



**Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna**  
Feidhmeannacht na Seirbhísí Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

**Office of the National Director of Human Resources**  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8  
Tel: 01 635 2319 Email: nationalhr@hse.ie

**To: Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Director, National Ambulance Service  
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 Clinical Director**

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

**Date: 2<sup>nd</sup> April 2020**

**Re: HR Circular 022/2020 - Temporary Assignment Scheme across the Civil and Public Service in response to the challenge of COVID-19**

---

Dear Colleagues

I wish to advise on the arrangements for temporary assignments across the Civil and Public Service (including the Local Authorities and Education Sector) in response to the challenge of COVID-19, and the associated process collaboratively agreed between the HSE and the Department of Public Expenditure and Reform to facilitate the release of staff to the HSE under these arrangements.

The arrangements for temporary assignments across the Civil and Public Service in response to the challenge of COVID-19 is set out in circular 07/2020 – available [here](#)

The circular notes that where possible, organisations are required to facilitate the immediate release of staff, subject to the critical business needs identified in their own organisation's Business Continuity Plan(s).

The key principles of the assignments are set out as temporary in nature and:

- Assigned staff will continue to remain staff members of their parent organisation;
- Assigned staff will continue to be paid by their parent organisation;
- Staff skills and experience may be factored into any temporary assignment;
- Local HR will be responsible for the identification and release of staff;
- Appropriate HSE recommended social distancing will be adhered to in the context of workplace assignments;
- Training and up-skilling will be provided as necessary; and
- On completion of the temporary assignment, staff will return to their parent organisation

It is envisaged that the temporary assignments may be for an initial period of up to three months with a possible extension if required, FAQs are available at <https://www.gov.ie/en/publication/c59aa9-faqs-temporary-assignments-across-the-civil-and-public-service-in-re/>, which is advised to be read in conjunction with the *COVID-19 FAQs For Public Service Employers in relation to working arrangements and leave associated with COVID-19 (available at <https://www.gov.ie/en/news/d2536d-covid-19-faqs-for-hr-in-the-civil-and-public-service/> )*

To enable implementation of the circular on temporary assignment, the Public Appointments Service (PAS) set out the details on the operation of the Temporary Assignment Scheme on 19<sup>th</sup> March 2020 (See Appendix A) and associated link <https://www.publicjobs.ie/en/temporary-assignment>.

The scheme operates on the basis of the collation of data via a temporary assignment scheme questionnaire on staff deemed releasable by their local HR unit. This data will then be added to a PAS database for temporary assignment. PAS will conduct a skills match of releasable staff to vacancies and initiate contact with them on behalf of the relevant body (i.e. the public health sector in this case) providing the details of the role and work location for temporary assignment. Of note this scheme is only for the purposes of redeployment of management and administration staff currently.

Public servants from other sectors who are interested in temporary assignments within the health sector during COVID-19 are required to apply through this scheme also. This is also to ensure compliance with the 'One Person One Salary' principle i.e. serving public servants require the consent of the Department of Public Expenditure and Reform in order to undertake other forms of paid remuneration in any part of the public service.<sup>1</sup>

