

Secretary Contract Info Meetings

Now that the Department of Education has released Circular 0036/2022 covering the assimilation of School Secretaries to the new contract of employment & secretary pay, Fórsa Trade Union & its School Secretaries Branch are now organising a series of summer information meetings for Members.

The information released by the Department in the Circular & the information note released by the FSSU represents Phase 1 of the assimilation process & understandably Secretaries have many questions.

We have already seen certain management bodies tell School Boards & Principals that they will issue them with direct instructions on how to interpret this Circular & a minority of Principals and Boards individually try to define how the new contract will operate for Secretaries. If this happens Fórsa will intervene on behalf of our members to stop this as this contract will be set centrally between Fórsa and the Department of Education, not locally; it will not have variations set by management bodies.

The only place that Secretaries will get accurate, Secretary focused information & advice is through Fórsa. That is why we are organising this series of regional meetings across the country. These meetings are open to Fórsa members, however new members are always welcome & people can join on the day by filling out & returning the att. application form.

Meeting Schedule

- 29th June - Galway - Forsa Office @ 7pm
- 30th June - Waterford - Viking Hotel @ 7pm
- 4th July - Kildare - Education Centre @ 3pm
- 4th July - Dublin - Fórsa Head Office @ 7.30pm
- 14th July - Donegal Town - Mill Park Hotel @ 8pm
- 18th July - Cork City - Clayton City Centre @ 7pm
- 19th July - Athlone - Shearton Hotel @ 3pm
- 19th July - Limerick - Castletroy Park Hotel @ 7pm
- 20th July - Killarney - Gleneagle Hotel @ 7.30pm

Register for the meeting by clicking the register now button or opening this link in your web browser

<https://forms.office.com/r/VJavYqVQfE>



What Questions Can Fórsa Answer?

- I have read the Circular on the new contract for School Secretaries & I think if I accept it I will be worse off than I am now, is this correct?
- Are all Secretaries moving to this new contract?
- What are the contract options that are open to me?
- When should my employer have completed and returned the forms to the Department of Education to sort out my pay & contract?
- Looking at the Circular I can see that I am paid less than Point 1 on the scale (€13.00 p.h.) what will happen here?
- The Circular mentions 22 days of annual leave, how will this work?
- I currently get my holidays in the form of rolled up holiday pay at a value of 8%, can I opt to continue this?
- The new contract provides access to sick leave what are the details?
- We will get pay for 10 public holidays each year, how will this work?
- The contract provides access to maternity leave what are the details?
- I work in more than one school, how does this work in that situation?
- There is a form in the circular on the details of my pay, who fills it out?
- The final page of the circular contains a form for the school secretary to fill out, what is this about?
- I heard that we might have to wait until 2023 or 2024 for the benefits of this deal, is this correct?
- I am reading in the circular that I will have 4.4 weeks of paid leave but I already get more than that in school what will happen here?
- I don't get paid leave or I get rolled-up leave pay, what happens here?
- I've worked in several schools as a Secretary, will this all be counted?
- The form from the Dept. doesn't have a space for me to put in the social welfare money that I'm claiming at the moment for Option 3, why?

REGISTER NOW!

APPLICATION FOR MEMBERSHIP

Personal Details

(Include name as registered with your employer ie name on payslip)

Surname:

First name(s):

Also known as:
(If different from above)

Address:

Eircode:

Gender: Male Female

Date of birth:

Daytime phone number:

Mobile number:

Email:
(Preferably personal and not workplace email and in BLOCK CAPITALS)

Employment Details

Employer:

Department/Section:

Payroll/Employee/Staff Number:

Grade/Job Category:

School Roll Number (If applicable):

Workplace Address:

Eircode:

Annual Salary: €

Security question:
(We use this to verify your identity when you contact us)

What is your favourite: ?
(Write in item of your choice eg colour, holiday destination, etc)

Answer:

Union Membership History

Have you been a member of Fórsa in the past:

YES NO

If YES, give details including when and why you left the union

Are you or have you been a member of another trade union: **

YES NO

If YES, give details including when and why you left

I hereby apply for membership of Fórsa Trade Union. I undertake to abide by the union rules and decisions taken in accordance with these rules. I confirm that the information provided above is correct to the best of my knowledge. I acknowledge that my entitlement to assistance from the union arises only from the date of joining the union and only in respect of issues arising on, or after that date.

