



## Circular Letter 0074/2018

**To: The Chief Executives of Education and Training Boards**

### **REVISION OF SALARIES IN RESPECT OF ALL STAFF OTHER THAN TEACHERS AND SNAs EMPLOYED BY ETBs WITH EFFECT FROM 1 JANUARY 2019**

The Minister for Education and Skills wishes to inform management authorities of the application of revised rates of salary for all staff other than Teachers and SNAs employed by ETBs with effect from 1 January 2019.

The revised salary rates have been introduced as a result of the Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017.

#### **Salary Increases with effect from 1 January 2019**

Under the terms of the *Public Service Stability Agreement 2018 – 2020*, whole-time annual basic **salaries up to €30,000 are increased by 1%** with effect from 1 January 2019.

#### **Revised salary scales**

Revised salary scales (and hourly rates for Cleaners) which implement the increase and the restoration and take effect from 1 January 2019 are attached at the Appendix to this Circular.

All salary scales and hourly rates payable to affected staff set out in previous Circulars are superseded by the terms of this Circular with effect from 1 January 2019.

#### **Part-time / hourly paid staff**

The pay of part-time staff or hourly paid 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 Circular.

#### **Allowances**

Allowances which are calculated as a specific percentage or specified portion of basic pay should be recalculated by reference to the revised rates of pay with effect from 1 January 2019. Fixed allowances are not affected. It should be noted that certain allowances for new beneficiaries were abolished with effect from 1 February 2012 and their appearance in the attached pay scales does not confer an entitlement to the allowance where the staff member was not already entitled to the allowance.

## **Overtime**

Payment in respect of overtime for eligible grades rendered on or after 1 January 2019 should be calculated by reference to the revised rates of pay with effect from 1 January 2019.

## **Enhanced Controls in relation to Terms and Conditions of Employment Agreed with effect from 30 November 2015**

Employers are reminded that the Ministers and Secretaries (Amendment) Act 2011 has been amended under the FEMPI Act 2015 to introduce enhanced controls in relation to terms and conditions of employment agreed between public servants and their public service body employers with effect from 30 November 2015. The relevant sections of the Act are included at Appendix 2. Overpayments will be dealt with in accordance with the procedures set out in Circular 0032/2016.

## **Circulation and Queries**

Please ensure that copies of this Circular are provided to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all affected staff in your employment including those on leave of absence.

This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie)

Enquiries regarding this Circular should be e-mailed to [financialetb@education.gov.ie](mailto:financialetb@education.gov.ie)

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4 December 2018

## **Appendix 1**

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## 1. Adult Education Guidance Information Officers

Adult Education Guidance Information Officers	01/01/19	New Entrants 01/01/19
	€30,212	€27,566
	€32,285	€29,450
	€34,049	€30,212
	€35,595	€32,285
	€37,086	€34,049
	€39,102	€35,595
	€40,560	€37,086
	€42,042	€39,102
		€40,560
		€42,042
LSI 1*	€43,403	
LSI 2*	€44,771	

*\*See paragraph 5, Circular 0015/2007: LSIs payable to serving staff on a personal basis.*

## 2. Revised Salary Scales for Clerical and Administrative Staff in ETBs

Grade III	01/01/19	01/01/19 new entrants
	€ 25,517	€ 23,587
	€ 26,293	€ 25,136
	€ 27,422	€ 25,517
	€ 28,556	€ 26,293
	€ 29,691	€ 27,422
	€ 30,513	€ 28,556
	€ 31,603	€ 29,691
	€ 32,689	€ 30,513
	€ 33,460	€ 31,603
	€ 34,537	€ 32,689
	€ 35,621	€ 33,460
	€ 37,662	€ 34,537
	€ 37,662	€ 35,621
	€ 37,662	€ 37,662
		€ 37,662
		€ 37,662
Long Service Increment	€ 39,110	€ 39,110

### SALARY SCALE FOR TELEPHONIST GRADE IN CDETb

Telephonist	01/01/19	1/01/19 new entrants
	€ 25,517	€ 23,587
	€ 26,293	€ 25,136
	€ 27,422	€ 25,517
	€ 28,556	€ 26,293
	€ 29,691	€ 27,422
	€ 30,513	€ 28,556
	€ 31,603	€ 29,691
	€ 32,689	€ 30,513
	€ 33,460	€ 31,603
		€ 32,689
		€ 33,460
Long Service Increment	€ 34,105	€ 34,105

