



Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna
Feidhmeannacht na Seirbhíse Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

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To: Each Member of the Directorate and Leadership Team
Each Chief Officer, CHO
Each CEO, Hospital Group
Each CEO, Section 38 Agency
Each Employee Relations Manager
HR Senior Staff

From: Rosarii Mannion, National Director Human Resources

18th January, 2018

Re: HSE HR Circular 001/2018 re Temporary assignments to a higher grade arising from
HSE HR Circular 017/2013

Dear Colleagues,

A review of the implementation of HSE HR Circular 017/2013 Regularisation of Acting Posts together with the Guidance Document on the Management of Temporary Appointments has recently taken place. As a result of this review a number of key provisions require reinforcement as outlined in the following Circulars and the guidance document which are enclosed:

- HSE HR Circular 017/2013 Regularisation of Acting Posts
- Guidance Document on the Management of Temporary Appointments
- HSE HR Circular 008/ 2016 Labour Court Recommendation 21104 Temporary Arrangements for Temporarily Assigned Staff
- HSE HR Circular 018/2016 Temporary Contracts for Posts at a Higher Grade.

A strict approval process feeding into each Agency / Hospital Group / Community Health Organisation pay and numbers control processes must be applied to every temporary assignment. For compliance reasons all relevant documentation in relation to temporary assignments must be completed in full and kept on file. Attached is an Approval Form (Appendix 1 of the Guidance Document on the Management of Temporary Appointments) and a checklist (Appendix 1 of this Circular) which must be completed for all temporary assignments.

Approval

1. Prior approval must be obtained before the filling of a vacancy by way of temporary assignment. Each Agency/HG/CHO through its pay and numbers control processes should have in place a methodology to sanction all temporary assignments. This process should also ensure that only vacant posts can be filled through temporary assignment. A temporary assignment can only be sanctioned for posts of 0.5 WTE or above and cannot extend beyond 12 months unless there are exceptional circumstances. Where exceptional circumstances do arise the additional approval provisions required for temporary assignments which exceed 12 months as set out in HSE HR Circular 018/2016 must be adhered to.
2. Where a temporary assignment arises due to the requirement to fill a permanent vacancy management must seek to have the post filled permanently with due expedition through the normal recruitment and selection processes. https://www.hse.ie/eng/staff/Resources/HR_Forms/hire.html
3. All appointments must be made in accordance with the Commission for Public Service Appointments Code of Practice.
4. Attached is an Approval Form (Appendix 1 of the Guidance Document on the Management of Temporary Appointments) which must be completed and signed off in advance of filling a vacancy by way of a temporary assignment. Also attached to this Circular is a checklist (Appendix 1 of this Circular) which must be completed in respect of all temporary assignments.

Remuneration

1. HSE and Section 38 agencies must adhere to HSE HR Circulars [017/2013, 08/2016 & 018/2016].
2. No payment is made for a temporary assignment of less than three months¹.
3. Temporary assignments of greater than three months will attract the salary scale and the terms of conditions of the higher post for the duration of the period of the temporary assignment. The pay and assimilation arrangements on temporary assignment should be the same as would apply to the employee on permanent appointment (Please refer to HSE HR Circular 008/2016).
4. HSE and Section 38 agencies must ensure strict adherence to the rates of remuneration as set out in Department of Health Consolidated Pay Scales and cannot in any circumstances exceed the maximum point of the relevant salary scale of the higher post.

Documentation

1. All information in relation to temporary assignments must be held on the employee's file.
2. All temporary assignments should be reviewed on a monthly basis and this review should be recorded on an on-going basis for the duration of the temporary assignment.
3. All remuneration decisions relating to temporary assignments should be contained on an employee's file.

Information Required by National HR

¹ Where an employee in a support staff grade performs his/her duties at a higher band within the support staff grading structure on a short term basis, they will be paid the rate for the job at the outset. This will also apply to situations where employees in general support grades are assigned to higher duties on a short term basis which are not of a supervisory or managerial nature (Memo issued by HSE Corporate Employee Relations, 17th October 2013, Memo 14th July 2014 and Memo 19th May 2015 refers).

National HR is requesting that the Heads of HR in the CHOs and Directors of HR in the Hospital Groups should identify any cases where the requisite approval for temporary assignments to a higher post is not on file and provide a written report to the relevant National Director and National HR Director by **31st March 2018** for formal discussion at the Leadership Team and Risk Committee.

It is imperative that the provisions and processes as outlined in this Circular and other relevant Circulars are strictly adhered to in respect of all temporary assignments.

Please bring the contents of this Circular and all related documents to the attention of relevant managers.

Queries

Queries from individual employees should be addressed to the local management or the relevant HR / Employee Relations Department.

Queries from HR Departments on the contents of this Circular may be referred to Anna Killilea, HSE Corporate Employee Relations, HR Directorate, HSE, 63/64 Adelaide Road, Dublin 2. Tel: 01- 6626966, E-mail: anna.killilea@hse.ie

Yours sincerely,



Rosarii Mannion
National Director of Human Resources

Appendix 1

Checklist – Temporary assignments to a higher grade

Checklist should accompany the Approval Form as set out in Appendix 1 of the Guidance Document on the Management of Temporary Appointments

Action	Yes	No	Comments
1. The temporary assignment to a higher grade is properly sanctioned and signed off at the appropriate level, and evidence of this sign off is retained on file.			
2. The rate of remuneration paid for the temporary assignment to a higher grade does not exceed the maximum salary point of the higher post (HSE HR Circular 008/2016).			
3. The temporary assignment to a higher grade is reviewed on a monthly basis by the service manager and evidence of is retained on file.			
Temporary assignment relates to a current vacant post of 0.5WTE or above.			
5. Only approved allowances applicable to the higher post as set out in the current DoH Consolidated Pay Scales is paid to the employee.			
6. No personal allowances or other alternations to rates of pay have been made			
7. Documentation to support remuneration decisions is retained on file			
8. Overtime payments are only paid where overtime hours are worked and approved, in line with the agreed national overtime rates for the health service.			
9. All information and documents relating to the temporary assignment(s) to a higher grade is held on the employee's personnel file.			