SIGNED X: **DATE X:**

Fórsa is here for you - Nine months FREE Salary/Income Protection: Tick here to find out more about getting nine months FREE membership of Fórsa's Schemes, which are designed to provide you and your family with financial security and peace of mind. If eligible, Fórsa will pass your personal data to Cornmarket Group Financial Services for Salary Protection for Health & Welfare, Local Government and Local Services, and Education Divisions Scheme; Civil Service in Professional, Technical and Service Grades Scheme and Group Life Scheme for Civil Service in Clerical and Executive Grades or Lyons Financial Services for Salary Protection for Civil Service in Clerical and Executive Grades Please see overleaf for terms and conditions.

STANDING ORDER



To: The Manager, Name of Bank:

Address of Bank:

Account Names(s):
(Include both names where joint account)

BIC: IBAN:

I/We authorise and request you to debit my/our (type of) account the sum of € commencing on (date) and payable monthly thereafter and to credit this amount to the trade union at the bank account, and number and payee reference number specified below, until further notice in writing. I understand that the bank shall not be under any liability for damage or loss caused by any omission to make these payments.

SIGNED X: (i) **DATE X:** (dd/mm/yyyy)

SIGNED X: (ii) **DATE X:** (dd/mm/yyyy)

FÓRSA ACCOUNT DETAILS

To be completed by Fórsa head office before transmission to members bank

Bank: AIB plc BIC: AIBKIE2D IBAN: IE75AIBK93208689340740 Bank Address: 7/12 Dame Street, Dublin 2

Payee Reference Number:

This standing order is in substitution for any other standing order to Fórsa being paid from the above account. The completed form should be forwarded to Fórsa head office for insertion of your reference number and onward transmission to your bank.

To be completed by the branch

Members name:

Branch: Date approved:

The above named has been approved as a member by the above branch.

Signed: Branch Position: Phone number:

For Fórsa head office use

Date standing order was sent to the bank:

Processed by: Date:

Nine Months Free Salary/Income Protection and Group Life Terms and Conditions

The nine months free offer is available to new Fórsa members only, who apply to join the Scheme/Plan within three months of becoming a Fórsa member. New members can only avail of this offer once. This offer is not available to those who have been members of Fórsa for more than three months and/or existing members of any Salary/Income Protection Scheme or Group Life Plan administered by Cornmarket or Lyons. The first nine months means nine consecutive months from the 1st of the month following the date that you are accepted as a member of the Scheme by the Insurance Company.*

Fórsa Salary/Income Protection Scheme and Group Life Plan Data Protection Statement

When you tick the box to find out more about getting nine months FREE Salary/Income Protection and Group Life, this means your personal data will be transmitted from Fórsa to Cornmarket Group Financial Services Ltd. or Lyons Financial Services Ltd. as applicable. Your personal data will be used and recorded by Cornmarket or Lyons to contact you about the nine months FREE Salary/Income Protection and/or Group Life Plan offer. Your personal data will form part of your application to the Fórsa Salary/Income Protection Scheme and Fórsa Group Life Plan, if you choose to apply for a policy. You can opt out of receiving this information at any time by emailing Cornmarket at dataprotection@cornmarket.ie and Lyons at gdpr@lfs.ie with your instruction. For full details on how your data will be used by Cornmarket and your rights, please visit cornmarket.ie/data-privacy-notice. For full details on how your data will be used by Lyons and your rights, please visit lfs.ie.

Cornmarket Group Financial Services Ltd. is regulated by the Central Bank of Ireland. A member of the Irish Life Group Ltd. which is part of the Great-West Lifeco Group of companies. Roisin Lyons t/a Lyons Financial Services is regulated by the Central Bank of Ireland.



* Terms and conditions, limitations and exclusions may apply

** In accordance with ICTU constitution and standing orders

Data Protection

Fórsa is committed to processing personal data in accordance with the requirements of data protection legislation, namely the EU General Data Protection Regulation (GDPR) and Irish Data Protection Act 2018, and aims to maintain consistently high standards in protecting and securing all of your personal information. Our Privacy Statement can be viewed at www.forsa.ie.

The information on this form will be used to process your application to Fórsa; to set up a Bank Standing Order. It also allows Fórsa to share information with Cornmarket or Lyons Financial Services if explicit consent is given.