



23 Samhain, 1959.

Circ. 32/59.

### **Payment of Extra Remuneration to Substitute Officers**

A Chara,

1. I am directed by the Minister for Health to state that the payment of extra remuneration to substitute officers has recently been under consideration. It is considered desirable that, in relation to those officers for whom the Minister for Health is the appropriate Minister, a standard procedure should apply and that the following principles should be adopted by local authorities in relation to payment of extra remuneration. In this Circular a “substitute” means an officer appointed to act whole-time as substitute for another officer in a higher grade when that officer is on annual or special leave or, through sickness, absence or suspension or through being seconded for other duties is unable to perform the duties of his office. It also means an officer appointed to act in a higher grade pending the appointment thereto of a permanent holder.

2. Offices (other than those specified in paragraph 3):-

- (a) No extra remuneration should be paid to a substitute officer unless the period during which he acts is a continuous one exceeding one calendar month.
- (b) If the period during which a substitute acts continuously exceeds one calendar month extra remuneration may be paid for the whole period during which a substitute acts.
- (c) An officer acting in a higher post may be paid the minimum of the scale for the higher post or, if little or no financial benefit would thereby ensue to the officer, such allowance at a rate not exceeding £50 a year as the Manager may decide to pay having regard to the difference between the scales involved and any other relevant considerations. The rate of remuneration of a substitute should in no case exceed the maximum of the higher office.
- (d) Payment as indicated may be made to an officer whether he is required or is not required by the terms of his appointment to act in a higher grade.

3. Offices of ward sister, institutional staff nurse (including mental nurse), charge nurse or deputy charge nurse in a district mental hospital.

Extra remuneration, in accordance with the principles set out above, may be paid to an officer in any of the above-mentioned categories acting in a higher post (whether a minor or a major office) subject to the substitution of one week for one month in sub-paragraphs (a) and (b) of paragraph 2 above.

4. Employments:

The provisions of paragraph 3 above may be applied to a servant or an officer who holds a post specified in the Schedule to the Health Offices (Reclassification) Order, 1958, who acts as substitute for the holder of a minor office listed in Appendix C to Circular 5/58 of 25<sup>th</sup> February, 1958.

5. In future health authorities may pay extra remuneration to substitutes in accordance with the principles set out above without reference to the Minister. Cases in which it is proposed to depart from these principles should be submitted for sanction to the Minister.

6. This Circular supersedes all previous Circulars and Departmental sanctions in relation to the payment of substitute officers in all cases for which the Minister for Health is the appropriate Minister.

Mise, le meas,

SIGNATURE

To each health authority,  
mental hospital authority,  
board of assistance and board of public assistance,

To the Cork Sanatoria Board, Western Health Institutions Board,  
Dublin Fever Hospital Board.

CM.