

5 November 2024

Dear Principal,

RE: Pay and Grading Implementation

FAO: Non-Teaching School Based Staff for circulation within your school

As you will be aware from previous communications, the Education Authority (EA) has been working to implement the Pay and Grading Review agreement.

This work is now at an advanced stage, and I am pleased to advise that it is on track for moving staff to their new pay rates and administering any back pay, in November 2024 payroll.

In line with the agreement, the non-consolidated payment of £2,550 (pro-rata) will be paid in April 2025.

For more detailed information we recommend that you read the [Joint Negotiating Council Circular No. 352](#).

Staff in receipt of arrears (“back pay”)

Arrears payments will be shown on payslips as ‘Arrears’. If you have received different types of pay throughout the year, these will be adjusted to reflect the new Pay and Grading rate and will be noted on your payslip as arrears relating to the different types of payment, for example, Basic Pay Arrears, Retainer Fee arrears, etc.

Staff in receipt of a Non-Consolidated Payment (pro rata)

This will show on payslips as ‘Unconsolidated Payment’.

Further information

I appreciate that you may have further questions, the most common questions with answers for ease of reference have been collated in the FAQs attached.

Should you have a pay and grading review query after receiving your month-end (M1) or mid-month (M2) payslip, please contact the relevant service below.

If you have a query related to payment received:

Payroll Area	Webex Ext	Email Address	Telephone
Armagh M2 Team	Ext: 325002	Payroll.Armagh@eani.org.uk	028 3751 2380
Ballymena M2 Team	Ext: 325005	payroll.ballymena@eani.org.uk	028 2566 1177
Belfast M2 Team	Ext: 325003	belfast.payroll@eani.org.uk	028 9056 4333
Dundonald M2 Team	Ext: 325001	Payroll.Dundonald@eani.org.uk	028 9056 6546
Omagh M2 Team	Ext: 325004	Omagh.payroll@eani.org.uk	028 8225 5331
M1 Salary Team	Ext: 325031	EAPayrollM1Management@eani.org.uk	028 8241 1437

“To inspire, support and challenge all our Children and Young People to be the best that they can be.”

Education Authority

40 Academy Street, Belfast, BT1 2NQ

T: +44 (0)28 9056 4000 F: +44 (0)28 9033 1714 W: www.eani.org.uk

If you have a query related to background information on the Pay and Grading Review:

EA Staff Hub
Pay & Conditions EA Staff Hub
Agreement was reached on a Pay and Grading Review for staff on NJC pay scales on 13 September 2024. The agreement will be implemented in November 2024 and will take effect from 01 April 2024.
For more information, please visit the DE website at Pay related issues Department of Education

If you have any queries in relation to an employment issue, you can access information and contact HR easily as follows:

EAaskHR Helpdesk	Telephone
HR Online webpages to access information on a wide range of employment issues.	EAaskHR Helpdesk 028 9047 0555
EAaskHR Helpdesk Query Form for non-urgent enquiries.	(Mon-Thurs 8.30am-5pm / Fri 8.30am-4.30pm)

I will issue further correspondence to confirm payment dates as this work is finalised.

Yours sincerely



Matthew McDermott
Assistant Director HR Services and Industrial Relations

Attachment: FAQs EA Pay and Grading Implementation

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