



Circular 0006/2014

**To: The Managerial Authorities of Recognised Secondary,
Community and Comprehensive Schools
and
the Chief Executives of Education and Training Boards**

Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement)

Supervision and Substitution Scheme

Introduction

1. The purpose of this Circular is to notify Managerial Authorities, Education and Training Boards, Principals and Teachers of the amendments to the Supervision and Substitution Scheme to take effect from the beginning of the 2013/14 school year, arising from the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement).
2. As this Circular consolidates the changes to the Supervision and Substitution Scheme arising from the Haddington Road Agreement, the terms of Circular 49/2013 are hereby superseded. However, where any of the measures set out below were applied to a teacher under the terms of Circular 49/2013, these measures should not be applied to the teacher for a second time by virtue of this Circular.

Compulsory Participation in the Supervision and Substitution Scheme for Teachers

3. With effect from the beginning of the 2013/14 school year, participation in the Supervision and Substitution scheme will be compulsory for all teachers, save for those who avail of the opt-out arrangement described below.

Change in Annual and Weekly Hours Requirements

4. With effect from the beginning of the 2013/14 school year, each teacher will be required to provide 43 hours supervision and substitution per annum. This will include providing substitution cover for the absences referenced in paragraph 9 below. All teachers working

less than full hours other than those employed on a casual basis will have a liability to deliver supervision and substitution on a pro-rata basis.

5. With effect from the commencement of the school year 2013/14, the time currently assigned to supervision and substitution will be increased from 1 and a half hours in any given week to 3 hours. In this context, the additional time may only be used for substitution.
6. The requirement that a teacher be available for 3 timetabled class periods per week will be increased to 5 class periods per week.
7. Part-time teachers will be required to be available for the following class periods per week:
 - a) Teachers working up to and including 12 hours class contact per week = 3 class periods
 - b) Teachers working more than 12 and up to and including 17 hours class contact per week = 4 class periods
 - c) Teachers working more than 17 hours class contact per week = 5 class periods
8. A working group involving the Department, school management bodies and unions is currently considering the issue of the rostering of supervision and substitution duties, with a view to putting a protocol in place for the 2014/15 school year. Further communication in relation to this matter will issue as appropriate.

Usage of Hours under the Supervision and Substitution Scheme

9. Hours provided under the revised Supervision and Substitution scheme will, in addition to usage under the existing scheme, be used as follows:
 - With effect from commencement of 2013/14 school year – to cover all uncertified sick leave absences
 - With effect from commencement of 2014/15 school year – to cover the first day of force majeure leave and illness in family leave

Supervision and Substitution Payments

10. The supervision and substitution allowance will be discontinued with effect from the commencement of the 2013/14 school year.
11. Where a teacher retires on or before 31 August 2014, his/her superannuation benefits will be calculated by reference to the pay scales and pensionable allowances applying to him/her on 30 June 2013 i.e. the withdrawal of the supervision and substitution allowance will be disregarded for superannuation purposes for those retiring on or before 31 August 2014.

12. A gross additional payment of €1,592 will be included in the Common Basic Scale for teachers in two moieties - half in the school year 2016/17 and half in the school year 2017/18.

