



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of Human Resources
Health Service Executive
Dr. Steevens' Hospital
Dublin 8

All Queries to:
Email: ver2010@hse.ie
Web: www.hse.ie/go/exitschemes

HSE HR Circular 011/2010

2nd November, 2010.

**To: Each Member of Management Team, HSE;
Each Regional Director of Operations, HSE;
Each Regional Assistant National Director, Human Resources, HSE.**

**Re: Targeted Voluntary Early Retirement (VER) and Voluntary Redundancy Schemes (VRS)
in order to achieve a targeted reduction in employment numbers in the Public Health
Sector.**

Dear Colleagues,

The Minister for Health and Children has announced that a targeted Voluntary Early Retirement (VER) Scheme and a targeted Voluntary Redundancy Scheme (VRS) has been decided by Government.

1. Purpose of schemes and eligible groups:

The purpose of these two schemes is to achieve a permanent reduction in the numbers employed in the public health sector from 2011 onwards and to facilitate public health reform. There is a cap of €400m on the cost of the schemes.

The VER and VRS Schemes will be open to employees in the 'Management and Administration' and the 'General Support Staff' categories within the public health sector, who are members of any of the following superannuation schemes:

- Health Service Executive Employee Superannuation Scheme;
- Local Government Superannuation Schemes (LGSS);
- Nominated Health Agencies Superannuation Schemes (NHASS);
- Voluntary Hospitals Superannuation Schemes (VHSS); and
- Stewart's Hospital Employee Superannuation Scheme.

It is a general rule of these schemes that applications from management / administration staff will be prioritised over those from support staff in all cases, and will be approved automatically subject to the overall cost of the schemes not being breached. Approval for applications from support staff will depend on the numbers of management and administrative staff who apply and the overall cap on costs not being breached.

These Schemes replace all existing exit schemes for the eligible groups.

This Circular, including appendices should be made available to all persons who are eligible to avail of the schemes. The eligible grades are set out in Appendices A and B.

2. Voluntary Early Retirement Scheme (VER):

The VER Scheme is open to eligible employees who are at least 50 years of age and over by 19th November 2010, who have already accrued entitlement to preserved superannuation benefits under a public health service scheme (2 calendar years' reckonable service) at that date, and who have not yet reached normal preserved pension age (60 or 65 as appropriate).

The Scheme provides for:

- (i) Immediate payment of pension entitlement on retirement, with no reduction in respect of payment prior to minimum retirement age (no actuarial reduction).
- (ii) Immediate payment of pension related lump sum entitlement on retirement, i.e. full lump sum entitlement accrued to retirement date with no reduction in respect of payment prior to minimum retirement age (no actuarial reduction).
- (iii) The January 2010 pay reductions will be disregarded for the purpose of calculating pensionable remuneration under the VER, i.e. payment will be based on salary rates applicable at 31st December 2009.

3. Voluntary Redundancy Scheme (VRS):

The Voluntary Redundancy Scheme will apply to those in the target categories who are under preserved pension age at 19th November 2010, who have already accrued entitlement to preserved superannuation benefits under a public health service scheme (2 calendar years' reckonable service) at that date.

The voluntary redundancy terms provide for the payment of:

- (a) A severance payment of 3 weeks pay per year of actual service plus statutory entitlement under the Redundancy Payments Acts, or the equivalent, subject to an overall limit of:
 - (i) 2 years pay; or, if less,
 - (ii) one-half of the salary payable to preserved pension age.
- (b) Preserved pension and lump sum payable on attaining preserved pension age (60 or 65, as appropriate).

Employees who pay modified PRSI rates (Class D) will receive the equivalent terms to those with statutory entitlements.

4. Process for application and timeframe:

There are 3 steps to making an application under these Schemes:

- 1) Read the Q&A document to make sure you are eligible;
- 2) Request an Estimate of your redundancy or retirement through our dedicated online system. It will allow you to enter your salary, years of service, etc. Go to www.hse.ie/go/exitschemes to request an Estimate. The Estimate will be emailed back to you promptly.
- 3) When you get your Estimate, you then decide whether you want to proceed with your application. Details of how to formally apply will be emailed to you with your Estimate.

