



An Roinn Caiteachais  
Phoiblí agus Athchóirithe  
Department of Public  
Expenditure and Reform

# Guidance and FAQs for Public Service Employers during COVID-19

In relation to working arrangements  
and temporary assignments across  
the Public Service

28 September 2020: including updates related to the [Resilience and Recovery 2020-2021: Plan for Living with COVID-19](#)

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## List of Acronyms

DEASP	Department of Employment Affairs and Social Protection
DFA	Department of Foreign Affairs
GDPR	General Data Protection Regulation
HSE	Health Service Executive
HPSC	Health Protection Surveillance Centre
NSSO	National Shared Services Office
PHRA	Public Health Risk Assessment
T&S	Travel and subsistence
WFH	Working from Home

## Background

This guidance document for Civil and Public Service employers supersedes previous guidance and FAQs issued relating to Civil and Public Service working arrangements and temporary assignments during COVID-19. These arrangements apply to all Civil and Public Service employees.<sup>1</sup>

The public service focus is to support reopening Ireland whilst continuing to protect the health and wellbeing of all our citizens. To achieve this, and to keep delivering crucial services to society, we must work together as a unified public service.

The FAQs have been prepared to assist employees and management in the Civil and Public Service to understand the process, rules and expectations associated with work arrangements during the COVID-19 recovery period across the public service.

These arrangements apply in the case of COVID-19 as a notifiable infectious disease.

These FAQs will be updated in response to queries that are received centrally. The most up-to-date version of these FAQs will be available at [www.gov.ie/per](http://www.gov.ie/per).

The Civil and Public Service need to ensure that our services have the potential to be flexible and responsive to any changes that may be needed based on public health advice. Should there be a requirement for a further lockdown, previous versions of the guidance, or parts thereof, may need to be implemented. The guidance is continually reviewed, and employers will be advised of any changes.

Subject to expert public health advice in light of developing circumstances on COVID-19, the general principles or FAQ material may be subject to updating or other amendment. Employers retain the right to withdraw or amend provisions in light of developing circumstances.

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<sup>1</sup> Individual employers will need to identify which employees fall into the category of public service employees.

## Principles

The general principles to apply to the working arrangements during recovery period for COVID-19 in the Civil and Public Service include:

<b>Public health</b>	<b>Business need</b>	<b>One Public Service</b>
Safeguarding the health of both the public in their interaction with the public service, and employees, is central to how we organise work. Public service employers and employees must comply with measures for safeguarding public health and safety of the workplace, including related legislation and Government advice.	We must deliver the services that the public need and expect in a changing delivery environment. Openness, transparency and consistency will underpin service delivery and decision-making. The employer determines the criteria for return to the workplace according to business needs.	Throughout the COVID-19 pandemic we have operated as a unified, One Public Service and accordingly these FAQs are developed in order to ensure transparency of decision making and agree on the overriding principles which apply, while recognising individual needs of certain sectors.

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# 1.Attendance in the work premises during COVID-19

## UPDATED 1.1 Who should attend the employer’s work premises?

The [Resilience and Recovery 2020-2021: Plan for Living with COVID-19](#) was published by the Government on 15 September 2020.

Within the plan there is a Framework for Restrictive Measures with five levels. Below is the work-related information for each of the levels. It should be noted that the employer will determine the essential roles which need to attend the workplace throughout the levels, taking into account the differing requirements at each level.

The provision of services to society continues to be a priority for the public service during COVID-19. In addition, the Resilience and Recovery Plan identifies many public services as being essential during this time. In this context, Public Service employees will be required to return to the employer’s work premises when and as necessary and deemed appropriate by their employer, having regard to the Framework for Restrictive Measures (see table below).

The Framework provides for home working to continue where possible. Home working will continue as and when deemed appropriate by the employer, having regard to the changes that may be required at each level of the Framework. Home working must be balanced with the requirement to continue to provide the most effective and efficient services to the public.

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Work from home if possible.  Attend work for specific business requirements and on a staggered attendance basis.	Work from home if possible.  Only attend work for essential on-site meetings, inductions and training.	Work from home unless absolutely necessary to attend in person.	Only essential or other designated workers should go to work.	Work from home unless it is for working in health, social care or other essential service and cannot be done from home.



