



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna
Feidhmeannacht na Seirbhíse Sláinte
Ospidéal Dr. Steevens'
Baile Átha Cliath 8

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

Queries to:

Corporate Employee Relations Service,
HSE HR Directorate,
63-64 Adelaide Road,
Dublin 2.
Tel: 01 6626966
Email: info.t@hse.ie

HSE HR Circular 006/2012

7th February, 2012.

**To: Each Member of Management Team, HSE;
Each Regional Director of Operations, HSE;
Each Regional Assistant National Director of Human Resources, HSE;
Each Employee Relations Manager, HSE;
Each CEO & HR Manager, funded Voluntary Hospital / Agency.**

Re: Radiographer Grades.

I refer to provisions of Labour Court recommendation (LCR 20232) regarding radiography grades. Arising from same, the following changes in regard to payments for out of hours services and for periods of the day encompassed by the extended day protocol are implemented with effect from 1st February 2012.

It should also be understood that while the contents of this circular deals with the issue of the extended day (Monday-Friday, 8am-8pm) and out of hours payments, the provisions of the PSA at clause 2.9.14 also provides for the introduction of new arrangements to support the delivery of services over an extended period, up to and including 24/7 emergency services (i.e. some contracted hours, but rostered differently) for all grades in service locations where this is identified to meet service requirements.

Extended Day

With effect from 1st February 2012, all grades of radiographers are liable to be rostered between the hours of 8am-8pm, Monday-Friday, up to their contracted hours, in line with service need. Rosters may be averaged over periods of up to six weeks as determined locally.

A protocol providing for the introduction of the extended day has been agreed between the parties and has been previously circulated.

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All radiography services required between these core hours will be provided as part of the extended day arrangements.

Out of Hours Pay Rates

The system of fee per case which has heretofore applied ceases and is to be replaced by a system of payment per hour. This arrangement applies to both general radiography, CT and other specialised services. The rates to apply are as follows:

| | | |
|---|---------------------|-----------------|
| Monday-Friday | 8pm-12 midnight | €37.55 per hour |
| Monday-Saturday (Fri night into Sat morning / Sat night into Sun morning) | 12 midnight-8am | €47.80 per hour |
| Saturday | 8am-12 midnight | €43.81 per hour |
| Sunday (into Mon morning) / Public Holiday | 8am (Sun)-8am (Mon) | €52.57 per hour |

A first call out which lasts less than one hour in duration will attract a minimum of one hours pay. Calls thereafter are paid per hour or part thereof.

These rates apply from the time the radiographer arrives on site until their departure from the hospital. Time travelling to and from home is not to be included.

Standby Payments (off site / on call)

Standby payments, for those radiographers providing an out of hours 'on call' (off site) service to apply as follows:

| | |
|---|--------|
| Monday - Friday | €42.34 |
| Saturday | €54.38 |
| Sunday / Public Holiday (8am Sun / 8am Mon) | €73.51 |

These standby payments apply per 12 hour period, with pro rata to apply thereafter.

Core Hour Remuneration Rates

Radiographers who are rostered to work between 6pm-8pm, Monday-Friday, as part of their core working week, will attract a payment of Time + 1/6th.

Rostering Gaps

The Court has recommended that an overtime rate of Time + ½ be applied to radiographers who are required to fill in for rostering gaps arising solely in the context of and during the hours encompassed by the extended day. Any such payment can only be considered as a last possible resort after all other options to deal with the staffing matter have been fully explored. Any such consideration must also be consistent with and cognisant of general HSE policy regarding overtime.

Standardised Time Back

The provisions of the Labour Court recommendation have standardised the extent and circumstances in which time back can be accrued. The precise arrangements are as set out in the attached guideline document.

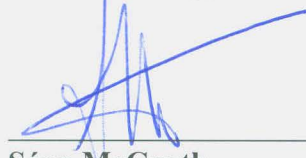
Pilot

In accordance with the provisions of the Labour Court recommendation, these arrangements are being introduced on a pilot four months basis, with a review to be completed by the

National Implementation and Verification Group (joint management / union group). However, it should be understood that this does not imply pilot sites and these revised arrangements are to be introduced in all locations with effect from 1st February 2012.

Finally, an updated implementation guideline is attached which outlines full details of the revised arrangements. Any queries regarding the implementation of the circular or matters contained in the guidelines should be addressed to: Corporate Employee Relations Services, HSE HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966; Email: info.t@hse.ie.

Yours sincerely,



Séan McGrath,
National Director of Human Resources.

