



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
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**Memorandum**

**To:** Each Member of Leadership Team, HSE;  
Each Regional Director of Performance and Integration, HSE;  
Each Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE;  
Each CEO Section 38 Agency.

**From:** Barry O'Brien, National Director of Human Resources.

**Date:** 7<sup>th</sup> April 2014

**Re:** Department of Health Circular 3-2014

Colleagues,

I refer to the provisions of Clause 2.31 of the Public Service Stability Agreement regarding the issue of New Entrant Salary Scales. Revised salary scales to allow for the introduction of these provisions in the health sector have been drawn up by the Department of Health and are set out in the attached Department of Health Circular 03/2014.

These new scales have applicability from 1<sup>st</sup> November 2013 and all employers are requested to take the necessary measures to give effect to these arrangements.

Any queries regarding the implementation of the circular or matters contained in the guidelines should be addressed to: Corporate Employee Relations Services, HSE HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: info.t@hse.ie.

Yours sincerely

**Barry O'Brien**  
National Director of Human Resources

**Encl.**



28 March 2014

To: National Director of Human Resources

Health Service Executive

**Implementation of Clause 2.31 of the Haddington Road Agreement - revised pay scales and allowances for persons recruited to certain direct entry grades; & Clarification in relation to the use of sessional rates.**

1. I am directed by the Minister for Health to refer to Clause 2.31 of the Haddington Road Agreement (HRA) which addresses the remuneration of new entrant grades who entered the Public Service on or after 1 January 2011 and were subject to Department of Health Circular 2/2011 dated 24 March 2011.

**Revised Pay Rates under Clause 2.31 of the HRA**

2. This Circular sets out (in the attached Consolidated Salary Scales) the revised pay rates to apply to health sector direct entry grades which were previously adjusted under Circular 2/2011 dated 24 March 2011. The revised pay rates will apply with effect from 1 November 2013.

2.1 Circular 2/2011 dated 24 March 2011 is superceded by this circular.

**Application to Health Sector**

**3. New entrants to health sector recruitment grades, who were subject to the 2011 reduced pay rates will be assimilated into the revised/merged incremental payscale as and from 1 November 2013.**

3.1 The revised incremental pay scale will apply to all public health servants including new recruits to the health sector. The new pay scale will not however vary or alter the pay rates of public health servants appointed on or before 31 December 2010 or persons appointed after this date who were not subject to the terms of Circular 2/2011.

4. A note from the Department of Public Expenditure and Reform setting out the methodology which has been applied in determining the revised incremental pay scales is attached at Appendix A for your information.

**Allowances**

5. Circular 2/2011 dated 24 March 2011 also provided for a reduction of 10% in the fixed term allowances of persons recruited to new entrant grades. **This reduction in allowances will cease as and from 1 November 2013.** All fixed amount allowances reduced by 10% with effect from 1 January 2011 will be restored and paid at 2010 rate (100%) with effect from 1 November 2013.

Allowances or other payments (overtime etc.) linked to basic pay will be calculated on the revised merged pay scales.

### **Overtime**

6. With effect from 1 November 2013 overtime for those on salaries of up to €35,000 (inclusive of allowances in the nature of pay) will, *be paid as follows*:

6.1 Employees on the first and second incremental point will be paid overtime at the first point of the appropriate merged scale at time and a half.

6.2 Employees on or above the third incremental point will be paid overtime at the third incremental point of the appropriate merged scale at time and a half.

This formula will not apply to any scale where this provision would result in overtime being paid at less than time at any point of the scale. Arrangements for those earning in excess of €35,000 (inclusive of allowances in the nature of pay) are as set out in clause 2.13 (b) of the Haddington Road Agreement.

### **Implementation**

7. The new scales will be effective from 1 November 2013. As they will apply to both existing staff on the 2010 scales and those currently on the reduced (2011) scales, payroll divisions should arrange for the migration of all staff to the new scales as soon as possible.

