

## **FAQs - Circular 03/2026 - Application of 1 September 2025 pay adjustment under the Local Bargaining Clause of the Public Service Pay Agreement 2024 to 2026.**

This document contains frequently asked questions on the application of Circular 03/2026 as provided for under the Local Bargaining Clause of the Public Service Agreement 2024-2026.

### **General**

#### **1. What is Local Bargaining?**

The Public Service Agreement 2024–2026 includes a Local Bargaining mechanism that allows employers and trade unions or representative associations to progress proposals addressing issues such as changes in structures, work practices, or other conditions of service. A maximum of 3% of basic pay cost, inclusive of allowances in the nature of pay, of the particular grade, group or category of grades, will be available for Local Bargaining under this agreement. The implementation of adjustments will be on a phased basis.

The first instalment of 1% has an implementation date of 1 September 2025. The remaining 2% will fall to be addressed within the framework of any successor agreement

#### **2. What is the purpose of Circular 03/2026?**

The circular sets out pay scale adjustments agreed under the Local Bargaining Clause of the *Public Service Agreement 2024–2026* for certain Civil Service grades, represented by Forsa, effective from 1 September 2025.

#### **3. Which grades are affected by these adjustments?**

- Clerical Officer (CO) – Standard & Higher Scales and related grades
- Executive Officer (EO) – Standard & Higher Scales and related grades
- Higher Executive Officer (HEO) – Standard & Higher Scales and related grades
- Administrative Officer (AO) – Standard & Higher Scales and related grades
- Service Officer, Cleaner and related grades

***Related grades*** are those of the identical length and value as the CO, EO, HEO, and AO Standard and Higher Scales with the exception of Service Officer, Cleaner and related grades, refer to Item 4 for related grades.

**4. For the purposes of Local Bargaining what are related grades for Service Officer and Cleaner grades?**

The table below sets out the related grades for Service Officer and Cleaner grades.

<b>Grades Encompassed by Claim for Service Officers, Cleaners and Related Grades</b>
Cleaner
Cleaner - PPC
Cleaner - Part Time
Court Messenger
Court Messenger - PCC
Criers to the Circuit Crt Judge
Criers to the Circuit Crt Judge - PPC
Head Services Officer
Head Services Officer - PPC
Laboratory Attendant Ag&Mar
Laboratory Attendant Ag&Mar - PPC
Labratory Attendant S Lab
Labratory Attendant S Lab - PPC
Nightwatchmen - PPC
OSI Level 6
Parliamentary Porter - PPC
Porter - Frmr HSE
Services Attendant
Services Attendant - PPC
Services Attendant Part Time
Services Officer
Services Officer - PPC
Superintendant of Cleaners - PPC
Superintendant of Cleaners
Svces Off Frmr FAS 13X
Usher Supreme & High Court
Usher Supreme & High Court - PPC
Warehouseman
Warehouseman - PPC
Watcher
Watcher - PPC

**Increment Skips**

**5. What increment skips does the circular provide for?**

- CO: Skip point 11 after one year at point 10.
- EO: Skip point 10 after one year at point 9.
- HEO: Skip point 6 after one year at point 5.
- AO Standard: Skip point 10 after one year at point 9.

**6. If an individual is below the new skip point of the relevant pay scale after the 1 September 2025, will they benefit from the new skip point?**

Yes, individuals will benefit for the Local Bargaining skips on the relevant pay scale. For example, the new Local Bargaining skip point 6 on the HEO scale applies when an officer has completed a year on point 5 of the pay scale, they will then move on to point 7 at their next increment date.

**7. Will an officer who has on or after the 1 September 2025 moved beyond the Local Bargaining skip point on the pay scale get a skip on their next increment date?**

No, an individual who is on a pay scale point above the Local Bargaining skip point will not benefit from the skip. For example a CO who on or after the 1 September 2025 is currently on point 11 or higher will not get the benefit of a skip on their next increment date and will move as normal to the next increment point of that pay scale.

**8. How do the skip points interact with Circular 08/2019 - Revised arrangements to starting pay?**

Skip points remain part of the pay scales and will apply in line with Circular 08/2019. If starting pay arrangements place an employee on a skip point, that skip point will apply.

For example, an EO whose starting pay on promotion puts them on point 10 of the AO pay scale on or after the 1 September 2025, will not get the benefit of the skip on point 10 and will move to point 11 on their next increment date.

Similarly, when an individual transfers from another part of the public service to an analogous Civil Service grade under Circular 08/2019, the relevant skip points will also apply.

**9. Will an individual benefit from a Local Bargaining skip if they are promoted and have already benefited from a local bargaining skip on another pay scale?**

The Local Bargaining skips apply on each of the relevant pay scales and an individual can benefit from the skips, where appropriate on promotion. For example, if an Executive Officer (EO) has benefited from the Local Bargaining skip at point 9 on the EO scale and is later promoted to Higher Executive Officer (HEO), they will also be eligible for the Local Bargaining skip at point 6 on the HEO scale.

**10. Do the Local Bargaining skips apply retrospectively to 1 September 2025?**

If an individual has spent one year on the relevant point immediately before the skip point from 1 September 2025, then the skip will apply. For example, if a CO received an increment on 1 September 2025 and moved to point 11, they will benefit from skipping point 11 and will move to point 12 of the pay scale. This adjustment will take effect retrospectively from 1 September 2025.

**11. Will individuals who have benefited from a new entrant skip, also benefit from a Local Bargaining skip?**

Yes. An individual who has received skips under Circular 07/2019 and Circular 04/2020 will also benefit from the Local Bargaining skips, as these are separate arrangements.

**Pensions**

**12. Does the principle of pay parity for pre-existing pension schemes apply to pay adjustments provided for under Local Bargaining?**

- a. The principle of pay parity in pension increases for pre-existing public service schemes<sup>1</sup> 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 these pension increases is appended to 24 September 2024's letter to HR Managers / Pension Administrators<sup>2</sup>.
  
- b. 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, Infrastructure, Public Service Reform and Digitalisation. 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 Section 3 of Circular 03/2026.

**13. If an individual retired on one of the impacted grade scale points since 1 September 2025, will their pension lump sum be recalculated?**

The lump sums of the officers in the grades to which Circular 03/2026 applies who are members of pre-existing public service pension schemes and who retired on or after 1 September should also be revised by reference to the revisions of basic pay set out in Section 3 of the 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 September should not be adjusted.

**Please note this is a live document which may be updated time to time.**

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

<sup>2</sup> "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/>