

Department of Education and Science,

Cornamaddy,

Athlone,

Co. Westmeath

An Roinn Oideachais agus Eolaíochta,

Corn a Madadh,

Baile Atha Luain,

Co. na hIarmhí.

Circular 0011/2009

**To: The Managerial Authorities of Community & Comprehensive Schools and the Chief Executive Officer of each Vocational Education Committee**

**Re: Holders of Contracts of Indefinite Duration**

Following discussions at the Teachers Conciliation Council, it has been agreed that with effect from the commencement of the 2009/10 school year, a qualified post primary teacher

1. who is employed by a recognised Community & Comprehensive School or Vocational Educational Committee and
2. has a Contract of Indefinite Duration for 18 hours or more per week

and

1. agrees in writing to be timetabled up to 22 hours per week

may be timetabled and paid for 22 hours per week.

Form H 22 is attached for completion. This form must be returned to the Department/VEC to enable qualifying teachers have their salary adjusted.

The additional hours that may be awarded to any such CID holder must come from the schools/VEC’s allocation.

Enquiries in relation to this letter should be referred to Post Primary Teacher Allocations Section, Department of Education and Science, Cornamaddy, Athlone. Enquiries may also be e-mailed to allocations@education.gov.ie

Anne Killian

Principal Officer

Post Primary Teachers Section

March 2009

[Download Form H 22](#Formh22) (File Format Word 35KB)



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**Form H 22**

School Roll Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_being the holder of a Contract of Indefinite Duration of *18 or more* hours agree to be timetabled up to 22 hours per week in accordance with [Circular 0011/2009](#Formh221).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

This From to be returned to Department of Education and Science, Post Primary Teacher Allocations Section,

Athlone, Co. Westmeath for all Community and Comprehensive schools and to Vocational Educational Committee headquarters in the case of VEC schools.



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Circular 0048/2007

**To: The Managerial Authorities of Voluntary Secondary Schools.**

**Re: Holders of Contracts of Indefinite Duration**

The Rules for Payment of Incremental Salary to Secondary Teachers provide that full incremental salary may be paid to a recognised teacher where that teacher is timetabled for a minimum of 18 hours class contact per week. The agreed maximum class contact for a secondary teacher is 22 hours class contact per week.

This Department has concluded that, with effect from the commencement of the 2007/08 school year, a recognised teacher

1. who is employed by a recognised Voluntary Secondary School for 18 hours or more per week,
2. under a Contract of Indefinite Duration, and
3. agrees in writing to be timetabled up to 22 hours per week.

will be paid full salary.

Form H 22 is attached for completion. This form must be returned to the Department to enable qualifying teachers have their salary adjusted.

The additional hours that may be awarded to any such CID holder must come from within the schools total allocation for the following school year.

Enquiries in relation to this letter should be referred to Post Primary Teacher Allocations Section, Department of Education and Science, Cornamaddy, Athlone. Tel. 090 6483827. Enquiries may also be e-mailed to allocations@education.gov.ie

Anne Killian

Principal Officer

Post Primary Teachers Section

31 May 2007

[Download Form H 22](http://www.education.ie/servlet/blobservlet/cl0048_2007_form_h22.doc) (File Format Word 35KB)



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**Form H 22**

Department of Education and Science,

Post Primary Teacher Allocations Section,

Athlone,

Co. Westmeath.

School Roll Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_being the holder of a Contract of Indefinite Duration of *18 or more* hours wish to be paid full salary in accordance with the Rules for Payment of Incremental Salary to Secondary Teachers in Voluntary Secondary Schools as outlined in [Circular 0048/2007](http://www.education.ie/servlet/blobservlet/cl0048_2007.doc) and I agree to be timetabled up to 22 hours per week.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date