



**Circular 0071/2016**

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

**Withdrawal from Supervision and Substitution (S&S) Duties by ASTI Members**

1. I am directed by the Minister for Education and Skills to inform you that, arising from the results of a ballot, ASTI have announced that their members will withdraw from the Supervision and Substitution scheme as comprehended by the terms of Circular letters 0006/2014 and 0042/2014 with effect from 7 November 2016.
2. It is a matter for school management (or in the case of ETBs, the Chief Executive) to decide whether their school(s) is/are in a position to open for students with effect from 7 November. In reaching this decision, account should be taken of the potential Health & Safety risks inherent in opening the school as normal, in view of the anticipated number of staff expected to withdraw from S&S duties. Contingency measures have been put in place to facilitate schools that may be in a position to remain open when ASTI members withdraw from S&S duties.
3. If a decision is taken not to open a school for students from 7 November onwards care should be taken to ensure that all parents/guardians and students are notified of this decision in adequate time.

**Removal from payroll of Teachers who are covered by the ASTI directive and have not confirmed availability for the full range of duties including S&S duties from 7 November onwards**

4. In the event that the withdrawal from S&S duties proceeds, teachers who wish to remain on the payroll are required to confirm their availability for the full range of duties including supervision and substitution duties from 7 November onwards by submitting the completed form at the Appendix to this Circular to the Principal as soon as possible.
5. In circumstances where a school is not in a position to open for students as a result of the withdrawal of teachers from their duties relating to S&S, teachers who have not confirmed their availability for the full range of duties including S&S duties (i.e. who have not submitted a completed and signed form to the Principal of their school) **will not be paid for the duration of the closure.**

6. All staff other than teachers in the school will remain on payroll in the event of the school not being in a position to open for students due to a withdrawal of teachers from S&S duties.
7. The ASTI directive instructs members to withdraw from the Supervision and Substitution Scheme as comprehended by the terms of Circular letters 0006/2014 and 0042/2014. The effect of this is that the 'opt-out' provided for under the scheme will not apply to ASTI members who are subject to their directive.

### **Payroll Arrangements for Teachers employed by Secondary and Community and Comprehensive Schools**

8. In the case of teachers paid on payrolls operated by this Department and in order to facilitate the appropriate pay deduction(s), where a school is not in a position to open for students as a result of the withdrawal of teachers from their duties relating to S&S, teachers who have not confirmed their availability for the full range of duties including S&S duties (i.e. who have not submitted a completed and signed form to the Principal of their school) must be recorded as absent. Overpayments of salary will be recovered in accordance with Circular 0084/2015.
9. The absence must be recorded on the Online Claims System (OLCS) under the Leave Category "School Business", Leave Sub-category "Strike In School"<sup>1</sup>. Absences for reasons other than the teacher's withdrawal from S&S duties (e.g. for authorised leave) should be recorded on the OLCS in the normal way.
10. Every school will also be required to notify the Department's Payroll as to whether it was open for students on each day of ASTI members' withdrawal from the S&S Scheme. Schools will be advised of the operational arrangements for such notifications as soon as possible.

### **Payroll Arrangements for Teachers Employed by Education and Training Boards**

11. Where a school is not in a position to open for students as a result of the withdrawal of teachers from their duties relating to S&S, the Chief Executive of each ETB should ensure that all teachers who have not confirmed their availability for the full range of duties including S&S duties (i.e. who have not submitted a completed and signed form to the Principal of their school) are recorded as absent and that this is notified to the ETB's Payroll Section in accordance with its appropriate procedures in order to facilitate the appropriate pay deduction(s). Absences for reasons other than the teachers' withdrawal from S&S duties (e.g. for authorised leave) should be recorded in the normal way.
12. Every school will also be required to notify the Payroll section of their ETB as to whether it was open for students on each day of ASTI members' withdrawal from the S&S Scheme. Schools will be advised of the operational arrangements for such notifications as soon as possible.

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<sup>1</sup> The purpose of the OLCS drop -down item "Strike In School" is to record absences due to all forms of industrial action.

## **Circulation**

13. Please ensure that copies of this Circular are provided to all members of the Board of Management / Education and Training Board and its contents are brought to the attention of all teachers and other staff in your employment including those on leave of absence.

Philip Crosby  
Principal Officer  
26 October 2016

**CONFIRMATION BY TEACHER OF AVAILABILITY FOR THEIR FULL RANGE OF DUTIES INCLUDING SUPERVISION AND SUBSTITUTION FROM 7 NOVEMBER ONWARDS**

This form should be completed by teachers in all schools affected by the ASTI withdrawal from supervision and substitution duties i.e. those teachers employed in Voluntary Secondary schools, certain Community and Comprehensive Schools, certain Designated Community Colleges and other dual-union schools to confirm their availability for the full range of duties including supervision and substitution duties from 7 November onwards.

|   |  |
|---|--|
| Name  |  |
| PPSN  |  |
| Teacher Payroll Number (not Teaching Council registration number) |  |
| School  |  |
| School Address  |  |
| School Roll Number  |  |

**I undertake to be available for my full range of duties including supervision and substitution duties from \_\_\_\_\_ (insert date) onwards.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Teachers employed in schools to which this form applies should complete this form and submit it to the Principal of their school as soon as possible. Because the purpose of this form is to prevent payroll deductions being applied to teachers who have made themselves available to carry out the full range of duties including supervision and substitution, delayed submission of this form may result in payroll deductions being applied.**

Submission of this form will be taken as confirmation that the teacher in question is available for the full range of duties including supervision and substitution duties. **For the avoidance of doubt, this means that where a school is open for students, the teacher who signs this confirmation is available for the full range of duties, including Supervision and Substitution duties.**

In circumstances where a school is not in a position to open for students as a result of the withdrawal of teachers from their duties relating to supervision and substitution, teachers who have not made themselves available for the full range duties including S&S duties (i.e. who have not submitted a completed and signed form to the Principal of their school) **will not be paid for the duration of the closure.**

- 1. You should complete this form and submit it to your Principal.**
- 2. You should retain a copy of the completed and signed form.**

|                              |                                       |
|------------------------------|---------------------------------------|
| For Official School Use Only | Date of Receipt of Form by Principal: |
|------------------------------|---------------------------------------|