



Circular Letter 0037/2024

**To: Principal/ Secretary Board of Management of each
Community/Comprehensive School**

**Revision of Salaries of School Secretaries and School Maintenance
Staff in Community and Comprehensive Schools under the Public
Service Agreement 2024 - 2026**

Application of pay adjustments due on 1 January 2024

1. The Minister for Education wishes to inform management authorities and Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme of revised rates of salary with effect from 1 January 2024 in accordance with the Public Service Agreement 2024 – 2026.
2. This circular sets out the increases to pay due on 1 January 2024 as provided for under The Public Service Agreement 2024 - 2026.

Salary increases to be implemented under Public Service Agreement 2024-2026

3. Under Public Service Agreement 2024-2026, a 2.25% (or €1,125 whichever is greater) pay adjustment was agreed and will be implemented with effect from 1 January 2024.
4. In accordance with Section 3.1 of the Public Service Agreement whole-time annual basic scale salaries will be increased by 2.25% (or €1,125 whichever is greater) with effect from 1 January 2024.
5. The revised salary scales to affected staff are set out at Appendix 1.
6. All salary scales payable to Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme set out in previous Circulars are superseded by the terms of this Circular with effect from 1 January 2024.
7. Overpayments will be dealt with in accordance with the procedures set out in Circular 0084/2015.
8. The pay of part-time staff will 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

9. The Agreement also provides for increases to allowances in the nature of pay of 2.25% from 1 January 2024. 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 in effect from 1 January 2024.

Deductions from Pay

10. Deductions from pay which are expressed as a percentage of pay (e.g., income continuance plans, union subscriptions) fall to be recalculated by reference to the revised rates of pay provided for in this letter

Pensions Increases

11. The principle of pay parity in pension increases for pre-existing public service schemes¹ has been agreed up to 30 June 2026 in line with the Public Service Agreement 2024-2026. Civil service pension increases should be passed on to pensions in line with that policy.
12. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in line with the Consumer Price Index (CPI), subject to a separate instruction from the Department of Public Expenditure NDP Delivery and Reform. Therefore, Single Scheme pensions in payment in respect of former public servants who served in grades to which this circular applies will not be adjusted with reference to the revisions of basic pay set out in this Circular.

Pension revisions for pre-existing public service pension schemes

13. The pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment from 1 January 2024 in respect of former Public Servants who served in grades to which this circular applies, will be adjusted as appropriate in the normal way, by reference to the revisions of basic pay set out in this Circular. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.
14. The lump sums of the officers in the grades to which this Circular applies who retired on or after 1 January 2024 should also be revised by reference to the revisions of basic pay set out in this circular as appropriate. Deductions from lump sums in respect of non-periodic contributions (such as under Spouses and Children's Pension Schemes) should also be adjusted in these cases. The lump sum of officers in the grades to which this circular applies who retired before 1 January 2024 should not be adjusted.

¹ Pre-existing Public Service Pension schemes, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

15. Pensions for officers who retired after 1 January 2024 which were evaluated for the Pension Benefit Cap² under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular.
16. Pensions for officers who are currently re-employed in the public service and whose pensions were evaluated for Pension Abatement³ under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular. A pensioner, not previously subject to abatement, may now be subject to abatement as a result of the increases.

Pension revisions for the Single Public Service Pension Scheme

17. For Single Scheme pensioners who were working as public servants (in grades to which this circular applies) on 1 January 2024 and subsequently retired in the period from 1 January 2024 until such date as this pay adjustment takes effect, their referable amounts accrued and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.

This aforementioned calculation should also be undertaken by Relevant Authorities for the following classes:

- Cost-Neutral Early Retirement (CNER)
- Ill-Health Retirement (including Short Service Gratuity)
- Pension Adjustment Orders (PAOs)
- Death-in-Service (Spouse / Partner / Eligible Child)
- Death Gratuity
- Any other relevant cases

Final Retirement Benefit Statements and Leaver Statements for Single Scheme members in the grades to which this circular applies, who were working as public servants on the dates of the revisions of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

Please note that, as previously stated, the lump sum and pensions of officers in the grades to which this circular applies who retired before 1 January 2024 should not be adjusted.

