



## CONTRACT INFORMATION FOR:

### Non-Permanent Teachers, including

- ▲ Casual Part-Time Teachers
- ▲ Non-Casual Part-Time Teachers
- ▲ Regular Part-Time Teachers
- ▲ Temporary Whole-Time Teachers

### Contracts of Indefinite Duration

ASTI INFORMATION LEAFLET – 2023

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*Contracts Explained* page  
on [asti.ie](http://asti.ie)



Contracts

## 1. CATEGORIES OF NON PERMANENT TEACHERS

### ▲ CASUAL PART-TIME TEACHER

A part-time teacher who is not employed on a contract shall be regarded as working on a casual basis until he or she has worked for a period in excess of 150 hours in an institution during the school year. Any such qualified teacher working on a casual basis shall be paid at a fixed hourly rate. Please see rates under Section 3 on Salary scales.

In the event that such a part-time teacher works for 150 hours or more in the school year each additional hour over and above the 150 hours will be paid at a rate calculated by the appropriate point on annual salary divided by 735 for each additional hour worked.

Casual part-time teacher would cover for eg. Teachers on sick leave, parental leave.

#### Terms and conditions

#### Sick leave

Casual part-time, hourly paid, teachers have no formal entitlement to sick leave payment. However, a Class A PRSI contributor casual part-time teacher may, after more than 3 days of absence, be eligible for payment of Social Welfare Sickness Benefits during absences due to illness although this is dependent on the fulfilment of certain contribution qualifying conditions. Details are available from the Department of Social Protection.

### ▲ NON-CASUAL PART-TIME TEACHER

A part-time teacher who is employed under a contract which obliges him or her to work in an institution for a period of 150 hours or more during the school year but less than a full school year shall be classed as a non-casual part-time teacher.

Non-casual part-time teachers will be paid at a rate calculated by the appropriate annual salary and allowances depending on point on salary scale, divided by 735 for each hour worked.

With effect from the commencement of the 2015/16 school year, 12% was removed from the non-casual hourly rate payable to a post-primary teacher. The teacher will accumulate statutory annual leave to the value of time worked and will take and be paid for such leave during the school closure periods at Christmas, Easter and summer.

Non-casual teachers would cover for eg. Teachers on maternity leave, carer's leave.

#### Terms and conditions

Non-Casual teachers have an entitlement to sick leave/maternity leave under the terms for the Sick leave scheme for the duration of their contract.

#### Pay

Changes for the pay arrangements for casual and non-casual teachers came into effect from the commencement of the 2015/2016 school year following agreement at the Teachers' Conciliation Council. The daily/hourly rates paid to casual and non-casual teachers per day/hour worked have included an element in respect of annual leave. This practice was known as "rolled-up holiday pay". From September 2015 this practice ceased and a separate payment in respect of holiday pay was introduced.

### ▲ PRO-RATA CONTRACT

A part-time teacher who is employed for the full school year to provide teaching for a specified number of hours during each week shall be offered a Pro-Rata contract. A Pro-Rata contract will normally run from 1st September to the 31st August. However, Pro-Rata contracts may commence during the period 1st September to 31st October inclusive (or the first day immediately after the mid-term break if mid-term break terminates after 31st October). Contract must be signed and delivery of service under the contract commenced within that period.

A Pro-Rata contract shall require the delivery of the teaching service and the associated professional duties pro-rata to a permanent whole-time teacher. The contract will provide pro-rata pay and conditions of employment for the part-time teacher.

Pro-Rata teachers would cover for eg. Job-sharing.

#### Salary

Payment will be on pro-rata basis for the period from 1st September to 31st August. Salary is based on contracted hours per week as a fraction of 22 hours.

#### Terms and Conditions

A Pro-Rata contracted teacher is eligible for paid maternity/sick leave during the duration of his/her contract. However, in accordance with the Protection of Employee (Fixed Term) Work Act 2003, temporary teachers can be treated no less favourably than their wholetime equivalents.

