



Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive
Dr. Steevens' Hospital
Dublin 8

Tel: 01 6352319 Email: nationalhr@hse.ie

To:

- Each Member of the Directorate and Leadership Team**
- Each Assistant National Director HR**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHO**
- Each CHO HR Manager**
- Each CEO Section 38 Agencies**
- Each HR Manager Section 38 Agencies**
- Each Employee Relations Manager**
- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**

25th March 2019

Re: HSE HR Circular 010/2019 - Application of additional increments awarded in relation to New Entrants under the Public Services Stability Agreement 2018-2020

Dear Colleagues,

I refer to Department of Health Circular 04/2019 (copy attached) which conveys instructions with regard to the application of adjustments to public health service 'new entrant' pay scales in accordance with the Public Service Stability Agreement 2018-2020.

Eligibility for the new entrant measure

This Circular applies to certain public health service employees in direct entry grades who were recruited since 2011 and were subject to the 10% reduction in pay rates under DPER Circular 18/2010 and Department of Health & Children Circular 2/2011. These Circulars were subsequently amended by DPER Circular 2/2014 and Department of Health Circular 3/2014 which merged the pay scales.

Please note: new entrant nurses and midwives will not now benefit from the intervention at points 4 and 8 but instead cohorts on points 1-3 will benefit from a more limited intervention at point 2, subject to acceptance of the relevant Labour Court Recommendation No. LCR21900. A further update in relation to new entrant nurses and midwives will issue in due course.

To qualify for this measure the employee must still be on an entry level grade. If the employee is no longer on a new entrant grade (for example, as a result of a promotion) they do not qualify for this measure.

The adjustments should be applied, as appropriate, to each eligible new entrant, as set out in the attached Department of Health Circular, on their next normal increment date, **on or after 1 March 2019.**

To assist with the application of this measure, DPER have produced a **Frequently Asked Questions** document which is attached to this Circular and can also be accessed from the website link below:

http://www.google.ie/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=2ahUKEwjBosaai_gAhVrUhUIHfrD58QFjAAegQICRAC&url=http%3A%2F%2Fwww.per.gov.ie%2Fwp-content%2Fuploads%2FFAQ-New-Entrants-PSSA-2018.pdf&usg=AOvVaw1del2DSuf0ltk_DA_DF7GS

Please ensure that this Circular is brought to the attention of all relevant staff in your area of responsibility particularly those working in Payroll.

Queries

Managers may refer any queries that they may have in relation to this Circular to their local HR / Employee Relations Department.

Queries from HR Departments on the contents of this Circular may be referred to Aoife O'Riordan, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: aoife.oriordan@hse.ie.

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or email: ask.hr@hse.ie.

Yours sincerely,



Rosarii Mannion
National Director of Human Resources

New Entrant Measure Frequently Asked Questions

1. Who qualifies as a new entrant?

A new entrant is someone who was recruited after 1 January 2011 to a direct entry grade that was subject to rate reductions under Circular 18/2010 as subsequently amended by Circular 2/2014. To qualify for the measure the new entrant must still be on an entry level grade.

2. What if the new entrant has been promoted to a non new entrant grade? For Example AO to AP?

If the new entrant is no longer on a new entrant grade they do not qualify for this measure.

3. What happens if a new entrant has been promoted from one new entrant grade to another? For Example CO to EO?

If the new entrant is still on a new entrant grade they qualify for the measure.

4. What happens if the new entrant has left the service or retired?

If the new entrant is no longer on a new entrant grade they do not qualify for this measure.

5. What is the new entrant measure?

A new entrant will effectively skip points 4 and point 8 on the new entrant scale. In the first year, because some new entrants will be higher than point 4 or point 8 it is a little more complicated but essentially means that for new entrants on points 3-5 they benefit from 1 additional increment (2 in total: 1 normal and 1 additional) and for those new entrants on point 6 and above they benefit from 2 additional increments (3 in total: 1 normal and two additional)

6. When does the new entrant benefit accrue?

A new entrant will benefit at their next increment date after the 1st of March 2019.

