

## FAQs – Civil Service Mobility

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### GLOSSARY OF TERMS

<b>Central Mobility Team (CMT):</b>	The team in HR Shared Services (previously PeoplePoint) who are responsible for administering Civil Service Mobility.
<b>Eligibility:</b>	The criteria which require fulfilment in order for an applicant to receive an offer of transfer. COs and EOs can apply for mobility when the scheme launches regardless of eligibility – applicants will be deemed ineligible at the time but will retain their position and be automatically marked eligible once they meet all the criteria.
<b>HRMS:</b>	The system where Civil Service Mobility is based. It can be accessed through your HR Shared Services Self-Service.
<b>Legacy Date:</b>	An applicant’s pre-Civil Service Mobility/Transfer application date for transfer. This date can be applied to Mobility applications until 07/02/2018.
<b>Milestone:</b>	An automatic action/process which occurs once an officer’s Mobility application has reached a certain place on a waitlist – applicants will receive a notification upon reaching a milestone.
<b>Receiving Local HR:</b>	The Local HR of the organisation the applicant wants to move to.
<b>Sending Local HR:</b>	The Local HR of the applicant’s current organisation.
<b>Waitlist:</b>	The list of officers within a certain grade who have applied for Mobility to a specific organisation and zone.
<b>Zone:</b>	A mobility area as defined under the terms of the scheme. This may comprise a number of different locations/townlands.

### GENERAL

## **1. What is Civil Service Mobility?**

Civil Service Mobility offers an opportunity for staff members to apply for Mobility (i.e. transfer) through an open, fair, and transparent system.

It is one of a number of arrangements put in place to fulfil the requirements of Action 15 of the Civil Service Renewal Plan which calls to “expand career and Mobility opportunities for staff across geographic, organisational and sectoral boundaries”. The scheme comes under the remit of the Department of Public Expenditure and Reform, and is administered through HR Shared Services.

## **2. Will Civil Service Mobility include all grades?**

Civil Service Mobility will be implemented on a phased basis for all permanent general Civil Service grades up to and including AP.

## **3. What are the planned phases?**

**Phase 1A** facilitates the general Civil Service grades of Clerical Officer (CO) and Executive Officer (EO) for Mobility between zones and within zones (excluding applications to move **within** County Dublin). This phase launched on the **13<sup>th</sup> November 2017**.

**Phase 1B** facilitates the general Civil Service grades of Clerical Officer (CO) and Executive Officer (EO) for Mobility within the zone of Dublin. The anticipated launch for this phase is **Q3-Q4 2018**.

**Phase 2** facilitates the general Civil Service grades of Higher Executive Officer (HEO), Administrative Officer (AO) and Assistant Principal (AP). The anticipated launch for this phase is **late-2018**.

Equivalent Professional and Technical grades will not be included in Phase 1. Consideration will be given to these grades in Phase 2 of the scheme.

## **4. When will a vacancy be filled through Civil Service Mobility?**

Organisations will fill vacant posts in accordance with the following organisational sequence:

**CO** – 50% Mobility : 50% Open;

**EO\*** – 40% Open : 30% Interdepartmental\*\* : 30% Internal.

\*The EO sequencing will revert to 50% Open : 25% Interdepartmental : 25% Internal on conclusion of the Public Service Stability Agreement, 2018-2020.

\*\*one in every two Interdepartmental vacancies to be filled by Mobility.

The above sequencing will be applied on a nationwide basis.

## **5. Can I continue to make applications through the Central Transfer List scheme or the Central Application Facility (CAF) or my organisations Internal Regional Transfer Lists?**

No. The facility to make applications through these mechanisms is no longer available. The Civil Service Mobility scheme will subsume each of these schemes.

## **6. Can I still be offered a transfer from the mechanisms at 5. Above?**

Yes. Local HR will continue to facilitate transfers through these mechanisms until close of business Wednesday 21st March 2018. After this date Local HR will use the Civil Service Mobility scheme and

internal transfer arrangements (where the organisation has more than one office in a Zone and the move is from a staff member within the Zone).

**7. Will Head-for-Head transfers still apply?**

No. Head-for-Head transfers between organisations will no longer apply for the grades of CO and EO.

**8. What about the Redeployment Panel?**

The Public Service Agreements (PSAs) covering the period 2010-16 (Croke Park and Haddington Road Agreements) provide for agreed redeployment arrangements to apply in the Civil Service and in other parts of the Public Service. Under the PSAs, redeployment generally takes precedence over all other methods of filling a vacancy and supersedes any existing agreements on the deployment of staff.

The Redeployment Panel will continue to take precedence over other arrangements for filling posts, including Civil Service Mobility.