### ▲ TEMPORARY WHOLE-TIME CONTRACT

A temporary whole-time contract may be offered, less frequently than heretofore, to a teacher in circumstances where a vacancy is generated by a teacher being on career break, secondment or leave of absence and the school is within quota. Such a contract may also be offered where the Department of Education refuses to sanction a permanent position because of falling pupil numbers or where the Department of Education is notified of a vacancy following the completion of the redeployment process. The duration of the appointment is normally for a minimum of one year, i.e. from 1st September to the 31st August of the following year.

#### Salary

A temporary whole-time teacher is paid an incremental salary in fortnightly instalments over the year including holiday periods. The suitably qualified teacher will commence on the point of the relevant salary scale depending on when his/her first date of fully qualified teaching service in an Oireachtas funded teaching position.

#### Leave

A temporary whole-time teacher is eligible for paid maternity leave /sick leave during the duration of his/her contract. However, in accordance with the Protection of Employee (Fixed Term) Work Act 2003, temporary teachers can be treated no less favourably than their whole-time equivalents.

## 2. CONTRACT OF INDEFINITE DURATION (CID)

A Contract of Indefinite Duration (CID) affords the holder the same rights and entitlements as any permanent teacher, except that his/her salary is based on the number of hours he/she teaches per week. A CID holder on 18 hours or more may be paid full time salary if he/she agrees in writing to be time-tabled up to 22 hours per week. A Form H22 must be completed and returned to the Department of Education or ETB to enable teachers to have their salary adjusted.

In order to qualify for a CID you must:

- Be registered with the Teaching Council on a current basis
- Hold appropriate qualifications, including PDGE/H.Dip/PME
- Have in excess of two years continuous teaching service, under two or more successive written contracts of employment with the same employer that were paid for by monies provided by the Oireachtas

Teachers who meet the above criteria will be entitled to a CID unless:

- Their post will not be viable within a reasonable period, and this was set out as an objective ground in writing in the previous contract
- They are covering for a teacher on an approved scheme of leave of absence (other than for Career break or Secondment) and this was set out as an objective ground in writing in the previous contract.

#### Terms and conditions

They have the same rights and entitlements as any permanent teacher.

## 3. SALARY SCALES

There are currently two salary scales in operation for teachers in second-level schools in Ireland.

#### Pre January 2011 salary scale:

Teachers who were first appointed to a Department paid teaching position prior to 1st January 2011 are paid according to the Pre January 2011 salary scale and allowances applicable to that scale.

#### Salary Scale and Qualification Allowances for Teachers who entered Teaching on or after 1 January 2011

Teachers who were first appointed to a Department paid teaching position between 1st January 2011 and 31st January 2012 are paid in accordance with the revised salary scale, which includes the Honours Primary Degree Allowance, and any applicable qualification allowances

Teachers who were first appointed to a Department paid teaching position on or after 1 February 2012 are paid in accordance with the revised salary scale which now includes the Honours Primary Degree allowance and the Professional Master of Education (PME) H. Dip allowance.

#### Note:

Circular 0027/2016 allows for previous teaching service in an analogous teaching position in the public service of another EU member state will be recognised on the same basis as if the service was given in Ireland when determining the appropriate salary scale (and allowances where applicable) payable to the teacher.

#### Incremental Progression and Rate of Pay:

The basis on which you were employed determines the rate you are paid and also if you are a qualified or unqualified teacher.

**Qualified** teachers in a department paid teaching position can be employed on any of the following basis.

**Casual** – under 150 hours in a school year – generally covering for Sick Leave/Parental Leave.

600 hours are required in total to progress up an incremental point on the scale, A casual teacher must work 300 hours or more in a casual capacity within a school year for this service to be counted towards an increment and may be carried forward to the next school year for accumulation for incremental purposes.

