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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 5<sup>th</sup> 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,

**Martin McDonald** 

**National HR Directorate** 

Marking the Double

CC Mr G Barry, Chief Executive, HSE-EA

Mr T Reilly, Project Director, PPARS