



Circular 0026/2023

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

**Recruitment of Special Needs Assistants (SNAs) -
Supplementary Assignment Arrangements for the 2023/2024
school year**

The Minister for Education directs you to implement the following supplementary assignment arrangements for SNAs for the 2023/2024 school year. These arrangements are to be implemented by each employer with immediate effect and all schools/ETBs and SNAs must adhere to the terms of this circular.

This circular replaces and supersedes circular 0031/2022. The purpose of this circular is to notify managerial authorities, Chief Executives of Education and Training Boards (ETBs) and SNAs of supplementary assignment arrangements for SNAs for the 2022/23 school year.

To address the issue of casualisation of employment amongst SNAs, where a school/ETB has an additional allocation of standard SNA hours/posts (e.g. an additional allocation of standard SNA hours/posts or an SNA has left the employment) then that additional allocation of hours/posts must be offered to any existing part-time SNAs in standard SNA posts in that school, in order of seniority, **before** the employer has recourse to these arrangements. This means that before an employer opts to recruit a further person as an SNA(s), they must ensure that all existing part-time SNAs in standard posts in their employment, in order of seniority, have been offered a full-time position in the school or, in the case of ETBs, a full-time position in a school within the ETB scheme. **Full details are set out in Sections 17, 18 and 19 of this Circular.**

Circulars or regulations governing the recruitment of SNAs are taken to be amended only to the extent outlined in this circular. Accordingly, employers should continue to follow existing procedures on recruitment of SNAs subject to the inclusion of the following measures to facilitate the operation of these supplementary assignment arrangements for SNAs. This is in accordance with circular 0051/2019.



Circulation:

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.

Queries:

Any queries in respect of this circular should be directed by e-mail only to the following dedicated e-mail address: **snasupplementpanel@education.gov.ie**

This circular can be accessed on the Department's website www.gov.ie/education

Mark Bohan
External Staff Relations
29 May 2023



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DEFINITIONS AND EXPLANATORY TERMS:

For the purposes of this circular the following terms shall have the meanings assigned to them here unless the context indicates otherwise:

Purpose of SNA Supplementary Assignment Arrangements – the purpose of these arrangements is to facilitate eligible SNAs who are being made redundant by one employer in filling SNA vacancies that may become available in another school / ETB.

Employer – means an Education and Training Board (ETB) for vocational schools/community colleges/community national schools and a Board of Management/Manager in the case of primary, voluntary secondary, community and comprehensive schools. The ETB or Board of Management/Manager may delegate responsibility for matters set out in this circular to the Principal of the school.

The Department (DE) – means the Department of Education.

Supplementary Assignment Manager – means a person assigned by the Department of Education to fulfil the role outlined in paragraph 32 (page 14) of this circular.

A Standard SNA post - means a post which is part of the NCSE quantum of SNA support to a school.

A Substitute or Cover SNA Post – means where a substitute or cover SNA is appointed on a temporary basis to cover a vacancy when an SNA in a standard post is on an approved leave of absence such as: maternity leave, sick leave, career break, job-sharing etc.

Carryover of Service – an SNA who is deemed to be a member of this supplementary assignment panel and who is appointed to a further SNA position on or before 1 June 2024 will carry forward any reckonable service that s/he has already accrued as an SNA with their previous employer. This will be carried forward and reckonable, for redundancy purposes only, if a future redundancy situation arises in respect of that person e.g. an SNA served in a full-time position in School A from 1 September 2017 to 31 August 2020. S/he is then made redundant and under the terms of this circular gets a full-time SNA position in School B and serves in School B from 1 September 2020 to 31 August 2023 at which point s/he is made redundant and opts for a redundancy payment. His/her service for that redundancy payment will be 6 years i.e. 3 years from School A added to 3 years from School B.

Process Verification Document (PVD) – see Appendix 1 (pages 16 to 17). This form must be completed by employers in respect of every standard SNA vacancy, **including the filling of additional hours (i.e. where an existing part-time SNA receives additional hours)** and must be returned to the



supplementary assignment manager. The PVD form should not be completed for substitute or cover vacancies.