To continue to facilitate social distancing and public health requirements in the work premises, employers may consider the continuation of temporary alternative arrangements or new temporary arrangements, e.g. flexible shifts, staggered hours, longer opening hours, blended working patterns, weekend working etc. to continue to facilitate social distancing and public health requirements, where feasible. There should be engagement between management and unions/associations, in line with appropriate arrangements, for any such continued or new arrangements.

Employers must ensure that all work premises have implemented robust return to workplace procedures, where not already in place, and that all procedures comply with the Return to Work Safely Protocol. These procedures should be clearly communicated to employees. The [Protocol](#) sets out the steps employers need to take in order to ensure the employer's work premises is safe during COVID-19.

Employers should ensure that they have properly implemented the advice in the protocol and ensure that it is tailored, where necessary, to meet the unique set of circumstances pertaining to each sector and workplace location.

Some employers have continued to have employees in their work premises during the restrictions. Employers should ensure that the Protocol is reviewed in respect of all employees i.e. employees required to return to the work premises and those employees who have continued to work on site. There may be additional issues to consider to ensure compliance with the Protocol for those employees who are already working onsite.

All employees have a critical role in ensuring that the procedures of the Protocol are followed to suppress COVID-19 in their workplace. It is incumbent on all employees who are required to attend the workplace to fully comply with their organisation's COVID response plan. Cooperation between employees, the lead worker representative(s) and the employer are fundamental to ensuring that the measures are adhered to.

## **1.2 How should employers appoint lead worker representative(s)?**

The process for the selection and appointment of lead worker representative(s) should be discussed at an organisational level between employers, employees and employee representatives. There should be engagement between management and unions/associations, in line with appropriate arrangements, for engagement on the implementation of the Protocol. The lead worker representative may be a union member, or another member of staff, and will be

appointed by the employer. Any arrangements should have the confidence of all parties.

### **1.3 What is the role of the lead worker representative(s)?**

The Protocol requires that each workplace should appoint at least one lead worker representative who will assist employees and together with the employer be responsible for ensuring safety measures are being followed. Lead worker representatives should be clearly identifiable, and the employer should ensure they receive the necessary training to carry out the role.

Lead worker representative(s) should:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

### **1.4 When should the COVID-19 Return to Work Form be completed?**

The Protocol [COVID-19 Pre-Return to Work Form](#) is one of the measures designed to assist with the safe return to the workplace following the COVID-19 lockdown.

Any employees who were not present in the workplace prior to the introduction of the Protocol on 9<sup>th</sup> May are required to complete the pre-return to work questions in the COVID-19 Return to Work Form. The form must be completed at least three days before an initial return (the three day timeframe can include weekends).

Whilst the form is only to be completed once, for those who have not returned prior to 9 May, **employees should have regard to any changes in their circumstances in relation to the questions and notify their manager/HR if there are any changes.**

The content of the pre-return to work form is special category data under GDPR and accordingly sufficient safeguards should be put in place to ensure that the process for collection, processing and storing of the information is proportionate and secure. The form should be destroyed upon the employee's return to the work premises. Employers may wish to keep a log of employees who have completed Return to Work form for audit purposes. Any such log must not contain special category personal data.

## **1.5 What if an employee shows symptoms of COVID-19 in the employer's work premises?**

It is important to emphasise that any employee who is feeling unwell should not attend the workplace. This applies to any transmissible illness during this Covid-19 emergency period.

The health and wellbeing of employees is of utmost importance. If an employee becomes unwell in the work premises, employers should ensure that arrangements are put in place which take account of the requirements in the [Return to Work Safely Protocol](#), the [Health and Safety Authority](#), and the Health Protection Surveillance Centre ([HPSC](#)) website for guidance. These arrangements should be clearly communicated to employees. Sectors may need to refer to their own emergency protocols or arrangements as necessary where these exist.

## **UPDATED 1.6 What happens if a colleague is diagnosed with COVID-19?**

In line with the [HSE Contact Tracing Process](#), contact tracers will directly contact all relevant persons who have been in contact with a confirmed case, or the person will be notified through the COVID Tracker App. The instructions of the HSE should be followed and employee confidentiality is essential at all times.

