



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

**All Queries:**  
Local and Regional HR Departments

**HSE HR Circular 017/2013**

**15<sup>th</sup> October 2013**

**To: Each Member of Leadership Team, HSE;  
Each Regional Director of Performance and Integration, HSE;  
Each Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE  
Each CEO/HR Manager directly funded Voluntary Hospital / Agency;**

**Re: Regularisation of acting posts in conjunction with the introduction of new arrangements for the short term filling of posts and the re-introduction of Senior Staff Nurse positions**

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Dear Colleagues,

I refer to discussions and subsequent understandings between the Health Services Executive and the various trade unions and staff representative bodies, which took place under the auspices of the Haddington Road talks and are understood to be a component of the Haddington Road Agreement.

All parties understand that this document stands as a single integrated set of measures. The purpose of this Circular is to give effect to these measures.

### **Regularisation of acting posts**

- 1) The process will be cost and WTE neutral.
- 2) The substantive post to be filled must be vacant. There will be no backfilling of any consequential vacancy.
- 3) Any post for which regularisation is proposed must have been acted in on a continuous basis for at least 2 years\* at 31<sup>st</sup> December 2012, and the acting arrangement must have continued since that date. (*\*Maternity leave is included in the calculation of continuous service*)
- 4) The process will encompass all grades.
- 5) The provisions of Circular 10/71 or other preferential arrangement for starting pay on promotion, shall not apply in respect any posts filled through this initiative. Any post filled from this process, will have starting pay determined by way of the value of any allowance received, added to the basic rate and rounded to the nearest point not below, on the new scale. No retrospection will be considered, nor will any incremental credit be given for the period spent acting where individuals did not progress on the higher scale during the course of their acting.

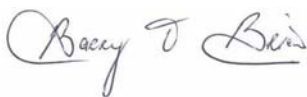
- 6) Persons for whom it can be demonstrated that an acting arrangement was appropriately approved and that they meet the criteria set out above, but that due to the moratorium and or/financial restrictions, they have not been in receipt of the allowance, will also be encompassed by this process. There must be documentary evidence deeming the individual as being in an acting position, and carrying out the full responsibility of that position. Application of the provisions of this circular to this group must be by way of recommendation from both the Area Manager and RDPI or equivalent, and approval from the relevant National Director. Furthermore, those who are currently acting in an approved post who do not meet the timelines set out for regularisation must be contracted pending the permanent filling of the post.
- 7) The HSE requires significant change with regard to how posts of a promotional nature are covered during periods of absence such as annual leave, sick leave, maternity leave, career break, etc or where a post becomes vacant through retirement or resignation.
- 8) With effect from the 1<sup>st</sup> October 2013 there will be **no payment** for any temporary appointment that covers annual leave, sick leave, special or other leave, or to allow for the completion of a recruitment process, or the appointment from a panel, following a retirement or resignation. Staff will be expected to take on the role and responsibility of the higher post for such periods, provided this period does not exceed 3 months.
- 9) In instances where there is prior knowledge that the period will be in excess of 3 months, and the employer has deemed there to be a requirement to fill the post, a temporary appointment to the post will be made from the first day of absence with appropriate remuneration. Where an appointment was envisaged as concluding within 3 months but subsequently exceeds the period, and where no temporary appointment has been made, appointment will be made on a temporary basis, retrospective to the first day of absence.
- 10) All appointments must be made in accordance with the Code of Practice governing same.

#### **Senior Staff Nurse**

- 11) The HSE confirms that the cohort of nurses qualifying for the position of Senior Staff Nurse which were not processed in the preceding 4 years will be afforded the grade on the 1<sup>st</sup> July 2013 with the 5<sup>th</sup> November becoming the qualifying date thereafter. There will be no retrospective application of the grade.
- 12) It is understood that the personnel afforded the grade from July 2013 onwards will discharge duties and responsibilities in accordance with Clause 8 above, and it is expected that those who currently hold the grade will continue to co-operate in this regard.

All queries in relation to this circular should be directed to local HR departments.

Yours sincerely,



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**Mr. Barry O'Brien**  
**National Director of Human Resource**