



Our Ref: FOI/Req/20/150

Sarah Burns
The Irish Times.

24 December 2020

Dear Ms. Burns,

I refer to the request which you have made under the Freedom of Information Act 2014 for access to records held by this Department, as follows:

I am looking for the total amount paid out on overtime annually for 2019 and so far this year in the Passport Service and to how many staff.

I would like to apologise for the delay in dealing with the request. This was due to the closure of the Passport Service due to COVID-19 and the subsequent delays in dealing with requests.

I am the Deciding Officer in this case. I have made a decision to grant your request.

The information below refers to overtime worked and paid in 2019 and in 2020 (to 31 July) at the Passport Offices in Dublin and Cork.

	Year		Year	
	2019		2020 (*to 31 July)	
Grade	Number of staff	Amount Paid (€)	Number of staff	Amount Paid (€)
Third Secretary	2	1,112.92	1	1,059.14
Higher Executive Officer	11	41,051.90	1	1,419.68
Executive Officer	39	86,208.84	5	2,097.41
Clerical Officer	168	187,690.69	14	2,770.34
Service Officer	3	63,126.45	3	23,847.53

Temporary Clerical Officer	59	51,370.65	2	599.80
Total	282	430,581.45	26	31,793.90

Overtime

Over the last number of years the Department has made stringent efforts to reduce its overtime bill, for example by using a larger number of temporary staff in the Passport Service during the peak production period in preference to premium overtime rates.

The overtime was deemed as necessary as there were challenges in meeting target turnaround time for passport applications. Officers in the following grades are eligible to apply for overtime – Clerical Officer, Staff Officer, Executive Officer and Higher Executive Officer. The majority of those availing of overtime were at Clerical Officer level.

Overtime is used to process passport applications only. It is not used for other Passport Service tasks.

Right of Appeal

Should you wish to appeal this decision, you may do so in writing to the Freedom of Information Unit, Department of Foreign Affairs and Trade, 76-78 Harcourt Street, Dublin 2, D02 DX45 or by email to foi@dfa.ie. A fee applies for an appeal for access to non-personal information; the level of this fee has been set at €30. For methods of payment, please contact FOI Unit at foi@dfa.ie, or 01-4082857.

You should make your appeal within 4 weeks (20 working days) from the date of this notification. However, the making of a late appeal may be permitted in appropriate circumstances. The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this Department.

Yours sincerely



Cillian Rossi
Passport Service