Paid a standard qualified rate in accordance with pay scale.

**Non-casual** – over 150 hours but less than a school year – generally covering for Maternity Leave / Carers Leave

Paid Qualified Non-casual rate which is in accordance with your own personal point on the pay scale divided by 735 per hour for each hour worked.

**Regular Part-Time Fixed Term Contract** – generally covering a Job-Sharing contract.

Paid on same basis as a whole-time teacher, pro-rata to the number of hours worked.

**Whole Time Fixed-Term Contract** – generally covering a career break / Secondment.

Paid in accordance with incremental point on salary scale.

**Unqualified** teachers will be paid at the unqualified rate and service will not reckon towards incremental credit.

### Hourly Casual Substitution Rates effective from 1 March 2023

#### POST-PRIMARY: Revised Casual hourly part-time rates with effect from 1 March 2023 for post-primary teachers who entered teaching prior to 1 January 2011

Category	Ongoing Rate from 01/03/2023	Value of Statutory Annual Leave Accumulated per Hour Worked from 01/10/2023
Hourly casual qualified	€49.61	€6.77
Hourly unqualified	€43.73	€5.96

#### POST-PRIMARY: Revised casual hourly part-time rates from 1 March 2023 for post-primary teachers who entered teaching on or after 1 January 2011:

Category	Ongoing Rate from 01/03/2023	Value of Statutory Annual Leave Accumulated per Hour Worked from 01/03/2023
Hourly casual qualified	€44.44	€6.06
Hourly unqualified	€39.34	€5.37

*For updated rates please refer to ASTI Website*

#### Cessation of “Rolled-up Holiday Pay”

With effect from the commencement of the 2015/2016 school year the practice of “rolled-up holiday pay” ceased. Previously casual and non-casual teachers were paid a daily/hourly rate which included an element in respect of annual leave, Circular letter 0015/2015 introduced a separate payment in respect of holiday pay. This change was being made to bring the method of remunerating casual and non-casual teachers in line with the European Union Working time Directive, following a decision of the European Commission.

The overall remuneration of casual and non-casual teachers will not change, however 12% will be removed from the current hourly casual and non-casual rates. This represents the teachers’ statutory annual leave entitlement of 4 weeks per year. The teacher will accumulate statutory annual leave to the value of 12% of time worked. Teachers are required to take their statutory annual leave entitlement during the school closure periods, ie: Christmas, Easter, Summer.

Revised incremental salary scale for Post-Primary teachers who entered teaching before 1 January 2011, to apply with effect from 1 March 2023. Qualification allowances continue to be paid to this cohort of teachers as appropriate.

**Revised scale from 1 March 2023 for teachers who entered teaching before 1 January 2011**

Point	€
1	38,637
2	39,480
3	40,669
4	41,862
5	43,711
6	44,909
7	46,106
8	49,121
9	50,628
10	52,437
11	54,252
12	56,091
13	57,630
14	59,668
15	59,668
16	59,668
17	62,477
18	62,477
19	62,477
20	62,477
21	66,190
22	66,190
23	66,190
24	66,190
25	70,291

Revised incremental salary scale for Post-Primary teachers who entered teaching on or after 1 January 2011, to apply with effect from 1 March 2023. This pay scale has been adjusted to incorporate the equivalent of the value of the Professional Master of Education (PME)H.Dip Allowance into each point on the scale as provided for in Circular 0059/2022.

