Rannán na Scoileanna – Airgeadas,
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.

Schools Division - Financial,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

Circular Letter No: 0008/2010

Principal/Secretary
Board of Management
of each Community/Comprehensive School

Revised Payscales for School Secretaries in Community and Comprehensive Schools

Dear Principal/Secretary,

I am directed by the Minister for Education and Science to refer to the application in the education sector of pay reductions with effect from 1 January 2010 in accordance with the Financial Emergency Measures in the Public Interest (No. 2) Act 2009 (No. 41 of 2009) (the "Act")

Adjustments to Pay

In accordance with the Act, reductions in basic salary are to be applied with effect from 1st January 2010 as follows:-

- 5% on the first €30,000 of salary;
- 7.5% on the next €40,000 of salary;
- 10% on the next €55,000 of salary

This formula produces overall reductions in salaries ranging from 5% to 8% in the case of salaries up to €125,000.

The adjustments arising apply to basic pay as at 31st December 2009. The adjustments apply to each point of incremental scales (and to off-scale points) rounding to the nearest euro on annual scales and to the nearest cent on weekly scales. Hourly rates should be rounded to the nearest €0.001.

Accordingly, I am to convey the approval of the Minister for the payment of the revised pay rates for clerical officers employed in your school from 1st January 2010, as set out in the schedule attached to this circular letter.

Part-time Staff

The pay of part-time staff may be revised, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes in accordance with this letter.

Pensions

Pensions in the course of payment on 1 January 2010 in respect of former clerical officers who served in the grades to which this letter applies will not be reduced on foot of the adjustments referred to in this letter.

An officer who retires on or before 31 December 2010 will have his or her superannuation benefits calculated by reference to the scales applying on 31 December 2009, with incremental credit on those scales if appropriate. This includes officers who retire in the normal way on age grounds, those retiring on health grounds or under Cost Neutral Early Retirement or the Incentivised Scheme of Early Retirement. It also applies in the case of a preserved benefit coming into payment in 2010.

General

Deductions from pay which are expressed as a percentage of pay (e.g., income continuance plans, union subscriptions, etc…) fall to be recalculated as a result of the reductions provided for in this letter.

Cost of Decrease

Adjustments will be made, where appropriate, to your schools pay allocation on receipt of the following pay cost information.

Pay Headings	Current Year 1/1/10 – 31/12/10
Clerical Officers	
Total	

Please provide a copy of this letter to staff members, as appropriate. Please note that the letter will be made available on the Department's website (www.education.ie).

Any queries regarding the implementation of the terms of this letter should be addressed to the Schools Division – Financial Section in Athlone (Tel: 090 6484023 or 090 6483954, Fax: 090 6484058).

Julie Anderson
Schools Division - Financial
January 2010

REVISED SALARY SCALES FOR SCHOOL SECRETARIES
COMMUNITY & COMPREHENSIVE SCHOOLS

CLERICAL OFFICER	**1/9/2008**	**1/1/2010**
Grade III	€ 24,408	€ 23,188
	€ 25,555	€ 24,277
	€ 26,697	€ 25,362
	€ 27,844	€ 26,452
	€ 28,992	€ 27,542
	€ 30,136	€ 28,626
	€ 31,279	€ 29,683
	€ 32,419	€ 30,738
	€ 33,568	€ 31,800
	€ 34,710	€ 32,857
	€ 35,858	€ 33,919
	€ 38,021	€ 35,919
Long Service Increment	€ 39,556[1]	€ 37,339[1]

([1]after 3 years satisfactory service at the maximum)

SCALE FOR SECRETARIES IN SCHOOLS WITH 40 OR MORE WHOLE TIME EQUIVALENT TEACHERS
COMMUNITY & COMPREHENSIVE SCHOOLS

CLERICAL OFFICER	**1/9/2008**	**1/1/2010**
Grade IV	€ 29,825	€ 28,334
	€ 31,995	€ 30,345
	€ 34,193	€ 32,379
	€ 35,831	€ 33,894
	€ 37,411	€ 35,355
	€ 39,548	€ 37,332
	€ 41,093	€ 38,761
	€ 42,663	€ 40,213
1st Long Service Increment	€ 44,106[1]	€ 41,548[1]
2nd Long Service Increment	€ 45,556[2]	€ 42,889[2]

([1]after 3 years satisfactory service at the maximum)

([2]after 3 years satisfactory service at the1st LSI)