



PUBLIC SERVICE EXECUTIVE UNION

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BC049/17

CIVIL SERVICE MOBILITY SCHEME

20 October 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.

Phase 1 A of the Civil Service Mobility Scheme for EOs and COs have now been approved by the National Executive and this is in the process of being rolled out.

This will commence on 31 October 2017 and notices should issue from HR in all Departments.

There are a number of dates that members should be aware of and the rules that will apply. Please see attached Terms and Conditions in particular Clause 3.

In addition the following will apply

Terms and Conditions – Clause 28

An applicant should submit a query to cshrpolicy@per.gov.ie outlining their grade and the duties applying to their payscale where he or she is unsure if the pay rate falls under Clause 28 of the Terms and Conditions of Phase 1A of the Civil Service Mobility scheme.

Revenue Annual Personal to Holder Allowance (APTH): DPER Pay Side have determined that in the event that a Revenue staff member holding an APTH allowance moves through the mobility scheme they will receive compensation for loss of actual earnings. This compensation will be based on 1.5 times the actual loss. The level of loss should be established by the receiving organisation by comparing actual loss of earnings following a full twelve month period with a corresponding 12 month period in Revenue.

It is recommended that 50% of the compensation due should be paid following this 12 month period with the remaining 50% of the amount due paid six months later.

The receiving organisation will incur the cost.

Negotiations will shortly commence on the Terms and Conditions for the roll-out of the Mobility Scheme for HEOs and APs

Please bring this circular to the attention of members.

Yours sincerely,

Eugene Quinn,
Assistant General Secretary.

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

Terms and Conditions
Civil Service Mobility scheme - Phase 1A
Executive Officer

Notwithstanding the following conditions, management reserve the right to move staff in exceptional circumstances, including to another Department, to meet urgent business needs in line with the exigencies of the service. Mobility opportunities are, in the first instance, subject to a business need to fill a vacancy.

1. By accepting these Terms and Conditions, applicants are agreeing that all information and personal data will be used solely for the purposes of Civil Service Mobility. PeoplePoint will treat this information as confidential and access will be restricted and controlled in accordance with ***Data Protection Acts and the General Data Protection Regulation***.
2. Staff members may make an application for mobility and mark time on a list at any point following recruitment or promotion. Applicants must, however, satisfy the eligibility criteria of the scheme, as set out in clause 9 and 16 below, before being made an offer of mobility.

3. **Priority of applications:**

Wave 1: Applications received between *31 October 2017* and *27 November 2017* will be treated as Day 1. Priority will be based, in the first instance, on the date of any relevant legacy transfer application [Central Application Facility (CAF); Central Transfer List; or an Internal Regional Transfer List] and then on the length of reckonable service in the grade.

Wave 2: Applications received between *28 November 2017* and *25 January 2018* will be treated on a daily basis, e.g. 28 November 2017 will be Day 2 and 29 November 2017 will be Day 3 etc. Priority will be based, in the first instance, on the date of any relevant legacy transfer application [Central Application Facility (CAF); Central Transfer List; or an Internal Regional Transfer List] and then on the length of reckonable service in the grade.

Wave 3: All applications received from 26 January 2018 onwards will be treated on a daily basis. Legacy dates will not be applicable. Priority will be based on the length of reckonable service in the grade.

Note:

- a) Where a legacy transfer date applies, it must be within the same zone and in the same grade as that being applied for.
 - b) Applicants with legacy transfer application dates who apply in Wave 1 and Wave 2 will be treated equally, that is, priority will be based on the earliest legacy date.
 - c) Treatment of staff members under Integration Agreement for SO-EO: As per the recommendations of the Arbitration Board on the Integration Agreement, former legacy dates will be extant for a 3 year transitional period up until 31/12/19. Where former SO posts become vacant, Local HR will have access to SO legacy dates within each zone. The filling of these posts will be prioritised.
 - d) Ranking of EO grade: Priority per day will be based on (a) former EOs with ranking based on reckonable service; followed by (b) integrated SO/EO with ranking based on reckonable SO service.
4. Each applicant may express a preference for mobility for a maximum of **3** zones from a list of 46 zones with a choice of any or all organisations in each zone. Staff members can apply for mobility within their current zone (see note below) as well as other zones. A number of the zones will also have an option to include or exclude a choice of satellite towns*. There will be no order of merit in an applicant's choice of zones.

