New Entrant Measure Frequently Asked Questions

Content:	This document contains frequently asked questions on the application of additional increments awarded in relation to New Entrants under the Public Services Stability Agreement 2018-2020.
Further reading:	https://www.gov.ie/en/publication/c95806-public-service-new-entrants-agreement-2018/
Further queries:	Officers should contact their relevant Human Resources / HR Shared Services Unit. Human Resources / HR Shared Services Units with a policy query may contact the section with responsibility for the measure at payscales@per.gov.ie

DISCLAIMER:	**We do not accept any responsibility in relation to the contents of this Frequently Asked Questions (FAQ) document. Neither do we guarantee that the FAQ is accurate or complete. The information contained within this FAQ is of a condensed and general information nature only and can change from time to time. All of the below FAQ's are subject to the terms of the governing Circular 04/2020 and should be read in conjunction with the associated Circular.** **Departments have delegated sanction to manage the implementation of the Circular in accordance with DPER guidelines. As such Departments may wish to issue their own Circular relevant to their Department's grades, based on the policy herein. Officers should always check with their own HR / HR Shared Service Unit for a definitive answer to any query they may have.**

1. Who qualifies as a new entrant? How, as an administrator, can I determine if a grade is a new entrant grade?

A new entrant is an individual on a direct entry grade who was recruited after 1 January 2011 and was subject to rate reductions under the terms of Circular 18/2010 as subsequently amended by Circular 2/2014. Circular 2/2014 sets out the implementation of clause 2.31 of the Haddington Road Agreement (HRA). To qualify for the measure the new entrant must still be on an entry level grade and have been affected by the above.

2. What is the new entrant measure?

A new entrant will effectively skip points 4 and point 8 on the new entrant scale.

- Those on point 3 will move to point 5.
- Those on point 7 will move to point 9.

3. When does the new entrant benefit accrue?

The adjustments should be applied, as appropriate, to each eligible new entrant as they are due to move to points 4 and 8, on an increment date, on or after 1 March 2020.

4. What if an individual was recruited post 1 January 2011 with incremental credit?

Those who were recruited post 1 March 2020 and were awarded incremental credit qualify as new entrants as they would have started higher up the payscale had the new entrant measure not been introduced.
For new entrants placed higher than point 4 or point 8 on the payscale due to incremental credit;

- New entrants assigned to points 3-5 benefit from 1 additional increment (2 in total: 1 normal and 1 additional)
- New entrants on point 6 and above they benefit from 2 additional increments (3 in total: 1 normal and two additional). (Subject to maximum award as outlined in point 1.2 of PER Circular 04/2020.

5. What if the new entrant has been promoted to a non-new entrant grade? For Example AO to AP?

If the new entrant is no longer on a new entrant grade they do not qualify for this measure.

6. Are CO, EO and AO Higher Scales encompassed by the new entrant measure?

There are no skipped increments on the Higher Scales. Circular 24/1995 and Circular 33/1997 allows for the awarding of an additional increment on the Higher Scale, on the anniversary of assignment, if the pay of the individual is not one increment better than it would have been had they remained on the standard scale. For the purposes of deciding whether an additional increment should be awarded on the anniversary of assignment, for those Officers assigned to Higher Scale on or after the 1 March 2018, the application of the new entrant measure to the standard scale progression will be accounted for.

7. What happens if a new entrant has been promoted from one new entrant grade to another? For Example CO to EO?

If the new entrant is still on a new entrant grade they qualify for the measure subject to 1.2 of PER Circular 04/2020.

8. What happens if a non-new entrant (i.e. an individual with continuous public service on or before 31 December 2010 or an individual on a non-new entrant payscale) is hired to a new entrant grade post 1 January 2011?

An individual with continuous service as a non-new entrant under the terms of Circular 18/2010 as subsequently amended by Circular 2/2014 will only benefit from the new entrant measure if they were hired on or moved onto the scale at point 1 or point 2 of the new entrant payscale post 1 January 2011. If the individual was not affected due to point 1.2. when hired or moving on to a new entrant grade then the individual would not receive the benefit of the same.

9. What happens if the new entrant has left the service or retired?

If the new entrant is no longer on a new entrant grade they do not qualify for this measure.

10. What if a new entrant is already above point 4 or point 8?

In the first year PER Circular 07/2019 dictated that any new entrant on points 3-5 would have benefitted from one additional increment (one normal and one additional in total). Any new entrant at point 6 or above would have benefitted from 2 additional increments (one normal and two additional in total). The more complicated movements outlined above should now have been worked out and from 1 March 2020 new entrants will benefit from one additional increment only at point 4 and 8 respectively (one normal and one additional in total at each of these interventions).