Employees in the eligible groups have up to 19th November 2010 to submit completed application under the relevant Scheme. Applicants are being asked to provide a declaration of their service history to facilitate the rapid processing of applications given the restricted timescale involved. Final confirmation of service history rests with the employer.

All applicants whose application is approved must confirm their acceptance of the offer by the 30th November 2010 and their decision is irrevocable from that date.

The absolute deadline for departure from the Health Service Executive under either Scheme is **30th December 2010**.

5. Re-employment:

It is a specific condition of the VER Scheme that persons availing of the Scheme will not be eligible for re-employment in the public health sector **or** in the wider public service **or** in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS also, except that the prohibition will be for a period of 7 years, after which time any re-employment will require the approval of the Minister for Finance. These provisions also apply in the case of re-engagement on a contract for service.

In order to ensure compliance with the provisions of the form of acceptance, employers must inquire of relevant future job applicants if they have availed of the terms of either of these Schemes and to adhere to the conditions outlined above.

In order to assist in the monitoring of these arrangements, the names and PPS numbers of all employees availing of this scheme will be held on a central database and when public service employers are recruiting staff who might have availed of the terms of this Scheme, the employers will be required to check the names and PPS numbers of potential recruits against this database.

6. Conclusion:

This Circular should be brought to the notice of all eligible employees in the target categories. Reporting arrangements should be put in place by each employer to facilitate the monitoring of the implementation of these Schemes by the Health Service Executive.

Employees should address any queries in relation to this Circular to the HSE National HR Helpdesk go to www.hse.ie/go/exitschemes or ver2010@hse.ie.

Yours sincerely,



Séan McGrath,
National Director of Human Resources.

Enc.

Appendix A

Grades in General Support Staff Category from Census

Staff Category	Grade Group	Grade
General Support Staff	Catering	Catering Manager
General Support Staff	Catering	Catering Officer Grade I
General Support Staff	Catering	Catering Officer, Grade II
General Support Staff	Catering	Catering Officer, Grade III
General Support Staff	Catering	Catering Supervisor
General Support Staff	Catering	Catering Supervisor, Assistant.
General Support Staff	Catering	Chef, Executive
General Support Staff	Catering	Chef, Head
General Support Staff	Catering	Chef I
General Support Staff	Catering	Chef II
General Support Staff	Catering	Chef, Journeyman
General Support Staff	Catering	Chef, Senior
General Support Staff	Catering	Cook, Trainee
General Support Staff	Catering	Diningroom/Cafeteria Supervisor
General Support Staff	Catering	Head of Catering
General Support Staff	Household Services	Catering/Cleaner/Assistant
General Support Staff	Household Services	Cleaner
General Support Staff	Household Services	Domestic
General Support Staff	Household Services	Domestic Supervisor
General Support Staff	Household Services	Domestic Supervisor, Assistant
General Support Staff	Household Services	Household Services Manager
General Support Staff	Household Services	Household Services Manager, Deputy
General Support Staff	Household Services	Housekeeper
General Support Staff	Household Services	Housekeeper, Assistant
General Support Staff	Household Services	Laundry Worker
General Support Staff	Household Services	Linen Room/Laundry Supervisor
General Support Staff	Household Services	Linen Room/Laundry Supervisor, Assistant
General Support Staff	Maintenance	Apprentice Craftworker
General Support Staff	Maintenance	Boilerman
General Support Staff	Maintenance	Chargehand
General Support Staff	Maintenance	Craftsman's Mate
General Support Staff	Maintenance	Electrician
General Support Staff	Maintenance	Gardener/ Groundsman
General Support Staff	Maintenance	Gardener/ Groundsman, Head
General Support Staff	Maintenance	General Operative
General Support Staff	Maintenance	Labourer
General Support Staff	Maintenance	Maintenance Craftsman/Technician
General Support Staff	Maintenance	Maintenance Foreman
General Support Staff	Maintenance	Maintenance Foreman, Assistant
General Support Staff	Maintenance	Maintenance Helper
General Support Staff	Maintenance	Maintenance Manager
General Support Staff	Maintenance	Maintenance Officer
General Support Staff	Maintenance	Maintenance/Technical Unclassified
General Support Staff	Maintenance	Mechanic
General Support Staff	Maintenance	Painter
General Support Staff	Maintenance	Plasterer
General Support Staff	Maintenance	Plumber
General Support Staff	Other Ambulance	Ambulance Service, Instructor
General Support Staff	Other Labs & Associated	Laboratory Attendant
General Support Staff	Other Labs & Associated	Medical Laboratory Aide
General Support Staff	Other Labs & Associated	Pathology Technician
General Support Staff	Other Labs & Associated	Pathology Technician, Senior
General Support Staff	Other Support	Caretaker

