (€437.04)	€23,778 (€455.70)	€24,752 (€474.35)	€25,724 (€492.99)	€26,672 (€511.15)	€27,619 (€529.30)
€28,569 (€547.50)	€29,515 (€565.64)	€30,456 (€583.68)	€31,924 (€611.80)	€33,078 <sup>1</sup> (€633.92)	€33,607 <sup>2</sup> (€644.06)		

**NRP - SERVICES OFFICER - PPC**

€374.84	€392.07	€407.44	€422.82	€433.76	€446.90	€469.37	€485.42 <sup>1</sup>
€503.31 <sup>2</sup>							

**NRP - SERVICES ATTENDANT - PPC**

€374.84	€381.19	€394.29	€409.66	€429.37	€444.72	€463.55	€478.93 <sup>1</sup>
€496.87 <sup>2</sup>							

**NRP - CLEANER - PPC**

€357.88	€372.74	€390.57	€401.62 <sup>1</sup>	€418.82 <sup>2</sup>			
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<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.