

Reference No: ; **Date:** 13/11/2001

13/11/2001 LP:- Extra Attendance for Worksharers

E109/103/97

13 November 2001

All Personnel Officers

Re: Circular 31/2001: Civil Service Worksharing Scheme

Dear Personnel Officer

1. I am directed by the Minister for Finance to write to you about the Civil Service Worksharing Scheme, which was introduced in the Civil Service with effect from June 2001.

2. I am to clarify "that the last sentence of paragraph 17.1 of the Circular, relating to the payment of overtime to worksharers, is inaccurate and should read as follows:-

" Accordingly, overtime is only paid for attendance outside the span of the conditioned working day of full-time staff in the grades concerned ".

The provision in Circular 31/2001 that overtime should not be paid until staff have worked a net 34.75 hours a week is at variance with the terms of Circular 27/99 on Extra Attendance and should be disregarded.

3. I am to draw your attention to paragraph 4 of section (A) of the appendix to Circular 27/99 on Extra Attendance which states: "In any case of extra attendance, Departments should be satisfied that the amount or nature of the work makes such attendance unavoidable. In particular, departments should ensure that attendance on Saturdays, Sundays and Public Holidays is kept to a minimum ". Departments should also have regard to the provisions of the Organisation of Working Time Act, 1997 insofar as the Act might affect extra attendance or overtime by staff, whether full time or worksharing.

John O'Connell
Principal Officer