An Roinn Oideachais
Department of Education

Information Note TC 0026/2021

To: Managerial Authorities, Principal Teachers and Teaching Staff in Post Primary Schools

Temporary COVID-19 emergency substitution arrangements

1. Introduction

1.1 The purpose of these arrangements, as set out below, is to provide Post Primary school management with an alternative means of sourcing appropriate substitution cover through the existing arrangements (paid substitution and the Supervision and Substitution Scheme).

1.2 This voluntary arrangement will allow teachers already working in schools to provide substitute cover in addition to the maximum number of 22 hours teaching per week. Additional payment in respect of this additional substitution cover will be provided, as detailed below.

1.3 A teacher can provide up to a maximum of 35 additional hours to be utilised between now and the end of February 2022, at which point these temporary emergency arrangements will cease.

1.4 The additional payment provided for in this arrangement will be made only for hours that are delivered under this temporary emergency arrangement. Any such hours undertaken are over and above, and do not affect a teacher's existing contractual obligations in terms of her/his existing commitments to the school(s), including the Supervision and Substitution rota arrangements as already agreed and scheduled for the school year.

As with all substitution cover, teachers who are qualified to teach the subject area, and are available, should be prioritised.

2. Eligibility

2.1 The arrangement is open to all Post Primary teachers employed in a school/ETB. This includes full time teachers, job-sharing teachers, part-time teachers, substitution teachers and teachers who are on career break.

2.2 The additional substitution hours available under this voluntary scheme is only to be utilised when a teacher has already worked 22 hours contact time in a week.

2.3 For any teacher who is working on fewer than 22 hours class time per week, and who undertakes substitution, they should continue to claim those substitution hours in the normal way via the OLCS and/or in the relevant ETB payroll. Only hours taken in excess of the 22 hours per week should be claimed under this scheme.

3. Sequence for the allocation of substitution

3.1 The general sequence in relation to sourcing substitute teachers should be as follows:

- paid substitutes (where applicable and available) under the existing scheme
- use of the Supervision & Substitution roster (where appropriate)
- use of the temporary emergency substitution set out in this note.

However, some flexibility is allowable. For example, if a teacher in the school has volunteered to engage in this work and has appropriate subject qualifications to provide tuition to the class in question, this teacher can be used outside of the general sequence.

4. Payment Arrangements

4.1 Payment is based on the Personal Rate of Pay (to include allowances if applicable). This payment will be non-pensionable. There is no entitlement for these hours to be included in any calculation for incremental progression, service history, Contract of Indefinite Duration or reckonable service for pension purposes.

4.2 If a teacher works in more than one school, she/he remains subject to the overall maximum limit of 35 hours, i.e. the cap applies irrespective of the number of schools in which a teacher works.

4.3 Teachers may however work for fewer hours than the maximum limit of 35 hours.

4.4 Teachers who wish to engage in this work should indicate their availability to participate to the School Principal. Schools will allocate and record the hours drawn down under these arrangements.

4.5 Claims should be submitted by the school(s) at the end of February 2022 to the Post Primary Payroll Section of Department of Education, Athlone or to the HR Department of their ETB if employed in an ETB school. This will allow for a once

off payment covering all the hours delivered under this temporary emergency arrangement to be made to the teacher.

4.6 Every effort will be made to streamline administrative requirements in respect of substitution hours being claimed by schools under these arrangements. Further communication shall issue to schools at a later stage.

4.7 Enquiries regarding this Information Note should be emailed to:

D/Education Post Primary teachers:	PPPayroll@education.gov.ie
ETB Post Primary teachers:	relevant HR Department.

Please use subject title: “Temporary Sub Cover” in the email.

Sinéad Keenaghan	Micheál Lenihan	Clare Butler
Principal Officer	Principal Officer	Principal Officer
Payroll Division	ETB Payroll	Teacher/SNA Terms and Conditions

29th November 2021