

# Frequently Asked Questions

## **How do I determine my point on the payscale?**

The [University Salary Scales](#) identify all payscales in the University. By checking your monthly payslip or your [Employee Self Service \(ESS\)](#) record, specifically “My Payroll Self Service”, you can identify your monthly/weekly salary and this can then be compared to the relevant scale to identify the point on the scale.

For monthly paid staff the monthly salary should be annualised (multiplied by 12) in order to identify the point on the relevant scale. All salaries on the payscales are full-time salaries so if you work in a part-time capacity you will need to identify the full time equivalent of your salary.

## **My salary is below €35,000, must I give up annual leave?**

Provided your salary remains below €35,000 for the course of the HRA (June 2016) you will not give up annual leave. You will have one increment freeze of three months.

## **I am on a single point salary scale, do these measures apply to me?**

No, these measures do not apply to single point salary scales.

## **I am a part-time staff member, how will I be treated?**

A part-time staff member will be treated in the exact same manner as his/her full-time counterpart with any relevant deductions applying on a pro-rata basis. So for example if you are a part-time staff member working 50% of the time you will then be liable for 50% of the relevant cash deduction (where applicable). If you decide to invoke Option 1 (deduction of annual leave) your annual leave balance will be reduced by 2 part-time days (or 1 full time day) for each annual leave year where deductions must be made.

Increment freezes, where applicable will apply in the same manner as applies to a full time staff member.

## **I am currently taking one day a week parental leave, how will I be treated?**

As your annual leave entitlement is not affected by parental leave, if you are on the maximum point of your scale (and full-time equivalent salary is between €35,000 and €65,000) you will be liable for the full deduction of annual leave or the full amount of the alternative cash deduction option, where selected.

Increment freezes, where applicable will apply in the same manner as applies to a full time staff member.

## **My salary is between €35,000 and €65,000 but I am not on the top of my scale, what will happen to me?**

As long as you do not reach the maximum point of your scale on/before 31<sup>st</sup> December 2015 you will be subject to two three month increment freezes only. If you do reach the top of the scale on/before 31<sup>st</sup> December 2015 you will be liable for the relevant deduction in annual or alternative cash deduction option, where selected.

**The maximum point of my salary scale is between €35,000 and €65,000. I am not on the top of my scale but will reach it over the course of the agreement, what will happen?**

Depending on your increment dates you may be subject to one or two three month increment freezes. On reaching the top of the scale you will then be subject to the required deductions in respect of annual leave (See examples 2A, 2B and 3).

**The maximum point of my salary scale is between €35,000 and €65,000. I am not on the top of my scale but will reach it in 2016, what will happen to me?**

Depending on your increment dates you may be subject to one or two three month increment freezes. As you will not reach the top of your scale until 2016, no further measures will apply. (See example 4).

**I am hopeful that I may be successful in a recent application for a new role which will result in a promotion for me to a new payscale, what will happen then?**

Should you be successful in your application any deductions you are paying in your current role (assuming maximum point of your current scale) will cease on appointment to the new role. Thereafter the provisions in respect of increment freezes will apply assuming you are not on the maximum point of the scale in your new role. (See examples 7A and 7B).

**I am currently on a salary below €65,000 but the maximum point of my scale is above €65,000, what will happen to me?**

For the length of time your salary remains below €65,000 then the relevant three month increment freezes will apply. Once your salary on the scale goes above €65,000 then up to two six month increment freezes may apply.

**I am a lecturing staff member what will happen to me?**

You will be subject to two three months increment freezes over the course of the HRA provided your salary remains below €65,000. Once your salary on the scale goes above €65,000 then up to two six month increment freezes may apply. Should you reach the maximum point of your scale over the course of the HRA no further measures will apply.

**I am on a salary greater than €65,000 and not on the maximum point of my scale, what will happen to me?**

You will be subject to up to two six month increment freezes over the course of the HRA.

**I am on a salary greater than €100,000 and not on the maximum point of my scale, what will happen to me?**

If the starting point of your scale is less than €100,000 you will be subject to up to two six month increment freezes over the course of the HRA.

If the starting point of your scale is greater than €100,000 incremental progression will be suspended for three years with effect from 1<sup>st</sup> July 2013.

**In all cases the [Alternative Option Form](#) must be completed and returned to the Department of Human Resources no later than 30<sup>th</sup> April 2014.**