

Reference No: E107/15/88; **Date:** 14/10/94

14/10/1994 LP:- Certain higher grades; extend the procedures outlined in Circular 1/92: Grievance and Disciplinary Procedures

Dear Personnel Officer

I am directed by the Minister for Finance to say that, following discussions at the Conciliation Council under the Scheme of Conciliation and Arbitration for Certain Higher Grades, it has been agreed to extend the procedures outlined in Circular 1/92: Grievance and Disciplinary Procedures, to the grades covered by that Scheme. The extension of the Grievance Procedure to such grades is, however, subject to the qualification that, where the complainant is serving as a Principal or at equivalent level, the functions assigned to the Personnel Officer in the Procedure should be performed by the Head of the Department or some other officer of appropriate rank nominated by the Head of the Department for this purpose.

Accordingly, the procedures outlined in Circular 1/92 may be applied to grades coming within the scope of the Conciliation and Arbitration Scheme for Certain Higher Grades with effect from the date of this letter, that is, the amended grievance procedures will apply in cases where the conduct complained of occurs not earlier than the date of this letter and the amended disciplinary procedures will apply in cases where an allegation of misconduct is made not earlier than the date of this letter.

Any enquiries from Departments about this letter should be made to Room 3.17, Department of Finance, Agriculture House, Kildare Street, Dublin 2 (Telephone 6767571, Extn 3543).

Yours sincerely

Brian Whitney
Principal