Employees are encouraged to download the [COVID Tracker App](#) to their mobile device as this will assist with the contact tracing process. It should be noted that in incidents where a full Public Health Risk Assessment is undertaken, information from the COVID19 tracker application is included as part of this assessment. Individuals should follow any actions which are advised by the Medical Officer of Health / Health Protection Medical Team.

## **1.7 Is temperature testing required?**

Whilst the Protocol notes that temperature testing should be implemented in line with public health advice, the HSE currently does not recommend temperature testing in the workplace, with the exception of certain healthcare settings. If undertaken, the results of temperature testing are considered special category data under GDPR.

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## 2.High Risk & Very High Risk Categories

### 2.1 Should employees who are at high risk for serious illness from COVID-19 attend the work premises?

Employers should continue to facilitate this group where possible in terms of flexible working arrangements, including working remotely where such arrangements are appropriate to the business needs. Employers are working to implement measures to ensure the safety of the workplace for all employees, as provided for in the Return to Work Safely Protocol.

High risk employees who are required to attend the work premises, in accordance with HSE advice, should take extra care to practice social distancing where possible and wash their hands regularly and properly. Appropriate measures may need to be considered for employees in the [high risk group](#) in the work premises where maintaining social distancing is difficult.

### UPDATED 2.2 What to do if an employee is identified as being at very high risk (extremely vulnerable) and is advised to cocoon?

Employees should declare to their employer if they believe that they are at very high risk of COVID-19. Please refer to the [HSE website](#) for more information.

The employer's Occupational Health service should be consulted for employees in the very high risk category, or to determine if an employee falls into this category.

Employees deemed to be very high risk should be facilitated to work from home to the maximum extent possible. Where an employee is very high risk, is cocooning, and working from home in their current role is not feasible, then they may be assigned work outside their usual core duties/given a new role.

Employees in the very high risk category who wish to return to the work premises should contact their HR unit for further information.

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## 3. COVID-19 special leave with pay arrangements

### 3.1 When does special leave with pay apply during COVID-19?

[Circular 2/1976, which covers special leave with pay](#) should only apply in lieu of sick leave for COVID-19 when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed. Special leave with pay for employees who are not required to work due to COVID-19 should be based on **basic salary and fixed allowances only**. This excludes premium payments. Sectors may need to reflect these principles in their own special leave with pay circulars.

The HSE sets out the latest criteria for self-isolation at:

<https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/if-you-live-with-someone-who-has-coronavirus.html>

The general principles applying to the management of sick leave, for example the requirement of employees to contact managers, and for ongoing contact with employees who are on special leave for this purpose, will apply.

Any special leave with pay granted for the purpose of self-isolation or any diagnosis of COVID-19 will not be counted as part of the employee's sick leave record. The application of special leave with pay will apply for the number of days advised by the HSE/doctor. Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID-19 will be required.

When granting special leave with pay, as per clause 31.2 of [Circular 2/1976](#), "the officer will be expected to comply at once with any directions which may be given by [their] Department and to take all practicable steps to resume duty as soon as possible. Otherwise, unless adequate reason is shown for non-compliance, the question of withholding pay will arise". Employees are not entitled to days in lieu of bank holidays whilst in receipt of special leave with pay.

In the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide<sup>2</sup> confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.

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<sup>2</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

## **3.2 What arrangements apply if an employee has to restrict their movements following close contact with a confirmed COVID-19 case?**

The HSE sets out the latest criteria for restricted movements following close contact at:

<https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/if-you-live-with-someone-who-has-coronavirus.html>

Special leave with pay does not apply to employees who are required to restrict their movements as they are not ill.

The employer must therefore facilitate working from home. If remote working in an employee's current role is not feasible, then the assignment of work may be outside of their usual core duties. Employees must cooperate with all such flexibilities while they are restricting their movements.

In all such cases, employees remain available for work whilst at home, where they have been advised to restrict their movements as a precautionary measure.

This FAQ does not apply to employees who are required to restrict their movements arising from a decision to undertake non-essential travel abroad against government advice (see FAQ 4.5).

## **3.3 What if an employee has another illness?**

Any non-COVID-19 illness will be recorded as ordinary certified sick leave and the usual rules governing [sick leave](#) will apply.

