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BC004/17

CIVIL SERVICE MOBILITY SCHEME

17 January 2017

Dear Branch Secretary,

Negotiations on a Civil Service Wide Mobility Scheme have taken place under the auspices of a sub-committee of the Civil Service General Council.

These discussions have now reached a point whereby a Pilot Mobility Scheme is to be trialled in Wexford and Cork.

The pilot is to commence on 1st February 2017 and there will be local briefings for all staff in scope.

A newsletter and invite to attend a presentation on (a) the Service Wide Mobility Scheme (b) the Pilot of an element of this Scheme and (c) the mobility portal will issue by end week to all staff members in Wexford and Cork.

Presentations are scheduled for Wexford on 26th Jan and Cork on 27th January 2017.

More detail is included in the appendices to this circular.

Yours sincerely,

Eugene Quinn,
Assistant General Secretary.

To: All Br. Secs; EC Members; SOC Members; Head Office

Service Wide Mobility Scheme

What is the Service Wide Mobility Scheme?

The Service Wide Mobility Scheme is one of a number of arrangements to be put in place to fulfil the requirements of Action 15 of the Civil Service Renewal Plan which calls to ‘**Expand career and mobility opportunities for staff across geographic, organisational and sectoral boundaries**’.

The Scheme will generate an open, fair, transparent and practical system that facilitates effective mobility of staff across the Civil Service in pursuit of development opportunities and relocation while also supporting the needs of the business. It will encourage the introduction of fresh thinking and new ideas into an organisation and reduce the risk of overreliance on individuals’ knowledge.

Principles

The following set of principles, agreed by the Civil Service Management Board, support both the pilot scheme and the Service Wide Mobility Scheme for the Civil Service (due to come into effect in mid-2017):

- Mobility initiatives should be driven by the need to:
 - enhance an organisation’s workforce capability in a cost effective way;
 - support and enhance career development of staff; and
 - facilitate relocation of staff.
- Mobility initiatives should be open, fair and transparent.
- Investment made through Learning and Development programmes will be taken into consideration when determining frequency of mobility.
- Mobility initiatives should facilitate staff requests for relocation to another organisation and/or geographical location within a reasonable timeframe. However, mobility should have regard to organisational demands and the need to maintain business continuity.
- Staff who have unsatisfactory performance; sick leave and/or an open disciplinary issue may be refused mobility opportunities until sufficient improvements are made.
- Mobility initiatives should be regularly reviewed for their effectiveness with a view to continually improving human resource management and meeting business needs.

Phasing in of Scheme

The Scheme is being phased in on an incremental basis with **Phase 1** focusing on the general service grades up to and including EO level for (a) mobility within single locations, and (b) mobility between locations. **Phase 2** will include general service grades up to and including Assistant Principal.

Equivalent Professional and Technical grades are not covered under early phases of the Scheme and consideration will be given to mobility for these grades at a later date.

Criteria for mobility opportunities

Applicants whom have:

- a. not yet successfully completed probation;
- b. a PMDS rating of 'Unsatisfactory';
- c. an incomplete PMDS for previous year;
- d. sick leave of 56 days or more or 25 instances or more over a 4 year period (or pro rata); and/or
- e. an open disciplinary issue

may be refused mobility opportunities. In such circumstances, mobility will not take place unless there is explicit agreement between HR and the Heads of both business units.

Where an applicant believes that his or her sick leave could be considered for discounting by the Chief Medical Officer (CMO) for the purposes of mobility, they may submit a request to their HR Manager when they are placed in the top 20 on a mobility list for an organisation.

Organisations will not be required to forward any applications to the CMO for discounting of sick leave unless the applicant has reached this milestone.

Applicants will generally spend at least 2 years in their organisation and location before being eligible for mobility.

Previous transfer applications

This single mobility scheme will replace the Central Transfer Lists, Central Application Facility and Internal Transfers Lists (for movement between locations). Transfer application dates from these mechanisms will be integrated into Phase 1 of the Scheme for a limited timeframe only. An applicant may apply a legacy date to their application, however, verification of these dates will be required when an applicant reaches the top 20 in a list for an organisation. Non-verification of this legacy date will result in the Service Wide Mobility application date applying.

