

Reference No: ; **Date:** 08/04/2004

08/04/2004 LP:- Civilian Drivers of Ministers of State-agreement in relation to pay and conditions

Ref: E107/3/96

8 April 2004

Dear Personnel Officer

Re: Civilian Drivers to Minister of State

I am directed by the Minister for Finance to refer to recent discussions with representatives of the civilian drivers to Ministers of State. In this regard, please find attached for your information a copy of the agreement which was reached in relation to their pay and conditions.

I am also to convey sanction for a revision in the rate of pay of civilian drivers as follows:

1 October 2002:	€ 502.94
1 January 2004:	€ 539.60

Sanction will be required from this area for the implementation of any of the subsequent revisions in pay.

The contents of this letter and agreement should be brought to the attention of the civilian drivers in your Department. If you have any queries, please contact the undersigned at brian.fee@finance.gov.ie or Tel: 01 - 604 5412.

Yours sincerely

Brian Fee
Personnel & Remuneration Division

Agreement in relation to pay and conditions of civilian drivers to Ministers of State

Pay

The revised rate will be €502.94 with effect from 1 October 2002. This will be increased on 1 January 2004 to €539.60.

Pay will be increased thereafter as follows:

01/07/2004	€550.39
01/12/2004	€561.40
01/06/2005	€572.61

(In addition, drivers will receive subsequent general round increases.) The drivers accept that all of these increases will be subject to the provisions which apply to civil servants.

As heretofore, the rate of pay takes all terms and conditions of employment of drivers into account. In particular, the fact of having to work on Sunday has been taken into account in the determination of the rate of pay.

Pay for working time off

Drivers will continue to be paid for their week on and also for their week off. In addition to this and as recently agreed, the drivers will now be given two weeks' pay when they work on their week off. This payment will be based on the seven day working week meaning that the extra payment for one day's work will be two seventh's of the weekly rate of pay.

Organisation of Working Time Act

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).

The drivers accept the need to maintain records in accordance with Section 25 of the OWTA and will continue to do so.

Hours of Attendance

The working pattern will be seven days on and seven days off on a week on week off basis.

Annual Leave

The annual leave allowance will be 28 days per year, expressed on the basis of;

- a seven-day week and exclusive of the usual public holidays;
- each full day of annual leave taken on a day on which the driver would otherwise be scheduled for duty, equates to two days annual leave
- the duty is rostered between two drivers working one week on and one week off.

The granting of annual leave will be subject to the usual conditions.