

## 1. Introduction

This leaflet sets out the guidelines on Incremental Credit and Starting Pay on Promotion arrangements for nurses/midwives employed in the public health service.

## 2. What to do

All nurses/midwives seeking appropriate incremental credit are required to furnish the following:

- a) letter from previous Irish employer confirming service and relevant salary point;
- b) statement of employment details from foreign employers; and
- c) up-to-date curriculum vitae

## 3. Post-Registration Courses

Incremental credit may be granted to nurses/midwives undertaking approved full-time post-graduate courses up to a maximum of two increments. This provision only applies once during a nurses/midwives career, irrespective of the number of full-time courses s/he undertakes.

## 4. Changing Disciplines

A nurse/midwife may be granted incremental credit in respect of previous service in another nursing discipline. For example, a psychiatric nurse who transfers to general nursing is entitled to incremental credit in respect of service as a psychiatric nurse.

## 6. Starting Pay on Promotion - Circular 10/71

Where a nurse/midwife is promoted to a higher grade s/he is placed on an appropriate point of the salary scale applicable to that grade. This process is known as assimilation. Depending on the circumstances a nurse/midwife may be placed on either:-

- the minimum point of the new salary scale; or
- the point on the new scale which is nearest but not below existing pay, plus one increment; or
- the point on the new scale, which is nearest but not below existing pay, plus two increments.

The principal Starting Pay on Promotion Rules, which are laid down in Dept of Health Circular 10/71 are as follows:

- (i) Where the difference between a nurse's/midwife's existing pay and the first point of the higher scale is **greater** than the value of an increment on the new scale, the nurse/midwife would move from her/his existing scale to the first point of the new scale.
- (ii) Where the difference between a nurse's/midwife's existing pay and the first point of the higher scale is **less** than the value of an increment on the new scale, the nurse/midwife would move from her/his existing pay to the 1st point of the new scale, plus one increment.
- (iii) Where a nurse's/midwife's existing pay is **greater** than the first point of the higher salary scale, the nurse/midwife would move from her/his existing pay to the point on the new scale which is nearest but not below existing pay, plus one increment (except in the case of (iv) below).
- (iv) Where a nurse's/midwife's existing pay is **greater** than the first point of the new salary scale, and she has been at the top of her/his scale for at least three years, the nurse/midwife would move from her/his existing pay to the point on the new scale which is nearest but not below existing pay, plus two increments

## 7. Pay on Promotion and Allowances

Generally, the starting pay on promotion arrangements provide for existing pay, exclusive of allowances, to be taken into consideration upon promotion. Application of the arrangements, therefore, may result in a loss in pay where a nurse/midwife is in

receipt of an allowance and is promoted. In such a circumstance, the Mark-Time Scheme, outlined below, will apply.

Special arrangements apply to CNM2s who are in receipt of an allowance and who are promoted to ADON. In such a circumstance, the Mark-Time Scheme will not apply, instead, the starting pay on promotion arrangements will be applied to the CNM2 salary plus a sum equivalent to the specialist qualification/location allowance.

## 8. Mark-Time Scheme for Nurses/Midwives

The Mark-time Scheme for nurses/midwives has been introduced to offset any financial loss a nurse/midwife may incur under the normal pay on promotion arrangements, and is effective from 5th November 1999.

## 9. When does it Apply

The Mark-time scheme applies where a nurse/midwife is in possession of either a location, specialist, or a red-circled allowance - or a combination of two of these- and where she/he is promoted to a grade which does not attract one or any of these allowances and where application of the starting pay on promotion rules described above would result in a loss in pay.

## 10. How it Works

- Where a nurse/midwife is in receipt of either of the above allowances for a period of no less than one year, starting pay will be calculated in accordance with the normal pay on promotion arrangements, exclusive of the allowance(s) (see examples above).
- Where a loss in basic earnings occurs having applied the normal pay on promotion rules, the nurse/midwife may retain her/his existing pay, plus the allowance(s) on a mark-time basis until such time under normal pay on promotion arrangements the loss is eroded.

- Mark-time will cease when the value of the increments on the higher scale are equal to or greater than the mark-time salary. (The value of the increments at the higher scale will be considered on the nurse's/midwife's normal incremental date, which will not have changed because of the promotion.) At that point the nurse/midwife will be assimilated to the nearest salary point above their mark-time rate of pay and will move up along the scale on their normal incremental date.
- Mark-time will not attract special increases but will attract general pay rounds.
- In no case may the rate of pay of a nurse/midwife on a mark-time basis exceed the maximum of the higher scale to which she/he has been promoted.

**Example:**

- A nurse/midwife is on the 9th point of the enhanced practice salary scale, €57,273 and is also in receipt of a location allowance of €2,743. Total basic salary plus allowance is €60,016.
- She/he is promoted to CNM1 position in an area where no allowances are applicable.
- Under pay on promotion arrangements the nurse/midwife would be assimilated to the appropriate point of the CNM1 scale, exclusive of allowances, i.e. third point, €59,118. This assimilation, however, would result in an actual loss on promotion of €898.
- Under the Mark-Time Scheme the nurse/midwife would be allowed to retain her/his basic salary, inclusive of allowances (€60,016) on a mark-time basis.
- When the nurse's/midwife's next normal incremental date comes around, she/he would have moved to the 4th point of the CNM1 scale, i.e. €60,592. Mark-time would then cease because the nurse's/midwife's salary would be higher than the mark-time salary, i.e. by €576. She/he would then be placed on the 4th point of the CNM1 scale and would move up the scale on her/his normal incremental date.

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This leaflet sets out guidelines on the Starting Pay on Promotion arrangements for nurses/midwives employed in the public health service, based on the provisions of Dept of Health Circular 10/71 and the Mark-Time Scheme for Nurses/Midwives (errors and omissions excepted).



**Irish Nurses and Midwives Organisation**  
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## **Incremental Credit Pay on Promotion & Mark Time Scheme**

(Nurses/Midwives employed in the Public Health Service)

**The largest Professional Union  
for Nurses and Midwives in Ireland  
representing over 45,000 members**