---

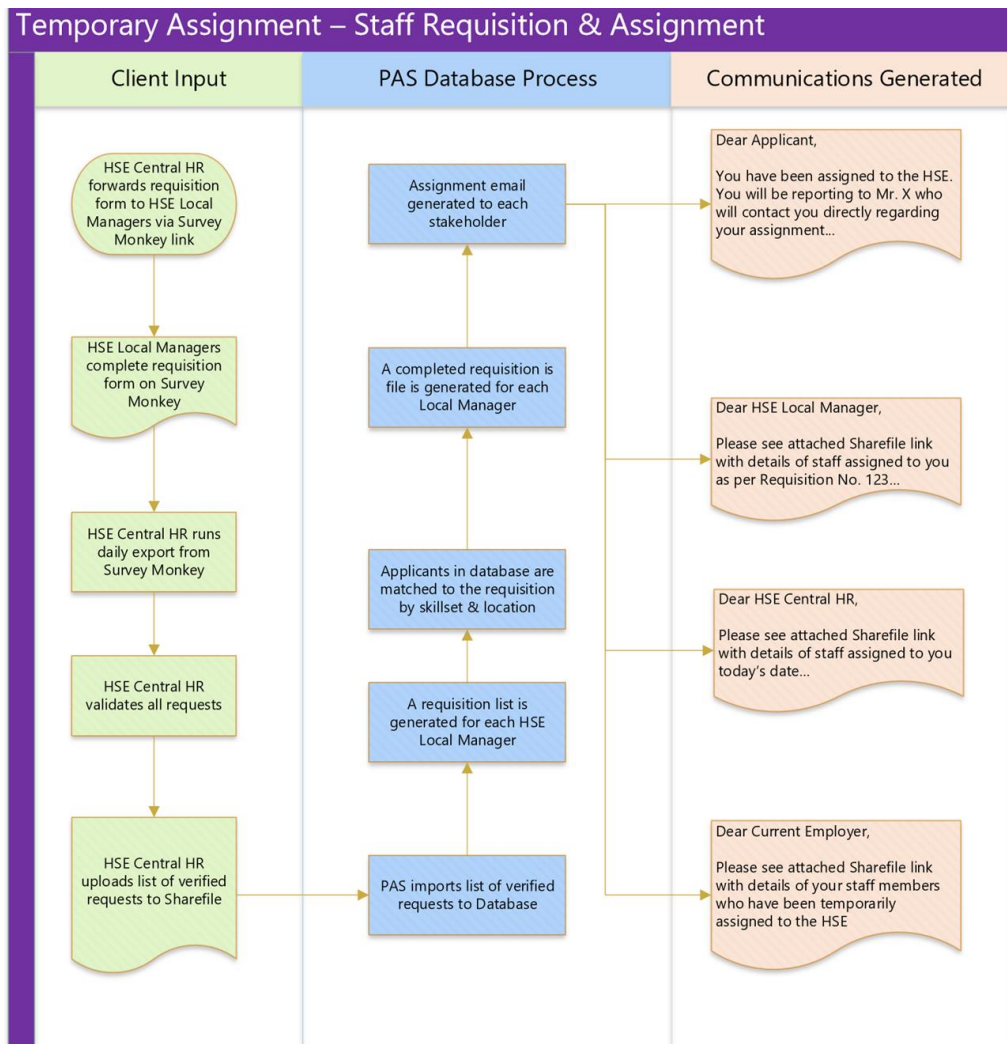
<sup>1</sup> <https://www.hse.ie/eng/staff/resources/hr-circulars/circular%2016%202013.pdf>

***Please note that public health service employers are prohibited from employing, or engaging, as an independent contractor, public servants who are subject to the terms of DPER Circular 7/2020 and may be redeployed to the public health service under the PAS temporary assignment scheme.***

The mechanism for the HSE to access the Temporary Assignment Scheme is as follows, led by National HR;

1. HSE services that require additional resources through temporary assignment must set out their requirement by completing a Temporary Assignment Requisition survey at the following [link](#). The oversight, including any requirement for follow up must be managed by each CHO and Hospital Group via their Head of HR and Group Director of HR notwithstanding that there may be local devolvement to complete the survey via the above link;
2. A daily export of the data from the above surveys will be completed by the National Redeployment Office, National HR and validated with any follow up queries directly to each Head of HR for the CHO and Director of HR for the Hospital Group;
3. This data will then be uploaded by the National Redeployment Office team to a sharefile for access by the PAS;
4. PAS imports this data, generates a requisition list for each HSE local Manager (as per the data collected via the survey), with subsequent matching of the requisition by skill set and location;
5. A completed requisition file is generated for each HSE Local Manager;
6. An assignment email is generated to each stakeholder as follows;
  - a. The applicant (i.e. the staff member being temporarily assigned to the HSE);
  - b. The applicants current employer;
  - c. HSE local Manager;
  - d. HSE National Redeployment Office;

The process flow is set out in the below diagram:



Once notification has been received by the local HSE manager of the staff member being temporarily assigned, it is the responsibility of the HSE local manager to initiate follow up contact and make the necessary arrangements for commencement date and reporting arrangements locally. As a three-month assignment it may be expected that the initial assignment functions may be re-oriented to similar/same functions within the service, managed and agreed at local level between the manager and the assignee.

It is expected that any issues that arise during the course of the temporary assignment, that these are referred directly by the local HR manager to the PAS via email to: [crmmailbox@publicjobs.ie](mailto:crmmailbox@publicjobs.ie)

**Of note** the temporary assignment scheme, managed through the PAS, is distinct from and complements a number of key initiatives being undertaken by the HSE to increase the capacity of the healthcare workforce to deliver essential services. Notably it is currently **only** for the temporary assignment of management and administrative staff.

The scheme is acknowledged as an important resource for the HSE, with its collaborative operation across the PAS and HSE demonstrating the opportunities and innovation of public service employers to continue to work together as One Public Service to support the effective delivery of all essential services over the coming weeks and months.

## Queries

Queries from HR Departments on this Circular and related documents may be referred to the National HR, National Redeployment Office at [NationalRO@hse.ie](mailto:NationalRO@hse.ie)

Yours sincerely



---

**Anne Marie Hoey**  
**National Director of Human Resources**



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

**Need information and advice on COVID-19 Go to [www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)**