**9. Is there a 'Priority Mobility List' for special circumstances?**

There is no Priority Mobility List for special circumstances.

**10. Will all positions in the general Civil Service grades of CO and EO be filled through Mobility?**

Not all positions are required to be filled through Mobility – Departmental nationwide sequencing will apply (*see reply to question 4.*).

**11. When is the system open for Local HR to make an offer?**

The facility will be open to Local HR to make an offer from Thursday 22nd March 2018. This added time allows entry of legacy dates to be filtered according to original date of application along with verification of legacy date timeframe for those in the top 10 on a waitlist (see Legacy Date section below).

## LEGACY DATES

**12. I am already on a Central Transfer List (CTL); will this Legacy Date be taken into consideration?**

Where the legacy date is from a CTL you can input this date on your Mobility application where this date is in the same grade and within the zone you are applying for. The legacy date is invalid where the town originally applied to is the same town as the applicant is currently working in. Where you are unsure of this date you can apply an estimate which will need to be verified when you reach number 10 on a waitlist for any organisation.

**13. I am already on the Central Applications Facility (CAF); will this Legacy Date be taken into consideration?**

Where the legacy date is from the CAF (1<sup>st</sup> choice only) you should have received a message on your Public Jobs message board between 31<sup>st</sup> October and 3<sup>rd</sup> November 2017 confirming your CAF date. You can input this date on your Mobility application where this date is in the same grade and within the zone you are applying for. The legacy date is invalid where the town originally applied to is the same town as the applicant is currently working in. Please do not make contact with the Public Appointment Service if you have not received this message as all records have been passed over to the Civil Service HR Unit in the Department of Public Expenditure and Reform at [CAF@per.gov.ie](mailto:CAF@per.gov.ie).

**14. I am already on my organisation's Internal Regional Transfer list; will this Legacy Date be taken into consideration?**

Where the legacy date is from an Organisational Internal Regional Transfer List you can input this date on your Mobility application where this date is in the same grade and within the zone you are applying for. Where you are unsure of this date you can apply an estimate which will need to be verified when you reach number 10 on a waitlist for any organisation.

**15. I have an existing application to move to another office within my organisation; this office is within the same Zone that I am currently in. Do I need to apply for Mobility?**

No. Your organisation's internal transfer arrangements will apply for Mobility within a Zone.

**16. I have an existing application to move to another office within my organisation; this office is in a different Zone from the one that I am currently in. Do I need to apply for Mobility?**

Yes. You are required to apply through the Mobility scheme for a move to a different zone.

**17. I am now no 1 on a CAF list to Drogheda – will I keep this place on the list on the CS Mobility scheme?**

Placing on legacy lists (CAF, CTL or internal regional transfer lists) will not be held. Placings will be based on 1. Legacy date; 2. Date of application; 3. Length of reckonable service in grade.

Example: Jane has a CAF legacy date of 1<sup>st</sup> February 2005 and has a placing of 4 for Carrick on Shannon. Mary has a CTL legacy date of 20<sup>th</sup> June 2001 and has a placing of 2 for Carrick-on-Shannon. Simon has an internal Regional Transfer List legacy date of 5<sup>th</sup> March 2007 and has a placing of 1 for Carrick-on-Shannon.

In this example Mary will be placed higher on the waitlist than Jane and Simon.

**18. How do I apply a Legacy Date to my Mobility application?**

Legacy Dates can only be applied to a Mobility application within the first **60 working days** of the start of the Scheme (i.e. this facility is only available until **7<sup>th</sup> February 2018**). There is a section of the application form which allows an applicant to enter a Legacy Date.

After 7<sup>th</sup> February 2018, the facility to include a Legacy Date on a Mobility application will no longer be available.

Where a Legacy Date has been applied, the applicant's position on the associated waitlist(s) will be based on that date. An applicant will be required to provide verification of the Legacy Date upon reaching the top 10 milestone of an organisation's inbound Mobility waitlist. The applicant must arrange for this to be supplied to the CMT where they are a HR Shared Services customer or their

Local HR where they are not a HR Shared Services customer; who must receive the verification within 20 working days from entering the milestone.

**19. I have two legacy dates (CTL and CAF) for the same zone but for different organisations. Can I put in the two legacy dates?**

No. You should enter the earlier of two legacy dates and this will apply for all organisations in the zone.

**20. My legacy application date is for a town and I don't want to move anywhere else in the zone. What can I do?**

Applicants who have a verified legacy date will be asked, prior to an offer being made, if they are willing to accept a Mobility move to a different location in the Zone to that applied for through their legacy mechanism. For example, where an applicant has a legacy date verified in Zone 45 from a CAF in Killarney, and a vacancy arises in Killorglin that is deemed to be filled through Mobility they will be contacted by their Local HR to see if they are interested in the move. If this is not accepted the applicant's placing on a mobility list (or lists) will not be affected. If, however, they are interested in this move the offer of mobility will be made to them and the rules of the scheme will apply. In the event that you have a legacy date for a particular town e.g.

