

Summary of the changes to terms and conditions for Administrative Staff under the Public Sector Sustainability Agreements 2013-2018.

This is a summary of the implications prepared as a user-friendly guide for staff. In cases of discrepancy, the formal regulations will take precedence over this document. The full government circulars are available on the HR website at <https://www.maynoothuniversity.ie/human-resources>

Please note that this document updates the Lansdowne Road Agreement and supersedes previous notes.

Changes to working hours

From the 1st July 2013 the University standard working week is 9-5.30 Monday to Thursday, and 9-5 on Friday. Newly appointed staff, or staff promoted to new grades, are expected to work 37 hours per week. Existing staff employed before the 1st July 2013 are expected to work 35 hours per week.

University Standard Working Week - effective 1st July 2013

Days	Hours
Monday – Thursday	9.00am – 5.30pm
Friday	9.00am – 5.00pm

Weekly hours of work

Category	Hours per week
Existing staff	35 (effective 1 st July 2015)
Newly appointed or promoted staff	37 (effective 1 st July 2013)

Increments

Under the Haddington Road Agreement (June 2013 - June 2016), it was agreed that staff on incremental salaries would have delayed increments, following the payment of the next due increment. Those paid less than €35,000 had one three month increment delay, those earning between €35,000 and €65,000 had two 3 month delays, and those paid over €65,000 had two six month delays. Staff on salary scales with a starting point of €100,000 or higher were subject to a three year suspension of incremental progression.

As the University paid increments on the 1st October each year (for staff who joined prior to the 1st March) the application of these measures meant that increments became payable on either 1st January, 1st April or 1st October, depending on the applicable deferral period.

The Lansdowne Road Agreement (July 2016 – September 2018) provides for the expiration of these measures with effect from the 1st July 2017. However, increment dates revised under the Haddington Road Agreement will remain in place. **As a result, increments are now payable to staff in the University on the 1st January, 1st April, 1st July and 1st October, depending on their deferral date.**

Under the Haddington Road Agreement, staff on salary scales with a starting point of €100k or higher were subject to a three year suspension of incremental progression with effect from 1st July

2013. This suspension will not be extended beyond the 1st July 2017. Staff impacted by this measure will receive a letter confirming their next due increment date given that it varies depending on each individual's start date.

The table below outlines/provides a timeframe for the subsequent payment of increments. Please note that the payment of increments is subject to satisfactory performance.

Staff employed before 28th February 2013*

Salary	Next increment	Subsequent increment	Subsequent Increment
Below €35k	January 2015	October 2015	October 2016
€35 up to €65k	January 2015	April 2016	April 2017
Above €65k	April 2015	October 2016	October 2017

***Increments paid in October 2013**

Staff Recruited or Promoted after 1st March 2013 and before 28th February 2014

Salary	Next increment	Subsequent increment	Subsequent increment
Below €35k	October 2014	January 2016	October 2016
€35 up to €65k	October 2014	January 2016	April 2017
Above €65k	October 2014	April 2016	April 2017

Staff Recruited or Promoted after 1st March 2014 and before 28th February 2015

Salary	Next increment	Subsequent increment	Subsequent increment
Below €35k	October 2015	January 2017	January 2018
€35 up to €65k	October 2015	January 2017	January 2018
Above €65k	October 2015	April 2017	April 2018

Staff Recruited or Promoted after 1st March 2015 and before 28th February 2016

Salary	Next increment	Subsequent increment	Subsequent increment
Below €35k	October 2016	October 2017	October 2018
€35 up to €65k	October 2016	October 2017	October 2018
Above €65k	October 2016	October 2017	October 2018

Staff Recruited or Promoted after 1st March 2016 and before 1st July 2016

Salary	Next increment
Below €35k	Paid annually on the 1 st January, 1 st April, 1 st July and 1 st October depending on date of appointment or promotion.
€35 up to €65k	Paid annually on the 1 st January, 1 st April, 1 st July and 1 st October depending on date of appointment or promotion.
Above €65k	Paid annually on the 1 st January, 1 st April, 1 st July and 1 st October depending on date of appointment or promotion.

Staff with annual salaries between €35,000 and €65,000 and who are currently on, or who reach the final point of their salary scale during the lifetime of the Haddington Road Agreement, are subject to 'balancing measures'. The balancing measures to be applied are a once-off annual leave sacrifice, which is capped at a maximum of 6 days leave spread over the period of the Agreement (average of 2 days per year), or an equivalent cash deduction from salary.

The measures apply on a pro-rata basis depending on the leave year in which a staff member reaches the top point of scale and his/her FTE %.

Balancing measure options for staff on the final point of the scale with salaries between 35,000 and 65,000 - effective 31st January 2014

Reduction in annual leave, OR	Maximum once-off sacrifice of 6 days in leave spread over the period of the agreement (average of 2 days per year)
Cash deduction, OR	Equivalent of 6 days pay
Cash deduction	Half of the most recent increment.

Staff impacted by this measure will receive a letter outlining their individual options and will be provided with an opportunity to select the option best suited to their personal circumstances.

Pension related deductions

These changes remain unaltered under the Lansdowne Road Agreement.

From 1st January 2016, the rates and thresholds for pension related deductions (PRD) will be as follows:

Amount of Remuneration	Rate of Deduction
Up to €26,083	Exempt
Greater than €26,083 but not over €60,000	10%
Greater than €60,000	10.5%

Holiday entitlement

Newly appointed staff, or staff promoted after 7th January 2014, will have a new leave entitlement as shown in the table below.

Annual Leave for New or Promoted Staff - effective 7th January 2014

Grade	Annual Leave Inclusive of 5 days' Christmas Closure
Executive Assistant	23 days
Senior Executive Assistant	25 days
Administrative Officer II	27 days
Administrative Officer I	29 days
Senior Administrative Officer IV – I	30 days