### 3. Outdoor Education Centres

Instructor	01/01/2019	New Entrants 01/01/19
	€23,530	€23,823
	€27,323	€28,396
	€31,125	€31,125
	€34,799	€34,799
	€38,787	€38,787
	€42,786	€42,786
	€46,811	€46,811

Assistant Manager/Senior Instructor	01/01/2019
	€30,138
	€33,186
	€36,821
	€40,473
	€44,141
	€47,824
	€51,528

Qualification Allowances	01/01/19
Level 3	€3,010
Level 2	€2,011
Level 1	€1,003

Saturday Premium	01/01/19
	€15.30

Sleepover Allowance	01/01/19
	€44.46

#### 4. Scales for former SOLAS employees who transferred to ETBs

	01/01/19	01/01/19
	Standard	Higher
Grade 10 (X&E) (Contributory)	€29,143	€32,633
X-Std	€31,195	€34,120
E-Higher	€32,633	€35,367
	€34,120	€36,665
	€35,367	€37,971
	€36,665	€39,183
	€37,971	€40,353
	€39,183	€41,536
	€40,353	€42,706
	€41,536	€43,800
	€42,706	€44,907
	€43,800	€45,914
	€44,907	€46,810
	€45,914	€48,342
	€46,810	€49,479
		€50,621
		€51,764
LSI 1	€48,342	
LSI 2	€49,873	

	01/01/19	01/01/19
	Standard	Higher
Grade 10 (D&F) (non-contributory)	€27,738	€31,091
D – Standard	€30,003	€32,819
F – Higher	€31,091	€33,688
	€32,819	€34,921
	€33,688	€36,163
	€34,921	€37,312
	€36,163	€38,425
	€37,312	€39,549
	€38,425	€40,661
	€39,549	€41,700
	€40,661	€42,750
	€41,700	€43,708
	€42,750	€44,559
	€43,708	€46,014
	€44,559	€47,095
		€48,179
		€49,265
LSI 1	€46,014	
LSI 2	€47,468	

	01/01/19
Grade 10B	€26,331
New Entrant	€28,459
	€29,143
	€31,195
	€32,633
	€34,120
	€35,367
	€36,665
	€37,971
	€39,183
	€40,353
	€41,536
	€42,706
	€43,800
	€44,907
	€45,914
	€46,810
LSI 1	€48,342
LSI 2	€49,873

	01/01/19	01/01/19
	Standard	Higher
Grade 11 (G&H) (Contributory)	€25,506	€26,271
G-Std	€26,271	€27,398
H- Higher	€27,398	€28,523
	€28,523	€29,649
	€29,649	€30,469
	€30,469	€31,553
	€31,553	€32,638
	€32,638	€33,401
	€33,401	€34,474
	€34,474	€35,540
	€35,540	€37,204
	€37,204	€38,512
		€39,112
		€39,922
LSI 1	€38,512	
LSI 2	€39,112	



	01/01/19	01/01/19
	Standard	Higher
Grade 11 (A&J) (Contributory)	€30,028	€30,918
A Std	€30,918	€32,118
J Higher	€32,118	€32,999
	€32,999	€34,142
	€34,142	€35,266
	€35,266	€36,394
	€36,394	€37,516
	€37,516	€38,601
	€38,601	€39,690
	€39,690	€40,729
	€40,729	€42,008
	€42,008	€43,427
		€44,867
		€45,843
LSI 1	€43,427	
LSI 2	€44,493	

	01/01/19
Grade 11K Higher (non-contributory)	€25,364
	€26,079
	€27,149
	€28,219
	€29,289
	€30,057
	€31,098
	€32,585
	€32,839
	€33,845
	€35,433
	€36,677
	€37,249
	€38,016

	01/01/19
	Higher
Grade 11L	€486.09
	€499.78
	€520.30
	€540.80
	€561.30
	€581.78
	€595.96
	€615.67
	€629.34
	€648.79
	€679.05
	€702.88
	€713.85
	€728.55

	01/01/19
Grade 13X (Contributory)	€27,200
(General Assistant)	€27,992
	€29,348
LSI 1	€30,016
LSI 2	€31,086