Staff Category	Grade Group	Grade
General Support Staff	Other Support	Clerk of Works
General Support Staff	Other Support	C.S.S.D. Operative
General Support Staff	Other Support	C.S.S.D. Supervisor
General Support Staff	Other Support	Dark Room Technician/Porter
General Support Staff	Other Support	Dental Craftsman/Technician
General Support Staff	Other Support	Dental Craftsman/Technician, Chief
General Support Staff	Other Support	Dental Craftsman/Technician, Senior
General Support Staff	Other Support	Driver
General Support Staff	Other Support	Driver, Minibus
General Support Staff	Other Support	Hostel Supervisor
General Support Staff	Other Support	Mortuary Attendant
General Support Staff	Other Support	Pharmacy Assistant
General Support Staff	Other Support	Plaster Technician
General Support Staff	Other Support	Seamstress/ Tailor
General Support Staff	Other Support	Security Guard
General Support Staff	Other Support	Support Services Unclassified
General Support Staff	Other Support	Transport Officer
General Support Staff	Other Support	Ward Clerk
General Support Staff	Other Support	Work Placement (Support Services)
General Support Staff	Portering	Driver/ Porter
General Support Staff	Portering	Porter
General Support Staff	Portering	Porter, Head
General Support Staff	Portering	Porter, Theatre
General Support Staff	Portering	Storeperson
General Support Staff	Portering	Stores Porter/Assistant/Attendant
General Support Staff	Portering	Theatre Technician/Porter/Attendant
General Support Staff	Technical Services	Draughtsman/Technician I
General Support Staff	Technical Services	Draughtsman/Technician II
General Support Staff	Technical Services	Engineer/ Engineering Officer
General Support Staff	Technical Services	Fire Prevention Officer
General Support Staff	Technical Services	Technical Services Officer
General Support Staff	Technical Services	Technical Services Officer, Assistant
General Support Staff	Technical Services	Technical Services Officer, Chief Asst.
General Support Staff	Technical Services	Technical Services Officer, Senior Asst.