Opt-Out Arrangements

13. A person who was employed as a teacher during the 2012/13 school year and who had not been in receipt of the supervision and substitution allowance on a pensionable basis during the 2012/13 school year may opt-out of the requirement to carry out supervision and substitution duties.
14. The opt-out will be effective from 1 January 2014.
15. Where a teacher opts for this arrangement, he/she will not be required to carry out supervision and substitution duties and will have a reduction equivalent to the supervision and substitution allowance (€1,769 per annum for pre-1 January 2011 entrants or €1,592 for post-31 December 2010 entrants) applied to his/her salary on an ongoing basis until retirement. It should be noted that opting for this arrangement will therefore have the effect of reducing the teacher's retirement lump sum and pension following his/her retirement (except where a teacher retires on or before 31 August 2014 as set out at paragraph 20 below).
16. Where a teacher opts for this opt-out arrangement and has an annualised remuneration of €65,000 or greater (inclusive of allowances in the nature of pay) and has had his/her pay reduced, the higher pay cut alleviation measures contained in the Haddington Road Agreement will apply (see Circular 5/2014). However, the reduction in salary outlined at paragraph 15 above will also apply, even in cases where such reduction causes his/her salary to reduce to below €65,000.
17. The payroll adjustments arising from the opt-out will be implemented at the earliest possible date after the deadline for submission of opt-out forms and with retrospective effect to 1 January 2014.
18. The opt-out is irrevocable and having so opted, a teacher may not subsequently opt back in to the requirement to carry out supervision and substitution duties.
19. When the salary reductions for higher earners are restored and when the gross additional payment of €1,592 is included in the teacher Common Basic Scale under the terms of the Haddington Road Agreement (see Circular 5/2014), these measures will also be applied to a teacher who has opted out of supervision and substitution duties. However, the reduction in salary outlined at paragraph 15 above will continue to apply to his/her salary on an ongoing basis until retirement and will therefore result in a reduced retirement lump sum and pension following his/her retirement (except where a teacher retires on or before 31 August 2014 as set out at paragraph 20 below).
20. A teacher who retires on or before 31 August 2014 will have his or her superannuation benefits calculated by reference to the pay scales and pensionable allowances applying to him/her on 30 June 2013 i.e. the reduction in salary outlined at paragraph 15 above will

be disregarded for superannuation purposes for those retiring on or before 31 August 2014.

21. An eligible teacher wishing to exercise the opt-out must complete the form at Appendix 1 and submit it to the Principal of their school in the first instance. The deadline for submission of forms is 28 February 2014. As there is a liability to perform supervision and substitution duties until the opt-out is exercised, a Principal may timetable a teacher for supervision and substitution duties in accordance with the terms of this Circular pending receipt of an opt-out form from that teacher
22. Principals of Education and Training Board schools should submit the forms by post to the Payroll section of the Education and Training Board as soon as possible and in any event no later than 3 March 2014.
23. Principals of Voluntary Secondary and Community & Comprehensive schools should submit the forms by post to:

S&S Scheme Opt-out Forms,
Post-Primary Teachers Payroll,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath

as soon as possible and in any event no later than 3 March 2014.

24. Where a teacher opts out of supervision and substitution duties, an amount equivalent to the supervision and substitution allowance will be allocated to the teacher's school/ETB solely for the provision of supervision and substitution duties in accordance with the pre-1 July 2013 arrangements. This allocation cannot be used to pay full-time teachers or teachers who have opted out of supervision and substitution duties for supervision and substitution on a casual/ non-pensionable basis.

Circulation and Queries

25. Please ensure that copies of this Circular are provided to all members of the Board of Management/ Education and Training Board and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
26. This Circular can be accessed on the Department's website under <http://www.education.ie> .
27. Queries in relation to this Circular should be addressed to: hraqueries@education.gov.ie

Padraig Maloney
Payroll Division
20 January 2014

APPENDIX 1

SUPERVISION AND SUBSTITUTION OPT-OUT FORM

Name: _____

Teacher Payroll Number (not Teaching Council registration number): _____

School and School Address: _____

School Roll Number: _____

I confirm that I was employed as a teacher during the 2012/13 school year and was not in receipt of the supervision and substitution allowance on a pensionable basis during the 2012/13 school year and that I wish to opt-out of the requirement to carry out supervision and substitution duties in accordance with the provisions of Circular 0006/2014. I confirm that I understand that my decision to opt-out of supervision and substitution duties will result in a reduction to my salary on an ongoing basis until retirement and, if I retire on or after 1 September 2014, will result in a reduction in my retirement lump sum and pension following my retirement.

Signature: _____

Date: _____

Education and Training Board schools: Teachers who are employed by Education and Training Boards should complete this form and submit it to the Principal of the school. The deadline for submission of forms is 28 February 2014. The Principal should then submit the form by post to the Payroll section of the Education and Training Board as soon as possible and in any event no later than 3 March 2014.

Voluntary Secondary and Community & Comprehensive schools: Teachers who are employed in Voluntary Secondary and Community & Comprehensive schools should complete this form and submit it to the Principal of the school. The deadline for submission of forms is 28 February 2014. The Principal should then submit the form by post to:

S&S Scheme Opt-out Forms, Post-Primary Teachers Payroll, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath

as soon as possible and in any event no later than 3 March 2014.