## 5. GO / Caretaker Grades

### PAY OF CARETAKERS IN ETBs

#### OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)

Caretaker	01/01/19	New Entrants 01/01/19
On Recruitment	€ 595.93	€ 543.68
after 6 months	€ 599.09	€ 556.22
after 1½ years	€ 602.10	€ 595.93
after 2½ years	€ 603.74	€ 599.09
after 3½ years	€ 605.36	€ 602.10
after 4½ years	€ 607.07	€ 603.74
after 5½ years	€ 608.75	€ 605.36
after 6½ years	€ 610.57	€ 607.07
after 7½ years	€ 612.29	€ 608.75
after 8½ years	€ 614.11	€ 610.57
after 9½ years	€ 616.02	€ 612.29
after 10½ years	€ 617.94	€ 614.11
after 11½ years	€ 619.70	€ 616.02
after 12½ years		€ 617.94
after 13½ years		€ 619.70

### PAY OF ATTENDANTS IN ETBs

#### OUTSIDE THE DUBLIN AREA

	01/01/19	New Entrants 01/01/19
Attendant		
On Recruitment	€ 580.77	€ 529.89
after 6 months	€ 583.95	€ 542.52
after 1½ years	€ 586.89	€ 580.77
after 2½ years	€ 588.60	€ 583.95
after 3½ years	€ 590.34	€ 586.89
after 4½ years	€ 591.99	€ 588.60
after 5½ years	€ 593.74	€ 590.34
after 6½ years	€ 595.47	€ 591.99
after 7½ years	€ 597.29	€ 593.74
after 8½ years	€ 599.11	€ 595.47
after 9½ years	€ 600.98	€ 597.29
after 10½ years	€ 602.87	€ 599.11
after 11½ years	€ 604.67	€ 600.98
after 12½ years		€ 602.87
after 13½ years		€ 604.67

<b>ETB</b>	01/01/19	New Entrants 01/01/19
<b>CLEANER P/T Rate</b>	€ 14.89	€ 13.59

**PAY OF CARETAKERS IN ETBs  
OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)  
(Non-members of Pension Scheme)**

	01/01/19	New Entrants 01/01/19
Caretaker		
On Recruitment	€ 595.38	€ 543.18
after 6 months	€ 598.57	€ 555.76
after 1½ years	€ 601.60	€ 595.38
after 2½ years	€ 603.23	€ 598.58
after 3½ years	€ 604.89	€ 601.61
after 4½ years	€ 606.57	€ 603.23
after 5½ years	€ 608.27	€ 604.88
after 6½ years	€ 610.04	€ 606.57
after 7½ years	€ 611.82	€ 608.26
after 8½ years	€ 613.60	€ 610.04
after 9½ years	€ 615.49	€ 611.81
after 10½ years	€ 617.40	€ 613.60
after 11½ years	€ 619.21	€ 615.48
after 12½ years		€ 617.40
after 13½ years		€ 619.21

**PAY OF ATTENDANTS IN ETBs  
OUTSIDE THE DUBLIN AREA  
(Non members of Pension Scheme)**

	01/01/19	New Entrants 01/01/19
Attendant		
On Recruitment	€ 580.25	€ 529.42
after 6 months	€ 583.45	€ 542.06
after 1½ years	€ 586.41	€ 580.25
after 2½ years	€ 588.08	€ 583.45
after 3½ years	€ 589.82	€ 586.41
after 4½ years	€ 591.55	€ 588.08
after 5½ years	€ 593.20	€ 589.82

after 6½ years	€ 595.00	€ 591.55
after 7½ years	€ 596.76	€ 593.20
after 8½ years	€ 598.60	€ 595.00
after 9½ years	€ 600.44	€ 596.76
after 10½ years	€ 602.36	€ 598.60
after 11½ years	€ 604.23	€ 600.44
after 12½ years		€ 602.36
after 13½ years		€ 604.23

**DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT -  
Members of contributory pension scheme**

CARETAKERS / GENERAL OPERATIVE	01/01/19	New Entrants 01/01/19
	€ 569.59	€ 514.61
	€ 574.01	€ 527.80
	€ 575.82	€ 569.59
	€ 577.61	€ 574.01
	€ 579.26	€ 575.82
	€ 579.26	€ 577.61
	€ 579.26	€ 579.26
	€ 579.26	€ 579.26
	€ 580.80	€ 579.26
	€ 582.69	€ 579.26
	€ 585.17	€ 580.80
	€ 587.57	€ 582.69
	€ 589.96	€ 585.17
		€ 587.57
		€ 589.96

