



Príomhoifigeach Daoine

Feidhmeannacht na Seirbhísí
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To:

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- Each Regional Executive Officer**
- Each National Director**
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- Each Group Director of Midwifery**
- Each Clinical Director**
- Head of HR, PCRS**
- Director National Ambulance Service**

From: **Anne Marie Hoey, Chief People Officer**

Date: **8th July 2025**

Subject: **HR Circular 012/2025 - Non-reckonability of time spent working in a public body while privately employed by an employment agency for incremental credit purposes**

Dear Colleagues,

Further to clarification recently received from the Department of Health we wish to advise as follows in relation to newly appointed employees who have previous service as an agency worker (i.e. employed by an employment agency) and were engaged on temporary assignments with a public body (the hirer) during this period.

Any previous service as an agency worker is regarded as private sector experience, regardless of whether the temporary assignment(s) is with a public body, and therefore its recognition for incremental credit purposes will depend on the rules applicable to the staff category to which the person is being appointed.

As set out in Department of Health Circular 2/2011 '*New appointees to any grades will start at the minimum point of the scale*'. Incremental credit may be applied, however, for previous relevant service, in Ireland and abroad, in the Civil Service, local authorities, public health service and other public service bodies and statutory agencies.

In the case of some staff categories, incremental credit may also be granted in respect of previous relevant service in the private sector and/or as an agency worker. Further details are outlined in Section 3 of the Guidelines on HSE Terms and Conditions of Employment. The recognition of previous temporary assignments as an agency worker depends on the incremental credit rules for the staff category, for example:

- Nurses and midwives – relevant agency work engaged in the public or private sector
- Specific therapy professions – relevant agency work engaged in the public or private sector
- Consultants – each week of agency work engaged in the public or private sector
- NCHDs - periods spent employed by an agency and assigned to the public health service for periods of in excess of two consecutive weeks. For periods spent employed by an agency there shall be a limit of one incremental point of progression irrespective of the number of periods or duration of same.

In the case of staff categories for which public sector experience only is recognised for incremental credit purposes, such as clerical/administrative grades, allied health professional grades other than therapy grades, craft worker and support staff grades please note that **previous experience working in the public service counts only where the individual was employed directly by the relevant Civil Service/ public body. It does not apply to temporary assignments with those bodies while engaged as an agency worker and employed by a private sector employment agency.**

However, an exception to this rule may be granted where agency staff are converted to direct employees as part of the agency conversion process. In these circumstances only newly-appointed employees may be granted incremental credit for previous relevant service in the public service as an agency worker employed by a private sector employment agency.

This temporary exception to support the HSE's agency conversion programme will be reviewed again in advance of the 31st December 2026.

The implementation date for the provisions of this Circular is **31 March 2025**.

Please ensure that the contents of this Circular are brought to the attention of all relevant managers within your area of responsibility, as well as potential new employees, and **no further newly appointed employees are placed on a starting point higher than that provided for by the incremental credit rules applicable to their staff category.**

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1800 444 925 or email: ask.hr@hse.ie

Queries from HR Departments on the contents of this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: info.t@hse.ie

Yours sincerely



Anne Marie Hoey
Chief People Officer