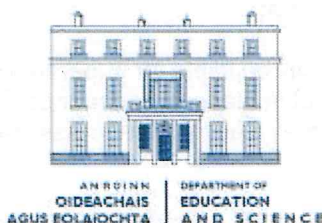


An Roinn Oideachais agus  
Eolaíochta  
Rannóg Múinteoirí  
Iarbhunoidéachais  
Corn a Madadh,  
Átha Luain,  
Co. Na hIarmhí



Department of Education  
And Science  
Post Primary Teachers Section  
Cornamaddy,  
Athlone,  
Co. Westmeath

**Addendum to Circular Letter 02/05**

**Circular PPT 02/05**

**1. Revision of Rates of Pay for Regular Part-Time Special Needs Assistants employed by Vocational Education Committees:**

- 1.1 The Minister for Education and Science wishes to advise Vocational Education Committees of revised pay arrangements for regular part-time special need assistants.
- 1.2 Part-time special needs assistants who are employed for a regular number of hours each week over the course of the full school year may be paid at the appropriate revised hourly rate for each hour worked. A copy of the current rates is attached as Appendix A.
- 1.3 Part-time special needs assistants who commence employment prior to the 1<sup>st</sup> November of a school year and are employed for a regular number of hours each week until the end of the school year may be paid as normal during July and August each year. Where service is deemed satisfactory one increment may be awarded for each year of service.
- 1.4 Part-time special needs assistants who commence employment on or after the 1<sup>st</sup> November of a school year and are employed for a regular number of hours each week until the end of the final school term of the year should be paid holiday pay in accordance with the terms of the Organisation of Working Time Act, 1997.
- 1.5 The terms outlined in Paras. 1.2, 1.3 and 1.4 are effective for the 2004/2005 school year. In implementing the terms as outlined Vocational Education Committees should ensure that the total payments made to Special Needs Assistants for the full school year including July and August do not exceed that warranted by reference to the terms of Paras. 1.2, 1.3 and 1.4.
- 1.6 If a special needs assistant employed by a Vocational Education Committee is allocated thirty two or more hours each week and commences employment prior to the 1<sup>st</sup> November of a school year payment may be paid on the basis of the appropriate annual salary divided by the relevant divisor for the payment period ie. 52.18 in the case of persons paid on a weekly basis. Special needs assistants allocated thirty two or more hours each week and whose initial appointment is made after the 1<sup>st</sup> November of the school year may be paid on the basis of the appropriate annual salary until the end of the final school term of the year and should be paid holiday pay in accordance with the terms of the Organisation of Working Time Act, 1997.
- 1.7 Vocational Education Committees should ensure that Special Needs assistants are placed on the correct point of the incremental scale. In this regard one increment may be awarded for each year of satisfactory service given as a special needs assistant.
- 1.8 In implementing the terms of Paragraph 1.6 for the 2004/2005 school year Vocational Education Committees should ensure that the total payments made to Special Needs Assistants including July and August do not exceed the annual salary.

## Appendix A

SPECIAL NEEDS ASSISTANTS	
	<p>Rate at 1/12/2004</p> <p>€20,128</p> <p>€21,073</p> <p>€22,016</p> <p>€22,961</p> <p>€23,907</p> <p>€24,851</p> <p>€25,795</p> <p>€26,735</p> <p>€27,682</p> <p>€28,623</p> <p>€29,572</p> <p>€31,353</p> <p>Long service increment w.e.f. 1/4/2000      €32,621</p>