

Reference No: Letter to Personnel Officers; **Date:** 04/12/2003

04/12/2003 LP:- Civilian Drivers of Ministers of State - payment for working on their week off

4 December 2003

TO ALL PERSONNEL OFFICERS

Re: Civilian Drivers of Ministers of State – payment for working on their week off

Dear Personnel Officer,

I wish to refer to the arrangements for payment of civilian drivers of Ministers of State when they work on their week off. As you know, the drivers work on a week on/week off basis and are paid a full week's pay for their week on and also for their week off. When they work on their week off (by filling in for a sick colleague, for example), they are given an extra flat week's pay.

The Department of Finance, after discussion with representatives of the civilian drivers, has now agreed to amend these arrangements. Under the new arrangements the drivers will, of course, continue to be paid for their week on and also for their week off. In addition to this, the drivers will now be given two weeks' pay when they work on their week off.

These new arrangements for payment of civilian drivers for working on their week off have been backdated to 1 April 2003.

In implementing the new arrangements it will be very important to ensure that all Departments/Offices comply with the requirements of the Organisation of Working Time Act 1997, Sections 15 and 33 which prescribe that workers do not work more than an average of 48 hours in each period of 7 days (average calculated over a six month reference period).

Yours sincerely,

Marie McLaughlin
Personnel and Remuneration Division