**Revised scale from 1 March 2023 for teachers who entered teaching on or after 1 January 2011**

Point	€
1	42,015
2	43,635
3	45,485
4	46,330
5	47,519
6	48,955
7	50,569
8	52,201
9	53,570
10	56,028
11	57,562
12	59,399
13	61,226
14	63,067
15	64,606
16	66,643
17	66,643
18	66,643
19	69,452
20	69,452
21	69,452
22	69,452
23	73,164
24	73,164
25	73,164
26	73,164
27	77,267

This scale should be read in conjunction with Circular 0037/2021 – Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2021 – Application of Additional Increments

**Please refer to Circular 007/2023**

Note: These Salary scales are due to change on 1 October 2023  
Please refer to [www.asti.ie](http://www.asti.ie)

## 4. QUALIFICATION ALLOWANCES:

With effect from 1 February 2012 all qualification allowances were abolished except for the following limited exceptions:

- A qualified teacher first employed in an Oireachtas funded teaching position on or before 4 December 2011 will be paid a qualification allowance in respect of qualifications acquired on or before 4 December 2011.
- The sole exception to this is where at 5 December 2011 a teacher in employment on that date was actively undertaking a course of further study leading to an additional qualification, provided that the teacher does not cease to be a registered student on that course before its completion.
- Any teacher in receipt of an allowance on 31 January 2012 will continue to be paid that allowance unless the teacher ceases that job role on or after 1 February 2012.

## 5. INCREMENTAL CREDIT

### Incremental Credit for Previous Service

Teachers who are paid incremental salary by the Department of Education may apply for incremental salary credit for previous service. Details of such credit are set out in Department of Education circulars 0029/2007 and 0029/2010 and 0023/2023 and teachers are advised to read these circulars for full information.

There is a transferability for incremental credit between the primary, secondary and vocational sectors and within the secondary sector as a whole (i.e. between community, comprehensive, voluntary secondary and ETB schools).

Applicants for credit for ETB service should provide a full statement of service from the relevant ETB.

### Non permanent Teachers

The salary scale that an individual's pay is contingent on the date of first appointed qualified service to an Oireachtas funded teaching post. For additional information consult circular letter 0008/2013 and circular letter 0059/2022.

Where this applies, a new entrant will still be entitled to claim for incremental credit for previous service as a teacher or for relevant non-teaching service.

### Casual/Non Casual teachers

All non-casual service is counted towards an increment. When 600 hours have been worked in this capacity and when the last anniversary of the last increment has passed, the teacher will progress up one point of the incremental salary scale. Non-casual hours worked which are insufficient for the award of an increment will carry forward towards an increment from one school year to the next.

### Casual teachers

A qualified teacher must work 300 hours or more in a casual capacity within a school year for this service to be counted towards an increment. If for example a teacher completes 299 hours in a casual capacity from September to August (school year) this service will not be counted towards an increment.

Once 300 casual hours have been completed within the school year, the service is reckonable for the award of incremental credit and may be carried forward to the next school year for accumulation for incremental purposes.

### Application procedures

Application forms for incremental credit are available from the Department of Education [www.education.ie](http://www.education.ie).

## 6. TEACHING COUNCIL

The Teaching Council is the professional standards body for teaching that promotes and regulates the profession. It acts in the interests of the public good while upholding and enhancing the reputation and status of the teaching profession.

- Admits teachers to the profession through registration.
- Sets standards for teacher education at all stages of the teaching career.
- Establishes standards of professional competence and conduct.
- Investigates complaints made against registered teachers.

### Registration

Registration is a mark of professional recognition as a teacher. It ensures that standards of entry to the profession are maintained.

In Ireland, only teachers who have met the registration requirements of the Teaching Council are allowed to teach in State-recognised Primary and Post-Primary schools and have their salaries paid from State funds.

The Minister for Education and Skills, in accordance with Section 24 of the Education Act 1998, directs that school authorities, as employers, ensure that teachers proposed for appointment to teaching posts for which a salary grant is being sought, must be:

- 1 **Registered with the Teaching Council in accordance with Section 31 of the Teaching Council Act, 2001**
- 2 **Have qualifications appropriate to the sector and suitable to the posts for which they are proposed.**

For more information on teacher recruitment, registration and qualifications consult the ASTI Website.

