



Circular Letter 0016/2025

To: The Managerial Authorities of Recognised Primary, Secondary, Community, and Comprehensive Schools and The Chief Executives of Education and Training Boards

Revision of Salaries for Special Needs Assistants (SNAs) under the Public Service Agreement 2024-2026

Application of pay adjustments with effect from 1 March 2025

Introduction

1. The Minister for Education wishes to inform managerial authorities and SNAs of revised rates of salary of certain staff as with effect from 1 March 2025 as provided for in the Public Service Agreement 2024-2026.
2. This circular sets out pay increases due on 1 March 2025 as provided for under the Agreement.

Salary Increases to be implemented under the Public Service Agreement

3. In accordance with Section 3.1 of the Public Service Agreement, whole-time annual basic scale salaries will be increased by 2% (or €1,000 whichever is greater) with effect from 1 March 2025.
4. The revised salary scales of affected staff are set out in Appendix 1.
5. Hourly casual rates for SNAs are attached at Appendix 2.
6. All salary scales and hourly casual rates payable to SNAs set out in previous Circulars are superseded by the terms of this Circular with effect from 1 March 2025.
7. Overpayments will be dealt with in accordance with the procedures set out in Circulars 0084/2015 or 0032/2016 for staff employed by ETBs.

Pension increases

8. The principle of pay parity in pension increases for pre-existing public service schemes¹ has been agreed up to 30 June 2026 in line with the Public Service Agreement 2024-2026. Civil service pension increases should be passed on to pensions in line with that policy. Guidance on the methodology for calculating

¹ Pre-existing Public Service Pension schemes, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

these pension increases is appended to 24 September 2024's letter to HR Managers / Pension Administrators²

9. Single Public Service Pension Scheme ('Single Scheme') pensions are updated in line with the Consumer Price Index (CPI), subject to a separate instruction from the Department of Public Expenditure NDP Delivery and Reform. Therefore, Single Scheme pensions in payment in respect of former public servants who served in grades to which this circular applies will not be adjusted with reference to the revisions of basic pay set out in this Circular.

Pension revisions for pre-existing public service pension schemes

10. The pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment from 1 March 2025 in respect of former Public Servants who served in grades to which this circular applies, will be adjusted as appropriate in the normal way, by reference to the revisions of basic pay set out in this Circular. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.
11. The lump sums of the officers in the grades to which this Circular applies who retired on or after 1 March 2025 should also be revised by reference to the revisions of basic pay set out in this circular as appropriate. Deductions from lump sums in respect of non-periodic contributions (such as under Spouses and Children's Pension Schemes) should also be adjusted in these cases. The lump sum of officers in the grades to which this circular applies who retired before 1 March 2025 should not be adjusted.
12. Pensions for officers who retired after 1 March 2025 which were evaluated for the Pension Benefit Cap³ under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular.
13. Pensions for officers who are currently re-employed in the public service and whose pensions were evaluated for Pension Abatement⁴ under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular. A pensioner, not previously subject to abatement, may now be subject to abatement as a result of the increases.

Pension revisions for the Single Public Service Pension Scheme

14. For Single Scheme pensioners who were working as public servants (in grades to which this circular applies) on 1 March 2025 and subsequently retired in the period from 1 March 2025 until such date as this pay adjustment takes effect, their referable amounts accrued and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.

² Application of 'Pay Parity' as Pension Increase Policy, in line with the Public Service Agreement 2024-2026"; available at <https://www.gov.ie/en/circulars/>

³ Circular 13/2020 Guidance on the application of the Pensions Benefit Cap under section 52 (6) and (7) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

⁴ Circular 24/2022 Guidance on the application of Abatement of Public Service Occupational Pensions.

This aforementioned calculation should also be undertaken by Relevant Authorities for the following classes:

- Cost-Neutral Early Retirement (CNER)
- Ill-Health Retirement (including Short Service Gratuity)
- Pension Adjustment Orders (PAOs)
- Death-in-Service (Spouse / Partner / Eligible Child)
- Death Gratuity
- Any other relevant cases

Final Retirement Benefit Statements and Leaver Statements for Single Scheme members in the grades to which this circular applies, who were working as public servants on the dates of the revision of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

Please note that, as previously stated, the lump sum and pensions of officers in the grades to which this circular applies who retired before 1 March 2025 should not be adjusted.

Circulation and Queries

15. Please ensure that copies of this circular are provided to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all SNAs in your employment including those on leave of absence.
16. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
17. Enquiries regarding this Circular should be e-mailed to ESR@education.gov.ie
18. Individual payroll queries should be forwarded as follows:
 - Primary & Post Primary SNAs:
<https://dessurveys.education.gov.ie/surveys/payroll-query-form>
 - ETB Post-Primary SNAs: relevant HR Department

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27 February 2025

Appendix 1

Special Needs Assistantsⁱ

Special Needs Assistant (Child Care)	Rates from 01/03/2025	New Entrants Rates from 01/03/2025
	€32,682	€30,545
	€33,540	€32,260
	€34,790	€32,682
	€36,044	€33,540
	€37,300	€34,790
	€38,210	€36,044
	€39,243	€37,300
	€40,439	€38,210
	€41,288	€39,243
	€42,475	€40,439
	€43,668	€41,288
	€45,915	€42,475
		€43,668
		€45,915
Long Service Increment*	€48,677	€48,677

** after 3 years satisfactory service at the maximum*

Appendix 2

CASUAL SNA HOURLY PAY RATESⁱⁱ

Status of Substitute SNA	Ongoing Rate from 01/03/2025	Statutory Annual Leave Rate from 01/03/2025
SNA's appointed on or before 31 December 2010	€18.01	€1.57
SNA's appointed on or after 1 January 2011	€16.83	€1.46

This is the value of Statutory Annual Leave accumulated per hour worked

ⁱ Payroll Code SNA01 & SNA02

ⁱⁱ Payroll Code SNA03 & SNA04