## **3.4 What documentation is required from the employee for special leave with pay?**

If an employee is displaying symptoms and/or has a positive test for COVID-19 then the period should be recorded as special leave with pay. Special leave with pay for COVID-19 is being used in place of sick pay. As noted, special leave with pay should only apply when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed.

Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID-19 will be required. In the event that written confirmation is not available, the recording of medical or HSE advice to self-isolate will take the

form of a self-declaration. This does not mean that employees can voluntarily choose to self-isolate. Medical/HSE advice will be required, however the reporting of same may take the form of a self-declaration. How this will work in practice will vary based on the unique circumstances of each employer. For example, employers may wish to implement a self-declaration form on return to work (see appendix 2 for a sample), which is completed by the employee and signed off by the employer.

The employer should clearly communicate to employees the information required to be provided and the notification process. See guidance at the end of this document for more details on notification requirements.

Self-declarations and/or any accompanying certification/confirmation should be retained by Local HR on the individual's personnel file and should be subject to audit. For employers within the NSSO customer group the notification process will include the requirement that the employee, on return to work, completes a special leave with pay application on the PeoplePoint system, which must then be approved by their manager. The manager should ensure that this is complied with.

### **3.5 An employee is on special leave with pay, can they claim the DEASP Illness Benefit for COVID-19?**

Public Service employees who can avail of the special leave with pay for COVID-19 are excluded from claiming the special DEASP COVID-19 illness benefit payment. Any instances of civil or public servants found to be in receipt of both special leave with pay and the COVID-19 illness benefit will be subject to disciplinary action.

### **UPDATED 3.6 What is the process for a return to the employer's work premises after a positive case of COVID-19?**

Please note that this FAQ relates to a return to work in the employer's work premises. These arrangements do not preclude employees from returning to work at home at an earlier stage if this is feasible, depending on the situation of each case.

Note: Sectors may need to refer to their own arrangements as necessary where these exist.

The Civil Service CMO advises where the individual has had a positive test for COVID-19 an employee needs to be 10 days post onset of symptoms and also 5



days fever free (which may run concurrently) before returning to the workplace. Please note that the 10 days is from onset of symptoms and not the date of receiving a positive COVID-19 test result. This 10 day period does not apply to close contacts of a confirmed case. For individuals who are close contacts of a confirmed case they will need to continue to restrict their movements for 14 days. This is because it can take up to 14 days for symptoms to appear.

If employees cannot provide certification they will be asked by their manager to complete a self-declaration form (see appendix 2 for a sample form). Managers should be mindful of confidentiality and alert the employee to any follow up actions that are required on their return to work.

Any forms and/or, where applicable, accompanying certification, should be forwarded by managers to and retained by Local HR on the individual's personnel file and should be subject to audit.

NSSO customer group employees should be advised not to forward the forms or certificates to the NSSO but rather to their own organisation.

### **NEW 3.7 What if an employee has had a negative test for COVID-19?**

For individuals who were tested because they had symptoms of coronavirus and receive a negative test result, they should continue to self-isolate until they have not had any symptoms for 48 hours. They can return to normal activities once 48 hours without symptoms.

The usual rules applying to certification/self-declaration (as per FAQs 3.1 and 3.6) continue to apply.

Note that this FAQ ONLY applies to individuals who were symptomatic. Individuals who are close contacts of a confirmed case must continue to restrict their movements for 14 days even after negative test results.

### **3.8 What is the legal basis for processing employee data in relation to COVID-19?**

Civil and Public Service employers are obliged to provide a safe workplace, which may include the processing of health data in order to ensure that safety. Articles 6(1)(c), Articles 9(2)(b) and (g) of GDPR, along with section 53 of the Data Protection Act, 2018 (which permits the processing of special categories of personal data for purposes of public interest in the area of public health) will likely

be the most appropriate legal bases for processing this data. For further information please visit the [Data Protection Commission website](#).

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## **4. Working arrangements during COVID-19**

### **4.1 How should flexi-time operate during the period of COVID-19?**

The normal operation of flexi-time, or equivalent attendance management rules, including any flexi-time accruals and deficits, continues to remain temporarily suspended for those employees who are working under different arrangements. This includes those who are working from home and working different shift patterns etc., which are required in order to support social distancing and public health requirements.

