

# Adult Educator Proposal | FAQ

Version 4	Issued 19 June 2024
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## Scope of Proposal

Staff on Tutor contracts under the following programmes;

- Music Generation
- Post Leaving Certificate
- Back to Education Initiative
- Adult Literacy
- DEIS Family Literacy
- ITABE
- Community Education
- Skills for Work
- ESOL
- Refugees
- Music Partnership
- Ballindereen
- Adult Learning Tuition
- Drugs Court Initiative
- Intensive Tuition
- Other Programmes (includes co-operation hours where they are SOLAS funded)

This offer does not apply to the following tutors;

- funded under one of the above schemes but is not currently a member of a public service pension scheme
- engaged on adult self-financing programmes in FET Colleges
- Engaged on other self-financing programme's which are also ineligible for access to public service pension schemes

## General Questions:

### 1. What is the difference between Tutor and Adult Educator?

See appendix 1

## **2. I have a tutor contract for 600 hours, what will I have as an Adult Educator?**

All Tutors are contracted based on delivery hours and paid a rate that is exclusive of preparation work. As an Adult Educator you will still have 600 hours for delivery however the additional associated work and time is defined as being 45 mins for every hour of delivery and the range of associated work is also defined.

Your contracted CID delivery hours will not be increased to reflect the associated work hours as it is your contracted delivery hours that define your pay multiplier.

## **3. What are the Implications If I choose to average salary over 52 weeks?**

if you have worked 37 weeks or more you will be offered salary spread and a 52 week contract with an expectation to be available for 45 weeks delivery if required.

## **4. I am currently paid for the weeks I work and claim a social welfare payment for periods where there is no work available, typically this is during summer months and/or could be for individual days if eligible, what will the implication of a 52 week salary spread in this instance?**

There a number of rules governing payment from Department of Social Protection (DSP), which may vary depending on individual circumstances and work arrangements.

It is the responsibility of those either in receipt or potentially in receipt of benefits from the DSP, to liaise with the DSP on the following;

- a. Potential implications regarding the payment of such benefits, should the person select to be paid on a full-year basis.
- b. Periods of lay off where a person is not on an annual salary

## **5. Can I request a reduced work year to accommodate having the summer period off?**

You will be offered based on your current delivery hours and delivery arrangements between 1 April 2023 to 31 March 2024, if you have worked 37 weeks or more you will be offered salary spread and a 52 week contract with an expectation to be available for 45 weeks. If you work 45 weeks you are deemed a full time equivalent.

## **6. Are there any implications or considerations concerning increments?**

Increments are on the basis of 52 weeks service. Service delivery means a week where an Adult Educator is contracted to work. One week's credit will be given for each delivery week paid regardless of the hours or number of days worked each week (including annual leave periods).

Where a tutor is assimilated to a point higher than point 11 in the case of a pre-2011 tutor or point 8 in the case of a post 2011 tutor, they will mark time (remain) on that point i.e. they will not move to next incremental point until the time it would have taken them to reach the point from the date of offer has elapsed i.e. 1 April 2023.

**7. What are the timeframes for informing tutors and decisions to be notified to the ETB?**

ETBs will identify and communicate directly with Tutors informing them that they are eligible for conversion and confirming options during month of May. Tutors deciding to convert will be required to make their decision known by end of June, exact dates will be contained in individual correspondence.

**8. When are the new Adult Educator contract to be issued to new and existing staff?**

Pay and contract systems are under configuration with a deadline of August to be prepared for the new academic session.

## Associated Work Hours

**9. What is the difference between associated work and administrative work?**

Associated work is the work that an Adult Educator must engage in to support their learners, the delivery of their programme, assessment of learners, engagement with PLSS and other areas which are broader to ensure their own development and engagement as a member of staff of an ETB. While by its nature there is an administrative component, these hours are not for general administrative duties, the focus should be on outcomes and participation in the areas below, not on presenteeism.

**10. Is it correct to assume that the associated work should only pertain directly to one's own class groups and not be used by local management to assign tasks such as PLSS or assessments with other groups?**

Associated work in relation to the following should directly pertain directly to one's own class groups;

- Pre preparation for delivery
- Assessment of learners
- PLSS engagement

Associated work in relation to the following are broader in nature and interaction outside of one's own class groups;

- Programme Development
- Attendance at required PL&D events / seminars
- Involvement in communities of practice
- Participation in support groups e.g. H&S, quality assurance, active inclusion etc.
- Involvement in any other area(s) of delivery/support that may arise in relation to FET provision and support services.

**11. How are these hours delivered?**

These hours will be scheduled in conjunction with direct line management and may be delivered onsite or remotely depending on the nature of the associated work and local arrangements in respect of accessing systems and remote working policy.