Panel Form 1 (PF1) – see Appendix 2 (pages 18 to 19). When an employer is notifying an SNA that s/he is being made redundant the employer should immediately give the SNA a completed PF1. SNAs should always submit a copy of the completed PF1 to employers when applying for vacancies as that is the only method for employers to determine whether an applicant has Panel Rights.

OPT OUT FORM – see Appendix 3 (pages 20 to 21). This form is to be completed by an SNA who wishes to opt out of the 2023/24 SNA supplementary assignment panel. This will trigger the processing of his/her redundancy payment in line with the terms set out in the SNA redundancy scheme (DE Circular 58/06) or any revision of same that is applicable at that time. The decision to opt out of the 2023/24 supplementary assignment panel for SNAs is final and binding.



LIST OF DOCUMENTS RELEVANT TO THE SUPPLEMENTARY ASSIGNMENT PROCESS

PROCESS AND RESPONSIBLE ENTITY	NAME OF FORM	SEND TO	Timeframe / Deadline
REDUNDANCY Employer Responsibility	<u>SNA RED1</u>	snaredundancy@education.gov.ie or SNA Redundancy Unit, Payroll Division, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659 <i>*ETB Sector send to local ETB HR Department</i>	Immediately Deadline for Receipt: 52 weeks from date of redundancy
REDUNDANCY Employer Responsibility	<u>RP50</u>	snaredundancy@education.gov.ie or SNA Redundancy Unit, Payroll Division, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659 <i>*ETB Sector send to local ETB HR Department</i>	Immediately Deadline for Receipt: 52 weeks from date of redundancy
REDUNDANCY SNA Responsibility	OPT OUT FORM (pages 20-21)	snaredundancy@education.gov.ie or SNA Redundancy Unit, Payroll Division, Department of Education, Cornamaddy, Athlone, Co. Westmeath, N37 X659 <i>*ETB Sector send to local ETB HR Department</i>	Until expiration of the SNA's panel rights
REDUNDANCY & RECRUITMENT Employer Responsibility	Panel Form 1 (PF1) (pages 18-19)	Directly to SNA	Immediately upon being notified of redundancy
RECRUITMENT Employer Responsibility	Process Verification Document (PVD) (pages 16-17)	snasupplementpanel@education.gov.ie or Supplementary Assignment Manager Block 2, Marlborough St. D01 RC96	Within 6 weeks of the vacancy being filled
RECRUITMENT Employer Responsibility	Notification of Appointment - SNA (www.education.ie) <i>*Excludes ETB Sector</i>	NTSPayroll@education.gov.ie or Non-Teaching Staff (NTS) Payroll Division, Department of Education, Cornamaddy, Athlone, Co. Westmeath N37 X659	Immediately upon appointment



Important Note re: Return of Process Verification Documents (PVDs)

Schools/ETBs must complete and return a separate Process Verification Document in respect of the filling of all standard vacancies, including the filling of additional hours (i.e. where an existing part-time SNA receives additional hours).

The PVD must be returned to the Supplementary Assignment Manager within six weeks of each standard vacancy being filled – please see page 10 of this circular for information and pages 16 and 17 for a copy of the PVD form.

SNAs AND REDUNDANCY:

What happens when an SNA is notified that s/he is to be made redundant?

1. Employers **must** process the redundancy immediately. If an SNA is employed by a recognised Primary, Secondary or Community and Comprehensive School then the SNA should be formally notified of the redundancy by the employer.

The following forms are to be completed and forwarded to the address below immediately.

- i. SNA RED1 form (*ETB sector send to local ETB HR Department*)
- ii. RP50 form (*ETB sector send to local ETB HR Department*)

snaredundancy@education.gov.ie or

SNA Redundancy Unit
Payroll Division
Department of Education
Cornamaddy
Athlone
Co Westmeath

The deadline for receipt of applications is as outlined in DE Circular 58/2006 (currently 52 weeks from date of redundancy) or any revision of same that is applicable at that time. The above-mentioned forms are available on the Department's website www.gov.ie/education along with guidelines for completion.