Enc.

Guidance Re: Implementation of Provisions of LCR 20232 (Radiography Grades)

1. Extended Day

Extended day 8am-8pm to be introduced from 1st February 2012. This means that all services which are required in a given hospital between these hours will be provided as part of the extended day regime.

There is now an immediate need for the development of rosters that reflect the new requirements in each location. Such rosters will involve averaging of weekly contracted working hours over periods of up to six weeks.

Hospitals may determine that a working day of shorter duration may be sufficient to meet their service demands. In such cases, rosters to give effect to this level of service requirement should be developed. The relevant rates of payment will be applied in line with the Courts recommendations.

It should also be understood that while the contents of this circular deals with the issue of the extended day (Monday – Friday, 8am – 8pm) and out of hours payments, the provisions of the PSA at clause 2.9.14 also provides for the introduction of new arrangements to support the delivery of services over an extended period, up to and including 24/7 emergency services (i.e. some contracted hours, but rostered differently) for all grades in service locations where this is identified to meet service requirements.

2. Time + 1/6th to apply between the hours of 6pm-8pm, for those staff in receipt of €1,800 allowance. .
3. The current system of fee per case payable for out of hours duties will cease and will be replaced, effective 1st February 2012, with the following payment arrangement to obtain from this date:

| | | |
|---|-----------------------------|-----------------|
| Monday – Friday | 8pm – 12 midnight | €37.55 per hour |
| Monday – Saturday (Friday night into Saturday morning / Saturday night into Sunday morning) | 12 midnight – 8am | €47.80 per hour |
| Saturday | 8am – 12 midnight | €43.81 per hour |
| Sunday (into Monday morning) / Public Holiday | 8am (Sunday) – 8am (Monday) | €52.57 per hour |

- (a) A first call out which lasts less than 1 hour in duration will attract a minimum of 1 hours pay. Calls thereafter will be paid per hour or part thereof e.g. a call out lasting 1½ hours between 12am-8am, Monday-Friday will attract a payment of €71.70 (i.e. 1.5 hours pay), a call out of 1¾ hours on Saturday between 8am-12pm will attract a payment of €76.67 (i.e. 1.75 hours pay).
- (b) These rates apply from the time the radiographer arrives on site until their departure from the hospital.

4. Standby Payments

Standby payments, for those radiographers ‘on call’ (off site) to apply as follows:

| | |
|---|--------|
| Monday - Friday | €42.34 |
| Saturday | €54.38 |
| Sunday / Public Holiday (8am Sunday / 8am Monday) | €73.51 |

These standby payments apply per 12 hour period, with pro rata to apply thereafter.

5. Rostering Gaps

The Court has recommended that overtime rates of Time + ½ be applied to radiographers asked to fill in for rostersing gaps, outside of their normal contracted hours. This only applies in respect of

hours worked between 6pm-8pm, Monday-Friday. It should be clearly understood that the payment of overtime in such situations can only be considered as a last possible resort, after all other options to deal with a staffing problem have been explored e.g. roster change, increase hours for staff working less than full time etc. Any such consideration has to be consistent with the general policy obtaining with regard to the application of overtime at any given time.

In practical terms the hourly cost of such payments, for particular radiographers are as follows:

| Basic: | Overtime Payment | Time +1/6th (6pm-8pm) |
|---------------|-------------------------|---|
| Point 2 | €30.70 per hour | €6.82 (additional premium for 2 hours of duty) |
| Point 4 | €32.51 per hour | €7.20 |
| Point 11 | €38.74 per hour | €8.61 |

| Senior: | | |
|----------------|-----------------|-------|
| Point 3 | €39.20 per hour | €8.71 |
| Point 5 | €42.20 per hour | €9.38 |

| Clinical Specialist: | | |
|-----------------------------|-----------------|--------|
| Point 3 | €44.78 per hour | €9.95 |
| Point 5 | €48.42 per hour | €10.76 |

(These rates as set out above are for illustrative purposes only. It should also be noted that they are based on salary scales applying to staff in employment prior to 1st January 2011. Lower rates of pay apply to staff employed after that date.)

6. Contracted Hours

Contracted hours will remain as they are for individual radiographers. Those staff working less than 35 hours per week will hold this arrangement on a personal to holder basis until such time as they may be promoted.

7. Standardised Time Back

The Court has standardised the extent and circumstances in which time-back can be accrued.