Circulation and queries

18. Please ensure that copies of this Circular are provided to all members of the Board of Management and its contents are brought to the attention of all affected staff in your employment including those on leave of absence.
19. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>

² Circular 13/2020 Guidance on the application of the Pensions Benefit Cap under section 52 (6) and (7) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

³ Circular 24/2022 Guidance on the application of Abatement of Public Service Occupational Pensions.

20. Enquiries regarding this Circular should be e-mailed to sdfinfo@education.gov.ie

Tom Deegan
Principal Officer
Schools Financial and Database

Mark Bohan
Principal Officer
External Staff Relations

11 April 2024

Appendix 1:

**PAY SCALES FOR SCHOOL SECRETARIES IN COMMUNITY AND
COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1st JANUARY 2024**

Grade III⁴:

| Scale Point | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|--------------------------------|---------------------------------|---|
| 1 | €31,157 | €29,020 |
| 2 | €32,016 | €30,736 |
| 3 | €33,267 | €31,157 |
| 4 | €34,520 | €32,016 |
| 5 | €35,777 | €33,267 |
| 6 | €36,686 | €34,520 |
| 7 | €37,719 | €35,777 |
| 8 | €38,914 | €36,686 |
| 9 | €39,764 | €37,719 |
| 10 | €40,950 | €38,914 |
| 11 | €42,145 | €39,764 |
| 12 | €44,391 | €40,950 |
| 13 | €44,391 | €42,145 |
| 14 | | €44,391 |
| 15 | | €44,391 |
| Long Service Increment* | €45,986 | €45,986 |

** after 3 years satisfactory service at the maximum*

⁴ Payroll code: G3 & G3NE

Grade IV⁵:

| Scale Point | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|-----------------------------------|---------------------------------|---|
| 1 | €36,354 | €33,425 |
| 2 | €38,471 | €35,510 |
| 3 | €40,412 | €36,354 |
| 4 | €42,114 | €38,471 |
| 5 | €43,757 | €40,412 |
| 6 | €45,978 | €42,114 |
| 7 | €47,583 | €43,757 |
| 8 | €49,215 | €45,978 |
| 9 | | €47,583 |
| 10 | | €49,215 |
| Long Service Increment 1* | €50,713 | €50,713 |
| Long Service Increment 2** | €52,251 | €52,251 |

** after 3 years satisfactory service at the maximum*

*** after 3 years satisfactory service at the 1st Long Service Increment*

⁵ Payroll code: G4 & G4NE

**PAY OF CARETAKERS IN COMMUNITY & COMPREHENSIVE SCHOOLS
OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)**

| Caretaker⁶ | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|------------------------------|---------------------------------|---|
| On Recruitment | €37,332 | €34,314 |
| after 6 months | €37,514 | €35,039 |
| after 1½ years | €37,688 | €37,332 |
| after 2½ years | €37,688 | €37,514 |
| after 3½ years | €37,702 | €37,688 |
| after 4½ years | €37,800 | €37,688 |
| after 5½ years | €37,897 | €37,702 |
| after 6½ years | €38,002 | €37,800 |
| after 7½ years | €38,102 | €37,897 |
| after 8½ years | €38,205 | €38,002 |
| after 9½ years | €38,315 | €38,102 |
| after 10½ years | €38,425 | €38,205 |
| after 11½ years | €38,527 | €38,315 |
| after 12½ years | | €38,425 |
| after 13½ years | | €38,527 |

⁶ Payroll code: MA01 & MA01NE

**PAY OF ATTENDANTS IN COMMUNITY & COMPREHENSIVE SCHOOLS
OUTSIDE THE DUBLIN AREA**

| Attendant⁷ | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|------------------------------|---------------------------------|---|
| On Recruitment | €36,456 | €33,518 |
| after 6 months | €36,639 | €34,247 |
| after 1½ years | €36,809 | €36,456 |
| after 2½ years | €36,908 | €36,639 |
| after 3½ years | €37,009 | €36,809 |
| after 4½ years | €37,104 | €36,908 |
| after 5½ years | €37,205 | €37,009 |
| after 6½ years | €37,305 | €37,104 |
| after 7½ years | €37,410 | €37,205 |
| after 8½ years | €37,515 | €37,305 |
| after 9½ years | €37,623 | €37,410 |
| after 10½ years | €37,623 | €37,515 |
| after 11½ years | €37,662 | €37,623 |
| after 12½ years | | €37,623 |
| after 13½ years | | €37,662 |