2. **If a redundancy application is not received within the normal deadline for receipt of redundancy applications (currently 52 weeks from the date of redundancy) then the SNA will not be eligible for redundancy if they do not gain a position via the supplementary assignment arrangements.**
3. In circumstances where an SNA is currently employed by an ETB the provisions which currently exist to re-assign within the ETB should be completed prior to the issuing of any redundancy notification. Following this his/her employer should continue to process the redundancy as normal, the SNA should be formally notified of the redundancy and the SNA RED1 and RP50 forms should be completed and forwarded to the relevant section in the ETB or the Department, as appropriate.
4. Once an SNA with a minimum of one year's continuous service in a standard SNA post (service in a substitute capacity i.e. covering for maternity leave, sick leave, career breaks, job-sharing etc. does not count, nor does service in a substitute capacity count for redundancy purposes) is notified by his/her employer that s/he is to be made redundant then s/he shall be deemed to be a member of a supplementary assignment panel for SNAs from the date the post ceases. **This does not apply where an SNA loses hours but remains with his/her existing employer.**
5. When an employer is notifying an SNA that s/he is being made redundant the employer should **immediately** give the SNA a completed PF1 which is appended to this circular at pages 18 and 19.
6. SNAs should always submit a copy of the completed PF1 to employers when applying for vacancies as that is the only method for employers to determine whether an applicant has Panel Rights.
7. SNAs who are made redundant on or after 1 May 2022 and who have not obtained a new position will remain on this panel and have panel rights until 30 April 2024 with a view to gaining further SNA employment. Such SNAs may of course opt out of the panel and have their redundancy payment processed but this will not happen automatically.
8. SNAs who were made redundant between 1 May 2021 and 30 April 2022 and who have not yet obtained a new SNA position in their own right will now have their redundancy processed provided that:
 - i. They have submitted their SNA Red1 and RP50 forms within the requisite deadlines for receipt of same;
 - ii. They have not already received their redundancy payment via the "opt-out" mechanism.



9. Processing of Redundancy Payments:

Processing of redundancy payments for SNAs who are deemed to be members of this supplementary assignment panel will not commence until 1 May 2024. At that time any SNA who has not been appointed to a further SNA position will no longer be deemed to be a member of the SNA supplementary assignment panel, as the panel will have terminated, and processing of his/her redundancy payment will commence with a view to being finalised as soon as practicable.

10. Existing service – Redundancy:

No redundancy payment will be made in respect of any SNA who is deemed to be a member of this supplementary assignment panel and who is appointed to a further SNA position on or before 30 April 2024. However, if following redundancy s/he is appointed to a further SNA position during the 2023/24 school year, such service as an SNA that s/he has already accrued as an SNA with the current employer from which s/he is being made redundant and for which s/he would now be entitled to a redundancy payment in line with the terms of DE circular 58/06, will be carried forward and reckonable, for redundancy purposes only, if a future redundancy situation arises in respect of that person.

OPTING OUT OF THE SNA SUPPLEMENTARY ASSIGNMENT PANEL:

11. An SNA may opt out of this supplementary assignment panel at any point in time triggering the processing of his/her redundancy payment in line with the terms set out in the SNA redundancy scheme (DE Circular 58/06) or any revision of same that is applicable at that time. The decision to opt out of the 2023/24 supplementary assignment panel for SNAs is final and binding. Any SNA who wishes to opt out should complete the SNA OPT OUT FORM on pages 20 and 21 of this Circular and send the completed form to:

snaredundancy@education.gov.ie or

**SNA Redundancy Unit, Payroll Division
Department of Education
Cornamaddy
Athlone, Co Westmeath**

Please note that if the SNA was employed by an ETB then the opt-out form should be returned to the HR Department of that ETB.

12. The Department/ETB employs a system of checks and balances when processing opt-outs and when processing redundancy claims. If it is



found that a person has sent an opt-out form in to the Department/ETB but has actually secured a new SNA position in a different school, then processing of the opt-out form will cease and no redundancy payment will be made.

