

Financial Guideline 2022/2023 - 13

Community & Comprehensive Schools

Revised Salary Rates applicable from 2nd February 2022 and 1st October 2022 for School Secretaries, Caretakers and Cleaners who have Public Service Contracts

All salary scales and hourly rates payable to affected staff set out in previous guidelines are superseded by the terms of this guideline.

1. Introduction

Following the review of the Building Momentum - A New Public Service Agreement 2021-2022, a 3% pay increase was agreed and will be implemented with effect from 2nd February 2022.

In accordance with Section 3 of Building Momentum, whole-time annual basic scale salaries will be increased by 1% or €500, whichever is greater, with effect from 1 October 2022.

2. Salary Increase

The revised rates of salary are based on [Circular 0066/2022](#). The increases apply to **Department sanctioned clerical, caretakers and cleaning staff**. Circular 0066/2022 applies to sanctioned Department staff only paid from the NTP grant.

Revised salary scales for school secretaries and school maintenance staff, which are inclusive of the increases, are detailed in Circular 0066/2022.

3. Deductions

Deductions from pay which are expressed as a percentage of pay (e.g. union subscriptions) should be recalculated based on the revised rates of pay effective from the 2nd February 2022 and 1st October 2022.

4. Pensions

As per [DPER Circular 10/2021](#) the increases detailed above will apply to the public service occupational pension schemes, with the exception of the Single Public Service Pension Scheme. See **Appendix A** for further details on this.

Please contact the Department of Education's Schools Division Financial if you require further assistance with any pension calculations.

5. Allowances

The Agreement also provides for increases in allowances in the nature of pay of 3% from 2nd February 2022 and 1% from 1st October 2022.

Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay with effect from 2nd February 2022 and 1st October 2022.

On 1st February 2022: Fixed allowances which are not calculated as a specific percentage or specified proportion of basis salary will be increased by 1%.

6. Part-time Department Sanctioned Staff (fully funded by the Department through the Non Teacher Pay Grant)

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

7. School staff funded by the SSSF grant and other funds

This increase does not apply to secretaries, caretakers, cleaners, etc funded from the SSSF grant and general school funds and paid directly by the board.

Reference

This guideline is based on [Circular 0066/2022](#).

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Tel: 01-269 0677
info@fssu.ie

18th October 2022

Appendix A

Example of calculating the pension increase

A 3% increase will apply to the public service occupational pension schemes with effect from the 2nd of February 2022, with the exception of the Single Public Service Pension Scheme.

This essentially means that where there is a 3% increase in the salary there will be a corresponding increase in the pension. Where there is a fixed € amount increase you need to know:

- the point on the scale the individual retired on
- the pension factor used to calculate the pension

For example, Mary retired in 2010 from a grade III clerical officer post on the long service increment. Her pension was calculated on a salary of €39,556, using a factor of 0.42 (39556×0.42), giving an annual pension of €16,613.

In line with previous pay increases her pension at the 1st of February 2022 was based on a salary of €41,501 multiplied by her pension factor of 0.42 = €17,430.

On the 2nd February 2022 Mary is due an increase of 3% on her pension or the current salary per the scale €42,746 x her pension factor of 0.42 = €17,953.

On the 1st October 2022 an increase of €500 was applied to the salary scale, therefore her pension was increased to €43,246 x by her pension factor 0.42 = €18,163.

Please contact the Department of Education's Schools Division Financial if you require further assistance with any pension calculations.