Appendix B

Grades in Management and Administration Category from Census

Staff Category	Grade Group	Grade
Management/ Admin	General Administrative Grades	Clerical Officer
Management/ Admin	General Administrative Grades	Grade IV
Management/ Admin	General Administrative Grades	Grade V
Management/ Admin	General Administrative Grades	Grade VI
Management/ Admin	General Administrative Grades	Grade VII
Management/ Admin	Management & Administrative	Administrative Officer, Senior
Management/ Admin	Management & Administrative	Architectural Advisor, Chief
Management/ Admin	Management & Administrative	Area Planning Specialist
Management/ Admin	Management & Administrative	Care Group Specialist
Management/ Admin	Management & Administrative	Chief Executive Officer
Management/ Admin	Management & Administrative	Chief Executive Officer, Deputy
Management/ Admin	Management & Administrative	Chief Executive Officer (HSE)
Management/ Admin	Management & Administrative	Corporate Learning & Development Manager
Management/ Admin	Management & Administrative	Director, NCSS
Management/ Admin	Management & Administrative	Director of Care
Management/ Admin	Management & Administrative	Director of Corporate Services
Management/ Admin	Management & Administrative	Director of Finance
Management/ Admin	Management & Administrative	Director of HR
Management/ Admin	Management & Administrative	Director of Human Resources (HSE)
Management/ Admin	Management & Administrative	Director of ICT
Management/ Admin	Management & Administrative	Director of Information Systems
Management/ Admin	Management & Administrative	Director of Medical Manpower
Management/ Admin	Management & Administrative	Director of Monitoring & Evaluation
Management/ Admin	Management & Administrative	Director of National Hospitals Office (HSE)
Management/ Admin	Management & Administrative	Director of Planning & Commissioning
Management/ Admin	Management & Administrative	Director of Population Health (HSE)
Management/ Admin	Management & Administrative	Director of Shared Services (HSE)
Management/ Admin	Management & Administrative	Director, Regional Health Office (HSE)
Management/ Admin	Management & Administrative	Finance Officer
Management/ Admin	Management & Administrative	Functional Officer
Management/ Admin	Management & Administrative	General Manager
Management/ Admin	Management & Administrative	Grade VIII
Management/ Admin	Management & Administrative	Head of Internal Audit (HSE)
Management/ Admin	Management & Administrative	Head of Process & Operations (HSE)
Management/ Admin	Management & Administrative	Head of Shared Financial Services (HSE)
Management/ Admin	Management & Administrative	Head of Shared Human Resources Services (HSE)
Management/ Admin	Management & Administrative	Local Health Office Manager - PCCC (HSE)
Management/ Admin	Management & Administrative	National Director, Assistant (ISD/ Pop Health)
Management/ Admin	Management & Administrative	National Director, Assistant (other)
Management/ Admin	Management & Administrative	National Director CPCP
Management/ Admin	Management & Administrative	National Planning Specialist
Management/ Admin	Management & Administrative	Network Manager (Hospital)
Management/ Admin	Management & Administrative	Personnel Officer/Manager
Management/ Admin	Management & Administrative	Planning and Evaluation Officer
Management/ Admin	Management & Administrative	Programme Manager
Management/ Admin	Management & Administrative	Quantity Surveying Adviser, Principal
Management/ Admin	Management & Administrative	Regional Director of Operations
Management/ Admin	Management & Administrative	Regional Materials Manager
Management/ Admin	Management & Administrative	Secretary Manager
Management/ Admin	Management & Administrative	Service Function Officer
Management/ Admin	Management & Administrative	Service Manager
Management/ Admin	Other Administrative	Accountant
Management/ Admin	Other Administrative	Administration Unclassified

Staff Category	Grade Group	Grade
Management/ Admin	Other Administrative	Director/Special Care Unit, Deputy
Management/ Admin	Other Administrative	General Administrator
Management/ Admin	Other Administrative	Hospital Administrator
Management/ Admin	Other Administrative	Librarian
Management/ Admin	Other Administrative	Librarian, Assistant
Management/ Admin	Other Administrative	Librarian, Senior
Management/ Admin	Other Administrative	Project Leader
Management/ Admin	Other Administrative	Project Manager
Management/ Admin	Other Administrative	Special Care Unit, Director
Management/ Admin	Other Administrative	Special Care Unit Manager
Management/ Admin	Other Administrative	Special Care Unit Manager, Assistant
Management/ Admin	Other Administrative	Supplies Officer Grade A
Management/ Admin	Other Administrative	Supplies Officer Grade B
Management/ Admin	Other Administrative	Supplies Officer Grade C
Management/ Admin	Other Administrative	Supplies Officer Grade D
Management/ Admin	Other Administrative	Technical Services Manager
Management/ Admin	Other Administrative	Telephonist
Management/ Admin	Other Administrative	Telephonist, Night
Management/ Admin	Other Administrative	Telephonist, Supervisor
Management/ Admin	Other Administrative	Telephonist, Supervisor, Assistant
Management/ Admin	Other Administrative	Work Placement (Management Admin)