

Ardoideachas –
Teicneolaíocht agus Oiliúint,
An Roinn Oideachais agus Eolaíochta,
Sráid Maoilbhríde,
Baile Átha Cliath 1.



Higher Education -
Technology & Training,
Department of Education & Science,
Marlborough Street,
Dublin 1.

File Ref: 92537
Circular Letter No. IT 01/05

To: The Director of each Institute of Technology and the President of the Dublin Institute of Technology

Conditions for Determining Starting Salary and for the Award of Increments on Appointment or Promotion to Permanent, Temporary Wholetime or Pro-Rata Part-Time Lecturing Positions in Institutes of Technology

1. I am directed by the Minister for Education and Science to inform you that the revised arrangements as set out hereunder will apply in relation to starting salary and incremental credit on appointment or promotion to permanent, temporary wholetime or pro-rata part-time lecturing positions in Institutes of Technology. The revised arrangements will apply to appointments made on or after the date of the circular letter.
2. Subject to what is set out below, the normal expectation is that appointees will be admitted to the relevant salary scale at the minimum point of the scale.
3. Credit for Relevant Experience:
 - a) In determining starting salary, incremental credit, up to a maximum of five increments (i.e. the sixth point of the scale), may be awarded where the appointee has relevant experience over and above the minimum required for appointment. No more than one increment may be awarded for each year of such experience. However, in the case of lecturing experience in an equivalent post (i.e. a post at the same grade or higher in a recognised third-level institution), credit shall be given for the full number of years' satisfactory service over and above the minimum required for appointment in a recognised third-level institution as a lecturer.

In the case of other teaching experience, credit may be given depending on its relevance to the post in question. The level of credit is to be determined by the Institute.

***see Appendix 1 in relation to relevant experience gained while on a career break**

- b) In exceptional circumstances, where an appointee to a post has more than five years relevant experience over and above the minimum required for appointment and where the application of the above would result in less than *current salary** being achieved, s/he may enter the scale at a point higher than the sixth point, at the discretion of the Institute. Similarly, no more than one increment may be awarded for each year of such experience.

Current Salary* being the certified/verified annual gross remuneration (including pension contributions) immediately prior to appointment, taking account of BIK and other perquisites as declared to the Revenue Commissioners.

4. Appointment to the Same or Lower Grade

- a) Where a lecturer currently employed in the same or another Institute of Technology is appointed to a post at the same grade, his/her incremental progression shall be unaffected by this move and he/she shall retain his/her existing incremental date.
- b) Where a lecturer currently employed in an Institute of Technology is appointed to a post that is lower than the current grade, then the starting salary shall be the salary point which is equal to or immediately above the point currently held on the present grade or the maximum of the new scale – whichever is the lesser - and he/she shall retain his/her existing incremental date.

5. Appointment to a Higher Grade

Where a lecturer currently employed in an Institute of Technology is appointed or promoted to a higher grade, his/her commencing salary in the higher grade shall be fixed in accordance with the following procedure:-

- (i) If the lecturer's salary plus reckonable allowances prior to taking up duty in the higher grade is lower than the minimum of the new scale, s/he is to be placed on that minimum, and is eligible for his/her first increment on the new scale after one year's satisfactory service.
- (ii) If the lecturer's salary plus reckonable allowances prior to taking up duty in the higher grade is higher than the minimum of the new scale, s/he is to be placed at the salary point on the new scale which is equal to or immediately above his/her existing salary plus reckonable allowances, s/he is to retain the incremental date which s/he had in the lower grade and, subject to satisfactory service, is to be awarded an increment on the new scale on his/her next incremental date.
- (iii) If, prior to the date of taking up duty in the higher grade, the lecturer has served for three years or more on the maximum* of his/her existing scale, s/he is to be placed at the point on the new salary scale which is equal to or immediately above his/her existing salary and allowances, s/he is to be given an immediate increment with effect from the date of taking up duty in the higher grade, s/he is to retain the incremental date which s/he had in the lower grade and, subject to satisfactory service, to be awarded a further increment on his/her next incremental date.

***see Note of Understanding in relation to Lecturer 2 with LS1 or LS2 at Appendix 2 attached**

- 6. Where, after a person has been newly appointed or promoted and his/her salary has been determined in accordance with Paragraphs 2 to 5 above, the salary or salary scale applicable to either the lecturer's former office or new office, or both, is revised with effect from a date which is earlier than the date of the new appointment or promotion, the commencing salary shall, subject to Paragraphs 7 and 8 below, be re-determined in accordance with these rules and by reference to the revised salaries or salary scales.
- 7. Where, in a case to which Paragraph 6 applies, the salaries or salary scales of both the lecturer's former office and his/her new office are revised with effect from different dates not more than 6 months apart, but only one of the revisions is made effective from a date which is earlier than the date of the new appointment or promotion, the commencing salary shall, subject to Paragraph 8, be re-determined as if both revisions had been effective on the date of new appointment or promotion.

8. Nothing in Paragraphs 2 to 7 shall be applied so as to enable a lecturer to have a salary in excess of the maximum salary for the post to which he/she is newly appointed or promoted.
9. Any queries regarding this Circular Letter should be e-mailed to:-
technology_training@education.gov.ie
10. Copies of this circular should be made available to the appropriate representatives of lecturers for transmission to individual lecturers. The Circular may also be viewed on the Department website at www.education.ie

Gerry Murray
Principal Officer
16th March 2005

c.c. Secretary/Financial Controller
 Director of Finance DIT
 Human Resources Manager
 Mr. Joe McGarry, Secretary General Council of Directors
 Mr. James Coyle, Senior Human Resources Executive, Council of
 Directors Mr. Peter MacMenamin, TUI

Appendix 1

Incremental Credit for Career Breaks

The period of a career break will not reckon for the award of incremental credit. However, a claim for incremental credit may be made in respect of relevant experience in line with paragraph 3(a) of this Circular Letter. Any claim for the award of incremental credit in respect of a period on a career break should normally be made within one year of the resumption of duty.

Appendix 2

Note of Understanding in relation to Lecturer 2s in receipt of 1st or 2nd Long Service Increment

1. Promotion of Lecturer 2s in receipt of the first Long Service Increment (LSI)

A lecturer in receipt of the first long service increment on the date of promotion will receive the most favourable of:-

- (1) the minimum of the scale for the higher grade, **or**
- (2) existing pay plus two increments on the scale for the higher grade in the case of a lecturer who has at least three years service on the maximum of the scale or who has an aggregate of at least three years on the maximum and on the first LSI, **or**
- (3) existing pay plus one increment on the scale for the higher grade in the case of a lecturer who has an aggregate of less than three years service on the maximum of the scale and the first LSI.
- (4) In the case of (3), if on the date of promotion a lecturer has an aggregate of more than two years but less than three years service on the maximum of the scale and the first LSI, starting pay will be calculated in accordance with (3) above. On the date the lecturer would have completed an aggregate of three years service on the maximum of the lower scale and the first LSI had he/she not been promoted, starting pay will be recalculated in accordance with (2) above.

2. Promotion of Lecturer 2s in receipt of the second Long Service Increment (LSI)

A lecturer in receipt of the second long service increment who is promoted will receive the more favourable of the following:-

- (1) the minimum of the higher scale
or
- (2) the first long service increment plus two increments on the higher scale
or
- (3) the second long service increment plus one increment on the higher scale