AN RÚNAÍ OIDEACHAIS AGUS EOLAÍOCHTA | DEPARTMENT OF EDUCATION AND SCIENCE

Primary Circular 0088/2008

Payment of part-time teachers in primary schools on the payroll operated by the Department

Phase 1 – Part-Time Learning Support Resource Teachers and Part-Time Resource Teachers

The Department is putting arrangements in place so that part-time teachers will be paid through the payroll operated by the Department rather than the current grant payment system operated by Boards of Management.

This change will help reduce the administrative burden on schools and will also help ensure that the terms of the Protection of Employees (Part-time Work) Act, 2001 are fully implemented for part-time teachers.

The first phase of this project will focus on part-time learning support resource teachers and part-time resource teachers with other categories of part-time teachers to follow in later phases. When implemented, salary payment to part-time teachers will be made fortnightly by electronic funds transfer directly to teachers' bank accounts. The teachers will be paid on the same payday as permanent, fixed term and substitute teachers.

It is intended that part-time learning support resource teachers and part-time resource teachers will be paid through the payroll operated by the Department from a date in 2009 – the precise date will be notified to schools and will be based on factors such as the most appropriate date from the Department's administration perspective and how well and quickly information on these teachers is supplied by schools to the Department.

You will be contacted again in advance of this with the proposed start date and for any additional information required from you at that time, e.g., P45.

In order to facilitate the setting up of part-time learning support resource teachers and part-time resource teachers on the payroll operated by the Department the following forms will need to be completed and returned to the Department:

Form Name	**Purpose of Form**	**When should it be completed**
Notification of Part-time Learning Support Resource Teacher or Part-time Resource Teacher Appointment form (Form PTT 1)	The form provides the Department with key information on each part-time learning support resource teacher and each part-time resource teacher so that they can be set up on the payroll operated by the Department.	The form must be completed **now** for each serving part-time learning support resource teacher and each part-time resource teacher and returned to the Department by **Friday, 17 October, 2008** The form must also be used **in the future** for any new appointments to part-time learning support resource posts and part-time resource posts and returned to the Department at that stage.
Notification of changes to allocated hours in respect of part-time learning support resource teachers and part-time resource teachers (Form PTT1 Amend)	The form is used to notify the Department of any changes to the allocated hours of individual part-time learning support resource teachers and part-time resource teachers so as to ensure that they are paid the appropriate salary. It is important that this form is sent to the Department in a timely manner so as to avoid the risk of overpayments/underpayments to individual part-time learning support resource teachers and part-time resource teachers. This form should be returned along with a copy of the sanction letter from the SENO, sanctioning the changes.	The form only needs to be completed whenever there is a change of allocated hours to individual part-time learning support resource teachers and part-time resource teachers.
Record of service history of part-time learning support resource teachers and part-time resource teachers (Form SHF 1)	This form should be used to inform the Department of Education and Science of all service since **20/12/2001** given as a part-time learning support resource teacher and part-time resource teacher. This is necessary in order for the Department to establish a service history for each part-time teacher and to calculate any arrears that may be due to the part-time teacher. A separate form should be completed for each employment in each school. All service history forms should be returned together.	The form must be completed **now** for each serving and former part-time learning support resource teacher and each serving and former part-time resource teacher and returned to the Department by **Friday, 17 October 2008.**

Dissemination of forms:

It would be appreciated if you could arrange to issue a copy of the enclosed forms to any person employed in your school as a part-time learning support resource teacher or as a part-time resource teacher since 20/12/01 and paid through the grant system funded by the Department of Education and Science.

Completed forms should be returned by **Friday, 17 October, 2008** to

Part-time Teacher Payroll Section,
Primary Payments,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

The associated forms may be accessed on the Department of Education & Science website.
FORM PTT1 FORM PTT1 AMMEND FORMSHF1

Additional information/Enquiries:

Any enquiries in relation to the introduction of this part-time payroll should be made to Part-time Teacher Payroll Section, Primary Payments, Department of Education and Science, Athlone, Co. Westmeath.

Telephone enquiries: 090 6483940
090 6484039
090 6483809
090 6483935

e-mail: primarypt@education.gov.ie

Hubert Loftus
Principal Officer

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