

**Reference No:** Circular 40/2007;     **Date:** 20/12/2007

**40/2007:- Agreement on incremental credit for previous service for certain entry level grades represented by Irish Municipal Public and Civil Trade Union (IMPACT).**

E109/173/07

20 December 2007

**Circular 40/2007: Agreement on incremental credit for previous service for certain entry level grades represented by Irish Municipal Public and Civil Trade Union (IMPACT).**

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that he has agreed to provide for the granting of incremental credit for previous service to officers at the entry level grades listed in Appendix 1 represented by Irish Municipal Public and Civil Trade Union (IMPACT).

I am accordingly to convey sanction for the implementation of the provisions detailed below.

**2. Details of the agreement:**

**[a] Experience**

(i) The agreement is in respect of persons who entered the Civil Service at entry level grades listed in Appendix 1 and who have previously been employed in the public service in Ireland (within the meaning of Section 1 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (Appendix 2)) or an equivalent body in the EU Member States Employment in the public service in EFTA countries and the EU Commission will be considered as relevant in this regard. in a relevant grade Relevant grade - one of the grades listed in Appendix 1 or an equivalent grade if service claimed was in the wider public service or EU member states. Although the following bodies are excluded under Schedule 1 of the 2004 Act (Appendix 3), for the purposes of this Circular, they should be counted as Public Service bodies Provided the experience being claimed is for a period when the public body

was part of the Civil Service: An Post; Telecom Eireann; Coillte Teo; Ordnance Survey Ireland; and Irish Aviation Authority.

(ii) Experience in the public service in Ireland or in the EU member states will have to be relevant to the work of the grade.

(iii) Credit will be given for previous service in the next grade up to the entry level grade, see Appendix 1, or in an equivalent grade Equivalent grades - Departments should check with previous employer (in Ireland or EU member states) to establish whether purpose of job and level of responsibility are equivalent. Department of Finance to make final decision on new cases.

(iv) Incremental credit will be granted on the following basis:

- a. One increment per year for the first five qualifying years;
- b. Six increments for an employee with previous qualifying service of six to less than ten years;
- c. Seven increments for an employee with ten or more years qualifying service.

(v) Where the number of incremental credits due, exceed the number required to reach the maximum point on the scale, each remaining incremental credit due will account for one year being deducted from the 3 year mark-time period between going from the maximum point on the scale to LSI 1 and from LSI 1 to LSI 2.

(vi) An officer's incremental date may be adjusted to take account of part of a year's service where officers have less than six years qualifying service. For example, an officer with qualifying service of two years and three months would be given two increments on appointment. This officer would receive their next annual increment after nine months satisfactory service when the combination of qualifying and actual service would reach one year. This does not affect probation or contract year regulations.

(vii) **Qualifying service** is **actual service** less three years in the case of entry level grades linked to CO and actual service less four years in the case of entry level grades linked to EO, in keeping with the existing incremental credit service agreement for CO and EO grades (Circular 21/2004 refers).

(viii) Officers who received a marriage gratuity are eligible to apply for incremental credit for previous year's service.

(ix) Credit will not be given for service which has already been taken into account for the purpose of setting starting pay.

#### **[b] Verification**

(i) Persons claiming credit for previous service must give comprehensive and accurate information to their employing Department/Office in support of their claim. Credit for previous service will not be awarded until the employing Department/Office has

satisfactorily completed such measures as it considers appropriate to authenticate the claim.

(ii) Departments/Offices should endeavour to complete enquiries in three months.

**[c] Application**

- (i) Application for incremental credit will be considered only from serving staff recruited into the entry level grades linked to CO and EO which are listed in Appendix 1.
- (ii) The Agreement will be effective from 1 October 2002.
- (iii) Staff with prior qualifying service promoted between 1 May 2000 and 30 September 2002 may have their **notional** starting pay on promotion recalculated to take account of credit granted. Actual pay should only be revised with effect from 1 October 2002.

