

**To: Technological Universities, Institutes of Technology, the National University of Ireland, the Royal Irish Academy, Mary Immaculate College of Education, the National College of Art and Design and St. Angela's College**

**Circular 004/2022**

**Revision of Pay for certain staff in the Higher Education Sector with effect from 2 February 2022 and 1 October 2022 as set out in “Building Momentum - A New Public Service Agreement 2021-2022” as Amended.**

The Minister for Further and Higher Education, Research, Innovation and Science wishes to inform Higher Education Institutions of revised rates of salary and allowances for staff with effect from 2 February 2022 and 1 October 2022, in accordance with the Public Service Agreement “Building Momentum – A New Public Service Agreement 2021-2022” (the Agreement).

**1. Application**

- 1.1. The pay adjustments should be applied, as appropriate, from **2 February 2022 and 1 October 2022**.
- 1.2. It should be noted that grades receiving FEMPI restoration under Circular 003/2022 that received more than 4% will not benefit from further adjustments as of 2 February 2022 and 1 October 2022.
- 1.3. Revised salary scales with effect from 2 February 2022 and 1 October 2022 are set out in the attached Appendix.
- 1.4. The National University of Ireland and Royal Irish Academy are also advised that annual basic salaries are to be increased on the same basis.

**2. General**

- 2.1. The circular sets out pay increases due on 2 February 2022 as an amendment to The Agreement. (These rates are set out in the attached Appendices)
- 2.2. The circular also sets out pay increases due on 1 October 2022 as provided for in The Agreement. (These rates are set out in the attached Appendices)
- 2.3. The circular provides for a 3% adjustment on 2 February 2022 and a 1% adjustment in the rate of allowances in the nature of pay on 1 October 2022.
- 2.4. The adjustments should be rounded to the nearest euro on annual pay scales and to the nearest cent on weekly pay scales.
- 2.5. Hourly rates should be rounded to the nearest €0.001. For the avoidance of doubt, Higher Education Institutions (HEIs) should be clear that under Building Momentum the revised pay rates set out herein apply to all relevant staff in HEIs including hourly-paid staff

**3. “Building Momentum - A New Public Service Agreement 2021-2022” as Amended**

3.1. Following the review of Building Momentum, a 3% pay adjustment was agreed and will be implemented with effect from 2 February 2022.

3.2. In accordance with section 3 of The Agreement, the annualised amount of the basic salary of public servants to whom this circular applies will be increased by 1% or €500 whichever is greater with effect from 1 October 2022 subject to para 3.3 below.

3.3. Section 3.1.4 of the Agreement applies to the general round increases in 2022. This section addresses application of general round increases for salaries that have received FEMPI pay restoration in that year and states that:

*“Where an individual is due an amount of pay restoration... by July 2022 under Section 20 of the Public Service Pay Pensions Act 2017, they will not benefit from the general round increase in that year. Where the amount of restoration in July is less than the general round increase the individual will be eligible to be paid the balance on the date of the general round increase.”*

Accordingly, in line with the provisions of the Agreement, for salaries that received FEMPI pay restoration on 01 July 2022, the following applies:

- (i) Where the amount of restoration on 1 July 2022 was equal to or greater than the general round increases of 3% and 1% combined (effectively 4.03%<sup>1</sup>), there is no adjustment to the salary on 2 February 2022 or 1 October 2022.
- (ii) Where the amount of restoration on 1 July 2022 was equal to or greater than the general round increase of 3%, but less than the general round increases of 3% and 1% combined (effectively 4.03%), there is no adjustment to the salary on 2 February 2022, but the salary receives the balance (i.e. the difference between the 1 July restoration and 4.03%) on 1 October 2022;
- (iii) Where the amount of restoration on 1 July 2022 is less than the general round increase of 3%, the salary receives the balance (i.e. the difference between the 1 July restoration and 3%) on 2 February 2022. From 1 July 2022, reflecting FEMPI restoration and the balance of 3%, the salary will reflect a 3% increase on the 1 February 2022 salary. The salary then receives the 1% general round increase on 1 October 2022.

#### **4. Overtime**

4.1. Payment in respect of overtime rendered on or subsequent to 2 February and 1 October 2022 by members of grades to which this circular applies should be calculated by reference to the revised pay rates in effect from 2 February and 1 October 2022.

#### **5. Premium Rates of Pay**

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<sup>1</sup> As the 1% general round increase on 01 October 2022 occurs after the 3% general round increase on 02 February 2022, the combined increase is effectively 4.03%. (Example: (i) 02 February 2022: €100 + 3% = €103 (ii) 01 October 2022: €103 + 1% = €104.03, equivalent to an increase of 4.03%)

- 5.1. Premium rates of pay payable in respect of or subsequent to 1 October 2022 which are calculated as specific percentage or specified proportion of basic salary should be calculated by reference to the revised rates of pay in effect from 2 February and 1 October 2022.

## 6. Allowances

- 6.1 Allowances in the nature of pay for public servants to whom this circular applies may be increased by 3% from 2 February and 1% from 1 October 2022.
- 6.2 Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay in effect from 2 February and 1 October 2022.

## 7. Pensions in payment

- 7.1. The principle of pay parity has been agreed up to the end of 2023 in line with the amended agreement under Building Momentum. To determine if an increase is due to pensions in payment, under pre-existing pension schemes, up to end 2022, please refer to the detailed guidance contained in DPER Circulars 20/2017, 02/2018, 19/2019 and 10/2021.

*Queries with regard to the DPER circulars should be addressed to [pensions@per.gov.ie](mailto:pensions@per.gov.ie)*

- 7.2. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in-line with the Consumer Price Index (CPI). Therefore pensions in payment in respect of former public servants who served in grades to which this circular applies, will not be adjusted with reference to the revisions of basic pay set out in Section 3.

## 8. Calculation of arrears to pensions in payment

- 8.1 Further information to pension authorities on how to implement these arrears can be found in DPER Circular 19/2022 and any queries arising should be made directly to [pensions@per.gov.ie](mailto:pensions@per.gov.ie).
- 8.2 The Pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment between 2 February 2022 and 1 October 2022, will be adjusted as appropriate in the normal way, by reference to the revisions of basic pay set out in section 3 of this Circular.
- 8.3 The lump sums of staff to which this Circular applies who retired on or after 2 February 2022 will be revised by reference to the revisions of basic pay set out in Section 3 as appropriate.
- 8.4 The lump sum of officers in the grades to which this circular applies who retired before 2 February 2022 **should not be adjusted**.
- 8.5 For Single Scheme retirees who were working as public servants on the dates of the revision of basic pay (i.e. 2 February 2022 and/or 1 July 2022 and/or 1 October 2022) and subsequently retired in the period from 2 February 2022 to 1 October 2022, their referable amounts accrued and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.

8.6 Final Retirement Benefit Statements and Leaver Statements for Single Scheme members for staff to whom this Circular applies, who were working as public servants on the dates of the revision of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

### **9. Circulation and queries**

9.1. Please ensure that the content of this Circular is brought to the attention of all relevant staff in your employment including those on leave of absence.

9.2. This circular is also available at <https://www.gov.ie/en/circulars/>

Any queries or enquiries in relation to this Circular should be forwarded by email to [ESR\\_HEI@Dfheris.gov.ie](mailto:ESR_HEI@Dfheris.gov.ie) or, where applicable, raised with local Human Resource Units.

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