Internal Mobility/Transfer List

An organisation's internal mobility list will continue to have precedence for movement within a single location.

Applicants with disabilities

The Civil Service is strongly committed to providing reasonable accommodation to staff with disabilities in order to remove, as far as possible, the impact of the disability on the staff members' performance and enable all staff to make the fullest possible contribution to the work of their Organisation. Each department is required to have a Disability Liaison Officer (DLO) to assist and support staff with disabilities and their line managers by supplying necessary information, or by providing any appropriate contacts, guidance, suggestions and advice.

In order to support the mobility of applicants with disabilities, an applicant upon being offered a mobility move will be asked to make contact, if necessary, with his or her DLO to assist in providing the DLO in the receiving department with details of any necessary accommodation requirements. Any information provided to the DLO will be treated in confidence and used only for the purpose of support in the working environment. It is important that this contact is made as non-disclosure may inhibit a mobility move.

Review of Scheme

The Scheme will be reviewed on an annual basis and may be revised if deemed necessary by the Civil Service HR, DPER in consultation with HR Managers, Staff Side and the CSMB.

How to apply

This Scheme will be accessible through a central mobility portal on the Personal Information Home page of PeoplePoint.

Staff members will be fully responsible for their own applications. It is essential that home mailing address and work and home e-mail addresses are correct and up-to-date on the

PeoplePoint Personal Information Home page or with their HR Division, if not on PeoplePoint, in order to receive any notifications regarding this Scheme.

Staff members on PeoplePoint will have direct access to:

- Apply for mobility and view placing on list.
- Accept or turn down offer of mobility.
- Remove application.

Staff members on HRMS but not on PeoplePoint will be able to:

- Submit their application to their HR Division.

Remote workers/staff members on various forms of leave can request:

- PeoplePoint to edit portal on their behalf based on an e-mail or paper application.

HR Managers will have access to:

- Review list for mobility to and from their organisation.
- Select first eligible applicant.

Pilot of Scheme

The pilot of Phase 1(a) of the Scheme – mobility within a single location – in (a) Cork City and (b) Wexford Town (including Johnstown Castle and Rosslare Harbour) (see table below for list of organisations) will launch on 1 February 2017. The pilot will be open for applications for a one month period, and for processing of applications for a three month period. This timeframe will not affect any application that is in progress/under offer. Applications remaining at the end of the pilot will not be integrated into the Service Wide Mobility Scheme.

An applicant may apply for mobility to any number of organisations in their current location only – that is Cork city or Wexford Town. No legacy mechanism dates will apply in the Pilot and priority will be based on date of application along with seniority in the grade (that is full length of service in the current grade). Interview or selection criteria will not be included in the Pilot.

Successful applicants will move to a new organisation within their location on a permanent basis.

Development of Phase 1 of the Scheme will be informed by this Pilot. Launch of Phase 1 of Scheme is anticipated in mid-2017.

Organisations included in Cork City	Organisations included in Wexford Town (incl. Johnstown Castle and Rosslare Harbour)
<ul style="list-style-type: none"> ▶ Agriculture, Food & Marine ▶ Central Statistics Office ▶ Courts Service ▶ Education & Skills ▶ Foreign Affairs & Trade ▶ Garda Civilian ▶ Legal Aid Board ▶ Workplace Relations Commission ▶ Office Of Public Works ▶ Probation and Welfare Service ▶ Revenue Commissioners ▶ Social Protection ▶ Transport, Tourism & Sport 	<ul style="list-style-type: none"> ▶ Agriculture, Food and Marine ▶ Arts, Heritage, Regional, Rural and Gaeltacht Affairs ▶ Communications, Climate Action and Environment ▶ Courts Service ▶ Education and Skills ▶ Housing, Planning, Community and Local Government ▶ Garda Civilian ▶ Legal Aid Board ▶ Revenue Commissioners ▶ Social Protection

&As - Service Wide Mobility Scheme

GENERAL

What is the Service Wide Mobility Scheme?