<b>Senior Caretaker Allowance</b>	<b>€ 72.38</b>
<b>Junior Caretaker Allowance</b>	<b>€ 28.22</b>

**DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT****Non-members of contributory pension scheme**

GENERAL OPERATIVE	01/01/19	New Entrants 01/01/19
	€ 569.07	€ 514.14
	€ 573.48	€ 527.35
	€ 575.29	€ 569.07
	€ 577.01	€ 573.48
	€ 578.76	€ 575.29
	€ 580.65	€ 577.01
	€ 580.65	€ 578.76
	€ 580.65	€ 580.65
	€ 580.65	€ 580.65
	€ 582.23	€ 580.65
	€ 584.68	€ 580.65
	€ 587.07	€ 582.23
	€ 589.49	€ 584.68
		€ 587.07
		€ 589.49

**CDET B TRUCK DRIVER - inclusive of GO Analogue Award**

	01/01/19	New Entrants 01/01/19
TRUCK DRIVER	€ 592.38	€ 540.44
(G.O. RELATED)	€ 596.51	€ 553.21
	€ 598.40	€ 592.38
	€ 599.79	€ 596.51
	€ 601.50	€ 598.40
	€ 603.34	€ 599.79
	€ 605.15	€ 601.50
	€ 607.08	€ 603.34
	€ 608.70	€ 605.15
	€ 610.60	€ 607.08
	€ 612.91	€ 608.70
	€ 615.37	€ 610.60
	€ 617.71	€ 612.91
		€ 615.37
		€ 617.71

**CDETB STOREMAN / STOREKEEPER**

	01/01/19	New Entrants 01/01/19
STOREMAN/STOREKEEPER	€ 622.93	€ 568.22
(G.O. RELATED)	€ 633.50	€ 598.49
	€ 645.69	€ 622.93
	€ 656.70	€ 633.50
	€ 667.62	€ 645.69
	€ 678.71	€ 656.70
	€ 689.69	€ 667.62
		€ 678.71
		€ 689.69

**CDETB PERSONNEL MAINTENANCE DIFFERENTIALS****01/01/19**

<b>1. ASSISTANT PORTER</b>	€ 27.65
<b>2. PORTER</b>	€ 51.78
<b>3. SENIOR PORTER</b>	€ 70.91
<b>4. HEAD PORTER</b>	€ 90.11
<b>5. CARETAKER</b>	€ 40.77
<b>6. BOILERMAN</b>	€ 27.65
<b>7. TRACTOR DRIVER</b>	€ 38.88
<b>8. CHARGEHAND CLEANER</b>	€ 18.34
<b>9. FOREMAN CLEANER</b>	€ 36.96
<b>10. NIGHT ALLOWANCE</b>	€ 15.24
<b>11. SEMI-SKILLED ALLOWANCE</b>	€ 15.24
<b>12. GROUP 4 ALLOWANCE</b>	€ 11.90
<b>13. GROUP 3 ALLOWANCE</b>	€ 9.01
<b>14. CLASS AIDE</b>	€ 23.81
<b>15. GOODS INWARDS OFFICER</b>	€ 30.68

## 6. Youthreach Pay Scales

Resource Person	01/01/19	New Entrants 01/01/19
	€ 31,958	€ 29,153
	€ 33,601	€ 30,636
	€ 35,558	€ 31,958
	€ 37,519	€ 33,601
	€ 39,486	€ 35,558
	€ 41,456	€ 37,519
	€ 43,433	€ 39,486
	€ 45,415	€ 41,456
	€ 47,400	€ 43,433
	€ 49,395	€ 45,415
	€ 51,528	€ 47,400
		€ 49,395
		€ 51,528
LSI1	€ 53,299	€ 53,299
LSI2	€ 55,073	€ 55,073

Qualification Allowances	01/01/19
Degree /tch.recognition	€ 3,010
Diploma	€ 2,011
Certificate	€ 1,003