Flexi-time arrangements will be re-introduced with effect from 24 August 2020 and/or commencement of the organisation's next viable flexi period. This arrangement applies only in circumstances where employees are attending the employer's work premises and are working their normal, pre-COVID work attendance patterns.

For those employees where flexi-time remains temporarily suspended, this arrangement does not preclude employers from using clocking in and out arrangements for monitoring purposes. Any balances accrued by employees before the suspension of flexible working hours arrangements can continue to remain and be held over until the COVID-19 working arrangements are no longer in place.

### **4.2 Is special leave with pay available for caring responsibilities?**

There is no special paid leave available for COVID-19 caring arrangements during this time.

Any employee who wishes to avail of existing leave allowances during this time is entitled to have such requests considered by their employer, as always, including parental leave, annual leave etc.

### **4.3 Should employees who live with very high risk individuals attend the work premises?**

Employees who are required to attend the workplace and who live with very high-risk individuals should follow the HSE guidelines to protect themselves and to

minimise risk of transmission. The implementation of the Return to Work Safely Protocol is intended to minimize the risk of transmission in the workplace.

#### **4.4 How should employers manage annual leave during COVID-19?**

Although COVID-19 is expected to continue for some time, employers should take account of the importance of making sure that employees are taking their annual leave as this has been shown to improved employee wellness and reduce ill health. Employers should encourage their managers to ensure their team members are availing of annual leave in a way that supports wellbeing, and ensures that their team is supported to take their statutory minimum entitlement. It is important to ensure that annual leave is taken to avoid an excessive accumulation of untaken annual leave, which may have an impact on business continuity at a later date. Section 20(1) of the Organisation of Working Time Act provides that the times at which annual leave are granted are determined by the employer.

#### **4.5 What leave arrangements apply to civil and public servants on return from non-essential travel overseas?**

**The general advice is to avoid non-essential travel, other than to countries on the ‘Green List’ where the advice is to take normal precautions.**

Anyone coming into Ireland (**apart** from Northern Ireland and individuals arriving in Ireland from locations with a security rating of normal precautions “green”), is required to restrict their movements for 14 days. Responsibility to provide for the period of restricted movement arising from non-essential travel overseas is a matter for each individual employee.

In order to protect public health, employees are required to advise their employer of any intention to travel overseas.

Where there is an intention to undertake non-essential travel overseas to a non “green” country, **all** employees must make provision by way of an annual leave or unpaid leave application for the additional period of restricted movement, in line with the normal rules applying in the relevant sector. This arrangement is applicable to all civil and public servants regardless of whether they can work from home.

Should an employee return from a “green” country there will be no requirement to restrict their movements. **However, employees should continue to notify their**

**employer of their intention to travel overseas.** The security rating of countries will be regularly reviewed and may change, and employees should be aware that whatever restricted movement requirements are in place on their **date of return** to Ireland will apply to them. Employees should log on to [www.dfa.ie](http://www.dfa.ie) immediately prior to their return to Ireland to ensure they are fully apprised of any changes to the security rating of countries, and any necessary requirement to restrict their movements.

#### **4.6 Can public sector employees on unpaid leave (e.g. parental leave etc.) claim the COVID-19 Pandemic Unemployment Payment?**

No. The COVID-19 pandemic unemployment payment was designed as a short-term response for those individuals working in the private sector who became unemployed as a result of the pandemic.

#### **4.7 How should employers treat requests for a working from home allowance?**

Public service employers should not pay a daily allowance (e.g. €3.20 per day) to their employees in respect of WFH. It is open to employees to make claims directly from Revenue in respect of actual costs incurred in working from home at the end of the relevant tax year, in accordance with the relevant tax laws. Any claim in this regard is solely a matter for the individual concerned. Further details for individuals on how to claim expenses on tax returns are available at: <https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-02-13.pdf>

## **5. Employee Relations processes during COVID-19**

### **5.1 How should employee relations processes be managed during COVID-19?**

Usual procedures for employee relations processes such as performance management, dignity at work, discipline and grievance should continue and can be conducted remotely where necessary or appropriate. The objective is to continue facilitating a fair and timely process, whilst protecting the health and safety of the various parties involved.

### **5.2 How should probation be managed during COVID-19?**

A flexible and pragmatic approach to the management of probation for both new entrants and promotions should be adopted. The assessment of a probationer's performance should continue and can take place remotely where necessary. Managers should ensure that probationers have clearly defined objectives and duties that continue to be evaluated on an ongoing basis, in line with the usual probationary process. Managers should continue to support and develop these individuals in their roles.

