



**21 March 2019**

**Circular EL 02/2019: Application of additional increments awarded in relation to New Entrants under the Public Services Stability Agreement 2018-2020.**

Dear Chief Executive,

I am directed by the Minister for Housing, Planning and Local Government to convey the following instructions to local authorities with regard to the application of adjustments to local authority 'new entrant' pay scales in accordance with the Public Service Stability Agreement 2018-2020.

**To:** HR Managers in each local authority

**Purpose:** To give effect to the measure which provides for two separate interventions to salary scales of local authority grades recruited since 2011 on 1 March 2019, as agreed between the parties to the Public Service Stability Agreement 2018-2020.

**Effective From:** 1 March 2019 – 29 February 2020

Yours sincerely

A handwritten signature in black ink, which appears to read 'Myriam Scanlon'. The signature is fluid and cursive.

Myriam Scanlon

Assistant Principal

Local Government HR & Governance of State Bodies

## **1. Application**

1.1 This circular applies to certain direct entry grades to the Local authority sector recruited since 2011 that were subject to reduction under Circular EL 01/2011 as subsequently amended by Circular EL 03/2014.

1.2 The adjustments should be applied, as appropriate, to each eligible new entrant as defined below on their **next normal increment date on or after 1st March 2019**.

1.3 The additional increments awarded will not apply to persons serving as local authority staff on or before 31 December 2010.

## **2. General**

2.1 This Circular sets out the method to be applied between 1<sup>st</sup> March 2019 – 29<sup>th</sup> February 2020, which entails an additional increment at point 4 and point 8 of the relevant pay scales.

2.2 This Circular covers the more complex movements within that time frame, taking account of the interaction between the two interventions, particularly for new entrants currently on point 6 or above.

2.3 A Circular to be issued in early 2020 will cover the more straightforward progression of new entrants through points 4 and 8 in subsequent years.

## **3. Additional Increments awarded at Point 4 and Point 8 on new entrant salary scales for eligible staff**

3.1 To give effect to the measures contained in the Public Service Stability Agreement the following revisions to arrangements will apply with effect **from 1 March 2019** to local authority staff recruited since 2011 to grades reduced under Circular EL 01/2011 as subsequently amended by Circular EL 03/2014:

### **3.2 For employees on incremental points 1 or 2 of a salary scale**

For those currently on incremental points 1 or 2 of a salary scale, each will receive the normal increment due on their next normal increment date.

### **3.3 For employees on incremental points between 3 and 5 of a salary scale**

For those currently on incremental points 3, 4 or 5 of a salary scale, each will receive two increments (1 normal, and 1 additional increment) due on their next normal increment date.

### **3.4 For employees on incremental point 6 or above of a salary scale**

For those currently on incremental point 6 or above of a salary scale, each will receive three increments (1 normal, and 2 additional increments) due on their next normal increment date.

### **3.5 For employees on Max and Max -1 on a scale that does not have Long Serving Increments**

For those currently on Max -1 on scales which do not have LSI's, each will receive the normal increment due on their next normal increment date, progressing to Max of scale.

For those currently on Max on scales which do not have LSI's, no further incremental progression is possible.

**3.6 For employees at Max -1 on scales that have Long Serving Increments**

For those currently on Max -1 on scales that have LSI points, 1 normal increment, plus two additional years credit towards the achievement of the LSI is due on their next normal increment date.

**3.7 For employees at Max on scales that have Long Serving Increments**

For employees at max of scale, 1 normal year credit and two additional years credit towards the achievement of LSI 1 (or LSI 2 depending on scale and existing level of service towards LSI 1) is due on their next normal increment date.

**3.8 For employees on an LSI point or above, on a scale that has more than one Long Serving Increment:**

For those currently on LSI point 1 or above, on a scale that has more than one Long Serving Increments, 1 normal year credit, plus two additional years credit towards the achievement of the next LSI is due on their next normal increment date.

**4. Queries**

4.1 A 'New Entrant Measure - Frequently Asked Questions' document dealing with the matters addressed in this Circular is attached at Appendix 1. A sample progression is attached at Appendix 2, and worked examples are attached at Appendix 3.

4.2 This circular will be available on the Department's website. Enquiries from individual officers in respect of this circular should be addressed to their local HR Unit of their parent local authority. Any enquiries regarding the application of this circular from HR units should be emailed to: [localservices@housing.gov.ie](mailto:localservices@housing.gov.ie)

## **Appendix 1**

### **New Entrant Measure Frequently Asked Questions**

#### **1. Who qualifies as a new entrant?**

A new entrant is someone who was recruited after 1 January 2011 to a **direct entry** grade that was subject to rate reductions under Circular EL 01/2011 as subsequently amended by Circular EL 03/2014. To qualify for the measure the new entrant must still be on an entry level grade.

#### **2. What if the new entrant has been promoted to a non-new entrant grade? For Example Assistant Staff Officer to Staff Officer?**

If the new entrant is no longer on a new entrant grade they do not qualify for this measure.

#### **3. What happens if a new entrant has been promoted from one new entrant grade to another? For example Clerical Officer to Assistant Staff Officer?**

If the new entrant is still on a new entrant grade they qualify for the measure.

#### **4. What happens if the new entrant has left the service or retired?**

If the new entrant is no longer on a new entrant grade they do not qualify for this measure.