The Service Wide Mobility Scheme is one of a number of arrangements to be put in place to fulfil the requirements of Action 15 of the Civil Service Renewal Plan which calls to 'Expand career and mobility opportunities for staff across geographic, organisational and sectoral boundaries'.

Will the Scheme include all grades?

The Scheme will be implemented on a phased basis for all general service grades up to and including AP.

What are the planned phases?

Phase 1 will include general service grades up to and including EO level for (a) within single locations, and (b) mobility between locations. **Expected launch is mid-2017.**

Phase 2 will include general service grades up to and including Assistant Principal.

Expected launch is end-2017.

Equivalent Professional and Technical grades are not covered under the early phases of the Scheme and consideration will be given to mobility for these grades at a later date.

Do I have to apply on the portal if I am already on a transfer list?

Yes. This single mobility scheme will replace the Central Transfer List, Central Applications Facility and Internal Transfer Lists.

Will my original transfer date be taken into consideration?

Yes. Transfer application dates from these mechanisms will be integrated into Phase 1 of the Scheme for a limited timeframe only. You will be required to input your original transfer date upon application, however, verification of these dates will only be required when you reach the top 20 in a list for an organisation. Non-verification of this legacy date will result in your Service Wide Mobility application date applying.

How will I get my original transfer date verified?

You will be required to verify your original transfer date, in your current grade, when you are placed in the top 20 for a department within a location. If you do not already have the verification you may request this from the department you originally applied to in the location when placed in the top 20.

What about Head to Head?

This is currently under discussion with the Staff Side.

What about the Redeployment Panel?

The Redeployment Panel will continue to take precedence over other arrangements for filling posts.

What locations can I apply for?

Choice of locations are currently in the development stage – number of choices will be limited, however, applicants may choose any/all departments in each chosen location

Can I apply to move to Dublin?

Yes. The Scheme will be open for applications to Dublin.

When will I be released if offered a position?

In general you will be released within a four week period following formal acceptance of your offer, however, where business needs arise the release date may be delayed.

Will positions be advertised for Phase 1 of the Scheme?

Positions will not be advertised for Phase 1 of the Scheme.

Will positions be advertised for Phase 2 of the Scheme?

It is the intention that positions will be advertised for Phase 2 but this has yet to be determined.

Are professional and Technical grades included in the Scheme?

Professional and Technical grades are not covered under the early phases of the Scheme and consideration will be given to mobility for these grades at a later date.

Is there any requirement for fluent Irish speakers?

Yes. Priority will be given to those on the portal who have proficiency in Irish language where a vacancy requires this skill.

I have a disability - will my accommodation special needs be catered for?

Yes. Upon offer of mobility you will be asked to make contact with your Disability Liaison Officer (DLO) to assist in providing the DLO in the offering/receiving Department with details of any necessary accommodation requirements in advance of the move. Any information provided to your DLO will be treated in confidence and used only for the purpose of support in the working environment. It is important that this contact is made as non-disclosure may inhibit a mobility move.

Will I lose my seniority?

This condition is currently under negotiation with the Staff Side.

I am currently a worksharer – will I have to return to a full-time working arrangement?

You may be required to vary your arrangements, including resumption to full-time work, in light of the business needs of the organisation you are moving to.

I have flexi arrangements – will I have a right to keep these?

No. If the organisation you move to does not have flexi arrangements you will be required to take on these working arrangements.

I currently have a shift allowance – will I keep this as personal to holder?

No. You will no longer benefit from shift or other allowances or emoluments payable by your previous organisation with the exception of any agreed retention element of allowances.

Is there a 'Priority Mobility List' for special circumstances?

There is no priority mobility list for special circumstances.

APPLICATION

How do I apply for mobility?

By logging onto the Mobility portal through your Personal Information Home page on PeoplePoint.

How do I apply for mobility if I am a remote worker / absent on leave?

You can make your application by contacting the Central Mobility Team in PeoplePoint who have editing rights to your account. Accurate work e-mail, personal e-mail and postal addresses are vital in ensuring proper delivery of notifications regarding this Scheme – you can view and edit these details on your Personal Information Home page in PeoplePoint.