As noted in previous guidance, in exceptional circumstances it may not have been possible to proceed with the probation process and it was advised that it may be paused. A probationary period which has been paused will be resumed when the probationer returns to duties that allow for probation to be assessed adequately. If a probation process has been paused, local HR Units should formally and clearly communicate to the individuals a timeframe for resumption.

## **6. Temporary assignments**

### **UPDATED 6.1 What is the Temporary Assignment Scheme (TAS)?**

The TAS was set up on 18th March 2020 to support the health and wellbeing of all our citizens during COVID-19. Organisations' senior leadership teams were asked to determine which services were essential at the time to critical business continuity in the context of their organisational Business Continuity Plan and to identify roles and employees for temporary release to ensure essential public services across all the public sector continued to be delivered.

Our primary focus in the Civil and Public Service is to support the health and wellbeing of all our citizens. To achieve this, and to keep delivering the essential services to society, especially for the most vulnerable and at-risk, we need to be flexible and responsive in how work is managed, including coming together and working as a unified public service.

The scheme received great support from both the civil and public service, and resulted in a large number of employees being made available for placements to support crisis areas. The system proved to be extremely useful by quickly matching assignees with essential roles when required. There were also significant transfers of employees under the temporary assignment policy between departments and sectors in advance of the TAS panel.

### **UPDATED 6.2 Is the TAS currently in operation?**

The scheme was reactivated on 17<sup>th</sup> September 2020 following an increase in COVID-19 cases – see Circular 15/2020 at Appendix 3.

This reactivation will safeguard the Government's priority to ensure the health of the public, whilst at the same time ensuring the continuation of public services, especially essential public services.

The Public Appointment Service, who are the administrators of the scheme, may periodically issue detailed requests to organisations seeking employees who are deemed to be releasable in the context of their business continuity plan for the temporary assignment scheme. The scheme will be used to help ensure critical services continue to be delivered during this unprecedented pandemic.

Managers of employees who are assigned through the scheme should maintain regular contact with them.

## **NEW 6.3 What organisation will employees be assigned to?**

This is an evolving situation and demands may change. The temporary assignment scheme will be used to ensure essential public services across all the public sector continue to be delivered over the coming weeks and months.

While the initial call is from the Health Service Executive, many other essential public services may require additional short term support.

All Civil and Public Service organisations are included in the scheme and may offer or request temporary assignees.

## **NEW 6.4 What employees will be included in the temporary assignments scheme?**

Employees at all grades and work patterns/arrangements across the Public Service will be included in the scheme.

## **NEW 6.5 How will employees be informed, and what will they be required to do?**

Employees will be notified through their Local HR who will send on details to the Public Appointments Service. Details will include name, contact details, whether former contact tracing training was provided, and the percentage of whole-time equivalent available. Additional information may be required on the basis of the specific demands of the role.

## **NEW 6.6 Do all releasable employees have to accept the placement?**

Yes, all employees identified by their organisation as currently releasable, are required to attend the temporary placement in order to support the delivery of essential public services as needs are identified by public service bodies in consultation with the Public Appointments Service.

A skills and location match will be facilitated through the Public Appointments Service where required.



## **NEW 6.7 What roles will employees be temporarily assigned to?**

Employees may be temporarily assigned to work in a different role and organisation in order to support the delivery of essential public services. The Public Appointments Service will advise of role details upon issuing the request for staff.

## **NEW 6.8 What location will employees be temporarily assigned to?**

The actual location will be determined by the particular needs and circumstances of the requesting organisation.

## **NEW 6.9 Is there a potential to work remotely while on temporary assignment?**

The requirements of the role will determine if they can be carried out remotely. All details of the assignment will be provided by the Public Appointments Service when issuing the request for staff.

## **NEW 6.10 When will employees be expected to start their assignment?**

All employees identified by their organisation as currently releasable, will receive details from the receiving organisation e.g. HSE, regarding their start date, role, location and hours of service.

## **NEW 6.11 How long will the assignment be for?**

It is envisaged that the temporary assignments may be for a period of up to six months, with a possible extension where required. The situation will be reviewed in line with COVID-19 contingency measures. Local HR and employees will be notified of any developments.

