



To: Education and Library Boards,
Council for Catholic Maintained
Schools, Managers, Boards of Governors
and Principals of Grant-Aided Schools

11 January 1995

REVISED ARRANGEMENTS FOR THE PAYMENT OF SALARY TO CERTAIN PART-TIME TEACHERS PAID ON A PRO-RATA BASIS

1. At present all teachers who are employed in a part-time capacity in grant-aided schools in Northern Ireland are paid salary in the middle of the month following the month in which they are employed. Agreement has now been reached at the Teachers' Salaries and Conditions of Service Committee (Schools) to pay the salary of those part-time teachers who have been appointed in a permanent capacity or who have been appointed for a continuous period of 12 months or more to be paid along with permanent full-time teachers on the last working day of the month.
2. This will take effect in January 1995. As a transitional arrangement this category of part-time teacher will be paid on 18 January 1995 for work carried out in December 1994 and again on 31 January 1995 for work carried out in the month of January 1995. Thereafter they will be paid on the last working day of each month.
3. These 'pro-rata' teachers will be included in the monthly return - Certificate of Service of Permanent Teaching Staff - with effect from the month of February. Form TR141A - Certificate of Service of temporary/part-time teaching staff should no longer be used to record their contractual service in the school with effect from February 1995.
4. Where a teacher is required to undertake additional directed time beyond that provided in his contract he will be paid on a pro rata basis for each extra hour. A new form TR 269 has been introduced for use by the school to notify the Department of any additional hours worked by the 'pro-rata' teacher over and above the contractual hours.
5. A part-time teacher however must not be employed for more than 1,265 hours in any school year (32.4 hours per week) and cannot be paid more by way of salary in respect of accumulated service than he would have received had he been employed in a full-time permanent capacity throughout the year.
6. Any enquiries regarding this circular should be directed to the above address, or telephone Londonderry (0504) 319000, extension 62166 or 62001.

N REDMOND

Teachers' Administration and Salaries Branch



DEPARTMENT OF EDUCATION

THIS FORM SHOULD ONLY BE USED FOR PRO-RATA TEACHERS PAID ON AN ANNUAL BASIS

ADVICE OF ADDITIONAL HOURS

School Name: _____

Reference Number: _____

Month of: _____ 19__

Teacher's Full Name: _____

Teacher's Reference Number: TR _____

Additional Hours this Month

	WK1	WK2	WK3	WK4	WK5	TOTAL HOURS	REASON	COSTING: (S) SCHOOL (C) CENTRE
Teaching Hours								
Principal Relief								

I certify that the particulars given on this return are to the best of my knowledge correct.

Signed: _____ **Date:** _____
Principal/Acting Principal