**21. What happens if verification of my Legacy Date is not provided within this timeframe?**

If the required verification is not received within the timeframe, the Legacy Date will no longer apply and the date of original application to Mobility will be used to decide the placing on the applicable Mobility list(s).

**22. What happens if my verification date is different from the Legacy Date I entered on my Civil Service Mobility application?**

If the verified Legacy Date is confirmed to be earlier than that entered on the Mobility application, the Legacy Date that was entered at application stage will still apply.

If the verified Legacy Date is confirmed to be later than that entered on the application, the later verified Legacy Date will apply.

**23. Will I be notified when I reach a top milestone for verification of the Legacy Date I have entered?**

Yes. In the event that the applicant reaches a top milestone of an organisation's waitlist, they will receive an e-mail requesting verification of the Legacy Date within a 20 working day period. Details of the process to follow are included in the email. Applicants are strongly advised to complete this verification as **early as possible**, to avoid any delays in the process.

**24. What evidence will be required?**

The CMT or Local HR (where applicant is a non HR Shared Services customer) require direct confirmation of a Legacy Date from the owners of the relevant list.

The owners are clarified below:

Central Transfer List – Each local HR is the owner of waitlists for transfer to that organisation. To request that they verify your Legacy Date with the CMT or your Local HR, contact the relevant Local HR directly, including details of where the information is to be sent to (CMT or your Local HR).

Central Applications Facility (CAF) – The Civil Service HR, Department of Public Expenditure and Reform are the owners of all CAF waitlists. To request that they verify your Legacy Date with the CMT or your Local HR, contact [CAF@per.gov.ie](mailto:CAF@per.gov.ie) directly, including details of where the information is to be sent to (CMT or your Local HR).

Internal Regional Transfer Lists - Each local HR is the owner of waitlists for transfer within that organisation. To request that they verify your Legacy Date with the CMT, contact them directly.

## WAITLISTS

### 25. How will I be ranked on a list?

Wave 1 - Applications received between the 13<sup>th</sup> November, 2017 and 8<sup>th</sup> December, 2017 (20 working days):

- These applications will be treated as Day 1 applications i.e. as if they were all made on the 13<sup>th</sup> November, 2017.
- Legacy Dates can be entered during this period for any relevant legacy transfer application [such as the Central Application Facility (CAF); a Central Transfer List; or an Internal Regional Transfer List].
- In the first instance, priority will be based on the application date. Where a Legacy Date is applicable, this is considered the application date.
- In the second instance, priority will be based on the length of reckonable service in the grade.

Wave 2 - Applications received between the date of 9<sup>th</sup> December, 2017 and 7<sup>th</sup> February, 2018 (40 working days):

- These applications will be treated on a daily basis.
- Legacy Dates can be entered during this period for any relevant legacy transfer application [such as the Central Application Facility (CAF); a Central Transfer List; or an Internal Regional Transfer List].
- In the first instance, priority will be based on the application date. Where a Legacy Date is applicable, this is considered the application date.
- In the second instance, priority will be based on the length of reckonable service in the grade.

Wave 3 - Applications received from 8<sup>th</sup> February, 2018 onwards:

- These applications will be treated on a daily basis.
- **Legacy Dates can no longer be entered.**
- In the first instance, priority will be based on the application date.
- In the second instance, priority will be based on the length of reckonable service in the grade.

#### Note:

- a) Where a Legacy Date applies, it must be within the same zone and in the same grade as that being applied for.

- b) Applicants with Legacy Dates who apply in Wave 1 and Wave 2 will be treated equally, that is, priority will be based on the earliest Legacy Date.

**26. I was an SO and am now an EO through the SO-EO Integration Agreement – will my SO Legacy Date be considered under Civil Service Mobility?**

Yes, until 31/12/2019, although it will not apply to all EO vacancies.

As per the recommendations of the Arbitration Board on the Integration Agreement, former Legacy Dates will be extant for a 3 year transitional period up until 31/12/19. Where former SO posts become vacant, Local HR will have access to the SO Legacy Dates recorded by applicants within each zone. The filling of these posts will be prioritised.

**27. I was an SO and am now an EO through the SO-EO Integration Agreement – when does my service as an EO start from?**

As per the recommendations of the Arbitration Board on the Integration Agreement, all SO promotions to EO through the agreement are effective from the 1<sup>st</sup> of January 2017.

