



	Pay on Promotion Rules
FIRST DRAFT:	
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AMENDMENTS:	ET 2020#09
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1.0 Scope

1.1 The rules for the calculation of pay on promotion as detailed in this document are applicable to employees of Mary Immaculate College, other than those in academic grades¹, who are promoted in a permanent, temporary or “acting up” basis and to employees of other public sector agencies appointed to promotional posts in MIC.

1.2 In keeping with public sector pay policy new entrants to the public service will be appointed to the first point of the relevant promotional pay scale.

1.3 All policies, guidelines and protocols of Mary Immaculate College, will reflect the College’s commitment to the promotion of equality in accordance with law.

2.0 Responsibilities

2.1 It is the responsibility of the HR Office to apply the approved pay on promotion rules.

2.2 *An tUachtarán* and the Executive Team shall be responsible for the approval of pay on promotion rules.

3.0 Pay on Promotion Rules

3.1 An employee will be appointed to the first point of the higher pay scale where the first point of the higher scale is greater than the employee’s existing pay by an amount greater than one increment on the new scale.

3.2 Where 3.1 above is not the case, the employee will be appointed to the nearest point upwards on the higher scale plus one increment or where the employee is on the maximum point of their pay scale for three years or more they will be appointed to the nearest point upwards on the higher scale plus two increments.

3.3. Where an employee is appointed to a promotional post on an acting or otherwise temporary basis, their increment date at the higher salary will be the date of appointment to the promotional post. The employee will progress on the higher scale on the increment date applicable to the acting or temporary appointment, subject to normal incremental progression rules.

3.4 On completion of an acting or temporary appointment in a promotional post an employee returning to their substantive grade will do so at the same salary point and with the same increment date as they would have held had they not assumed an acting or temporary appointment in a promotional post.

¹ The rules for calculation of starting pay for lecturer grades are detailed in a Department of Education circular – Grade and Scale Placement on Appointment and Promotion in Colleges of Education.

3.5 An employee who is permanently appointed to a position they held in an acting or temporary capacity at the date of permanent appointment, will retain the increment point and date they held in the acting or temporary appointment.

3.6 It is not intended that a person appointed to a promotional post on an acting or temporary basis would be worse off than if they had remained in their substantive post. In the event that the application of pay on promotion rules results in such an anomaly, the Director of Human Resources will authorise additional increment/s on the higher scale to correct the anomaly from the effective date of same.

3.7 In all cases the date of promotion will become the employees new incremental date.

4.0 Audit and Evaluation

4.1 This document will be reviewed on a five yearly basis. The Director of Human Resources will initiate the review.

Appendix 1

Worked Examples

Example 1: An Executive Officer (EO) has been promoted to Higher Executive Officer (HEO). The EO is on the 4th point of their scale, €33,029. The 1st point of the HEO scale is €48,868. The difference between the employees existing pay and the 1st point of the higher scale is €15,839 (A). The value of the first increment on the higher scale is €1,429 (B). As the value of A exceeds the value of B the employee is appointed to the first point of the higher scale.

Example 2: An Executive Officer (EO) has been promoted to Higher Executive Officer (HEO). The EO is on the 13th point of their scale, €47,711. The 1st point of the HEO scale is €48,868. The difference between the employees existing pay and the 1st point of the higher scale is €1,157 (A). The value of the first increment on the higher scale is €1,429 (B). As the value of A does not exceed the value of B, the employee is appointed to the nearest point upwards on the higher scale plus one increment, i.e. 2nd point €50,297.

Example 3: An Executive Officer (EO) has been promoted to Higher Executive Officer (HEO). The EO is on the 1st LSI of their scale, €49,274. The 1st point of the HEO scale is €48,868. As the employees existing pay is higher than the 1st point of the higher scale the employee is appointed to the nearest point upwards on the higher scale (2nd point) plus one increment, i.e. 3rd point €51,723.