Note: Mobility within Dublin will not be included in Phase 1A and will be included at a later date as Phase 1B.

*Example: **Zone 1** - Letterkenny Town, Raphoe, Ballybofey, Lifford, Milford, Bridgend. **Optional Satellites:** Buncrana, Carndonagh

5. **Applicants will be fully responsible for their own application(s).** It is essential that valid monitored personal and work email addresses are complete on the 'Personal Information' page in PeoplePoint. All staff members not on PeoplePoint must ensure that valid monitored personal and work email addresses are complete on the eForm submission. The Central Mobility Team will not be responsible for non-

delivery of messages if the contact information is not up-to-date/not recorded. This will be the only form of contact with applicants.

6. The Central Mobility Team in PeoplePoint will have access to submit applications received by eForm on behalf of staff members, as well as access to edit mobility applications if requested by applicants who have no access to the Mobility Portal.
7. Applicants will have access to edit their own applications and view their placing on waitlists for any zone(s) and organisation(s) applied for.
8. Local HR will have viewing access for their organisations' inbound and outbound mobility lists.
9. In order to be automatically deemed eligible for a mobility move on the Portal, staff members will be required to have:
 - a) successfully completed his or her probationary period;
 - b) completed 2 years' service in the same grade, organisation and geographical location;
 - c) achieved a PMDS rating of 'Satisfactory' for the previous working year;
 - d) sick leave of not more than 56 days or 25 instances in the previous rolling four year period.
10. Where a legacy transfer date has been entered, an automatic email will issue to eligible applicants when placed in the top 10 on an organisation's inbound list requesting verification of this date to be provided to the Central Mobility Team, PeoplePoint within a 20 working day period. This confirmation will only be accepted where an eligible applicant has received this e-mail and must come from the source of the legacy application.

Where this verification is not provided within 20 working days, the date of the application will default to the date the application was originally raised on the mobility system. Where the verification date is earlier than that entered on the application the legacy date that was input at application stage will apply. Where the verification date is later than that entered on the application the verification legacy date will apply.

11. An email will issue to ineligible applicants when placed in the top 3 for COs and top 2 for EOs on an organisation's inbound list to allow them to discuss, if required, any ineligibilities with line managers and/or HR Official(s).
12. An email will issue to eligible applicants when placed in the top 3 for COs and top 2 for EOs on an organisation's inbound list to confirm continued interest in the organisation in the chosen zone. Where interest is declined or is not confirmed within 20 working days, the application will be withdrawn for that organisation only. He or she may re-apply for the same organisation, however, the application will be prioritised on the new date that the application is made.
13. The Redeployment Panel will continue to have precedence over other arrangements including the Civil Service Mobility scheme for filling vacant posts.
14. Organisations will adopt a sequence of filling vacant posts in accordance with the following organisational nationwide sequence:

EO – 40% Open : 30% Interdepartmental* : 30% Internal

(*one in every two Interdepartmental vacancies to be filled by mobility).

Note:

 - (a) The EO sequencing will revert to 50% Open : 25% Interdepartmental : 25% Internal on conclusion of the Public Service Stability Agreement, 2018-2020.
 - (b) Following the establishment of waitlists and analysis of the pattern of applications, this sequencing may be reviewed, and temporarily modified, in consultation with Personnel Officers/HR Managers and the Staff Side.
15. Local HR will have access to select the first eligible applicant where a vacancy is considered to be filled from the scheme.

