



Circular Title: Revised arrangements applying to starting pay

A Dhuine Uasail,

I am directed by the Minister for Public Expenditure and Reform to set out the revised arrangements applying to starting pay on promotion and appointment in the Civil Service for existing civil and public servants.

Government policy continues to be that starting pay on recruitment from open competition for all posts within the public service should be at the minimum of the relevant salary scale and should not be subject to negotiation [Duffy letter 23 December 2010].

To: HR Manager / Personnel Officer in each Department and office

Circular Number: 08/2019

Purpose: To set out the revised arrangements applying to starting pay on promotion and appointment in the Civil Service for existing civil and public servants.

File Ref.: DPE144/004/2015

Relevant legislation: The Civil Service Regulation Acts 1956-2005

Effective from: 1 January 2018

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A handwritten signature in blue ink, appearing to read 'Colin Menton'.

Colin Menton

Assistant secretary

Public Service Pay and Pensions Division

A. Pay on promotion from competitions confined to existing civil servants

1. Starting pay rules – see Appendix 1

- 1.1 On promotion, an officer will be appointed at the minimum point of the new scale unless any of the conditions set out at 1.2 apply.
- 1.2 (i) Where the officer's current salary is above the minimum point of the new scale but below the normal maximum, the nearest point above the officer's current salary point plus one increment.
- (ii) Where the officer's current salary is above the normal maximum point of the new scale but below LSI1, the nearest point above the officer's current salary point (i.e. LSI1).
- (iii) Where the officer's current salary is above LSI1 and below LSI2 of the new scale, the nearest point above the officer's current salary point (i.e. LSI2).
- (iv) Where the minimum of the new salary scale is greater than existing pay by an amount less than the first increment on the new scale, the officer may enter the new scale at the minimum plus one increment.
- 1.3 The date of promotion becomes the officer's incremental date.

2. Starting pay for officers in receipt of an allowance or an addition to scale pay, including a Private Secretary Allowance

- 2.1 An officer who holds an allowance in the nature of pay at the time of promotion to a higher grade, including an allowance deriving from service as a Private Secretary, will enter the scale for the higher post at the more favourable of the following:
- (i) Normal starting pay rules based on the officer's existing pay, exclusive of the allowance; or
- (ii) Where the allowance has been held for at least one year, the officer's existing pay plus the allowance.
- 2.2 Where an officer currently in receipt of the retention element of the Private Secretary Allowance is promoted, the starting pay on promotion calculation will be in accordance with paragraph 1. The retained element of the Private Secretary Allowance for an officer will be derived from the application of the rules set out in the Department's letter of 24 September 2015: Retention of Private Secretary Allowance.
- 2.3 Where a Private Secretary appointed prior to 1 February 2012 who is in receipt of a 'special addition' to salary is promoted, this special addition should not be treated as an additional allowance for starting pay on promotion rules. Rather, it should be included in the officer's existing pay under the relevant rule.
- 2.4 An officer may not benefit twice from the same allowance.

- i. Where an allowance is common to both the officer's previous grade and to the higher grade, it should be disregarded for the purpose of starting pay on promotion calculations.
- ii. Where an officer is promoted having had the benefit of an allowance in the calculation of starting pay and subsequently moves to a post at the higher grade attracting the same allowance, the officer's pay should be recalculated to ensure that the benefit of the allowance is not applied twice. In applying this measure, the officer's pay (including allowance) will not be less favourable than the officer's current rate.

B. Application of starting pay rules to officers securing higher posts by way of open competition

- 3.1 For the avoidance of doubt, it is confirmed that where the appointee to a higher post is a currently serving civil or public servant, the arrangements for officers appointed through confined competition described at Part A above shall apply.

C. Appointment to Analogous Grades

- 4.1 Appointees to the civil service who are moving from posts elsewhere in the public service to what is deemed to be an analogous grade and pay scale may be appointed at the current point of scale.
- 4.2 It is for the recruiting Department/Office to satisfy itself that analogous conditions exist. HR units should direct any queries on this matter to this Department (see below).
- 4.3 Departments/Offices should put in place an internal appeals process at senior HR Manager/Personnel Officer level to address any issues arising from decisions taken in respect of such analogous appointments.
- 4.4 Where the appointee's current salary is not an exact match in respect of incremental points, the appointee will be appointed on an off point [subject to paragraph 7.1 below]. The appointee will retain the increment date from the previous role. The appointee will then come on scale on this date.

D. Marking Time – see Appendix 2

5 Officers currently marking time

- 5.1 Marking time will no longer apply and it has been agreed that with effect from 1 January 2018 officers currently marking time will be brought on scale with effect from their next incremental date. No retrospection from any earlier date will apply where an officer ceases to mark time.

E. Changes in respect of incremental credit agreements set out in Circulars 21/2004 and 40/2007

- 6.1 With effect from 1 January 2018 the existing deductions of 3 years' service for Clerical Officer and 4 years' service for Executive Officer set out Circulars 21/2004 and 40/2007 will no longer apply.

F. General Conditions

7. General

- 7.1 In applying the rules set out in this Circular, under no account should an officer be granted a salary in excess of the LSI2 of the new scale.
- 7.2 The Normal Maximum of a scale means the maximum point exclusive of the Long Service Increments (LSIs).
- 7.3 For a change in grade to be considered a promotion, the Normal Maximum of the new grade must be greater than the Normal Maximum of the officer's current grade.
- 7.4 An officer accepting appointment to a new grade severs any connection with their former grade and will not be granted any benefits which may subsequently be accorded to that grade.
- 7.5 Queries in the application of this circular should be submitted to the Department's attention by email at Payscales@per.gov.ie.

