

**Reference No:** E109/103/97;      **Date:** 06/02/2007

**Letter to Personnel Officers of 6 Feb 07 re Circular 31/2001:- Civil Service Worksharing Scheme - Letter to Personnel Officers LP**

E109/103/97

06 February 2007

**Re:    Circular 31/2001: Civil Service Worksharing Scheme**

Dear Personnel Officer

1.        I am writing to you about the Worksharing Scheme which was introduced in the Civil Service with effect from 1 June 2001. I am to remind you that the details of the Worksharing scheme as set out in Circular 31/2001 should be available to all civil servants covered by the Conciliation and Arbitration Scheme, and applications for Worksharing should be considered in accordance with the provisions of the Circular.

2.        A number of Departments / Offices have sought advice as to whether officers who are currently availing of worksharing options are entitled to maintain these options in instances where they are transferred to another Department / Office through decentralisation: the Staff Panel has also raised this issue under the Conciliation and Arbitration Scheme. Accordingly this letter is intended to clarify the position on maintaining workshare arrangements in respect of officers who are transferring from one Department / Office to another under decentralisation.

3.        The Equality Unit encourages Departments and Offices to facilitate the work sharing arrangements of staff whilst ensuring that the operating requirements of Departments / Offices are not adversely affected. Subject to the principle that the implementation of the scheme is at the discretion of management, in the light of operational needs, officers who are availing of worksharing arrangements at the time of their transfer to another Department / Office should be facilitated, in maintaining their current Workshare arrangements. If this is not possible, Departments and Offices should try to make alternative arrangements which are satisfactory to both the Department / Office and to the officer themselves.

5.        As with any Workshare arrangements, intending worksharers should be advised of the provisions of Circular 31/2001 before making their final decision as regards their worksharing request.

6.        In line with the recommendations of the forthcoming Civil Service Equality Initiatives Report, this Department intends to set up a Network of Officers from Personnel / HRMS Units in Departments / Offices to discuss the implementation and management of Work / Life Balance schemes, including the Worksharing Circular in the near future.

Yours sincerely  
Marie McLaughlin  
Principal Officer