⁷ Payroll code: MA07 & MA07NE

**PAY OF CARETAKERS IN COMMUNITY & COMPREHENSIVE SCHOOLS
OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)
(Non-Members of Pension Scheme)**

| Caretaker⁸ | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|------------------------------|---------------------------------|---|
| On Recruitment | €37,300 | €34,286 |
| after 6 months | €37,484 | €35,011 |
| after 1½ years | €37,659 | €37,300 |
| after 2½ years | €37,659 | €37,484 |
| after 3½ years | €37,676 | €37,659 |
| after 4½ years | €37,772 | €37,659 |
| after 5½ years | €37,869 | €37,676 |
| after 6½ years | €37,971 | €37,772 |
| after 7½ years | €38,073 | €37,869 |
| after 8½ years | €38,176 | €37,971 |
| after 9½ years | €38,284 | €38,073 |
| after 10½ years | €38,393 | €38,176 |
| after 11½ years | €38,497 | €38,284 |
| after 12½ years | | €38,393 |
| after 13½ years | | €38,497 |

⁸ Payroll code: MA02 & MA02NE

**PAY OF ATTENDANTS IN COMMUNITY & COMPREHENSIVE SCHOOLS
OUTSIDE THE DUBLIN AREA (Non-Members of Pension Scheme)**

| Attendant⁹ | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|------------------------------|---------------------------------|---|
| On Recruitment | €36,426 | €33,490 |
| after 6 months | €36,612 | €34,220 |
| after 1½ years | €36,782 | €36,426 |
| after 2½ years | €36,878 | €36,612 |
| after 3½ years | €36,979 | €36,782 |
| after 4½ years | €37,078 | €36,878 |
| after 5½ years | €37,174 | €36,979 |
| after 6½ years | €37,279 | €37,078 |
| after 7½ years | €37,379 | €37,174 |
| after 8½ years | €37,487 | €37,279 |
| after 9½ years | €37,592 | €37,379 |
| after 10½ years | €37,703 | €37,487 |
| after 11½ years | €37,703 | €37,592 |
| after 12½ years | | €37,703 |
| after 13½ years | | €37,703 |

⁹ Payroll code: MA08 & MA08NE

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

| CARETAKERS¹⁰ | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|--------------------------------|---------------------------------|---|
| 1 | €35,810 | €32,635 |
| 2 | €36,066 | €33,397 |
| 3 | €36,170 | €35,810 |
| 4 | €36,273 | €36,066 |
| 5 | €36,367 | €36,170 |
| 6 | €36,367 | €36,273 |
| 7 | €36,367 | €36,367 |
| 8 | €36,367 | €36,367 |
| 9 | €36,458 | €36,367 |
| 10 | €36,566 | €36,367 |
| 11 | €36,709 | €36,458 |
| 12 | €36,848 | €36,566 |
| 13 | €36,987 | €36,709 |
| 14 | | €36,848 |
| 15 | | €36,987 |

| | From 01/01/2024 |
|-----------------------------------|----------------------------|
| Senior Caretaker Allowance | €85.59 |
| Junior Caretaker Allowance | €33.37 |

| | From 01/01/2024 |
|---|----------------------------|
| Senior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved | €82.94 |
| Junior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved | €30.71 |

¹⁰ Payroll code: MA03 & MA03NE

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

| GENERAL OPERATIVE¹¹ | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|---------------------------------------|---------------------------------|---|
| 1 | €35,780 | €32,608 |
| 2 | €36,035 | €33,371 |
| 3 | €36,139 | €35,780 |
| 4 | €36,239 | €36,035 |
| 5 | €36,340 | €36,139 |
| 6 | €36,449 | €36,239 |
| 7 | €36,449 | €36,340 |
| 8 | €36,449 | €36,449 |
| 9 | €36,449 | €36,449 |
| 10 | €36,541 | €36,449 |
| 11 | €36,682 | €36,449 |
| 12 | €36,820 | €36,541 |
| 13 | €36,959 | €36,682 |
| 14 | | €36,820 |
| 15 | | €36,959 |

CLEANERS

| | Rate from 01/01/2024 | New Entrant Rate from 01/01/2024 |
|-------------------------|---------------------------------|---|
| CLEANER P/T Rate | €17.91 | €16.47 |

¹¹ Payroll code: MA04 & MA04NE