## 7. BTEI Adult Educator Pay Scale

BTEI Adult Educator	01/01/19	New Entrants 01/01/19
	€ 31,958	€ 29,153
	€ 33,601	€ 30,636
	€ 35,558	€ 31,958
	€ 37,519	€ 33,601
	€ 39,486	€ 35,558
	€ 41,456	€ 37,519
	€ 43,433	€ 39,486
	€ 45,415	€ 41,456
	€ 47,400	€ 43,433
	€ 49,395	€ 45,415
	€ 51,528	€ 47,400
		€ 49,395
		€ 51,528
LSI1	€ 53,299	€ 53,299
LSI2	€ 55,073	€ 55,073

Qualification Allowances	01/01/19
Degree /tch.recognition	€ 3,010
Diploma	€ 2,011
Certificate	€ 1,003

## **Appendix 2**

### **Section 12 of the Financial Emergency Measures in the Public Interest Act 2015**

#### **Amendment of Ministers and Secretaries (Amendment) Act 2011**

The Ministers and Secretaries (Amendment) Act 2011 is amended by the insertion of the following section after section 16:

#### **“Control of terms and conditions of public servants**

##### **16A. (1) Where—**

(a) the Minister has approved a term or condition as being a term or condition that shall apply for the time being in respect of the employment of a class or category of public servant (whether that approval takes the form of an approval as such, any other form of sanction or the giving of consent by the Minister to a decision of another person in the matter), and

(b) a contract of employment in respect of a public servant falling within that class or category is entered into that contains a term or condition that corresponds or is equivalent to the term or condition standing so approved but which is more favourable to the public servant than that term or condition,

the contract shall have effect as if the term or condition standing so approved (referred to in subsections (2) and (3) as the ‘approved term or condition’) were substituted for the first-mentioned term or condition in paragraph (b) (referred to in subsections (2) and (3) as the ‘unapproved term or condition’).

(2) Any amount paid to the public servant concerned in purported compliance with the unapproved term or condition that is in excess of the amount payable to the public servant under the approved term or condition shall be disregarded for the purpose of calculating any pension entitlement (including an entitlement to a lump sum and an entitlement to periodic payments of pension) of that public servant.

(3) Where an amount is paid to the public servant concerned in purported compliance with the unapproved term or condition that is in excess of the amount payable to the public servant under the approved term or condition then—

(a) the public servant shall hold the overpayment in trust for the public service body, and

(b) the public service body shall recover the amount of the overpayment from the public servant, either directly or by a deduction taken from remuneration subsequently payable to that public servant or otherwise.

##### **(4) Where—**

(a) a contract of employment is entered into in respect of a public servant, and

(b) the contract contains a term or condition in relation to remuneration that does not correspond or is not equivalent to any term or condition standing approved by the Minister in respect of the employment of a class or category of public servant into which the first-mentioned public servant falls (whether that approval takes the form of an approval as such, any other form of sanction or the giving of consent by the Minister to a decision of another person in the matter), the term or condition shall be void.

(5) Any amount paid to the public servant concerned in purported compliance with a term or condition voided under subsection (4) shall be disregarded for the purpose of calculating any pension entitlement (including an entitlement to a lump sum and an entitlement to periodic payments of pension) of that public servant.

(6) Where an amount is paid to the public servant concerned in purported compliance with a term or condition voided under subsection (4) then—

(a) the public servant shall hold the amount in trust for the public service body, and

(b) the public service body shall recover the amount from the public servant, either directly or by a deduction taken from remuneration subsequently payable to that public servant or otherwise.

(7) Subsections (3) and (6) shall not be taken as limiting the liability under statute of any person to account for such overpayment.

(8) Where an amount to which subsection (3) or (6) relates has not been recovered by the public service body concerned, the Minister may direct in writing that body to recover, by a specified date, the amount in accordance with subsection (3)(b) or (6)(b), as the case may be, and, where that body fails to so recover the amount, the Minister may deduct the amount from any grant or vote of, or other payment to, that body out of money provided directly or indirectly by the Oireachtas or from the Central Fund or the growing produce of that Fund.

(9) This section applies to a term or condition agreed after the commencement of *section 12* of the *Financial Emergency Measures in the Public Interest Act 2015*.

(10) This section has effect notwithstanding—

(a) any other enactment,

(b) any pension scheme or arrangement,

(c) any other agreement or contractual arrangement, or

(d) any understanding, expectation, circular or instrument or other document.

(11) In this section—

“public servant” means a person who is employed by, or who holds any office or other position in, a public service body;

“remuneration” means emoluments to which Chapter 4 of Part 42 of the Taxes Consolidation Act 1997 applies or is applied.”.