**[d] Temporary service**

For the purpose of incremental progression, temporary officers in the entry level grades listed in Appendix 1 should be treated in the same way as permanent officers serving in those grades.

**[e] Overtime**

Payment in respect of overtime rendered on or subsequent to 1 October 2002 by officers of grades to which this Circular applies should be calculated by reference to pay as increased from 1 October 2002.

**(f) Seniority**

The agreement will not affect existing seniority arrangements. Local arrangements in relation to seniority will continue to apply.

**(g) Queries**

Personal enquiries from individual officers should be referred to the officer's own Personnel Section.

Any queries regarding the contents of this Circular should be referred in writing to Careers and Appointments Section, Department of Finance, 73-79 Lower Mount Street, Dublin 2, or emailed to [careersandappointments@finance.gov.ie](mailto:careersandappointments@finance.gov.ie).

Mise le meas,

Michael Errity  
Assistant Secretary



**APPENDIX 1**

**IMPACT entry level grades included in Incremental Credit Agreement –  
December 2007**

<b><u>Entry Level Grade Linked to C. O</u></b>	<b><u>Next Grade up</u></b>
1. Usher Grade 3 Grade 2	Usher
2. Law Clerk	Legal Clerk

<b><u>Entry Level Grade Linked to E. O</u></b>	<b><u>Next Grade up</u></b>
1. Conservation Ranger	District Conservation Officer
2. Technical Agricultural Officer Supervisory Agricultural Officer	
3. Meteorological Officer Meteorological Officer	Senior
4. Mapping Draftsperson of Maps	Examiner

## APPENDIX 2

### Extract from Section 1 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004

“public service body” means-

- (a) the Civil Service,
- (b) the Garda Síochána,
- (c) the Permanent Defence Force,
- (d) a local authority for the purposes of the Local Government Act 2001,
- (e) a health board,
- (f) a vocational education committee established under section 7 of the Vocational Education Act 1930,
- (g) a body, other than a body set out in Schedule 1-
  - (i) established by or under any enactment (other than the Companies Acts 1963 to 2003), or
  - (ii) established under the Companies Acts 1963 to 2003 in pursuance of powers conferred by or under another enactment, and financed wholly or partly by means of moneys provided, or loans made or guaranteed, by a Minister of the Government,
- (h) any body, other than a body set out in *Schedule 1*, wholly or partly funded out of moneys provided by the Oireachtas or from the Central Fund or the growing produce

of that Fund and in respect of which a public service pension scheme exists or applies  
or may be made,

(i) any subsidiary of a body to which *paragraph (d), (e) or (g)* relates and in respect of which a public service pension scheme exists or applies or may be made.



### **APPENDIX 3**

[No. 7]

*Public Service Superannuation*  
*(Miscellaneous Provisions) Act*  
2004

[2004.]

*Section 1.*

#### SCHEDULE 1

BODIES TO WHICH THE DEFINITION OF "PUBLIC SERVICE BODY" DOES  
NOT APPLY

1. A body which has an occupational pension scheme or arrangement that is made or may be made under the agreement between the Government of Ireland and the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland establishing Implementation Bodies done at Dublin 8 March 1999.

2. Aer Lingus Group p.l.c.

3. Aer Rianta c.p.t.

4. Arramara Teoranta.

5. Bord Gáis Éireann.

6. Bord na gCon.

7. Bord na Móna.

8. Córas Iompair Éireann.

9. Coillte Teoranta.

10. Electricity Supply Board.

11. A Harbour authority within the meaning of the Harbours Act 1946 or company to which section 7 of the Harbours Act 1996 relates.

12. Horse Racing Ireland.

13. Irish National Stud Company Limited.

14. Irish Aviation Authority.

15. An Post.

16. An Post National Lottery Company.

17. Radio Telefís Éireann.

18. Railway Procurement Agency.

19. Voluntary Health Insurance Board.

20. A subsidiary of any body to which this Schedule relates, including a subsidiary of any subsidiary.