



**Stiúrtórá Náisiúnta,
Acmhainní Daonna**

Feidhmeannacht na Seirbhíse
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**National Director
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- Each National Director**
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- Each HR Manager Section 38 Agencies**
- Each Employee Relations Manager**
- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**
- Each Clinical Director**
- Director National Ambulance Service**

From: **Anne Marie Hoey, National Director of Human Resources**

Date: **10 February 2023**

Subject: **AMENDED HR Circular 003/2023 - Implementation of Phase IV of the Job Evaluation Scheme for Support Staff per LCR 22066**

Dear Colleagues,

I refer to the provisions of Labour Court Recommendations No. LC22066 which are in relation to the implementation of Phase IV of the Job Evaluation process for Support Staff. The evaluations took place between 2020 and 2022.

This Circular gives effect to the outcomes in respect of the upgrading of support staff to higher bands within the support staff structure. The revised bands applicable as per Phase IV are set out below.

The effective date of application is **1st January 2021**.

Individual existing increment dates will remain in place. Where an employee has been on the max of the scale and therefore does not have an increment, previous date of increment applies.

The higher rebanded rates applying to grades encompassed by this circular, are applicable to pension benefit calculations for retirements with effect from 1st January 2021 only.

As a general matter of note, the exercise of Job Evaluation has revealed that some employees may be sitting in grade codes that are not reflective of the role and function which they are carrying out. Local management should review and ensure that all employees are grade coded in accordance with their role and duties, and in line with the consolidated salary scales.

Phase IV Revised Bands

Grade Code	Description	Current Band	New Band
6015	Attendant, Multi-Task	3	2
4092	Caretaker	4	3
4197	Porter	4	3
4262	Labourer	4	3
6430	Hairdresser / Barber	4	2
6504	Speech & Language Therapy Assistant	3	2
6505	Occupational Therapy Assistant	3	2
6526	Audiologist, Assistant	3	2
4106	Security Guard	3	2
6124	Driver (Doctor-on-Call)	3	2
5487	General Operative	4	3
422X	Dark Room Technician/Porter	3	1

DRIVERS			
Grade Code	Description	Current Band	New Band
413Y*	Driver <i>(Whose duties do not involve the transportation of patients and clients, or those transporting patients/clients within hospital grounds only)</i>	4	3
6132*	Driver (Patients/Clients Public Roads)	3	2
4734*	Driver, Mini Bus	4	3
4734*	Van Driver	4	3
4908*	Driver / Porter	4	3

*Drivers whose duties involve the transportation of Patients/Clients on Public Roads, are entitled to Band 2. Current staff on these *grade codes should be reviewed and aligned in accordance with their role and duties

Roles in the grade codes below were also included in the evaluation process, resulting in no change to their banding.

Grade Code	Description	Current Band	New Band
4413	Seamstress/Tailor	4	No Change
4900	Laundry Worker	4	No Change
424X	Boilerman	4	No Change
4110	Domestic	4	No Change
4113	Cleaner	4	No Change
4068	Gardener - Groundsman	4	No Change
4111**	Catering/ Cleaner/ Assistant	4	No Change

**Those staff in grade code 4111 who are Catering Assistants/Ward Catering should be moved to the new grade code:

Grade Code	Description	Current Band	New Band
4123	Catering Assistant [^]	n/a	3

[^]Grade Code 4123 Catering Assistant, also encompasses those engaged in Ward Catering.

Appendix 1 outlines detail of the specific implementation of the band changes, including the points of movement across bands. New entrant measures, where applicable, should be applied to employees in accordance with relevant circulars on this matter.

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers.

Queries

Queries from individual employees or managers regarding this circular should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1800 444 925 Email: Ask.HR@hse.ie

Queries from HR Departments on the contents of this Circular may be referred to HSE National Employee Relations, HR Directorate, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Email: paulj.byrne@hse.ie or martina.canavan@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources

Appendix 1

Consolidated scales at 01/10/2020

	Band 1	Band 2	Band 3	Band 4
Point	Scale at 01/10/2020	Scale at 01/10/2020	Scale at 01/10/2020	Scale at 01/10/2020
Pts	7	9	9	9
1	34,011	29,062	28,837	27,942
2	35,005	30,421	30,567	29,653
3	36,068	31,854	31,606	30,927
4	37,088	32,234	32,318	31,459
5	38,178	33,169	32,933	31,685
6	39,301	33,976	33,730	32,215
7	40,459	35,141	34,216	32,758
8		36,348	35,046	33,185
9		37,600	35,897	33,699

Assimilation between Bands:

For those moving from BAND 3 to BAND 2				
	Band 3	Assimilation at point	Band 2	
	Scale at 01/10/2020		Scale at 01/10/2020	NEXT INCREMENT MOVE TO
	VALUE		VALUE	
Point 1	28,837	1	29,062	Point 3 of Band 2
Point 2	30,567	3	31,854	
Point 3	31,606	3	31,854	
Point 4	32,318	5	33,169	
Point 5	32,933	5	33,169	
Point 6	33,730	6	33,976	
Point 7	34,216	7	35,141	
Point 8	35,046	7	35,141	
Point 9	35,897	8	36,348	

* Per LCR22066

Appendix 1 (cont/d)

For those moving from BAND 4 to BAND 3*			
	Band 4	Assimilation at point	Band 3
Point	Scale at 01/10/2020		Scale at 01/10/2020
	VALUE		VALUE
Point 1	27,942	6	33,730
Point 2	29,653	6	33,730
Point 3	30,927	6	33,730
Point 4	31,459	6	33,730
Point 5	31,685	6	33,730
Point 6	32,215	6	33,730
Point 7	32,758	6	33,730
Point 8	33,185	6	33,730
Point 9	33,699	6	33,730

* Per LCR22066

For those moving from BAND 4 to BAND 2			
	Band 4	Assimilation at point	Band 2
Point	Scale at 01/10/2020		Scale at 01/10/2020
	VALUE		VALUE
Point 1	27,942	1	29,062
Point 2	29,653	2	30,421
Point 3	30,927	3	31,854
Point 4	31,459	3	31,854
Point 5	31,685	3	31,854
Point 6	32,215	4	32,234
Point 7	32,758	5	33,169
Point 8	33,185	6	33,976
Point 9	33,699	6	33,976

Appendix 1 (cont/d)

**For those moving from
BAND 3 to BAND 1**

	Band 3	Assimilation at point	Band 1
	Scale at 01/10/2020		Scale at 01/10/2020
	VALUE		VALUE
Point 1	28,837	1	34,011
Point 2	30,567	1	34,011
Point 3	31,606	1	34,011
Point 4	32,318	1	34,011
Point 5	32,933	1	34,011
Point 6	33,730	1	34,011
Point 7	34,216	2	35,005
Point 8	35,046	3	36,068
Point 9	35,897	3	36,068