16. Prior to an offer of mobility being made to an applicant, the receiving Local HR will make contact with the applicant's parent organisation to complete discussions regarding (a) any Performance Improvement Plan (PIP) in place under Circular 24/2016; and/or (b) any formal investigations under the Civil Service Disciplinary Code which may lead to disciplinary action; and/or (c) any open disciplinary procedure which may have commenced under Circular 14/2006 or Circular 19/2016. The parent organisation must disclose this information in a timely and efficient manner to avoid any unnecessary delays in the mobility process. Where an applicant is considered unsuitable due to (a), (b) and/or (c) above, this must be communicated in writing to the applicant by their parent organisation.
17. Applicants are required to accept or decline an offer of mobility within a period of 5 working days.
18. Investment made by the organisation through a formal education programme or significant specialised training may be taken into consideration when determining the timing of a move under the scheme. The offer of mobility will remain, although the position may be filled through a temporary arrangement until the applicant is released.
19. In general positions will be full time and work-sharing staff members who avail of mobility may be required to alter their arrangements, including resumption to full-time work, subject to the business needs of the receiving organisation. An applicant may, however, apply for a work-sharing arrangement following the mobility move under Circular 12/2013.
20. Staff members who avail of mobility will not retain an automatic right to flexible working arrangements (flexi-time). Flexi-time is only possible where it is available in the receiving organisation.
21. Applicants who indicate their competency in the Irish language, and who are offered a mobility move to a position requiring Irish, will be required to undergo an assessment of their Irish language skills before confirmation of the mobility move is made. Where Irish language skills, following the assessment, are not considered adequate for the role, the applicant's placing on a mobility list(s) will not be affected.
22. Upon being offered a mobility move, an applicant will be asked to contact his or her Disability Liaison Officer (DLO), if required, to assist in providing the DLO in the receiving organisation with details of any reasonable accommodation requirements. The Civil Service are obliged to make reasonable accommodation for people with disabilities in accordance with the Employment Equality Acts. Where reasonable accommodation cannot be provided, the applicant's placing on a mobility list(s) will not be affected.
23. Where an applicant declines an offer of mobility or does not indicate his or her acceptance within the set timeframe of 5 working days, his or her name will be withdrawn from all mobility lists within the specified zone. He or she may re-apply for the same zone; however, the application will be prioritised on the new date that the application is made.
24. An applicant is expected to move within a period of 20 working days from the date of formal acceptance of the offer.
25. Organisations shall facilitate a mobility move within a period of 20 working days from the date of formal acceptance of the offer.
26. Upon formal acceptance of an offer, the applicant gives an undertaking to carry out the duties of the new role, including participation in any Learning and Development processes, with a view to becoming proficient in the new role on the same basis as existing staff members.
27. Staff members moving through mobility to a new organisation under this Scheme will retain their service for seniority purposes.
28. Applicants holding a pay rate/payment for the performance of particular duties, hours above the standard CS hours or shift working etc., and voluntarily moving to a position where these duties/liabilities or other factors for which they are payable do not apply, may not retain the pay rate/payment and may be assimilated to a general Civil Service payscale based on reckonable service. Agreed retention elements of allowances will remain unaffected.
29. Applicants will have the option to temporarily suspend their application and be placed 'on hold'. While on hold, no offer of mobility will be made; however, the applicant will keep their priority placing on all lists.

When an applicant wishes to be considered for mobility again, they can re-activate their application. It is considered that this facility will be utilised, in general, by applicants on various forms of long-term leave.

30. Applicants on various forms of long-term leave who have not placed their application 'on-hold' may be subject to the immediate resumption of duty upon being made an offer of mobility.
31. If an applicant's grade changes through promotion or regrading, his or her name will automatically be placed on-hold for a 12 month period, after which the application will automatically be withdrawn from all mobility lists at the previous grade. As such, if an applicant reverts to his or her previous grade, he or she will be required to re-activate his or her application for mobility at the former grade.
32. Organisations will have the facility to temporarily place an office outbound list 'on-hold' where moves will have a negative impact on the business. An email will issue to all applicants on the outbound list indicating that the temporary suspension is in place. Any ongoing temporary suspensions will be reviewed by Civil Service HR in the Department of Public Expenditure and Reform after a 6 month period in consultation with the relevant Personnel Officer/HR Manager and the Staff Side.
33. The scheme will be reviewed following a 12 month period for its efficacy and may be revised if deemed necessary by the Civil Service HR, Department of Public Expenditure and Reform in consultation with Personnel Officers/HR Managers, the Staff Side and the Civil Service Management Board.

Note: Terms and Conditions may be updated following ongoing reviews of the scheme. Upon acceptance of any offer made, the Terms and Conditions at that date will govern the move.