**12. Is it possible for a tutor to fulfil their contracted 45-minute sessions over a period of 34 weeks, given that this is not a banking arrangement, and the proposal does not specify details to this granularity?**

The focus on associated should be based on outcomes and not on monitoring time. The 45 minutes is an amount of time that is set out is an appropriate amount of time for an Adult Educator to engage in these activities.

**13. Is travel time included in the allocated 15 associated work hours?**

The additional time is for associated work only as defined in DFHERIS document, it does not include travel.

## BTEI Related Questions

**14. What is the main difference between this conversion and the BTEI process?**

Conversion to BTEI was to the Resource Person Contract on point 1 of the scale from 1 June 2016, with closure periods (5 days) added onto 35 days annual leave with 15 hours timetabled for administrative duties.

Conversion to new Adult Educator is to an Adult Educator contract on [minimum point 8 of the scale (new entrants) with closure periods included in 35 days annual leave and 15 hours scheduled by agreement for defined associated work.

**15. Is this open to tutors in BTEI, as there was already a conversion offer there?**

BTEI Adult Educators who are on **year 4 or who hold a CID** and/or who previously converted are to be offered a conversion to the new Adult Educator contract.

BTEI Adult Educator who are in **year 1 – 3** are to be offered the new Adult Educator contract.

In converting or offered the new Adult Educator contract, the person is placed on a higher point on scale with retrospection back to April 2023 and will reduce the number years to reach the maximum point on scale.

**New staff** employed from September 2024 are to be offered Adult Educator at Point 1 of the scale as per Information Note.

**16. What are the implications for those with teacher contracts on salary but also do tutor hours (BTEI)**

Where a Tutor is eligible for conversion as per Information Note, if they have another contract, they are eligible for conversion of the Tutor hours. The difficulty will be ensuring that they are in a one person/one post requirement of the public service.

**17. What are the implications for those with BTEI Adult Educator contracts on salary but also do tutor hours e.g. literacy?**

A person who previously converted has to make a decision on both contracts as per the Information Note however the option is to convert both contracts or remain as is. A person cannot decide to hold the BTEI Adult Educator contract and convert the new Adult Educator contract as a person cannot be paid for two contracts on the same salary scale with different annual leave arrangements.

**18. BTEI evening hours weren't taken into account in the previous conversation.**

**Therefore, they only received an offer for daytime hours and were awarded a tutor CID for the remaining evening entitlement. This means those delivering on BTEI programmes who are not on full hours would have a dual contract for daytime and evening hours.**

Where the evening hours are delivered under a SOLAS funded programme then the evening hours are to be incorporated into the Adult Educator Contract. Therefore, these hours should be incorporated into the offer to BTEI Adult Educators and BTEI Tutors.

The only time evening hours are to be a separate contract are where the hours are delivered under a self-financing programme.

## Music Generation

**19. Has there been any progress on including Music Educators in the Pension Scheme, thus integrating them into the conversion process?**

Access to the pension scheme is dependent on whether the funding is Oireachtas funding. Access to the pension scheme and how Music Generation is funded is a different issue outside of this process.

## **20. What are the terms of applicability of Music Generation?**

Music Educators are only encompassed as part of this conversion process where they are members of one of the pensions schemes in March 2024.

## Multiple Roles For clarification/consideration:

### **21. Staff who hold a teacher contract and also have a Tutor contract**

Staff can hold a teacher contract are to offered conversion to the new Adult Educator contract as they are two separate salary scales.

### **22. Staff who are BTEI Adult Educators and also have a Tutor contract**

Staff who hold both of these contracts are to be offered full conversion of both contracts to Adult Educators

## Multiple Roles Salary Plus Pension Related Questions

### **23. Where a staff member has two different contracts e.g. Teacher and Adult Educator how will this be worked out for salary and pension?**

Where a person has two different contracts, the system will pay whatever is put into the ETTO however the person can only have a pension based on 1 WTE e.g. if the person is contracted as a Teacher for weekly hours of 11 out 22 hours (0.50), the max hours they can work as an Adult Educator is 10 hours out of 20 (0.50) for that week.

In such scenarios the person should be set up on for the substantive post (the post with highest remuneration) with the second post, if salaried, set up as a personal to holder allowance for the value of the 50%, ETBs will be liaising with ESBS as this is a manual

process. If the person is being paid for the second contract on an hourly basis, then the hours will be processed through DCS with the relevant pay code.

It should be noted that this is a multi-appointment scenario and the system cannot cater fully in terms of pensions for multi appointments at the moment. In setting the person up for the higher superannuation deduction it is easier to give the money back then request it from them and review the contributions yearly until Core can facilitate the multi appointments process, which is under development for delivery next year.

