



Circular 002/2021

**Overtime and premia payments in the Further and Higher Education Institutions.**

**The Minister for Further and Higher Education, Research, Innovation and Science wishes to inform Institutions of the following arrangements that will apply in relation to the payment of overtime and premia payments.**

The purpose of this Circular is to set out the arrangements for overtime payments in the Further and Higher Education Institutions. The overtime arrangements contained herein reflect the revisions agreed in Building Momentum – A New Public Service Pay Agreement and come into effect on 1 July 2021.

This Circular is further intended to remind employers of their obligations under the Organisation of Working Time Act, 1997 insofar as the Act might have an impact on extra attendance.

Overtime is the payment given to an officer for extra attendance outside of the standard working week. It is only payable after the completion of the required working hours for the grade in question. In addition, employers should be satisfied that the amount or nature of the work to be done makes overtime unavoidable. Attendance on Saturdays, Sundays and Public Holidays should be kept to a minimum. Every effort should be made to avoid a situation where staff attend for very short periods only.

With effect from 1 July 2021, any overtime and premia payments impacted by sections 2.12 and 2.17 of the Haddington Road Agreement, will be fully restored to what pertained prior to July 2013.



Employers are reminded that any costs arising from the unwinding of the overtime rate measures will be managed from within allocated overtime budgets.

This Circular can be accessed on the Department's website at: [www.gov.ie/dfheris](http://www.gov.ie/dfheris)

Any queries regarding anomalies identified or other enquiries in relation to this Circular should be forwarded by email to **ESR\_HEI@dfheris.gov.ie**

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