



## **Circular 0014/2014**

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executive Officers of Education and Training Boards**

### **Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) and the Financial Emergency Measures in the Public Interest Act 2013**

**Special Needs Assistants - specifically those SNAs who have already reached the final point on the incremental scale or who will reach the final point on the incremental scale before 31 December 2015**

1. The purpose of this Circular is to notify managerial authorities, Chief Executive Officers of ETBs and Special Needs Assistants (SNAs) of the implementation of sections 2.24 and 2.25 of the Haddington Road Agreement (HRA).
2. The effective date for the implementation of these measures is 1 July 2013 in line with the provisions of the Financial Emergency Measures in the Public Interest Act 2013 and the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement), having regard to section 7 of the Act.
3. For the purposes of this Circular, salary is to be taken to mean salary inclusive of allowances in the nature of pay which are fixed periodic pensionable allowances.
4. The provisions of this Circular will apply to work sharers or part time workers on a pro rata basis to their full time equivalent (FTE) comparator.
5. It should be noted that where long service increments (LSIs) apply, the final LSI is considered to be the final point on the incremental scale for this purpose.
6. For those staff with salaries between €35,000 and €65,000 (inclusive of allowances in the nature of pay), the following arrangements will apply:
  - Staff who reached the final point on the incremental scale before 2013 or during 2013, a cash deduction of €270 will be made from net salary. This is equivalent to the net value of a half of the most recent increment.

- Staff reaching the final point in 2014, a cash deduction of €180 will be made from net salary. This is equivalent to the net value of one-third of the most recent increment.
- Staff reaching the final point in 2015, a cash deduction of €135 will be made from net salary. This is equivalent to the net value of one-quarter of the most recent increment.

**Information regarding Salary Contributions for Special Needs Assistants:**

7. Contributions to be made from salary will be made from net salary in all cases (i.e., net of all statutory deductions including Tax and P.R.S.I., PRD etc.). Accordingly, contributions as outlined above have been calculated on the gross value of the most recent increment and reduced by 62%.
8. Stated contributions to be made from salary represent the total contribution required under this provision for the term of the HRA (to July 2016).
9. The cash deduction will be collected from salary on a phased basis over a 12 month period.
10. Please ensure that copies of this Circular are provided to the Board of Management/Education and Training Board and its contents are brought to the attention of all SNAs in your employment including those on leave of absence.
11. This Circular can be accessed on the Department's website under <http://www.education.ie> .

**The terms of this circular letter should be retained for audit purposes.**

Padraig Maloney  
Payroll Division  
31 January 2014