



Stiúrtóra Náisiúnta,  
Acmhainní Daonna

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**To:**

- Chief Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
- Each Head of HR CHOs**
- Head of HR, PCRS**
- Each CEO Section 38 Agencies**
- 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:** John Delamere, Acting Chief People Officer

**Date:** 03 September 2024

**Subject:** HR Circular 21/2024: DISCIPLINARY PROCEDURE FOR  
EMPLOYEES OF THE HEALTH SERVICE EXECUTIVE – JANUARY  
2007: AMENDMENT

***This Circular supercedes HSE HR Circular 013/2014 Disciplinary Procedure for  
Employees of the Health Service Executive – January 2007: Amendment***

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Dear Colleagues

As a result of changes to organisational structures within the Health Service Executive, it has been necessary to amend two paragraphs of Section 5 of the Disciplinary Procedure for the Health Service Executive – January 2007, with regard to appropriate decision-makers for hearings as follows.

**Section 5. Formal Procedure**

**Stage 4 – Dismissal or Action Short of the Dismissal (page 6).**

With immediate effect this paragraph has been amended as follows:

*Failure to meet the required standards of work, conduct or attendance following the issuing of a final written warning will lead to a disciplinary hearing under Stage 4. The decision-maker will be one of the following (or equivalent grade) depending upon the employee's work location and reporting arrangements:*

- (a) the relevant Regional Executive Officer;*
- (b) the relevant National Director.*

*The Regional Executive Officer/National Director may delegate authority to a manager at a grade that is no lower than Assistant National Director (or equivalent).*

*If the employee is National Director grade (or equivalent) the relevant decision-maker is the Chief Executive Officer of the HSE or other member of the Senior Leadership Team (if appropriate).*

*The outcome of the disciplinary hearing may be dismissal or action short of dismissal. The employee may appeal against dismissal decisions or sanctions short of dismissal (see Section 6, page 11).*

## **Section 5. Formal Procedure**

### **Serious Misconduct (iv) Disciplinary Hearing (page 10).**

With immediate effect this paragraph has been amended as follows:

*The decision-maker will be the relevant Regional Executive Officer or relevant National Director. The Regional Executive Officer/National Director may delegate authority to a manager at a grade that is no lower than Assistant National Director (or equivalent).*

#### **Queries**

Queries from individual employees or managers should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Employee Helpdesk is also available to take queries on 1800 444 925 or email: [Ask.HR@hse.ie](mailto: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](mailto:info.t@hse.ie)

Yours sincerely



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**John Delamere**  
**Acting Chief People Officer**