11. What happens if the new entrant payscale has less than 9 points?

For those on a payscale with less points than the 9 incremental points necessary to receive the second benefit at point 8, there is no need for a second adjustment as they would be in the same position they would be if the two additional points had not been added to the payscale.

12. What happens if the new entrant payscale has less than 5 points?

For those on a payscale of between 1 and 4 points, these payscales are excluded from the additional increments awarded under this Agreement. These grades will benefit from the progressive pay increases agreed under the PSSA 2018-2020 and, if they progress to full new entrant payscales, subject to eligibility, they will benefit from the interventions when they reach points 4 and 8.

13. What happens if the payscale has less than 9 points but has an LSI?

From point 7:

- If 7 points with an LSI – 2 years towards achievement of LSI (1 normal year, 1 additional year)
- If 8 points with an LSI – 1 year towards achievement of LSI (7-8 + 1 year towards achievement of LSI)

14. Why did two Circulars issue regarding the same measure?

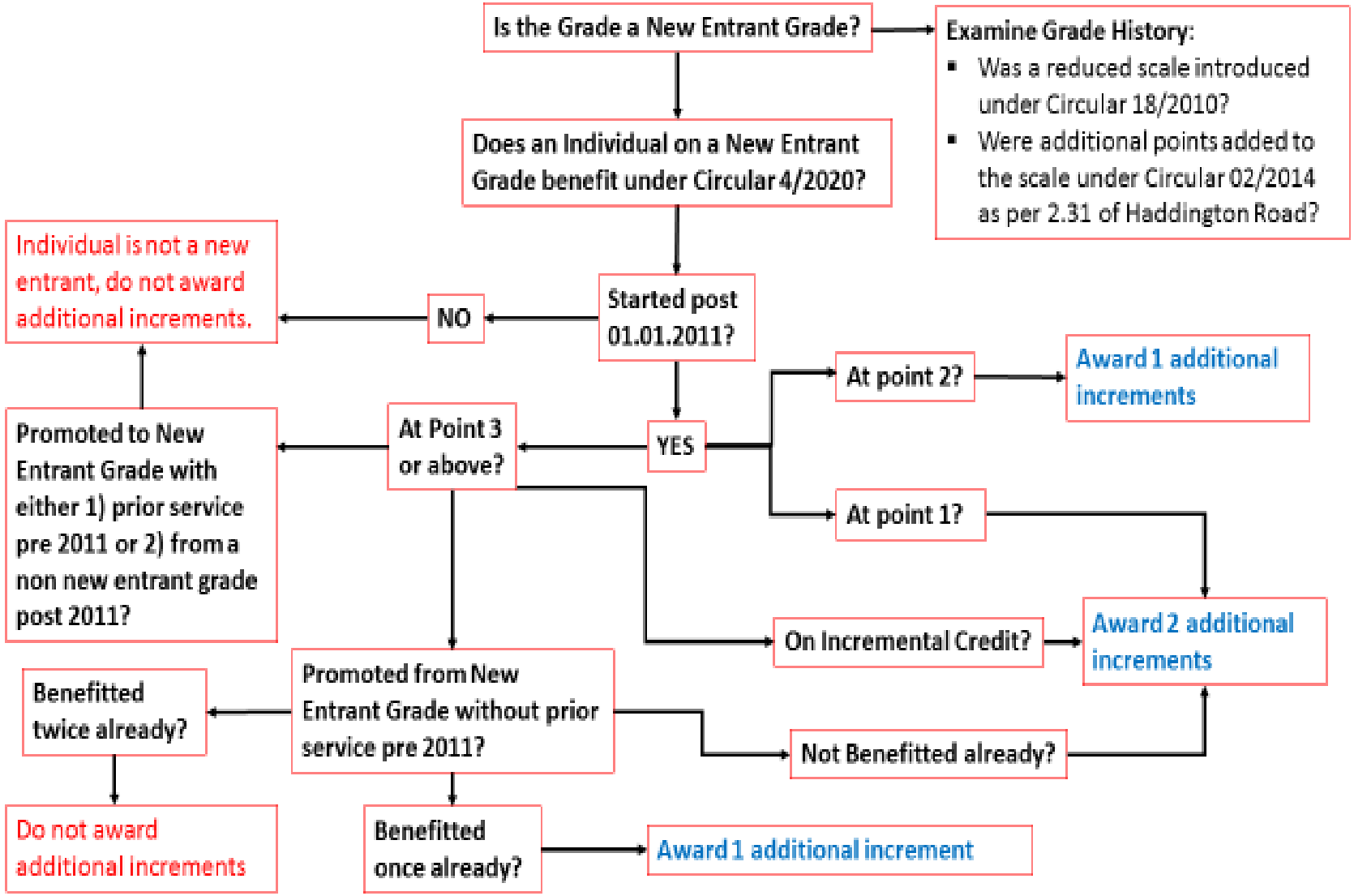
PER Circular 07/2019 covered the more complex movements from 1 March 2019 – 29 February 2020, taking account of the interaction between the two interventions, particularly for new entrants who were on point 6 or above and benefitted from both increment skips in the first year. PER Circular 04/2020 provides for the more straightforward movements thereafter. In the first year of implementation movement along the payscale as illustrated in appendix 1 would have been different from movement along the payscale from 2020 onwards.