13. Any SNA who opts for a redundancy payment as outlined above and who is subsequently re-employed as an SNA by **any** school or ETB within 1 year of being made redundant must notify the Department of Education or the relevant Education and Training Board that s/he has received such a payment. In these circumstances, re-imbursalment of the enhanced (*ex gratia*) element of the redundancy payment will be required from that person. The arrangements for the re-imbursalment will be made at that time, subject to the re-imbursalment being completed within a 12-month time-frame. This re-imbursalment will not be payable to the SNA even in the event of a future redundancy event, because the service in respect of which the payment was made will be deemed to have been broken by dint of s/he having received his/her statutory redundancy entitlements.
14. It should be noted that even when an SNA reimburses the enhanced (*ex gratia*) element of the redundancy payment, the service in respect of which the payment was made will be deemed to have been broken by dint of s/he having received his/her statutory redundancy entitlements and any such service will not be reckonable for redundancy purposes in the event of the person being made redundant by his/her new employer subsequently.
15. Acceptance of the redundancy payment will require the SNA to sign a declaration to this effect. This declaration will also include an authorisation that the information can be used by the Department, and any employer of SNAs in the education sector, for the purposes of monitoring compliance with this provision.

SNAs VACANCIES – PROCESS TO BE FOLLOWED BY EMPLOYERS:

Subject to any exceptions permitted by the Employment Equality Acts, 1998 to 2015, the recruitment and selection process must not indicate an intention to discriminate or contain information in any form which might reasonably be understood as indicating any such intention.

16. An SNA who is a member of the supplementary assignment panel may be employed as a substitute or cover SNA while retaining his/her membership of the supplementary assignment panel. Such service is not reckonable for seniority, incremental or redundancy purposes. Supplementary assignment panel rules do not apply to the filling of substitute or cover vacancies i.e. maternity leave, sick leave, career breaks, job-sharing replacement, unpaid leave replacement etc., which should be filled in accordance with Circular 0051/2019.



17. **Where a school/ETB has an additional allocation of standard SNA hours/posts (e.g. an additional allocation of standard SNA hours/posts or an SNA has left the employment) then that additional allocation of standard hours/posts must be offered to existing part-time SNAs in standard posts in that school, in order of seniority, before the employer has recourse to these arrangements. This means that before an employer opts to recruit a further person as an SNA(s), they must ensure that all existing part-time SNAs in standard posts in their employment, in order of seniority, have been offered a full-time position in the school or, in the case of ETBs, a full-time position in a school within the ETB scheme.**

(At the sole discretion of the school/ETB and in line with the specific allocation of the NCSE, where additional hours arise because of an SNA taking up a career break those additional hours may be offered to existing part-time SNAs in that school, in order of seniority. A separate contract for the additional hours should be issued to any SNA receiving such hours (Refer to DE Circular 22/2012, Section 8.2). Any such offer will be on the understanding that the part-time SNA resumes the part-time hours when the SNA on career break resumes duty. Service in a substitute capacity for additional hours will not count for redundancy purposes.)

18. This offer of additional standard SNA hours/posts is subject to the SNA undertaking the full duties of the post, including any training/upskilling required to meet the care needs of the pupil(s) and fulfil the full duties of the post. If a part-time SNA(s) turns down the opportunity of a full-time position and/or there are additional standard SNA hours/posts remaining then the employer should commence this process to fill such a vacancy(s).

The position in relation to the allocation and distribution of Infant days, which is a distinct and specific feature of the SNA scheme, remains unaffected.

19. The only exception that can be made to Point 17 above is where a school/ETB has a determination in writing from the NCSE / SENO stating that their allocation must be split amongst a specific number of SNAs and/or stating that the allocation must be implemented in a specific fashion to address the care needs of the pupil(s). The written determination from the NCSE / SENO must be provided to the existing part-time SNA(s) affected.
20. **Schools/ETBs must complete a separate PVD (pages 16 & 17) in respect of the filling of all standard vacancies, including the filling of additional hours (i.e. where an existing part-time SNA receives additional hours), which must be returned to the supplementary assignment manager within six weeks of the vacancy being filled.**



21. All standard SNA vacancies and cover SNA vacancies of 24 weeks or more must be advertised on one of the following websites as soon as practicable (some of these providers may charge to advertise posts on their websites).