#### **5. What is the new entrant measure?**

A new entrant will effectively skip points 4 and point 8 on the new entrant scale. In the first year, because some new entrants will be higher than point 4 or point 8 it is a little more complicated but essentially means that for new entrants on points 3-5 they benefit from 1 additional increment (2 in total: 1 normal and 1 additional) and for those new entrants on point 6 and above they benefit from 2 additional increments (3 in total: 1 normal and two additional)

#### **6. When does the new entrant benefit accrue?**

A new entrant will benefit at their next increment date after the 1<sup>st</sup> of March 2019.

#### **7. What if a new entrant is already above point 4 or point 8?**

Any new entrant on points 3-5 will benefit from one additional increment (one normal and one additional in total). Any new entrant at point 6 or above will benefit from 2 additional increments (one normal and two additional in total).

**8. What happens if a new entrant has reached the Max of Scale on a scale without Long Service Increments?**

Any new entrant that has reached the max of scale, on a scale with no long service increments has effectively caught up with where they would be had no points been added to the salary scale. As such they do not qualify for this measure.

**9. What happens if a new entrant has reached the Max of Scale -1 on a scale without Long Service Increments?**

That new entrant will normally progress to the max of scale at their next increment date as such they do not qualify for this measure.

**10. What happens if the new entrant is on a scale with Long Service Increments?**

The new entrant will get the incremental credit towards the achievement of the Long Service Increment. For example someone on max of scale (point 10) with an LSI point would, on their next increment, normally progress 1 year towards the achievement of the LSI but will now benefit from 2 years credit and move directly onto the LSI point.

**11. What happens if the new entrant salary scale has less than 9 points?**

For those on a salary scale with less points than the 9 incremental points necessary to receive the second benefit at point 8, there is no need for a second adjustment as they would be in the same position they would be if the two additional points had not been added to the salary scale.

**12. What happens if the new entrant salary scale has less than 5 points?**

For those on a salary scale of between 1 and 4 points, these salary scales are excluded from the additional increments awarded under this Agreement. These grades will benefit from the progressive pay increases agreed under the PSSA and, if they progress to full new entrant salary scales they will benefit from the interventions when they reach points 4 and 8.

**13. How are Acting –Up allowances to be applied**

For those to whom this circular applies who are in receipt of an acting-up allowance, the intervention should be applied in the first instance, and the normal acting-up rules should then be applied to the revised point of scale.

## Appendix 2

### Sample Progression on a 10 point scale with no LSI

Current Point on Scale	Normal progression at next increment	Actual progression including additional new entrant measure
1	2	2
2	3	3
3	4	5
4	5	6
5	6	7
6	7	9
7	8	10
8	9	10
9	10	10
10	10	10

### Sample Progression – Part time Fire Fighters

Years' Service	Current Scale (corresponding point)	Normal progression at next increment	Actual progression at next increment
< 1	€7,895 (1)	€7,895	€7,895
1 - 2	€7,895 (2)	€8,773	€8,773
2 - 3	€8,773 (3)	€8,773	€8,773
3 - 4	€8,773 (4)	€8,773	€9,838
4 - 5	€8,773 (5)	€9,838	€9,838
5 - 6	€9,838 (6)	€9,838	€9,838
6 - 7	€9,838 (7)	€9,838	€9,838
7 - 8	€9,838 (8)	€9,838	€10,812
8 - 9	€9,838 (9)	€9,838	€10,812
9 - 10	€9,838 (10)	€10,812	€10,812
10 +	€10,812 (11)		

## **Appendix 3**

### **Worked Examples**

#### **Scenario example 1:** Brian, on point 2 of the CO payscale

Brian is due an increment on 1/9/2019. On this date, Brian will progress to point 3 as normal. Brian will benefit from the new entrant measure at the following increment on 1/9/2020. At that point, depending on PMDS approval, Brian will move normally to point 4 and receive the additional increment, moving to point 5. In time Brian will also benefit from the skip at 8. A similar application would apply to those currently on point 1.

#### **Scenario example 2:** Paul, on point 5 of the CO payscale

Paul is due an increment on 8/1/2020. On this date, Paul will move normally to point 6 of the payscale and then benefit from additional increment, moving to point 7. Paul then waits another year and will then benefit of the skip at point 8.

A similar application will apply to those on point 3-4 also. Those on point 3 move normally to 4 and receive the additional increment moving to 5. Those on point 4 move normally to point 5 and receive the additional increment moving to point 6.

#### **Scenario example 3:** Patricia, on point 7 of the Assistant Engineer payscale.

Patricia is due an increment on 1/10/2019. On this date, Patricia will move normally to point 8 and then benefit from 2 additional increments moving to point 10. A similar application will apply to those on point 6 and above.

#### **Scenario example 4:** Alan, on LSI 1 of the ASO payscale.

Alan is due to move onto LSI 2 on 8/1/2021. On the next year of Alan's increment date (8/1/2020), Alan will receive 2 years incremental credit so he will reach LSI 2 a year early. As this is the final LSI for Alan, he has reached the top of the scale.

#### **Scenario example 5:** Barry, a part-time firefighter.

Barry joined the retained fire service on June 1<sup>st</sup> 2016, and is currently (March 2019) on the 2-5 year scale. On June 1<sup>st</sup> 2019, he will have attained the equivalent of point 4 (his third anniversary). He will be given a year's "credit" and will move to the 5-10 years scale on June 1<sup>st</sup> 2020 rather than June 1<sup>st</sup> 2021.