How do I apply for mobility if my organisation are on HRMS but not on PeoplePoint?

You can make your application through your HR Division. Accurate work e-mail, personal e-mail and postal addresses are vital in ensuring proper delivery of notifications regarding this Scheme. You should ensure your HR Division have up-to-date information.

How many locations can I apply for?

This is currently under negotiation with Staff Side – choice of locations will be limited, however, applicants may choose any/all departments in each chosen location?

Will my choices be in order of preference?

There will be no order of preference of location.

What information do I have to input?

You will need to enter location and Department choice. The portal will pre-populate with all required information directly from HRMS.

Can I remove my application?

Yes. You can remove your application at any time.

If I change my application to a different location will my placing be affected?

Yes. Your application will be removed from original location and your name will appear at the bottom of the list for the new location.

What happens if I entered the incorrect grade upon application – can I change this with no consequences?

This should not happen as the system is self-populated with your HRMS record.

What happens if I get promoted?

If you get promoted your application will be automatically removed from the portal. You may apply for any existing mobility opportunities at the new grade.

What happens if I take a career break/special leave without pay?

Prior to your commencement of a period of special leave without pay, you should indicate, whether or not you wish to remain eligible for an offer of mobility while on leave. An offer made may be subject to the immediate resumption of duty in the new organisation/location. If you wish to be made an offer of mobility while on leave it is your responsibility to ensure that all your contact details are up to date. You should note that any rejected offer or offer left unanswered after a period of 2 weeks will be regarded as a cancellation of your application for the location (to include all Organisations). If you do not wish to be made an offer while on leave it is your responsibility to ensure that the Central Mobility Team are made aware of this and that your application is marked as ineligible until you return to duty. An ineligible status does not affect the date of application.

Is my time while on a career break counted as service for the purpose of the mobility Scheme?

No. Your time on a career break or special leave without pay will not be counted toward service for the purpose of the Mobility Scheme.

Who do I contact if my pre-populated details are incorrect?

In the first instance you should contact the Central Mobility Team.

Can I check where I am on the list through the portal?

Yes, you can check your 'place on list' by logging onto the System.

How can I find out where I am on the list if I have no access to the portal?

You will need to contact the Central Mobility Team in order to find out where you are on the list.

Is there an automatic notification of 'place on list' as this moves?

You will be notified by the system when you are in the top 20 eligible applicants and requested to confirm your interest in the particular organisation.

You will also be notified if you are placed in the top 20 in an organisation where you are deemed ineligible. This notification may prompt you to try rectify any outstanding issues if necessary.

Do I have to agree to any terms and conditions for the new department?

Yes. By indicating you are interested in a department you agree to carry out the duties of the new role, including participation in the L&D process, with a view to becoming proficient on the same basis as existing staff members. Some organisations have particular business requirement, such as:

- An Garda Siochana - some offices in Dublin and Castlebar have a 24/7/365 shift pattern in operation for civilian staff.
- Revenue Commissioners – travel may be required for training courses which may be located outside the chosen mobility location.

Will I need Garda Vetting for any organisation?

Yes. Some organisations require Garda vetting such as An Garda Siochana and the Oireachtas. This process may delay the date of mobility following formal acceptance of same by up to 12 weeks.

Will I be required to work shifts?

Some An Garda Siochana offices in Dublin and Castlebar have a 24/7/365 shift pattern in operation for civilian staff.

If I accept an offer, is my application automatically removed for this location?

Yes. Your application will be removed from this location when you move under the Scheme.

Do I have to notify my payroll area when I accept a move?

No. The departments involved will notify PeoplePoint.

Do I ever have to express my continued interest in mobility?

Yes. You will receive an automatic e-mail if eligible and placed in the top 20 on an organisation's list to confirm if you are 'interested' or 'not interested' in pursuing the mobility application.

If you indicate that you are 'not interested' or do not respond to the request within a two week period your application will be removed from this organisation in the location only.

Do I ever receive any other notifications for continued interest in mobility?

Yes. You will receive an annual e-mail on 1 January to confirm if you are 'interested' or 'not interested' in pursuing your mobility application(s).