List of Websites: www.staffroom.ie
www.educationcareers.ie
www.educatetogether.ie
www.jobsireland.ie
www.educationposts.ie

Any Education and Training Board website.

In addition, SNA vacancies may also be advertised locally as required / deemed necessary. This will enable SNAs who are being made redundant to know what SNA vacancies are available.

22. The advertisement must list any specific competencies and/or requirements to meet the additional care needs of the pupil(s).
23. Employers are reminded that with effect from 1 September 2011, the minimum required standard of education for appointment to an SNA post is: A QQI level 3 major qualification on the national framework of qualifications **or** a minimum of three grade Ds in the Junior Cert **or** equivalent.
24. If an employer receives an application for a vacancy from one or more SNAs who are due to be made redundant and who furnishes the employer with a certified copy of Panel Form 1 (PF1), then the employer is **obliged** to offer the vacancy to one of those SNAs. **This is subject to the SNA meeting any specific competencies and/or requirements to meet the additional care needs of the pupil(s) as set out in the advertisement for the post.** This will require an interview process to ascertain. This is also subject to the checking and verification of references, meeting any Occupational Health & Safety (OHS) requirements and satisfactory Garda vetting. The SNA must agree to respect the ethos of the employer in question.
25. Short listing of such applicants for interview:
Employers may only interview SNAs with a certified copy of PF1 in the first instance. If there are five or fewer such applicants, all of them shall be called for interview. Otherwise, at least five such applicants shall be called for interview. Interviews for SNAs with a certified copy of PF1 shall be scheduled first and a decision shall be made as to whether any of the interviewed candidates are suitable for appointment to the position. Should no candidate prove suitable, and further interviews be



required to appoint a suitable candidate, these should take place subsequently, on a separate day, as set out in paragraph 26 below.

26. If an employer does not receive an application for a vacancy from an SNA who is due to be made redundant and who furnishes the employer with a certified copy of Panel Form 1 (PF1) within the time-period specified in the advertisement **or** if having interviewed in accordance with para 25, it has been established that none of those applicants meet the specific competencies and/or requirements to meet the additional care needs of the pupil(s) **then and only then** can the employer call other applicants for interview with a view to filling its vacancy from all the other applicants (which may include further panel applicants) for the vacancy. **This second interview process, if required, must be held on a separate day and is subject to circular 0051/2019.**

27. If, following interview, a number of candidates obtain the same marks then seniority as an SNA should be the determining factor in filling the vacancy. The seniority of the SNAs can be determined from the PF1 form.

28. The successful candidate when offered the post, will be obliged to confirm acceptance in writing to reach the employer **no later than six calendar days** from the date of the letter of offer. Failure to accept the vacancy offered in the requisite time period will result in withdrawal of the offer.

29. Garda Vetting:

The employer must ensure compliance with the relevant Garda Vetting requirements and the provision of a child protection related statutory declaration and associated form of undertaking by persons being appointed to SNA positions. Current requirements are outlined on www.gov.ie/education

30. Contracts of Employment:

Appointees must be offered a contract of employment in accordance with the terms outlined in the relevant circulars which are available on the Department's website. The current contracts for SNAs at Primary and Post-Primary level are available at the following web addresses:

- [Circular SNA 15/05 - Contract of Employment for Special Needs Assistants employed in National Schools](#)
- [Circular SNA 12/05 - Contract of Employment for Special Needs Assistants employed in Second Level Schools.](#)

31. Notification of appointment to the Department of Education: On completion of the appointments procedure as outlined above, employers



(other than ETBs) shall complete and submit the form “Notification of Appointment – SNA”, which is available at the following web address:
www.gov.ie/education