## **NEW 6.12 What HR system will leave and performance be recorded on while on assignment under the Temporary Assignment scheme?**

Assigned employees will transfer temporarily to a different employer to carry out essential duties and direct management and supervision will be provided by a temporary line manager.

They will however remain 'as is' for all functions on the HRMS/equivalent system. The temporary line manager will be required to keep all HR records for forwarding to the parent organisation upon completion of assignment.

### **NEW 6.13 Can employees on TA return to meet business needs in parent organisation if required?**

Where more urgent business needs arise, employees may be required to return to their parent organisation.

### **NEW 6.14 Will employees transfer to a different employer for pay purposes for the temporary assignment?**

Assigned employees will remain as employees of and be paid by their parent organisation. They will continue to receive their basic salary, any fixed, periodic, pensionable allowances in the nature of pay and other pensionable remuneration that they are in receipt of at the date of assignment. The payment of any allowance to an employee which is due to cease before the end of the temporary assignment period will terminate as previously scheduled.

### **NEW 6.15 Is Travel and Subsistence (T&S) payable to employees on temporary assignment?**

Employees who are temporarily assigned should be treated as being headquartered at the new location. In this regard, normal Public Service and Revenue rules on non-payment of T&S for home to work travel apply.

### **NEW 6.16 Can employees claim overtime while on temporary assignment?**

As a rule, overtime is not expected to arise for employees on temporary assignment and public servants re-assigned under these arrangements will continue to adhere to their already contracted weekly working hours.

However, should this arise, overtime may be paid in the temporary assignment post only where it has been identified as being necessary in that role; has been approved at the appropriate managerial level, and agreed by HR in the employer organisation or paying authority; and is in accordance with the agreed procedures applying to that sector/organisation. Where an employee is already in receipt of

an allowance for extra hours, and where this allowance is being retained, overtime will not also be payable in the temporary assignment.

### **NEW 6.17 Where can queries be raised in relation to remuneration while on temporary assignment?**

**For individuals:** Queries arising in relation to remuneration while on temporary assignment should be raised in the first instance with the employee's own local HR Unit.

**For HR units:** These rules are for general application. Where there are particular sectoral arrangements which give rise to questions, these should be directed to the Public Service Pay and Pensions Division of the Department of Public Expenditure and Reform for consideration.

### **NEW 6.18 Will a temporary assignment affect eligibility on the Civil Service Mobility scheme?**

No, the temporary assignment will not affect the eligibility or waitlist position on the Civil Service Mobility scheme.

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## Appendix 1: Procedure for employees and managers for absences due to COVID-19

### 1 (a) Procedure for employees

1. Telephone your manager<sup>3</sup> before 10am on the first day of isolation to as would normally be the case for sick leave. You will be required to notify your manager of number of days you have been advised to self-isolate. You will be required to complete a self-declaration and/or provide confirmation/medical certification where available.
2. Please note that Public Service employees cannot claim DEASP COVID-19 illness benefit in cases where they are receiving special leave with pay. Any claim for DEASP COVID-19 illness benefit whilst on special leave with pay will be treated as a disciplinary matter.
3. You must apply for special leave with pay on return to work, including providing appropriate confirmation, with certification where available.
4. By applying for special leave with pay, you agree that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide<sup>4</sup> confirmation of self-isolation for COVID-19) existing procedures, including disciplinary measures may be invoked.

### 1 (b) Procedure for managers

1. Employees who are advised to self-isolate must inform their manager as per sick leave requirements.
2. Managers should ask the employee to provide dates and confirmation/medical certification where possible. The arrangements for the recording of this will vary based on each organisation's payroll/HR facilities.
3. Managers should make employees aware of the need to stay in regular contact and advise them of any employee assistance programme available to them.
4. Managers should alert the employee to any follow up actions that are required on their return to work (for example, self-declaration, return to work protocols etc.).

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<sup>3</sup> If your manager is not available, please contact another manager in your area or your HR team. In rare situations where that is not possible, make a note of the date and times of call made and continue to try to contact your managers until contact is made.