## 7. GARDA VETTING

Garda vetting was introduced for teachers who have unsupervised access to children and vulnerable adults in 2006. The Teaching Council is the authorised body to seek Garda vetting for teachers.

Requirements to undergo Garda Vetting:

### New teachers

All those registering with the Teaching Council for the first time must undergo Garda vetting as part of the initial registration process. Where appropriate, the Teaching Council will decide on the relevance of any conviction to a teacher's suitability for registration.

### Teachers returning from leave

Teachers who are returning to teaching work after a leave of absence of 2 or more years must undergo Garda vetting.

### Teachers who change employment

Since January 1, 2011, any teacher appointed to a teaching position must be vetted prior to commencing employment unless they have already been vetted during the same or previous calendar year. This requirement applies for all types of appointment of any duration including full-time, part-time and substitute positions. It applies to those changing employments, e.g. moving between schools on transfer, being redeployed, accepting a new post in their school, etc.

### Redeployment

Following representations made by the ASTI, the Department of Education has confirmed that redeployed teachers should not experience any salary difficulties

as a result of being redeployed. However, schools that have received redeployed teachers must return the relevant information (including confirmation that Garda vetting is being arranged) to the Department. If you are concerned about this, you should confirm with your school principal that this information has been/is being returned to the Department. If you have any further concerns please contact ASTI Head office at 01-6040160.

This requirement does **not** apply in the case of:

- a) a teacher who transfers between schools that are part of the same ETB, or
- b) a teacher who is being re-employed by the same school authority provided there is no gap (other than school holidays) immediately prior to the re-employment and the teacher has been previously vetted for the initial employment with that school authority.

### The Role of School Authorities

It is the responsibility of the school authority (Board of Management or ETB as appropriate) to ensure that any proposed new appointee is vetted. This should be sought only in respect of a person to whom the school authority proposes offering a job. In the case of new teachers, before they make a formal offer of appointment, schools must request the prospective employee to present the Vetting Letter from the Teaching Council.

### The Role of the Teaching Council

As part of the process of registering teachers for the first time, the Teaching Council is the authorised body to seek vetting for new teachers. In practice, this means that the council:

- 1) receives and checks the completed Garda Vetting Application Forms from final year student teachers in colleges and universities and from other new teachers;
- 2) forwards the application form to the Garda Central Vetting Unit (GCVU) to have vetting carried out in respect of each applicant;
- 3) receives Garda Vetting results from the GCVU;
- 4) prepares a Vetting Letter for each applicant giving the results of the vetting.

This means that schools do not need to approach the GCVU directly to request vetting of new teachers.

**Note: the Garda Vetting process currently takes approximately 6 to 8 weeks.**

**Please refer to circular below for further information;**

*Circular Letter 0031/2016 Commencement of Statutory Requirements for Garda Vetting*

*Further information on all aspects relating to vetting requirements for teachers can be found at [www.teachingcouncil.ie](http://www.teachingcouncil.ie).*

## 8. MEMBERSHIP OF THE ASTI

Membership of the ASTI offers teachers the following:

- An opportunity to influence your professional environment
- A chance to change and develop your profession
- Protection of your conditions of employment
- Negotiation and representation of employment
- Regular salary increases
- Easy access to advice and information
- Local support and representation
- A comprehensive range of financial benefits
- Professional development opportunities

### Types of Membership

- **Full Membership** - For serving lay teachers
- **Associate Membership** - For serving lay part-time teachers and other defined categories
- **Student Membership** - For PME Students or Students in teacher training college/university

Details of how to join and the different rates of membership are on the ASTI website at [www.asti.ie](http://www.asti.ie)



Áras Thomáis Mhic Dhonncha, Sráid an Fhíona, B.Á.C. 8, D08 P9V6  
Thomas MacDonagh House, Winetavern Street, Dublin 8, D08 P9V6  
Tel: 01-604 0160 e-mail: [info@asti.ie](mailto:info@asti.ie) <http://www.asti.ie>