



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

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HSE HR Circular 0020/05

**To; Each Director of Human Resources
Each Assistant Director PCCC
Each Hospital Network Manager**

Re; National Grades/Grade Codes – Standardisation of arrangements

A major review has been undertaken of grade codes being used throughout the (former) Health Boards involving Ms M Kelly on behalf of HR Directors, the Department of Health and Children and the PPARS office.

This review shows that in addition to national grade codes many local arrangements have been made for various reasons. Many of these have now been revised following a series of meetings and workshops to reflect the national situation. There is however a need to pro-actively drive through the standardisation process. Accordingly, the following approach should be implemented with effect from 5th August 2005;

No new grade or grades should be created unless they comply with;

- (a) a nationally agreed job title
- (b) an agreed job description
- (c) approved terms and conditions,
- (d) salary arrangements in accordance with the Consolidated Salary scales
- (e) an approved national grade code

Accordingly, no further local arrangements should be entered into with regard to grades, grade descriptions and pay rates in respect of new appointees. Only nationally

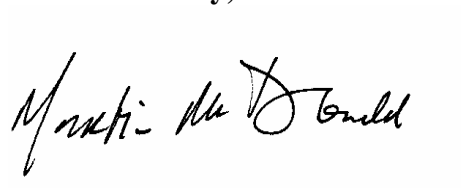
approved salary scales and grades may be used. If it is essential that a new grade or grades be introduced which does not already exist a business justification will be necessary to enable the matter to be considered further. Where a national pay agreement is reached in respect of new grades the matter will be progressed with the HSE-Employers Agency.

Where local grade codes exist and are remaining, these will only remain until such time as the existing post-holders vacate the posts. Thereafter no further such local arrangements may be made. If, following an assessment, it is established that there is an on-going requirement for a post, the appropriate arrangements outlined above should be implemented.

To ensure implementation it will be necessary that a Line Manager request and obtain approval for a new grade code and that such approval is reviewed by HSE Corporate in respect of any new non-standardised grade. Appropriate arrangements in this regard are being made with the PPARS office.

Detailed arrangements in this regard together with standardised documentation along the line of that enclosed will be advised in due course. In the interim, any queries in relation to this letter should be addressed in the first instance to Ms Naomi Boland, National HR Directorate, HSE Corporate, Naas.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Martin McDonald', enclosed in a thin black rectangular border.

Martin McDonald
National HR Directorate

CC Mr G Barry, Chief Executive, HSE-EA
Mr T Reilly, Project Director, PPARS