

## Financial Guideline P20- 2021/2022

### **Circular 36/2022: Revision of Salaries and Annual Leave arrangements for School Secretaries**

#### **Introduction:**

Following the acceptance by Forsa of the Workplace Relations Commission (WRC) agreement in respect of salaries and various leave entitlements for grant funded school secretaries, a process is required to collate information from each person employed as a school secretary to ensure that they are assigned the correct point on the incremental pay scale and also receive the correct allocation of leave entitlements referred to in the agreement, pro rata as appropriate.

**However, given the current timeframe secretaries who usually apply for Jobseeker's benefit should do so for the remainder of 2022.**

#### **Phase 1: Optional Transition Phase – To be completed by September 2022**

**All school secretaries may choose one of the following options:**

a) remain on their current terms and conditions, including salary arrangements and the facility to seek appropriate supports from the Department of Social Protection during periods of layoff.

**or**

b) accept the full package of revised salary, terms and conditions but continue to be paid for weeks worked and have the facility to seek appropriate supports from the Department of Social Protection during periods of layoff.

**or**

c) accept the full package of revised salary, terms and conditions and have that salary 'annualised' across 52 weeks, thereby removing the facility to seek jobseekers benefit during school holidays (such staff will have the equivalent value of jobseeker's benefit paid through their salary).

**Step 1: identify the pay rate and annual leave that would apply should a secretary choose to move to a) or b) outlined above (See 'Selecting the point on the scale' and 'Calculating Annual Leave' below).**

**Step 2: Indicate the new terms and conditions to the secretary. Should the secretary choose to move to the new terms then the new pay rate should be applied by the school from 1 September 2022.**

**Step 3:** Complete the forms to record the changes in Appendix 1. The school and the secretary should retain these forms. As employer, the board of management should be informed of any changes, and this should be included in the board minutes.

**Phase 2: The Department of Education will issue further detail in relation to the following as soon as possible:**

- Verification of Phase 1
- Calculation of back pay to the agreed effective date of 1 September 2021 and how to fund schools for this
- How to best implement the optional additional increments to secretaries who are currently laid off for periods and as a result apply to the Department of Social Protection for payment of benefits but who wish to have the value of such benefits included in their pay over a 52-week period.

**Note:**

All secretaries will ultimately receive their salary through a centralised payroll administered by the Department of Education. The timeline for the implementation of this system will be advised in the coming months.

Until this date, secretaries will continue to be paid directly by their employer including the new pay rate identified.

Secretaries recruited in the future must be employed by boards of management on the new terms and conditions, including the 52-week payment approach.

Decisions on the approach to current grant aid funding will also be considered by the Department.

### Selecting the point on the scale:

1. **School Secretary Pay Scale** (Future changes to the pay scale will be communicated to schools at the appropriate time).

Scale Point	Gross salary	Hourly rate
1	€ 25,102	€13
2	€ 26,718	€13.84
3	€ 27,116	€14.04
4	€ 27,925	€14.46
5	€ 29,103	€15.07
6	€ 30,285	€15.68
7	€ 31,469	€16.30
8	€ 32,326	€16.74
9	€ 33,299	€17.24
10	€ 34,426	€17.83
11	€ 35,226	€18.24
12	€ 36,345	€18.82
13	€ 37,469	€19.40
14	€ 39,587	€20.50
15	€39,587	€20.50
* Long Service Increment	€ 41,090	€21.28

\*After 3 years satisfactory service at the maximum

2. Secretaries will be assigned the next point on the scale based on their pay as of September 2021. An increment will be applied each school year and progress one point up the scale
3. Secretaries with 10 – 19 years existing service will be placed on Point 5 of the scale (€15.07) unless already earning over that amount where 2. above will apply
4. Secretaries with over 20 years existing service will be placed on Point 7 of the scale (€16.30) unless already earning over that amount where 2. above will apply.

### **Please see worked examples below.**

Where a secretary currently has their annual leave entitlement included as a part of their pay, a particular process must be followed to determine their hourly rate of pay exclusive of annual leave. A worked example for calculating an hourly rate minus rolled up holiday pay is set out Example 6 below.

**Example 1:** A secretary currently on €13 per hour and with 3 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to the next point in the scale (€13.84)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€13.00	3	€13.84

**Example 2:** A secretary currently on €13 per hour and with 12 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to point 5 of the scale (€15.07)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€13.00	12	€15.07

**Example 3:** A secretary currently on €14 per hour and with 21 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to point 7 of the scale (€16.30)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€14.00	21	€16.30

**Example 4:** A secretary currently on €18 per hour and with 3 years' service. The secretary has decided to avail of the new pay agreement and therefore moves to point 11 of the scale (€18.24)

Current rate of pay	Current service	New rate of pay when moved to the new pay scale
€18.00	3	€18.24

**Example 5:** A secretary currently on €18 per hour and with 21 years' service. The secretary has decided not to avail of the new pay agreement and therefore stays on their current hourly rate

Current rate of pay	Current service	New rate of pay when moved to the new pay scale <b>is not applicable</b>
€18	21	€18

**Example 6:** A secretary currently on €15 per hour which **includes** rolled up holiday pay

Current rate of pay	Calculate 8% of the current rate	Take the 8% calculation off the current hourly rate	New rate of pay
€15.00	€1.20	€13.80	€13.80

This secretary would then be assimilated onto the new pay scale as set out in the above examples. It is important to note that while the hourly rate will decrease slightly, the secretary will now be in receipt of paid annual leave days, so overall there is no loss.