Single Service Scheme (SPS) which applies to staff recruited after 2013 is a career average so referable amounts will increase as the pensionable remuneration increases

#### **24. What are the implications for my pension if I convert to be an Adult Educator?**

Pension examples have been calculated as a reference for legacy schemes, post and pre 2011 and the Single Service Scheme. Please note the following;

- The examples are based on current rates and do not factor in national pay increases for the rest of the current pay agreement nor for future increases that may occur.
- The calculations are based on current hours only and do not factor in additional hours that may be taken up over the course of a person's employment as an Adult Educator

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## Appendix 1- Quick Comparison Guide on Tutor v Adult Educator

This guide should be read in conjunction with the Information Note on Regularisation of Pay for Tutors in ETBs as issued by Department of Further and Higher Education, Research, Innovation and Science (DFHERIS)

	<b>Tutor</b>	<b>Adult Educator</b>
<b>Rate of Pay</b>	<p>Hourly paid inclusive of 8% holiday pay with public holidays paid separately:</p> <ul style="list-style-type: none"> <li>• €51.57 (pre 2011) or</li> <li>• €46.41 (new entrants)</li> </ul> <p>Or paid on Adult Self-Financing rates / other rate</p> <p>1044 FTE hours for pay purposes</p>	<p>Incremental salary scale with 13 points plus two long service increments inclusive of annual leave and public holidays.</p> <p>1044 FTE hours for pay purposes See below quick reference table.</p> <p>Note: Pay and pension for FTE staff on salary is calculated on an annual divisor of 52.18 (26.09 per fortnight). This is the actuarial mathematical equation to take account of the additional leap year day every 4 years.</p>
<b>Placement on Salary Scale</b>	Not available	<p>Generally, Point 8 or Point 11 from 1 April 2023 if paid one of the rates above. If paid a different rate see guide below.</p> <p>Once conversion process completed or renewal is made, arrears will be paid from 1 April 2023</p>
<b>Hours for Delivery Full Time Equivalent (FTE) taking account of annual leave entitlements and public holidays</b>	<p>1044 hours plus associated work to be completed outside of associated work hours (not defined).</p> <p>As per Organisation of Working Time Act 8% holiday pay or 20 days 20 days annual leave = 80 hours 11 public holiday = 44 hours</p> <p>1044 FTE value less 124 hours = <b>920 available hours for delivery</b></p> <p>Or</p>	<p>1044 hours plus associated work to be completed outside of associated hours with an annual maximum of 783 hours.</p> <p>20 hours per week = 4 hours per day 35 days annual leave = 140 hours 11 public holidays = 44 hours</p> <p>1044 FTE pay value less 184 leave hours = <b>860 available hours for delivery</b></p> <p>Or</p>



	<p><b>48 weeks</b> inclusive of 11 public holidays (2 weeks added back in as they are interspersed during delivery periods)  Plus  Associated work is completed outside of delivery hours <b>(not defined)</b></p>	<p><b>45 weeks</b> inclusive of 11 public holidays (2 weeks added back in as they are interspersed during delivery periods)  plus  783 FTE associated work hours less 184 leave days = <b>599 hours for scheduling</b></p>
<p><b>Nominal FTE Salary (Example using New Entrant hourly rate)</b></p>	<p>1044 x €46.41 = €48,452.04 (inclusive of 8% Holiday Pay)</p> <p>No increments</p> <p>Future public service pay agreements will apply</p>	<p>€48,569 (inclusive of annual leave)</p> <p>Increments leading to €64,210 Future</p> <p>Future public service pay agreements will apply</p>
<p><b>Annual leave</b></p>	<p>8% of hours worked paid at Christmas, Easter and June, equates to approximately 20 days annual leave</p>	<p>35 days annual leave inclusive of statutory entitlement for an FTE (pro rata for part time staff)</p>
<p><b>Public Holiday</b></p>	<p>Paid in accordance with legislation</p>	<p>Paid in accordance with legislation</p>
<p><b>Incremental credit</b></p>	<p>Not available</p>	<p>Move to next point on scale after 52 weeks service delivery. Service delivery means a week where an Adult Educator is contracted to work. One week's credit will be given for each delivery week paid regardless of the hours or number of days worked each week (including annual leave periods). Commences from 1 April 2023.</p> <p>See below salary table</p>
<p><b>Additional hours</b></p>	<p>Will be available as per existing tutor contract to the maximum hours of a full time equivalent, 1044 hours</p>	<p>Will be available as an Adult Educator to the maximum hours of a full time equivalent, 1044 hours plus 782 non contact time for associated work (not timetabled)</p> <p>See section on hours for delivery</p>