Sunday night to Thursday night (On-site and off-site call)

Where a radiographer receives a late call (either on-site or off-site) between 12am and 2am it will give rise to a ½ day compensatory rest the following morning Monday-Friday. Calls received between 2am and 7am give rise to a full day's compensatory rest. No additional time over and above this can be given or accrued across all grades and specialties.

Friday night / Saturday morning (On-site and off-site call)

Where a radiographer is on-call (either on-site or off-site) through the night from 8pm Friday night until Saturday morning, this will give rise to a ½ day off the following week or in line with the workflow of the Department and service needs. This is to be considered as paid time off and is to be granted irrespective of call-out. No additional time over and above this can be given or accrued across all grades and specialties.

Saturday night / Sunday morning (On-site and off-site call)

Where a radiographer is on-call (either on-site or off-site) through the night from 8pm Saturday night until Sunday morning, this will give rise to a ½ day off the following week or in line with the workflow of the Department and service needs. This is to be considered as paid time off and is to be granted irrespective of call-out. No additional time over and above this can be given or accrued across all grades and specialties.

Saturday and Sunday (On-site and off-site call)

Where a radiographer is on-call for both a Friday (into Saturday am) AND Saturday (into Sunday am), this will give rise to a full day off to be taken the following week or in line with the workflow of the Department and service needs. This is to be considered as paid-time off.

No additional time over and above this can be given or accrued across all grades and specialties.

A summary of this is set out below:

| | |
|---|-------------------|
| Sunday night to Thursday night between 12am-2am | ½ day (3.5 hours) |
| Sunday night to Thursday night between 2am-7am | 1 day (7 hours) |
| Friday night / Saturday morning | ½ day (3.5 hours) |
| Saturday night / Sunday morning and prior to Public Holiday | ½ day (3.5 hours) |
| Both Friday and Saturday | 1 day (7 hours) |

No additional time is accrued or banked for call-outs, late or otherwise Monday-Sunday.

8. Travel

Where arrangements currently exist for payment of travel allowance to 'on call' staff, same will continue.

9. Pilot

These arrangements are to be introduced on a pilot basis for four months with a review to be conducted by the National Implementation and Verification Group (Joint Management / Union Group). This does not mean that there will be pilot sites, rather that the overall change will be reviewed by the parties at that stage.

Radiography Grades Extended Working Day (Protocol)

The requirement to introduce new arrangements to support the delivery of services over an extended working day covering the period 8am-8pm (i.e. same contracted hours but different scheduled attendance patterns) for all grades in service locations where this is identified to meet service requirements is recognised as a measure within the Health Sectoral Agreement of the Public Service Agreement (PSA) (Paragraph 2.9.12).

The initial implementation of new working arrangements will be effective from 1st February 2012.

The immediate priority is to extend the working day hours covering the period 8am-8pm Monday-Friday; any further extension to this working pattern will involve further consultation in line with the terms of paragraph 2.15 of the PSA and will take cognisance of the impact of the measures on earnings, family commitments and personal or social arrangements.

1. 8am-8pm Monday-Friday will be the core working day / week.
2. All grades of radiographers will be rostered between these times up to their contracted working hours, in line with service need. This will involve averaging over an extended period of up to six weeks.
3. Consultation on how best to implement the agreement and resolve any local operational issues will take place prior to the implementation date of 1st February 2012.
4. Rosters will be varied depending on local service need and may involve long days, earlier / later starting times and finishing times.
5. The level and locations of service to be provided, as well as hours of provision, may change according to service needs and delivery arrangements required under the clinical programmes.
6. Revised working arrangements will be delivered on a regional basis informed by the development of a National Clinical Care Programme. The precise level of service to be provided in any location will be determined at location / regional level.
7. All radiography service required between these core hours will be provided in accordance with this protocol.
8. The provisions of the PSA provides for the introduction of an extended working day covering the period 8am-8pm (i.e. same contracted hours, but different scheduled working patterns) for all grades in service locations where this is identified as needed to meet service requirements. The deployment of such staff, where required, (staff encompassed include: Porters / Assistants, Clerical / Administration, Radiologist, Medical, Nursing, Physicists etc.) to support the revised working arrangements in radiography departments will be in line with current day service parameters that occur during hours of 9am -5pm. The requirement for such staff and how they are to be deployed, to support the revised working arrangements in radiography departments will be agreed locally.
9. In accordance with the provisions of LCR 20232, a National Implementation and Verification Group, comprising an equal number of representatives will be established. This group will conduct a review of the pilot initiative, the introduction of the extended day and any remaining residual issues. The work of the group will commence on June 1st 2012.