OTHER RELEVANT INFORMATION:

32. Role of Supplementary Assignment Manager:

The role of the supplementary assignment manager will be as follows for the 2023/24 school year:

- Any employer recruiting an SNA is obliged to provide the supplementary assignment manager with a copy of the completed PVD.
- Review the cases of a number of SNAs (if any) who are unsuccessful in gaining further employment via these arrangements with a view to establishing if there are specific recurring reasons why SNAs did not gain further SNA employment via these arrangements.
- In conjunction with the Department of Education, the Managerial Authorities and the Unions conduct a review of the operation of these arrangements/Circular in advance of the 2024/25 school year with a view to making any amendments deemed necessary to improve upon the operation of these arrangements.

33. As already outlined, DE circular 31/2022 is superseded by this Circular in all respects. This means that SNAs who are made redundant after 1 May 2022 and who have not obtained a new position will remain on this panel until 30 April 2024 with a view to gaining further SNA employment. Such SNAs may of course opt out of the panel and have their redundancy payment processed but this will not happen automatically.

34. An SNA shall only be appointed to a standard post which is to be filled within the allocation of posts approved by the NCSE.

35. If an SNA is appointed to a further standard SNA position on or before 30 April 2024 s/he will no longer be deemed to be a member of the 2023/24 supplementary assignment panel for SNAs.

36. It should be noted that if an SNA resigns a standard post (or a part-time standard post), s/he will not be entitled to membership of the supplementary assignment panel for SNAs and s/he will not be entitled to claim a redundancy payment as has always been the case.

37. SNAs who are members of this supplementary assignment panel will have no entitlement to salary by virtue of his/her membership of this panel.



38. Time spent on the SNA supplementary assignment panel will not be reckonable for any purposes. This includes but is not limited to the following:

- a. Time spent on the SNA supplementary assignment panel will not count towards service.
- b. Time spent on the SNA supplementary assignment panel will not count in the event of a future redundancy situation.
- c. Time spent on the SNA supplementary assignment panel will not count for incremental progression.

39. Pension:

A period of time spent on the supplementary assignment panel does not constitute pensionable service.

40. Existing service – Seniority:

The arrangements in respect of SNA seniority are detailed in DE circular 51/2019 (and in the case of career breaks by DE circular 22/2012). If an SNA receives a position via this supplementary assignment panel then any existing service as an SNA will **not** be reckonable for future seniority purposes as an SNA with the new employer i.e. s/he becomes the most junior SNA for seniority purposes in his/her new employment.

41. The 2023/24 SNA supplementary assignment panel will terminate on 30 April 2024.

42. Any queries in respect of this Circular should be directed by e-mail only to the following dedicated e-mail address:
snasupplementpanel@education.gov.ie



APPENDIX 1:

PVD Form – Circular 00XX/2023

Process Verification Document – for completion by employers

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A separate Process Verification Document should be completed by employers in respect of the filling of each standard SNA vacancy, **including the filling of additional hours (i.e. where an existing part-time SNA receives additional hours)**. There is no requirement to complete a PVD Form in respect of substitute or “cover” vacancies.

A completed version of this document must be returned to the supplementary assignment manager within six weeks of the vacancy being filled. ***Please ensure to use the PVD which has the 2023/24 circular number printed on the top right-hand corner. Older PVD forms will be returned to the school/ETB and you will be asked to re-submit a current form.***

1. Was the SNA Vacancy at your school/ETB a replacement post or an additional post arising from an increased allocation? (Please tick as appropriate).

Replacement

Post Increased Allocation

2. Was this a part-time or full-time post?

3. Did your school/ETB offer additional standard hours/posts to existing part-time staff before recourse to recruitment arrangements in accordance with paragraph 17 of this Circular (please tick as appropriate)?

YES

NO

4. If ‘NO’, why not?

5. If not, did your school/ETB advertise the vacancy on one or more of the websites listed on paragraph 21 of this Circular.