8. Application

- 8.1 The provisions of this Circular will apply from 1st January 2018.
- 8.2 Officers who were appointed since 1st January 2018 should have their pay adjusted under the provisions of this Circular and should be informed in writing of their new rate of pay and the date the adjustments come into effect.
- 8.3 The provisions in relation to starting pay on promotion will apply to officers who were appointed between 31 July 2017 and 1 January 2018, however, the new rate will only apply to these officers from 1 January 2018. There will be no retrospective payments pre 1 January 2018 in relation to these officers.
- 8.4 No officer appointed since 1 January 2018 shall be disadvantaged by the operation of this circular.
- 8.5 Circular 34/1977 is hereby revoked. Circular 21/2004 and Circular 40/2007 are amended by the removal of the deductions referred to at 6.1 above.
- 8.6 Officers with queries in respect of their starting pay on promotion should direct their queries to PeoplePoint or, where appropriate, Local HR Units. HR Units may raise queries to the Department by email to Payscales@per.gov.ie.

Worked examples of the application of revised starting pay arrangements

Example 1: A Clerical Officer PPC on the 13th point (€35,540) is promoted to Administrative Officer PPC on 2nd October 2018.

As the officer is below the normal maximum of the current grade, **paragraph 1.2(i) applies**. The officer receives the more favourable of:

(i)	Minimum of the AO scale	€31,848 or
(ii)	Existing pay	€35,540
	Nearest Increment point AO Scale Point (4)	€37,942
	Starting Salary is AO Point (5)	€41,791

Rationale

The starting pay is derived using the following rules. The existing CO Rate is between Point 3 (€34,935) and Point 4 (€37,942) of the AO scale. As such, the officer's starting pay on promotion is Point 5 of the AO scale (€41,791) and the officer's increment date is 2nd of October. (The officer receives the point immediately above current salary [point 4] plus one increment [point 5])

Example 2: An EO with an allowance of €10,000 progressed to the Normal Maximum of the EO PPC scale (€46,891) on 1st August 2016 [and has total pay of €56,891] is promoted to HEO on 2nd October 2018.

As the officer has been on the normal maximum for at least two years but not three years, **paragraph 1.2 (ii) applies**. The officer receives the more favourable of the following:

(i)	Maximum of the HEO scale	€56,441 or
(ii)	Existing pay	€46,891
	Allowance	€10,000
	Total salary	€56,891
	Starting Salary is HEO LSI1	€58,466

Rationale

As the officer's total salary is above the normal maximum of the HEO scale, the starting salary will be at LSI1 of the HEO scale of € 58,466. The officer's increment date will be the 2nd of October (point immediately above the total salary).

Example 3: An EO with an allowance of €10,000 progressed to LSI 1 of the EO PPC scale (€48,427) on 1st August 2016 [has total pay of €58,427] is promoted to HEO on 2nd October 2018.

As the officer has reached LSI 1 of the EO scale, **paragraph 1.2 (iii) applies**. The officer will receive the more favourable of the following:

(i)	Maximum of the HEO scale	€56,441 or
(ii)	Existing pay	€48,427
	Allowance	€10,000
	Total salary	€58,427
	Starting Salary is LSI 2 of the HEO	€60,486

Rationale

As the officer's total salary is above LSI 1 of the HEO scale, the starting salary will be at LSI2 of the HEO scale which is € 60,486. (Point immediately above the total salary). The officer's new increment date will be the 2nd of October

Example 4: An EO PPC has progressed to the Normal Maximum (€46,891) on 1st August 2016 is promoted to HEO on 2nd October 2018.

As the officer is at the normal maximum, **paragraph 1.2 (iv) applies**. The officer will receive the more favourable of the following:

(i)	Minimum of the HEO scale	€48,028; or
(ii)	Existing pay	€46,891
	Value of the increment on the HEO scale	€ 1,404 (Point 2 less Point 1)
	Total	€48,295
	Starting Salary is point 2 of the HEO	€49,432

Rationale

As the officer's total salary, plus the value of the increment is above the minimum point of the HEO scale the starting salary will be at the second point of the HEO scale which is €49,432. The officer's new increment date will be the 2nd of October (The point immediately above the total of the salary plus the value of one increment).

Arrangements in respect of adjustment of Starting Pay where an officer is marking time

Scenarios:

- 1. Officers appointed before 31 July 2017 (date of the PSSA) and who are marking time**
 - Officers in this category were appointed before the PSSA date of 31 July 2017 and will come on scale at the next increment date after 1 January 2018.
 - Such officers will receive retrospection as appropriate from the increment date.
- 2. Officers appointed between 31 July 2017 and 31 December 2017 and who are marking time**
 - Officers in this category were appointed after the PSSA date of 31 July 2017 and will come on scale at the date of the next available opportunity i.e. the next increment date after 1 January 2018.
 - Such officers will receive starting pay on promotion rules and retrospection from 1 January 2018.
- 3. Officers appointed on or after 1 January 2018 and who are marking time**
 - Officers in this category were appointed on or after 1 January 2018 and will come on scale at the next available opportunity i.e. the next increment date.
 - Such officers will receive starting pay on promotion rules from the date of promotion and retrospection as appropriate.

