

LP 22/09/10

22 September 2010.

Dear Personnel Officer,

Circular 11/2010: Amendment to Circular 31/2001 Civil Service Worksharing Scheme on the duration, review and modification of worksharing arrangements.

I refer the above Circular 11/2010 and in particular to the updated provisions applying to the duration and modification of worksharing arrangements. The aim of the updated provisions is to facilitate arrangements that are responsive to the needs of both the organisation and of staff and, to that end, will be reviewed regularly. In that context, Personnel Officers should note that, while the Circular provides that the minimum period for which a person may opt to workshare in a particular pattern is 12 months, exceptional cases may arise where a person's circumstances change, giving rise to hardship, for example where a spouse/partner dies or becomes unemployed. In such cases Personnel Officers would be expected to exercise discretion as appropriate.

With regard to applications to vary arrangements or to return to full-time employment, again in the context of arrangements responsive to the needs of the organisation and of the individual, revised Paragraph 19.2 provides that such requests should be accommodated in a reasonable period but where, on substantial grounds, that is not possible, staff should be informed and may be invited to modify their request to one that can be accommodated. Personnel Officers should note that an officer may indicate to Personnel in his or her parent Department that he or she does not wish to be considered for a vacancy elsewhere.

Finally, Paragraph 7.2 provides that any person who is required to move between Departments, e.g. under a Last In First Out arrangement, may retain their existing arrangements on a personal basis for at least three months (which may be extended up to six months at the discretion of the Department) from the date of commencement in the new Department, during which they must review their arrangements with management of the receiving area. However, Personnel Officers should note that in the case of a person who is in the course of their first period of worksharing, 12 months, the person's existing arrangement may be retained on a personal basis pending completion of that first 12 month period.

Yours sincerely

Mary McKeon
Principal