6. Did you receive applications from an SNA(s) attaching a certified copy of Panel Form 1 (PF1)?

7. If yes, did you in the first instance **solely** interview applicants for the vacancy who had certified copies of Panel Form 1 (PF1) in line with the provisions of paragraphs 24 and 25 of this Circular.

8. Did you award the vacancy to an SNA who had a certified copy of Panel Form 1 (PF1)?

9. If not, please indicate the reason why the vacancy was not awarded to an SNA with a certified PF1.



It should be remembered that the only reason why a school/ETB cannot fill a standard vacancy with a person with a certified Panel Form 1(PF1) is if, following interview, it is determined that none of the Panel Form 1 applicants meet the specific competencies and/or requirements to meet the additional care needs of the pupil(s) as set out in the advertisement for the post. All SNA appointments are subject to the checking and verification of references, meeting any OHS requirements and satisfactory Garda vetting.

School Details:

School Name: _____

School Address: _____

School Telephone No: _____

School Roll No: _____

To be signed by the Principal / ETB HR Dept.:

I certify that, in so far as I am aware, the information supplied on this form is correct.

Signature: _____

Date: _____

Principal /ETB HR Dept. Telephone No: _____

To be signed by the Chairperson, Board of Management / ETB HR Manager:

I certify that, in so far as I am aware, the information supplied on this form is correct.

Signature: _____

Date: _____

Chairperson /ETB HR Manager Telephone No: _____

This form should be completed and returned to the supplementary assignment manager at the following email address within six weeks of the vacancy being filled: snasupplementpanel@education.gov.ie

Alternatively, forms can be posted to:

**Supplementary Assignment Manager
Block 2, Floor 2
Department of Education
Marlborough Street, Dublin 1**

Data Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to monitor the appointment of SNAs from the supplementary panel. The personal data provided may be exchanged with authorised staff side representatives and relevant Management Bodies. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.gov.ie/en/organisation-information/data-protection/>. Details of this policy and privacy notice are also available in hard copy upon request from the following address: Department of Education, Marlborough Street, Dublin 1.



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SNA – SUPPLEMENTARY ASSIGNMENT PANEL FORM 2023/24

This form is to be filled in by a school/ETB where an SNA in a standard post **(with a minimum of one year’s continuous service)** is notified by his/her employer that s/he is to be made redundant. Service in a substitute capacity i.e. covering for maternity leave, sick leave, career breaks, job-sharing etc. does not count.

Only complete in respect of SNAs made redundant on or after 1 May 2023. This form should not be completed where an SNA loses hours but remains with his/her existing employer.

If an SNA is appointed to a further SNA position on or before 30 April 2024 s/he will no longer be deemed to be a member of the 2023/24 supplementary assignment panel for SNAs.

School Details:

School Name: _____

School Address: _____

School Telephone No: _____

School Roll No: _____

Special Needs Assistant Details:

SNA Name: _____

SNA Address: _____

SNA PPS Number: _____

SNA Telephone No: _____

On what date did this SNA commence employment in the school / ETB:

__/__/_____

Has this Special Needs Assistant been notified that s/he is to be made redundant?

Yes _____ **No** _____

On what date was the SNA formally notified that s/he is to be made redundant:

__/__/_____

With effect from what date will this Special Needs Assistant cease to be employed by your school/ ETB __/__/_____ [31st August should be used where SNA ceases to be employed at the end of the school year]



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To be signed by the Principal Teacher/ ETB HR Dept.:

I certify that, in so far as I am aware, the information supplied on this form is correct.

Signature: _____

Date: _____

Principal /ETB HR Dept. Telephone No: _____

To be signed by the Chairperson, Board of Management / ETB HR Dept.:

I certify that, in so far as I am aware, the information supplied on this form is correct.

Signature: _____

Date: _____

Chairperson /ETB HR Dept. Telephone No: _____

To be signed by the Special Needs Assistant:

I certify that, in so far as I am aware, the information supplied on this form is correct.

Signature: _____

Date: _____

This form should be completed and given to the SNA who has been notified that s/he is to be made redundant. A copy of this form should be held by the school/ETB for their own records.