## Calculating Annual Leave

Annual leave for a fulltime secretary is 22 days per year. As provided for in section 19 of the Organisation of Working Time Act 1997, part-time staff will have their total inclusive annual leave allowance calculated on a pro-rata basis. The leave provision should equate to a further 4.2 weeks of normal pay.

### Please see examples below:

The relevant section of the [Organisation of Working Time Act, 1997 is section 19](#). Subsection 5 of Section 19 states that “(5) An employee shall, for the purposes of subsection (1), be regarded as having worked on a day of annual leave the hours he or she would have worked on that day had it not been a day of annual leave.”

On the basis that the annual leave allowance for 1 WTE\* is 4.4 weeks (4 weeks of 5 days each=20 days, plus 2 days, or 0.4 of a 5-day week, = 22 days), examples of common work-sharing patterns are as follows:

\*WTE – The whole time equivalent working week of a Grade III Clerical Officer is 37 hours per week. [Click here for a template to work out the WTE.](#)

WTE	Examples of work-sharing pattern	Calculation	Annual leave entitlement	Annual leave entitlement expressed in terms of work-sharing pattern
0.5	Mornings only / 2.5 days per week	$4.4 \times 0.5 = 2.2$ weeks	11 days	22 mornings
0.5	2.5 days per week	$4.4 \times 0.5 = 2.2$ weeks	11 days	4 weeks of '2.5 days per week' and 1 full day or 2 x 0.5 days
0.6	3 days per week	$4.4 \times 0.6 = 2.64$ weeks	13.5 days	4 working weeks and 1.5 days
0.7	3.5 days per week	$4.4 \times 0.7 = 3.08$ weeks	15 days	4 working weeks and 1 day
0.8	4 days per week	$4.4 \times 0.8 = 3.52$ weeks	17.5 days	4 working weeks and 1.5 days
0.9	4.5 days per week	$4.4 \times 0.9 = 3.96$ weeks	20 days	4 working weeks and 2 days

Secretaries who work reduced hours daily but work the full 5 days a week of the working week will receive their allowance as days, with the value of the days themselves being *pro-rata*. (e.g., a secretary who works 5 hours, 5 days of the week, would receive 4.4 weeks annual leave, but the value of each day's annual leave is 5 hours, being the length of the normal working day).

When calculating the correct holiday entitlement, the school should include all the hours worked, including time spent on annual leave, maternity leave, parental leave, force majeure leave, adoptive leave or the first 13 weeks of carer's leave or any other statutory leave.

Annual leave should be taken outside of the times when the school would normally be operational (i.e., during Christmas / Easter / summer breaks and mid-terms).

Public holiday entitlements are in line with the *Organisation of Working Time Act 1997*.

Where a secretary is laid off, annual leave entitlement should be reduced for this period by the annual leave amount multiplied by the number of weeks laid off (excluding any annual leave) divided by 52.18 weeks per year.

WTE	Examples of work-sharing pattern	Calculation	Annual leave entitlement	Annual leave entitlement expressed in terms of worksharing pattern	Laid off	Reduce annual leave by #weeks laid off /52.18	Adjusted leave
0.5	Mornings only / 2.5 days per week	4.4 x 0.5=2.2 weeks	11 days	22 mornings	6 weeks	22 x6/52.18 =2.53 mornings	19.47 mornings
0.5	2.5 days per week	4.4 x 0.5=2.2 weeks	11 days	4 weeks of '2.5 days per week' and 1 full day or 2 x 0.5 days	4 weeks	11x4/52.18 =.84 days	4 weeks of '2.5 days per week' and .2 days
0.6	3 days per week	4.4 x 0.6 =2.64 weeks	13.5 days	4 working weeks and 1.5 days	5 weeks	13.5 x 5/52.18 =1.3	4 weeks and .2 days

### Revised Sick leave entitlements

Sick leave will be paid for up to 3 days in 2022/2023 school year. This will then increase to 5 days in 2023/2024, 7 days in 2024/2025 and 10 days per school year from 2025 onwards.

### Revised Maternity leave entitlements

Maternity leave will mirror the statutory benefit of 26 weeks but will include a 'top up' of the statutory maternity benefit to 100% of wages, subject to a ceiling of €150 a week from employers (i.e., €150 in addition to the statutory benefit).

### Circular

Circular 36/2022: Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools can be found [here](#).

### Queries

Any queries on the circular should be directed to [secretary\\_circular@education.gov.ie](mailto:secretary_circular@education.gov.ie)

**Financial Support Services Unit**  
**June 2022**

## Appendix 1

Form for School to complete  
(Please retain a copy in school and provide a copy to secretary)

1. School Name:
2. School Roll Number:
3. Please complete the following in respect of each secretary in your school:

Name:

PPSN:

Employed since (insert date):

Number of years' service as a school secretary:

Hourly pay rate at September 2021:

Does this rate include 8% Rolled up pay in lieu of leave?

Existing Leave Provided to Secretary:

- a) Annual leave:
- b) Paid sick leave:
- c) Unpaid sick leave:
- d) Other leave:

New hourly pay rate identified under section 4 if moving to new terms

Annual leave entitlement identified under Section 5 if moving to new terms

Name:

Signature:

Date:

## Form for secretary

I \_\_\_\_\_ confirm that I have been provided with a copy of the Circular and given an opportunity to consider the terms and conditions presented.

I further confirm that I have been provided with a copy of the form completed by the school at Appendix 4 of Circular 36/2022 and am satisfied that it is an accurate reflection of the terms and conditions of my current employment.

Having had the opportunity to consider the terms and conditions offered under the WRC agreement, I am choosing (tick your chosen option below):

1. to remain on my current terms and conditions
  
2. to accept the full package of revised salary, terms and conditions

Name:

Signature:

Date: