



**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

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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 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 Human Resources

**Date:** 15<sup>th</sup> December 2020

**Re:** HR Circular 068/2020 – Confirmation In Post of those in Temporary Higher Appointments & Regulation of Temporary Higher Appointments

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Dear Colleagues,

The purpose of this Circular is:

- A. To outline the process for confirmation in post, on a cost neutral basis, of those eligible staff who are in temporary higher appointment posts, at all levels, across all grades, except for those within Clerical Administration Management above Grade VII and those in Consultant posts.
- B. To provide regulation around temporary higher appointments other than those above and those within Clerical Administration Management above Grade VII and those in Consultant posts, which will be covered by separate process.

**Eligibility for Confirmation in Post**

**The eligibility criteria for those in temporary higher appointments to be encompassed by this Circular are that the employee:**

- ✓ Must have held the single specific post on a temporary higher appointment basis continuously since the first appointment date;
- ✓ Must have been appointed to the temporary higher appointment on or prior to 1<sup>st</sup> January 2019;
- ✓ Must have been paid at the rate for the higher appointment (as outlined under HSE HR Circular [08/2016](#))
- ✓ Must have held a permanent contract in their substantive post immediately prior to their temporary higher appointment;
- ✓ Must continue to hold the temporary higher appointment post at the date of this Circular.

This Circular **does not apply:**

- To temporary higher appointment post holders appointed after 1<sup>st</sup> January 2019
- To those on Specified Purpose Contracts where the objective ground is the completion of a task or where the post is subject to specific project funding irrespective of the length of the SPC.

**Administration of the Confirmation in Post Process**

1. Eligibility under this Circular will be determined by the relevant senior manager.
2. No additional promotional posts are to be created as a result of any aspect of this Circular.
3. Temporary higher appointments that arose as a back fill / result of a temporary higher appointment at Grade VIII (Management/Administration) are fillable under this arrangement and are not dependent on the more senior temporary higher appointment post being filled in a permanent capacity.

**To give effect to this Circular Each Senior Manager, in conjunction with HR Manager, must:**

4. Carry out analysis of posts within his/her jurisdiction which are temporary higher appointments posts.
5. Determine which temporary higher appointment posts meet the eligibility criteria outlined above.
6. Validate that the documentation satisfying each of the criteria above is available for each eligible post.
7. Confirm that all documentation for each individual post is retained for audit purposes.
8. Initiate contact with the eligible Temporary Higher Appointment post holders, advising of process.
9. Ensure a permanent contract and associated position number are in place in regard to each post.
10. Finalise documentation for this Circular through normal HR processes, including the completion of **HR Form 102**. Note that in line with HR Circular 008/2016 - Payment for temporary higher appointments - there will be no change in pay or increment on confirmation of post under this Circular.
11. Ensure accurate recording and reporting process for actions in relation to this Circular.

A form to be used for each post confirmation is attached as Appendix 1.

**Regulation in relation to Temporary Higher Appointments not encompassed by Confirmation in Post provisions of this Circular**

Point 4 above outlines the requirement for analysis of all temporary higher appointments posts, within the given jurisdiction. In relation to those in temporary higher appointments subsequent to 1<sup>st</sup>

January 2019, services should review such appointments and the reasons for same. Where practical and appropriate, arrangements should be made for the permanent filling of posts in line with the provisions of relevant previous HSE HR Circulars, where permanent funded vacancies arise to be filled.

Please note that data on those within Clerical Administration Management above Grade VII and those in Consultant posts will also be required, notwithstanding that they will be the subject of a separate process.

Management are required to ensure the appropriate use of Temporary Higher Appointments to minimise the build-up of such arrangements in the system. From 1<sup>st</sup> January 2021 posts should be filled on a permanent basis, in the first filling of a post, where the vacancy is a permanent, funded vacancy in the relevant organisational structure.

Progression of matters in this Circular should commence immediately and should be completed no later than end of first quarter 2021.

### **Oversight of Progress**

An Oversight Group, comprising representatives of HSE HR management, will monitor progress on this Circular. This group will seek reports on progress on all matters in this circular, at regular intervals through Group Directors of HR/Heads of HR. The first of these reports will be due no later than three months from the date of this Circular.

### **Queries**

All employers are requested to implement the provisions of this Circular without delay. Queries from individual employees or managers regarding these arrangements must be referred to local HR Departments.

Queries from HR Departments on the contents of this Circular may be referred to HSE, Corporate Employee Relations, 63-64 Adelaide Road, Dublin. Email queries to [info.t@hse.ie](mailto:info.t@hse.ie)

Yours sincerely,



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



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

APPENDIX 1

**HR Circular 068/2020: Confirmation in Post of Temporary Higher Appointment\***

\*Clerical Administration Management above Grade VII and Consultants excluded.

Name of Postholder: \_\_\_\_\_

Personnel No. \_\_\_\_\_

Title of Post: \_\_\_\_\_ Grade of Post: \_\_\_\_\_

WTE: \_\_\_\_\_ Position No.: \_\_\_\_\_

Date of Commencement of Employee in Temporary Higher Appointment: \_\_\_\_\_

**Validation Checklist**

	<i>Document Verified on file</i>	<i>Confirm</i>
(a) Post holder held post on a temporary higher appointment basis continuously since the first appointment date.	Initial and continuation approval docs to current date	Yes <input type="checkbox"/>
(b) Post holder appointed to a temporary higher appointment on or prior to 1 <sup>st</sup> January 2019.	Included above	Yes <input type="checkbox"/>
(c) Post holder has been paid at the rate for the higher appointment.		Yes <input type="checkbox"/>
(d) Post holder held a permanent contract in their substantive post immediately prior to their temporary higher appointment.	Permanent substantive contract	Yes <input type="checkbox"/>
(e) Post holder continues to hold the post.	Included above	Yes <input type="checkbox"/>

**CONFIRMATION BY SENIOR MANAGER WITH LINE MANAGEMENT FOR THIS POST**

(Hospital General Manager, Head of Service; For Corporate divisions, Asst. Nat. Director)

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**NAME & TITLE (Please Print)**

**CONFIRMATION BY HUMAN RESOURCES MANAGER (Grade VIII or above)**

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**NAME & TITLE (Please Print)**