SNAs should always submit a copy of the completed Panel Form 1 (PF1) to employers when applying for vacancies as that is the only method for employers to determine whether an applicant has Panel Rights.



APPENDIX 3:

OPT OUT FORM

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SPECIAL NEEDS ASSISTANTS - FORM TO OPT OUT OF THE 2023/24 SUPPLEMENTARY ASSIGNMENT PANEL FOR SNAs

SNAs are advised to read this form and the associated Circular 00XX/2023 carefully before signing.

This form is to be completed by an SNA who wishes to opt out of the 2023/24 SNA supplementary assignment panel. This will trigger the processing of his/her redundancy payment in line with the terms set out in the SNA redundancy scheme (DE circular 58/06) or any revision of same that is applicable at that time. The decision to opt out of the 2023/24 supplementary assignment panel for SNAs is final and binding.

Any SNA who opts out of the 2023/24 supplementary assignment panel for SNAs and who receives a redundancy payment, and who then is subsequently re-employed as an SNA by **any** school or ETB within 1 year of being made redundant must notify the Department of Education or the ETB as appropriate that s/he has received such a redundancy payment. In these circumstances, re-imbursment of the enhanced (*ex gratia*) element of the redundancy payment will be required from the SNA. Arrangements for re-imbursment will be made at that time, subject to re-imbursment being completed within a 12 month time-frame.

Even where an SNA re-imburses the enhanced (*ex gratia*) element of the redundancy payment, the service in respect of which the payment was made will be deemed to have been broken by dint of them having received their statutory redundancy entitlements and any such service will not be reckonable for redundancy purposes in the event of the person being made redundant by their new employer at a subsequent date.

Completion of this form will be deemed to be acceptance of these terms and conditions. Completion of this form also authorises the Department of Education and any employer of SNAs in the education sector, to utilise the data contained in this form for the purposes of monitoring compliance with this provision.

School Details:

School Name: _____
School Address: _____
School Telephone No: _____
School Roll No: _____

Special Needs Assistant Details:

Special Need Assistant Name: _____
SNA Address: _____
SNA PPS Number: _____



To be signed by the Special Needs Assistant:

I, _____ (name in block capitals) have read carefully and fully understand the terms and conditions associated with the 2023/24 SNA supplementary assignment panel. I certify that I wish to opt out of membership of the 2023/24 supplementary assignment panel for SNAs. I acknowledge that if I receive a Redundancy Payment as outlined earlier in this form and if I am subsequently employed as an SNA by **any** school/ETB within 1 year of being made redundant I must notify the Department of Education or the ETB as appropriate, that I have received such a payment. In these circumstances, re-imbusement of the enhanced (*ex gratia*) element of the redundancy payment will be required from myself. I hereby consent to the storage of my PPS number in a Central Database. I also consent that all of the information contained in this form can be used by the Department of Education, and any employer of SNAs in the education sector, for the purposes of monitoring compliance with this provision.

Signature: _____

Date: _____

**This form should be completed and returned to:
snaredundancy@education.gov.ie
SNA Redundancy Unit
Payroll Division
Department of Education
Cornamaddy
Athlone, Co. Westmeath**

Please note that if you were employed by an ETB then the opt-out form should be returned to the HR Department of that ETB who will process the payment.

A copy of this form should be kept for your own records.

Once Payroll Division receives this completed form this will trigger the processing of a redundancy payment in line with the terms set out in the SNA redundancy scheme (DE circular 58/06) or any revision of same that is applicable at that time provided that the SNA is entitled to such a redundancy payment.

Data Privacy Statement
<p>The main purpose for which the Department requires the personal data provided by you is</p> <ol style="list-style-type: none"> 1. Processing your application for payment of redundancy 2. For the purposes of opting out of the Supplementary Assignment Panel <p>The personal data provided may be exchanged with the Payroll division and your employer. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at https://www.gov.ie/en/organisation-information/dataprotection/. Details of this policy and privacy notice are also available in hard copy upon request from the following address: Department of Education, Marlborough Street, Dublin 1.</p>