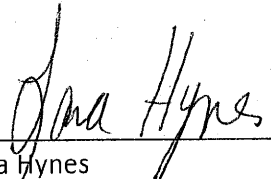
### **Sessional Rates**

**8. The inappropriate use of sessional rates is currently being examined and these rates may not be used in respect of any new employee.** The relevant sessional rates are highlighted on the Consolidated Salary Scales. Further instruction in relation to employees currently on sessional rates will issue separately.

### **General**

9. The contents of this circular should be brought to the attention of all relevant staff. Any queries in relation to the implementation arrangements for this circular should be communicated, in the first instance, to National HR Unit, Department of Health (Email: [national\\_hr\\_unit@health.gov.ie](mailto:national_hr_unit@health.gov.ie) Ph: 01 6354058).

Yours sincerely

  
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Lara Hynes  
Principal Officer  
National HR Unit

**Department of Public Expenditure and Reform note on the Implementation of  
Clause 2.31 of the Haddington Road Agreement**

Clause 2.31 concerns new entrant salary scales and proposes to address the imbalance between those who entered the public service since 1 January 2011 (as provided for in Circular 2/2011 dated 24 March 2011) i.e. NRP (National Recovery Plan) new entrant grades and those who entered prior to this date. The provision provides for revised incremental salary scales to be prepared for same grade entrants that incorporate the revision of salary introduced by Government in January 2011.

The guidelines to incorporate NRP scales\*(1 January 2011) and 1 January 2010\* public service recruitment scales are as follows:

\*1 July 2013 pay scales apply where appropriate

- A single salary scale will be developed which merges public service NRP and 2010 scales
  - The new scales will include starting point increments from the 1 January 2011 NRP scale and all increments from 2010 scale
  - The new scales will incorporate two NRP incremental points at the starting point of the scale
  - However, for scales on a starting point of greater than €400 per week where a third NRP incremental point is lower than the first point of 2010 scale, the second and third incremental point of the NRP scale will need to be merged into a single point (average value of 2nd and 3rd points of NRP scale), to create the new second incremental point.
- Where the 4<sup>th</sup> or subsequent NRP incremental points is lower than the first point of 2010 scale, these incremental points of the NRP scale will need to be merged into a single point (average value of the NRP scale points), to create the new second incremental point.
- For NRP grades on a starting point of €400 or less per week the first and second NRP increments will be merged (average value of 1st and 2nd points of NRP Scale). This will give the starting point of the merged scale, followed by the third point of the NRP scale.
  - When points on the NRP scale are below the minimum wage, these points should be brought in line with the minimum wage before applying the above. Please note that under the National Minimum Wage Act 2000 specific provision regarding the payment of the minimum wage to trainee grades (a % of minimum wage) is provided for and these provisions should continue to apply to such grades.
  - Generally, NRP grades once they reach their third incremental point will be placed on the first point of the 2010 scale
  - Where the first point of the 2010 scale is equal to or less than the third point of the NRP scale NRP grades can advance to the second point of the 2010 scale
  - The salary of those on the 2010 scale will not vary; two NRP incremental points will however be added at the commencement of the payscales
  - Single point scales will become 2 point scales incorporating the NRP scale and the 2010 scale. Incremental progression from the first point to the second point will be after two years' service on the first point
  - The Haddington Road adjustments apply where appropriate.

## Overtime

Because of the merging of the NRP scales with 2010 scales the overtime rules for those on salaries of up to €35,000 (inclusive of allowances in the nature of pay) will be revised as follows:

For those on salaries of up to €35,000 (inclusive of allowances in the nature of pay), overtime will be paid at time and a half at the third point of the appropriate (merged) scale. This formula will not apply to any scale where this provision would result in overtime being paid at less than time at any point on the scale.

2.13 (a) of the Haddington Road Agreement will continue to apply to those on the first and second point of the merged scale. Accordingly, for those on salaries of up to €35,000 and on the 1st or 2nd point of the merged scale, overtime will be paid at time and a half at the 1st point of scale. This formula will not apply to any scale where this provision would result in overtime being paid at less than time at any point on the scale.

Where the implementation of merged scales under this circular does not arise, overtime will continue to be paid at the first point of the scale.