7. What if a new entrant is already above point 4 or point 8?

Any new entrant on points 3-5 will benefit from one additional increment (one normal and one additional in total). Any new entrant at point 6 or above will benefit from 2 additional increments (one normal and two additional in total).

8. What happens if a new entrant has reached the Max of Scale on a scale without Long Service Increments?

Any new entrant that has reached the max of scale, on a scale with no long service increments has effectively caught up with where they would be had no points been added to the salary scale. As such they do not qualify for this measure.

9. What happens if a new entrant has reached the Max of Scale -1 on a scale without Long Service Increments?

That new entrant will normally progress to the max of scale at their next increment date as such they do not qualify for this measure.

10. What happens if the new entrant is on a scale with Long Service Increments?

The new entrant will get the incremental credit towards the achievement of the Long Service Increment. For example someone on max of scale (point 10) with an LSI point would, on their next increment, normally progress 1 year towards the achievement of the LSI but will now benefit from 2 years credit and move directly onto the LSI point.

11. What happens if the new entrant salary scale has less than 9 points?

For those on a salary scale with less points than the 9 incremental points necessary to receive the second benefit at point 8, there is no need for a second adjustment as they would be in the same position they would be if the two additional points had not been added to the salary scale.

12. What happens if the new entrant salary scale has less than 5 points?

For those on a salary scale of between 1 and 4 points, these salary scales are excluded from the additional increments awarded under this Agreement. These grades will benefit from the progressive pay increases agreed under the PSSA and, if they progress to full new entrant salary scales they will benefit from the interventions when they reach points 4 and 8.

Worked Examples

Scenario example 1: Brian, on point 2 of the EO payscale

Brian is due an increment on 1/9/2019. On this date, depending on the PMDS approval, Brian will progress to point 3 as normal. Brian will benefit from the new entrant measure at the following increment on 1/9/2020. At that point, depending on PMDS approval, Brian will move normally to point 4 and receive the additional increment, moving to point 5. In time Brian will also benefit from the skip at 8. A similar application would apply to those currently on point 1.

Scenario example 2: Paul, on point 5 of the CO payscale

Paul is due an increment on 8/1/2020. On this date, depending on the PMDS approval, Paul will move normally to point 6 of the payscale and then benefit from additional increment, moving to point 7. Paul then waits another year and will then benefit of the skip at point 8.

A similar application will apply to those on point 3-4 also. Those on point 3 move normally to 4 and receive the additional increment moving to 5. Those on point 4 move normally to point 5 and receive the additional increment moving to point 6.

Scenario example 3: Patricia, on point 7 of the CO payscale.

Patricia is due an increment on 1/10/2019. On this date, depending on the PMDS approval, Patricia will move normally to point 8 and then benefit from 2 additional increments moving to point 10. A similar application will apply to those on point 6 and above.

Scenario example 4: Alan, on LSI 1 of the AO payscale.

Alan is due to move onto LSI 2 on 8/1/2021. On the next year of Alan's increment date (8/1/2020), Alan will receive 2 years incremental credit so he will reach LSI 2 a year early. As this is the final LSI for Alan, he has reached the top of the scale. If there were an LSI 3 for this scale, Alan would also receive a year of incremental credit towards LSI 3.

Sample Progression on a 10 point scale with no LSI

| Current Point on Scale | Normal progression at next increment | Actual progression including additional new entrant measure |
|------------------------|--------------------------------------|-------------------------------------------------------------|
| 1 | 2 | 2 |
| 2 | 3 | 3 |
| 3 | 4 | 5 |
| 4 | 5 | 6 |
| 5 | 6 | 7 |
| 6 | 7 | 9 |
| 7 | 8 | 10 |
| 8 | 9 | 10 |
| 9 | 10 | 10 |
| 10 | 10 | 10 |

Circular 04/2019

8th March 2019

To: Rosarii Mannion, National Director of Human Resources, HSE
CEOs of the NCSAs &
HR Managers of the NCSAs

**Application of additional increments awarded in relation to New Entrants
under the Public Services Stability Agreement 2018-2020.**

Dear Sir/Madam,

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

These give effect to the measure, which provides for two separate interventions to salary scales of civil servants grades recruited since 2011 on 1 March 2019, as agreed between the parties to the Public Service Stability Agreement. They are effective from 1 March 2019 – 29 February 2020.