15. Are those who are in receipt of an acting up allowance included in this measure?

If the individual is on a qualifying new entrant grade and is 'acting up' they will receive the new entrant measure at the correct point (4 and 8) of their normal Pascale. Generally this will change the acting up allowance but not their pay.

There could be an anomaly where due to the new entrant measure (at point 8), their normal payscale would exceed the pay that they are acting up to but due to the temporary nature of acting up this is unlikely and would only occur at point 8. If this was the case (that the acting up pay is lower than where the individual would be had they not been in receipt of the acting up allowance, normal starting pay on promotion measures would apply. (i.e. they would receive a higher acting up point).

Appendix 1


Is the Grade a New Entrant Grade?
Examine Grade History:
Was a reduced scale introduced under Circular 18/2010?
Were additional points added to the scale under Circular 02/2014 as per 2.31 of Haddington Road?
Does an Individual on a New Entrant Grade benefit under Circular 4/2020?
Individual is not a new entrant, do not award additional increments.
NO
Started post 01.01.2011?
At point 2?
Award 1 additional increments
Promoted to New Entrant Grade with either 1) prior service pre 2011 or 2) from a non new entrant grade post 2011?
At Point 3 or above?
YES
At point 1?
On Incremental Credit?
Award 2 additional increments
Benefitted twice already?
Promoted from New Entrant Grade without prior service pre 2011?
Not Benefitted already?
Do not award additional increments
Benefitted once already?
Award 1 additional increment

Appendix 2

Sample Progression on a 10 point payscale with no LSI

Current Point on payscale	Normal progression at next increment	Actual progression including additional new entrant measure
1	2	2
2	3	3
3	4	5
4	5	5
5	6	6
6	7	7
7	8	9
8	9	9
9	10	10
10	10	10

For example: Bob was hired on 1/1/2019 as an Executive Officer.

Bob had no prior service and started at point 1 of the payscale. He was deemed an eligible new entrant. Depending on PMDS, Bob's progression would be:

- 1/1/2020 - point 2.
- 1/1/2021 - point 3.
- 1/1/2022 - point 5 (1 normal increment and 1 additional increment).
- 1/1/2023 - point 6.
- 1/1/2024 - point 7.
- 1/1/2025 - point 9 (1 normal increment and 1 additional increment).
- 1/1/2026 - point 10.
- 1/1/2027 - point 11.
- 1/1/2028 - point 12. Point 12 is the normal maximum (NMAX) point on the Executive Officer PPC payscale.

Appendix 3

Worked examples

1. <u>General application examples</u>

A) Mary, on point 10 of the Executive Officer Standard PPC payscale.

Mary's next normal increment date is 1/8/2020. Mary was deemed eligible for PER Circular 07/2019 and moved from point 7 to point 10 (1 normal increment and 2 additional increments) on 1/8/2019.

As Mary has already received the benefit due of PER Circular 07/2019, Mary would progress as normal throughout the remainder of the payscale.

B) John, on point 3 of the Administrative Officer Standard PPC payscale.

John's next normal increment date is 1/4/2020. John moved from point 2 to point 3 on 1/4/2019. John was deemed eligible for PER Circular 04/2020 and depending on PMDS approval, John's progression would be:

- 1/4/2020 - point 5 (1 normal increment and 1 additional increment).
- 1/4/2021 - point 6.
- 1/4/2022 - point 7.
- 1/4/2023 - point 9 (1 normal increment and 1 additional increment).

