



Circular 0067/2009

To the Management Authorities of Primary Schools

Rates of Pay for Part-Time Teachers 2008/2009

Reconciliation of Payments for Part-time hours 2008/2009

1. The Minister for Education and Science wishes to inform primary school management authorities of the appropriate pay rates for part-time learning-support/resource teachers (LS/RT) in primary schools and part-time special subject teachers in special schools in the 2008/2009 school year.
2. **(i) Fully Qualified Regular Part-Time Teachers in Learning Support /Resource/Special Subject Posts**

Fully qualified regular part-time teachers who are employed for a regular number of hours each week over the course of the full school year may be paid at the following rate:

€44.33 per hour for the period 1 September 2008 – to date

This interim rate which is based on the 2nd point of the scale together with a pass degree allowance and which is inclusive of 40% holiday pay should be paid for every sanctioned hour worked.

(ii) Unqualified Personnel working as Part-Time Learning Support/Resource/Special Subject teachers:

Unqualified personnel should be paid at the rate of €30.49 per hour with effect from 1 September 2008 to date. In addition holiday pay at a rate of 8% should be paid in accordance with the provisions of the Organisation of Working Time Act, 1997.
3. **Qualification Queries:**

Queries relating to the qualifications of a teacher should be referred to the Teaching Council of Ireland. Only teachers recognised and currently registered with the Teaching Council of Ireland are eligible for payment at the Qualified rate.

Those not registered or recognised by the Teaching Council of Ireland must be paid at the Unqualified rate.

4. **Payment during Holiday Periods (Summer Holidays etc.):**

In the event that a part-time teacher may be entitled to claim benefits from the Department of Social and Family Affairs during the holiday periods the Board of Management will be required to supply a letter to the local office of the Department of Social and Family Affairs outlining some/all of the following information - the number of hours the teacher worked in a particular period; the number of days worked in that period and the percentage of holiday pay included in the hourly rate paid to that teacher. If the teacher is on the qualified rate please emphasise that this is inclusive of 40% holiday pay. Any queries regarding this matter should be referred to your Social & Family Affairs Local Office.

5. The Department issued the initial part-time teacher grant for the 2008/09 school year to primary schools in respect of their part-time learning-support/resource/special subject teachers in November 2008. This was paid out to all relevant schools at the rate appropriate for the period September-December 2008 (16 weeks). The second grant issued in February 2009 for the period January-June 2009 (21 weeks). Schools that did not receive either/both of the above grants and were due them will receive any outstanding arrears during the reconciliation process ([see section 7 below](#)).

6. Any schools that have received the initial and/or second grant payment in respect of part-time hours that are either unfilled or are no longer required must return the relevant amount by cheque or payable order made payable to The Accountant, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath. Refunds must be received in the Department no later than 1 March, 2010. Failure to submit refunds will result in the overpayment being offset against any future payments from this Department.

7. **Reconciliation Process 2008/2009:**

Outstanding payments to schools for the 2008/2009 school year will only be made on receipt of a fully completed reconciliation form (08/09 Recon:, attached).

Please state clearly on Form attached (08/09 Recon:) the total amount of grants received for 2008/09 and the total amount of salary paid by the school including Employer's PRSI in respect of each part-time teacher employed.

The 2008/2009 Reconciliation cannot be processed until all previous reconciliations have been submitted.

8. **Payroll service for Part-time teachers:**

The grant system for the payment of Part-time Learning Support/Resource and Language Support teachers ceased on 31 August, 2009 and such teachers were integrated on to the payroll operated by the Department with effect from 1 September, 2009.

9. Management authorities are requested to bring the details outlined in this circular to the attention of part-time teachers employed in the school.

Please note that queries regarding the Circular may be E-Mailed to: lsrt@education.gov.ie

RECONCILIATION OF PAYMENTS FOR PART-TIME HOURS 2008/2009 YEAR

School: _____

Address: _____

Roll No: _____

School Tel. No. _____ Email _____

Name of Part-Time Teacher: _____ PPSN : _____

Learning Support/Resource/Special Subject (Please delete as appropriate)

If Special Subject please state subject: _____

Is the teacher qualified or unqualified: _____

If qualified please supply Teaching Council of Ireland Registration No: _____

Please attach copy of Teacher's Confirmation of Registration _____

Please complete the table overleaf in respect of each of the 37 weeks in the standardised school year.

Payment for Public Holidays for those entitled is at the rate of one fifth of normal weekly hours (i.e. if a teacher is sanctioned to work 10 hours per week, then the total hours due for the public holiday is 2 hours). Under legislation, a part-time worker must have worked at least a total of 40 hours in the 5 weeks immediately before the public holiday in order to qualify. The eight public holidays are as follows: **1st of January; St. Patrick's Day; Easter Monday; first Monday in May; first Monday in June, last Monday in October; Christmas Day; St. Stephen's Day**. Please insert the number of public holidays paid in the box provided overleaf (i.e. 1 in October, 2 in December and so forth).

The hourly rates of pay for 2008/2009 are as follows:

Qualified teacher- Hourly rate:	01/09/08- to date	€44.33
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Unqualified personnel - Hourly rate:	01/09/08- to date	€30.49
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Please note that the qualified pay rates are inclusive of holiday pay.

Number of hours Sanctioned per week: Term 1 _____ Term 2: _____ Term 3: _____

G.A. – General

L.I. – Low incidence hours allocated by SENO

Week no.	Date of week-ending	G. A.	L.I.	Special Subjects	Total hours worked	No. of public holidays claimed
1						
2						
3						
4						
	September totals					
5						
6						
7						
8						
	October totals					
9						
10						
11						
12						
	November totals					
13						
14						
15						
	December totals					
16						
17						
18						
	January totals					
19						
20						
21						
22						
	February totals					
23						
24						
25						
26						
	March totals					
27						
28						
	April totals					
29						
30						
31						
32						
33						
	May totals					
34						
35						
36						
37						
	June totals					
	Total hours 2008/09					

Total salary paid by the school to this teacher in the 2008/09 school year	€
Part-time grants received from DES in 2008/09	
1 st moiety (Winter '08)	€
2 nd moiety (Spring '09)	€
Total grants received	€

I certify that the details above are accurate:

Signed: _____
Chairperson/Principal B.O.M.

Date: _____

***Very Important – If you have more than one part-time teacher employed in your school (e.g. if a teacher was replaced while on maternity leave) please complete a separate form for each teacher.**

If hours increase or decrease during the course of the school year, please submit supporting documentation i.e. copy of NCSE decision form.