1. Application

- 1.1 This circular applies to certain direct entry grades to the Civil Service recruited since 2011 that were subject to reduction under DPER Circular 18/2010 as subsequently amended by DPER Circular 2/2014. **Please note: new entrant nurses and midwives will not now benefit from the intervention at points 4 and 8 but instead cohorts on points 1-3 will benefit from a more limited intervention at point 2, subject to acceptance of the relevant Labour Court Recommendation.**
- 1.2 Grades whose pay and conditions are appropriate to the Joint Industrial Council for State Industrial employees will be the subject of a separate circular.
- 1.3 The adjustments should be applied, as appropriate, to each eligible new entrant as defined below on their next normal increment date, on or after 1st March 2019.
- 1.4 The additional increments awarded will not apply to persons serving as civil servants on or before 31 December 2010.

2. General

- 2.1 This Circular sets out the method to be applied between 1st March 2019 -29th February 2020, which entails an additional increment at point 4 and point 8 of the relevant pay scales.
- 2.2 This Circular covers the more complex movements within that time frame, taking account of the interaction between the two interventions, particularly for new entrants currently on point 6 or above.

- 2.3 A Circular to be issued in early 2020 will cover the more straightforward progression of new entrants through points 4 and 8 in subsequent years.
- 3. Additional Increments awarded at Point 4 and Point 8 on new entrant salary scales for eligible staff**
- 3.1 To give effect to the measures contained in the Public Service Stability Agreement the following revisions to arrangements will apply with effect from 1 March 2019 to civil servants recruited since 2011 to grades reduced under Circular 18/2010 as subsequently amended by Circular 2/2014:
- 3.2 For employees on incremental points 1 or 2 of a salary scale**
For those currently on incremental points 1 or 2 of a salary scale, each will receive the normal increment due on their next normal increment date.
- 3.3 For employees on incremental points between 3 and 5 of a salary scale**
For those currently on incremental points 3, 4 or 5 of a salary scale, each will receive two increments (1 normal, and 1 additional increment) due on their next normal increment date.
- 3.4 For employees on incremental point 6 or above of a salary scale**
For those currently on incremental point 6 or above of a salary scale, each will receive three increments (1 normal, and 2 additional increments) due on their next normal increment date.
- 3.5 For employees on Max and Max -1 on a scale that does not have Long Serving Increments**
For those currently on Max -1 on scales which do not have LSI's, each will receive the normal increment due on their next normal increment date, progressing to Max of scale.
For those currently on Max on scales which do not have LSI's, no further incremental progression is possible.
- 3.6 For employees at Max -1 on scales that have Long Serving Increments**
For those currently on Max -1 of scales that have LSI points, 1 normal increment, plus two additional years credit towards the achievement of the LSI is due on their next normal increment date.
- 3.7 For employees at Max on scales that have Long Serving Increments**
For employees at max of scale, 1 normal year credit and two additional years credit towards the achievement of LSI 1(or LSI 2 depending on scale and existing level of service towards LSI 1) is due on their next normal increment date.
- 3.8 For employees on an LSI point or above, on a scale that has more than one Long Serving Increment:**
For those currently on LSI point 1 or above, on a scale that has more than one Long Serving Increments, 1 normal year credit, plus two additional years credit towards the achievement of the next LSI is due on their next normal increment date.

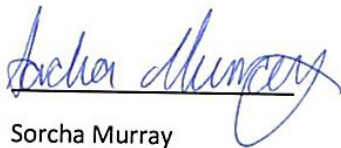
4. Queries

- 4.1 All employee queries should be directed to the relevant employer. Requests for clarification from payroll and hr managers should be directed to National_hr_unit@health.gov.ie
- 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. (www.per.gov.ie)

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,



Sorcha Murray
Principal Officer