

# Civil Service Conciliation and Arbitration Scheme

## General Council Report 1384

(Meeting/s of 23 February 2000, 26 July 2000, 28 March 2001, 25 April 2001, 30 May 2001)

Worksharing scheme for the Civil Service.

### **Civil Service Conciliation and Arbitration Scheme**

### **General Council Report Number 1384**

**30/05/2001**

### **Agreement on the introduction of a new Worksharing Scheme for the Civil Service**

**Meeting 20, May, 2001**

#### **[1] Background**

The introduction of the new scheme was approved by a Government decision of 21 January, 1997 on foot of a Memorandum from the Minister for Enterprise and Employment. An inter-Departmental Committee on Worksharing in the Public Service had reported on the issue and its report was the basis of the Memorandum.

Discussions have been held with the staff panel on the issue since 1997.

A number of drafts were considered and a variety of amendments were put forward by all parties to the discussions. A final version was agreed between the sides in May, 2001.

#### **[2] The Worksharing Scheme**

The scheme widens the options permitted under the existing Jobsharing Scheme.

Two categories of attendance pattern are allowed under the Worksharing scheme:

- *Category [1]* where a person is rostered to attend at work for at least one full day each week; for example, attendance patterns under this category are:

- *mornings only,*
- *afternoons only,*
- *9.00 a.m. to 3.00 p.m. working day, or a*
- *3 day or 4 day week.*

- *Category [2]* where a person is not rostered to attend for work for at least one day

a week; in this category, **only** the following attendance patterns are allowed: [a] week-on, week-off and [b] three weeks on, one week off.

All Civil Servants are eligible to participate.

The minimum period for which a person may opt to participate is 12 months.

A person applying to participate in the scheme must state the purpose for which participation is sought. These purposes can relate to [a] the personal choices and responsibilities or choices of an applicant, including, for example, child-rearing or the care of a dependent adult; [b] education; [c] self-employment; and [d] assisting in the transition to retirement.

Participation in the scheme is at the discretion of management in the light of the service requirements of the Department or office.

### **[3] Introduction of the Scheme**

The Worksharing Scheme will come into effect from the date of the Circular, a copy of which is attached to this report.

The staff panel wishes to stress that Departments should make every effort to accommodate requests from staff as soon as possible and pointed out that the main purpose of the scheme is to combine work and family responsibilities.

The official side points out that, while Departments use every effort to do this, the Scheme is a complex one: assessments will have to be made of the scope for Worksharing in Departments in the light of service requirements, applications will have to be sought from staff, and then examined by Departmental management.

At a meeting on 30 May, 2001, the General Council agreed this report.

Recording Agreement.

This report was adopted 30 May 2001