C) Brian, on point 3 of the Clerical Officer Standard PPC payscale.

Brian's next normal increment date is 1/9/2020. Brian was deemed eligible and Brian's progression, depending on PMDS approval Brian's progression would be:

- 1/9/2019 – point 3.
- 1/9/2020 - point 5 (1 normal increment and 1 additional increment).
- 1/9/2021 point 6.
- 1/9/2022 point 7.
- 1/9/2023 Point 7 to point 9 (1 normal increment and 1 additional increment).

2. <u>Promotion example</u>

<u>New entrant to new entrant grade</u>

- Individuals should only benefit to the extent they were affected.

Benefitted from new entrant measure on original new entrant grade? (For Example CO)	Starting on what point of the promotional new entrant grade?	Benefit on the promotional new entrant grade?* (For Example EO)
Already benefited twice	Point 3 or higher	No Benefit
Already benefited twice	Point 2	Benefit once
Already benefitted twice	Point 1	Benefit twice
Already benefited once	Point 2 or higher	Benefit once
Already benefited once	Point 1	Benefit twice
Not already benefited	Any point	Benefit twice

*timing of benefit will depend on current point and the direction relating to that point in the circular.

A) Sarah, promoted from Clerical Officer Standard PPC to Executive Officer Standard PPC payscale.

Sarah's next normal increment date is 1/8/2020. Sarah was serving on the Clerical Officer Standard PPC payscale and moved from point 3 to point 5 (1 normal and 1 additional increment) on 4/3/2019 under PER Circular 07/2019. Sarah was promoted to Executive Officer Standard PPC on 1/8/2019 and started at point 1 of the payscale. As Sarah went from a new entrant payscale to a new entrant payscale at point 1, Sarah is eligible for 2 additional increments on the Executive Officer Standard PPC payscale. Depending on PMDS approval Sarah's progression on the Executive Officer Standard PPC payscale would be:

- 1/8/2020 - point 2.
- 1/8/2021 - point 3.
- 1/8/2022 - point 5 (1 normal increment and 1 additional increment).
- 1/8/2023 - point 6.
- 1/8/2024 - point 7.
- 1/8/2025 - point 9 (1 normal increment and 1 additional increment).

B) Noel, promoted from Clerical Officer Standard PPC to Executive Officer Standard PPC payscale.

Noel's next normal increment date is 1/8/2019. Noel was serving on point 4 of the Clerical Officer Standard PPC payscale and moved to point 6 (1 normal and 1 additional increment) on 1/8/2019 under PER Circular 07/2019. Noel was promoted to Executive Officer Standard PPC on 1/12/2019 and started at point 2 of the Executive Officer PPC payscale. Depending on PMDS approval Noel's progression on the Executive Officer Standard PPC payscale would be:

- 1/12/2021 -point 3.
- 1/12/2022 - point 5 (1 normal increment and 1 additional increment).

Noel will not receive any further benefit. For illustration purposes, depending on PMDS, Noel will progress as follows:

- 1/12/2023 Noel will move from point 5 to point 6
- 1/12/2024 Noel will move from point 6 to point 7
- 1/12/2025 Noel will move from point 7 to point 8
- 1/12/2026 Noel will move from point 8 to point 9
- 1/12/2027 Noel will move from point 9 to point 10

New entrant to non-new entrant grade

A) Nora, promoted from Administrative Officer Standard PPC to Assistant Principal PPC payscale.

Nora's next normal increment date is 2/8/2020. Nora was serving on the Administrative Officer Standard PPC payscale and was promoted from point 3 of the AO PPC scale to point 1 of the AP PPC scale on 1/8/2019. As Nora is no longer on a new entrant payscale, PER Circular 04/2020 will not apply.

Non-new entrant to new entrant grade

A) Matthew, promoted from Higher Executive Officer to Administrative Officer PPC payscale.

Matthew's next normal increment date is 2/8/2020. Matthew was serving on the Higher Executive Officer payscale. Matthew moved from the Higher Executive Officer payscale following an open competition to an Administrative Officer payscale and was placed on point 7. PER Circular 04/2020 would not apply.

*Note:

- Individual should only benefit if placed on point 1 or point 2 of the new entrant payscale.
- An individual starting on point 1 will benefit twice (points 4 and 8)
- An individual starting on point 2 will benefit once (point 4).
- An individual starting on point 3 or above should not benefit (*unless they were in receipt of incremental credit as per question 4.)