If you indicate that you are 'not interested' or do not respond to the request within a two month period your application(s) will be removed from all organisations affected.

Can I stay on the list, in place order, if I do not accept a move?

No. If you do not accept a move upon an offer of same, your application will be removed from all organisations in that location.

ELIGIBILITY

Is there a minimum time in role / grade before I can apply?

No. However, you are expected to remain in your role/grade for at least 2 years before becoming eligible for mobility.

I am on probation / have just been promoted –can I apply?

Yes. However, you will not become eligible for mobility until at least 2 years in your position/grade.

I am on contract – can I apply?

No. The Scheme is only open to permanent civil servants.

What if my sick leave record is over the limit?

You may not be considered for mobility opportunities and will be deemed ‘ineligible’ on the portal if you have a sick leave record in excess of 56 days or 25 incidents in the previous 4 years (or pro rata of same).

Can I request that my sick leave is discounted?

If you believe that your sick leave could be considered for discounting by the Chief Medical Officer (CMO) for the purposes of mobility, you may submit a request to your HR Manager. This should only be requested when you are placed in the top 20 on a mobility list for an organisation. Organisations will not be required to forward any applications to the CMO for discounting of sick leave unless you have reached this milestone.

What if I get an unsatisfactory rating in my PMDS?

You may not be considered for mobility opportunities and will be deemed ‘ineligible’ on the portal if you have an unsatisfactory rating.

What happens if I have an open disciplinary case?

You may not be considered for mobility opportunities if you are currently in a disciplinary process.

I have accepted a move and do not like it – can I apply for another move?

Yes. You can make an application for mobility to another organisation or location, however, you will be expected to stay in your current location/department for at least 2 years before becoming eligible for mobility.

GOVERNANCE

Has this Scheme been agreed with through the Staff Side?

Some conditions of the Scheme are still under consideration/negotiation with the Staff Side.

Has this Scheme been agreed by the Civil Service Management Board (CSMB)?

Yes. The Principles of the Scheme have been agreed by the CSMB.

Who were the Stakeholders involved in developing this Scheme?

The following stakeholders were involved in developing this Scheme: CSMB; Civil Service HR, Department of Public Expenditure and Reform (DPER); HR Personnel Officer Working Group; HR Practitioner Working Group; Local Office Managers; Representatives from PAS, OGCIO, NSSO and PeoplePoint re. HR Technology Portal; and representatives from the Staff Side.

Who will monitor the Scheme?

Civil Service HR, DPER.

How can I make an appeal?

This is currently under consideration.

Will the Scheme be reviewed?

Yes. The Scheme will be reviewed on an annual basis and may be revised if deemed necessary by the Civil Service HR, DPER in consultation with HR Working Group, Staff Side and the CSMB.

Who will operate the portal?

A Central Mobility Team in PeoplePoint.

Who do I contact if I have a query?

You can make contact with the Central Mobility Team in PeoplePoint.

How will vacancies be identified for mobility?

There will be a sequencing arrangement – currently under negotiation with the Staff Side.

PILOT OF SCHEME

When is the Pilot being launched?

The Pilot will launch on 1 February 2017.

How long will the Pilot run for?

The Portal will be open for application for a one month period with processing of applications open for a three month period. This timeframe will not affect any application that is in progress/under offer.

What grades can apply for the Pilot?

General Civil Service grades up to and including EO.

If I apply on the Pilot will my date of application be considered in the Service Wide Mobility Scheme upon implementation?

No. Remaining applications at the end of the pilot will not be integrated into the Service Wide Mobility Scheme.

How will I be ranked on a list?

Priority will be based on date of application first, then length of service in the grade upon date of application.

I am already on a transfer list will this legacy date be taken into consideration?

Legacy dates will not be considered for the Pilot.

Can I apply for mobility to another location?

No. You can apply for mobility to the departments within your current location **only** - that is Cork City or Wexford Town (including Johnstown Castle and Rosslare Harbour).

Will my move be permanent or temporary?

If successful, you will move to the new organisation on a permanent basis.

Will I lose my seniority?

The existing arrangements on seniority will continue for the pilot.