<sup>4</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

## Appendix 2: Sample special leave with pay self-declaration for COVID-19

### Employee Details

Name	
Grade	
Department	

### Dates of Special Leave with Pay for COVID-19 related self-isolation

Dates	From DD/MM/YYYY to DD/MM/YYYY
-------	-------------------------------

### Advised to self-isolate by (✓)

GP	<input type="checkbox"/>	HSE	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

### Advice received via (✓)

Telephone	<input type="checkbox"/>	Letter/email/text (please attach copy to this form)	<input type="checkbox"/>
In person	<input type="checkbox"/>	Other (please specify) _____	<input type="checkbox"/>

### Details of Advice to Self-Isolate

Name of adviser (e.g. name of GP, HSE worker)	
Date and time advice given	
Details provided to the adviser by you (e.g. places and dates of exposure etc.)	

### Declaration for Special Leave Pay

I confirm I have read and understand the provisions of Special Leave with Pay as set out in Part IX of <a href="#">Circular 02/1976</a>	Yes	<input type="checkbox"/>
I understand that in the event of non-compliance with the provisions of special leave with pay (including the requirement to provide bona fide <sup>5</sup> confirmation of self-isolation/diagnosis of COVID-19) existing procedures, including disciplinary measures may be invoked.	Yes	<input type="checkbox"/>
I understand that any overpayment of salary which may arise from non-compliance with the provisions of special leave with pay will be repaid.	Yes	<input type="checkbox"/>
I have attached relevant documentation (where applicable)	Yes	<input type="checkbox"/>
Employee signature		
Date		

### Manager Approval

Manager signature	
Date	

#### **Data Protection**

*The data requested in this form will be used to process your application for Special Leave with Pay (COVID-19 related) and will be retained as part of your personnel record for the appropriate period of time. The employer will treat all information and personal data you give according to the law.*

<sup>5</sup> Bona fide in relation to a representation or communication means in good faith and well founded in fact. The employer reserves the right to request further confirmation.

## Appendix 3: Circular 15/2020

### Reactivation of Temporary Assignment Policy and Scheme across the Civil and Public Service

17<sup>th</sup> September 2020

#### Circular 15/2020

Dear HR Managers,

Further to *Circular 07/2020 – Arrangements for temporary assignments across the civil and public service in response to the challenge of COVID-19*, and *Circular 11/2020 - Deactivation of Temporary Assignment Scheme across the Civil and Public Service* **the Temporary Assignment Policy and Scheme are now being reactivated following the recent nationwide increase in COVID 19 cases.**

While the current staffing demand from the HSE is for 50 whole time equivalent employees (full/part time) to support the work within the Contact Tracing Centres, this circular will also cover any future demands in relation to COVID from the civil and public service.

The Public Appointments Service, who are the administrators of the scheme, will issue detailed requests to Local HR Units as and when required to support any crisis areas.

We would once again like to extend our appreciation to all of you for your continued assistance and support throughout this unprecedented time. The scheme has resulted in a large number of employees being made available to support crisis areas.

#### Key Principles

All assignments will be temporary in nature and:

- Assigned staff will continue to remain staff members of their parent organisation;
- Assigned staff will continue to be paid by their parent organisation;
- Staff skills and experience may be factored into any temporary assignment;
- Local HR will be responsible for the identification and release of staff;
- Appropriate HSE recommended social distancing will be adhered to in the context of workplace assignments;
- Training and up-skilling will be provided as necessary; and

- On completion of the temporary assignment, staff will return to their parent organisation.

Please see [Guidance and FAQs on working arrangements and leave associated with COVID-19 for Civil and Public Service](#) which will be updated as required.

If you have any further queries relating to the Temporary Assignment Scheme, these can be sent to [Temporaryassignment@publicjobs.ie](mailto:Temporaryassignment@publicjobs.ie).

Yours sincerely,

**Civil Service HR Division and Public Appointments Service**





**An Roinn Caiteachais  
Phoiblí agus Athchóirithe**  
Department of Public  
Expenditure and Reform

**Tithe an Rialtas. Sráid Mhuirfean Uacht,  
Baile Átha Cliath 2, D02 R583, Éire**  
Government Buildings, Upper Merrion Street,  
Dublin 2, D02 R583, Ireland

T:+353 1 676 7571

@IRLDeptPer

[www.per.gov.ie](http://www.per.gov.ie)