3. <u>Standard to Higher Scales example</u>

A) Mark, moved from Clerical Officer Standard PPC to Clerical Officer Higher PPC payscale.

Mark's next normal increment date is 8/1/2020. Mark was serving on the Clerical Officer Standard PPC payscale and had reached point 5 of this payscale on 8/1/2019. Mark was then assigned to the Higher Scale, retaining his increment date and subsequently moved to point 2 of the Clerical Officer Higher Scale (under the governing terms of Finance Circular 33/1997, that she should be one point better off than if she had stayed on the Administrative Officer Standard PPC payscale).

On 8/1/2020, the anniversary of assignment, the notional progression on the Clerical Officer Standard PPC payscale would be point 7 (point 5 + 1 normal + 1 additional increment). Due to Finance Circular 33/1997, that he should be one point better off than if he had stayed on the Clerical Officer Standard PPC payscale, Mark would move to point 5 on the Higher Clerical Officer PPC Scale. No further additional increments will be awarded as Higher Scales are not a new entrant payscale.

B) Julia, moved from Administrative Officer Standard PPC to Administrative Officer Higher PPC payscale. Julia's next normal increment date is 15/4/2020.

Depending on PMDS approval Julia's progression on the Administrative Officer Standard PPC payscale would be:

- 14/4/2018 – point 7.
- 15/4/2019 - point 9 (one normal increment and 2 additional increments) under PER Circular 07/2019.

On 1/6/2019 Julia was assigned to the Administrative Officer Higher PPC payscale and started at point 4.

- 1/6/2020, on the anniversary of assignment, the notional progression on the Administrative Officer Ordinary payscale would be below where Julia is on the Administrative Officer Higher PPC payscale and so no lookback is awarded and Julia progresses as usual throughout the Administrative Officer Higher PPC payscale. No further additional increments will be awarded as Higher Scales are not a new entrant payscale.

C) Phyllis, moved from Administrative Officer Standard PPC to Administrative Officer Higher PPC payscale. Phyllis' next normal increment date is 5/4/2020.

On 2/6/2018 Phyllis was assigned to the Administrative Officer Higher PPC payscale.

On 5/4/2019 Phyllis moved over to the Administrative Officer Higher PPC payscale from point 3 of the Administrative Officer Standard PPC to point 1 on the Administrative Officer Higher PPC payscale, retaining her original on scale date.

On the anniversary of her assignment, 2/6/2019, would not be more than one point ahead of where she was had she remained on the Administrative Officer Standard PPC payscale and so would not receive any benefit. On 5/4/2020 Phyllis will move to point 2 of the Administrative Officer Higher PPC payscale. No further increments would be awarded as the Higher Scales are not a new entrant payscale.

4. <u>LSI treatment example</u>

A) Conor is on the Administrative Officer Standard PPC payscale.

Conor's next normal increment date is 2/2/2023. Conor was on point 7 on 2/2/2019. On 2/2/2020 Conor moved from point 7 to point 10 (1 normal increment and 2 additional increments). Conor will not receive any further benefit, and will progress as normal through the LSI points. For clarity, Conor has reached the NMAX of his payscale and depending on PMDS, will progress on to LSI1 on 2/2/2023 and LSI2 on 2/2/2026.

B) Elaine is on the Executive Officer Standard PPC payscale.

Elaine's next normal increment date is 3/2/2022.

On 3/2/2019 Elaine was on point 10 of the Executive Officer Standard PPC payscale.

On 3/2/2020 Elaine moved from point 10 to point 12 (1 additional increment, 1 normal increment). Because point 12 is the NMAX of the Executive Officer Standard PPC payscale, instead of 1 normal increment Elaine will receive 1 year of credit towards the achievement of the LSI).

On 3/2/22 Elaine will reach LSI 1, a year earlier due to the second additional increment due to PER Circular 07/2019.

If there had been 13 points on the payscale that Elaine was serving on Elaine would have received 2 additional increments and 1 normal increment.

C) Edel is on the Clerical Officer Standard PPC payscale.

Edel's next normal increment date is 1/1/2022. On 1/1/2019 Edel moved to LSI1.

On 1/1/2022 Edel will receive 2 years credit towards LSI 2, allowing Edel to reach LSI 2 two years early, on 1/1/2023.

If Edel was on a payscale where there was no LSI 2, then the individual has reached the top of the scale and no benefit would apply. If Edel was on a payscale where there was a LSI 3, progression would be as normal.