



**Circular 2/2020**

**19 March 2020**

**To: Anne Marie Hoey, National Director of Human Resources, HSE  
CEOs of the NCSAs &  
HR Managers of the NCSAs**

**Application of additional increments awarded to New Entrants at points 4 and 8 under the Public Services Stability Agreement 2018-2020.**

Dear Sir/Madam,

I am directed by the Minister for Health to convey the following instructions to the application of adjustments to civil service 'new entrant' payscales in accordance with the Public Service Stability Agreement 2018-2020.

To implement the Agreement of September 2018 to deal with the legacy pay scale issues for new entrants. This Circular supersedes Department of Health Circular 04/2019, which dealt with the more complicated first year of implementation. This Circular provides for the more straightforward movements thereafter.

**Effective From:** 1 March 2020

**1. General**

- 1.1 This Circular sets out the ongoing implementation of the New Entrant Agreement from 1 March 2020, which grants an additional increment(s) on the payscales of certain direct entry grades for eligible new entrant employees.
- 1.2 Qualifying direct entry grades are those that were affected by DoH Circular 02/2011 as amended by 03/2014. (DPER Circular 18/2010, as amended by DPER Circular 02/2014 respectively.
- 1.3 The general arrangements for payment of increments will apply as follows:
  - (i) If under DoH Circular 03/2014, one point was added to the pay scale, then one increment skip will be awarded to eligible staff at point 4 on that scale.
  - (ii) If under DoH Circular 03/2014, two points were added to the pay scale, then two increment skips will be awarded to eligible staff at point 4 and 8 on that scale.

1.4 Eligibility of new entrants on the qualifying grades (including movements into and out of grades) is set out in Section 2.

## 2. Eligibility

### 2.1 Eligible employees

- Employees hired on point 1 of a new entrant pay scale post 2011, will benefit as outlined under 1.3.
- Employees who have been promoted from one new entrant grade to another new entrant grade will be eligible for the additional increments based on the extent of time spent on points 1 and 2 on either of these new entrant grades.
- Those who were recruited post 1 January 2011 and were awarded incremental credit qualify as new entrants as they would have started higher up the pay scale had the original new entrant measure not been introduced.

### 2.2 Ineligible employees

- For the purposes of this Circular the additional increment(s) awarded will not apply to persons serving as civil servants on or before 31 December 2010, who are not new entrants, including:
  - Employees who were hired pre 1 January 2011 on what became a new entrant grade and who continue to serve in that grade.
  - Employees who were hired pre 1 January 2011 on non-new entrant grades who subsequently moved or were promoted from a non-new entrant grade to a new entrant grade on a salary basis will not be eligible, unless they have been affected by the reduction. (i.e. they started at point 1 or 2 of the new entrant grade).
- Employees who have been promoted from a new entrant grade to a non-new entrant grade will not be eligible.
- Employees who have retired or permanently left the service.
- Employees who are on Higher Scales. Higher Scales are not defined as new entrant grades as defined in section 1, however, DPER Circular 24/1995 and DPER Circular 33/1997 does allow for the awarding of an additional increment on the Higher Scale, on the anniversary of assignment, if the pay of the individual is not one increment better than it would have been had they remained on the standard scale. For the purposes of deciding whether an additional increment should be awarded on the anniversary of assignment, for those Officers assigned to Higher Scale on or after the 1 March 2018, the application of the new entrant measure to the standard scale progression will be accounted for.

## 3. Application

3.1 The adjustments should be applied, as appropriate, to each eligible new entrant as defined in 1.2, when they are **due to move to points 4 and 8, on an increment date, on or after 1 March 2020.**

3.2 **For eligible employees on incremental points 3 and 7**

Employees on incremental points 3 or 7, will receive two increments (1 normal and 1 additional increment) on their next normal increment date. For clarity the progression is:

- Those on point 3 will move to point 5.
- Those on point 7 will move to point 9.

3.3 **For eligible employees on all other points**

All other eligible employees will progress as normal on their Payscale, until they are due to move to points 4 and 8, at which time they will benefit from the progression outlined in 3.2 above. For example on their next normal increment date:

- Those on point 2 will move to point 3 (and benefit from the skip the following year).
- Those on point 5 will move to point 6 (and benefit from the skip in two years' time).

4. **Queries**

4.1 Requests for clarification in relation to this Circular from payroll and hr managers should be directed to [National\\_hr\\_unit@health.gov.ie](mailto:National_hr_unit@health.gov.ie). Individual employee queries should be directed to their own HR Manager in their place of work.

4.2 A 'Frequently Asked Questions' document dealing with the matters addressed in this Circular is available on the Department of Public Expenditure and Reform website here: <https://www.gov.ie/en/publication/c95806-public-service-new-entrants-agreement-2018/>

5. **Circulation**

The contents of this circular should be brought to the attention of all HR managers, payroll staff, and all employees of the HSE, Section 38 agencies and the NCSAs.

Yours sincerely,

**Gerry O'Brien**

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