**28. I was an EO prior to the SO-EO Integration Agreement – will I be higher on the waiting lists than former SOs who are now EOs through the Agreement?**

In relation to length of service in grade, priority on waiting lists will be based on:

- a) EOs (in grade prior to 1 January 2017), with ranking based on reckonable service; followed by
- b) integrated SO/EOs, with ranking based on reckonable SO service.

**29. Are all former SOs integrated with the EO grade?**

The SO grade no longer exists and all former SOs have been integrated with the EO grade.

**30. What about grades that are remunerated at the SO pay level?**

There are a number of Civil Service grades that are remunerated at the SO pay level that may also be described as SO for HRMS/administrative purposes; these grades generally have a defined role which does not correlate with the traditional supervisory role of the SO, they are not SOs and are accordingly considered outside of the mobility process.

**31. Will there be a separate list for each organisation in each zone?**

Yes. There will be a separate waitlist for each organisation in each zone.

**32. I was a Temporary Clerical Officer (TCO) and am now a permanent CO – will my TCO service be reckonable?**

Service as a TCO will be deemed as reckonable service under Civil Service Mobility.

**33. What locations can I apply for under Civil Service Mobility?**

An interactive map of Ireland will be available (see <http://hr.per.gov.ie/civil-service-mobility/>) where an applicant can view the **46 Mobility 'zones'**. In this map, each zone will include the number of towns along with the details of the organisations present.

An interactive map of Ireland, can be viewed by zone at <http://hr.per.gov.ie/civil-service-mobility/> which provides information about each building such as: flexitime; shorter working year; work sharing; 24/7 shifts; wheelchair friendly building; Irish requirement and the total number of whole-time positions per grade in the building.

Applicants may select a maximum of 3 Zones with no limit to the number of organisations they can apply for within their chosen zones.

**Example:**

*Niall currently works in the Revenue Commissioners in Sligo Town (Zone 4) and wishes to work in Letterkenny Town (Zone 1). Zone 1 also includes other towns surrounding Letterkenny Town, such as Buncrana and Ballybofey.*

*Niall selects Zone 1 and applies for Mobility to the Revenue Commissioners, Legal Aid Board, Department of Justice, Employment Affairs and Social Protection, and Education & Skills.*

*All of these organisations are based in Letterkenny Town; however, several of them are also based in the other locations in Zone 1, e.g. the Department of Employment Affairs and Social Protection is also based in Buncrana.*

*Niall may therefore be offered a Mobility transfer to any of his selected organisations in any of the locations of his selected zone.*

**34. What information is available on the interactive map?**

Applicants will also be able to view information about each organisation through the interactive map to help them make their selection. The following information is available per building: number of overall positions (including vacancies) per CO and EO grade; whether shorter working year or work-sharing is available upon normal application procedure; flexitime availability; 24/7 shift requirement; Irish language requirement; and additional security clearance.

**35. If I am offered a position that has a 24/7 shift requirement and turn it down will I be removed from all waitlists in the zone?**

Yes, an applicant should view the interactive map to see which organisation(s) in each zone require 24/7 shifts and where this does not suit the applicant they should not apply for this organisation(s).

**36. What organisations are participating in Civil Service Mobility?**

All Civil Service organisations with CO and EO positions are participating in Civil Service Mobility scheme.

**37. Do all organisations have access to the Mobility Portal?**

No. The Irish Prison Service, the Ombudsman for Children's Office and the National Council for Curriculum and Assessment do not have any access to the Mobility Portal.

**38. I work for the Irish Prison Service, the Ombudsman for Children's Office or the National Council for Curriculum and Assessment, and do not have access to the Mobility Portal. How do I apply?**

DPER are currently exploring ways of automating the processing of these applications. In the meantime applications should be forwarded to your Local HR whom will record the date received and store the application until a solution is sought.

### **39. Can I choose an office address rather than a zone?**

An applicant cannot choose an office address rather than a Zone. An applicant can choose the organisation in a zone and will have access to view the addresses for the organisation in this zone on the interactive map.

Some zones will have optional satellite towns which are based on the distance from the designated main town in the zone, for example:

***Zone 1: Letterkenny Town, Raphoe, Ballybofey, Lifford, Milford, Bridgend.***

***Optional Satellites: Bunrana, Carndonagh***

## **WHEN OFFERED MOBILITY**

### **40. When will I be made an offer of Mobility?**

You will be made an offer of Mobility where a vacancy is deemed by an organisation to be filled through the scheme and you are eligible (see section on Eligibility below) and are first on the waitlist for the organisation.

### **41. How long do I have to make up my mind on the offer of Mobility?**

You are required to respond within five working days of the offer being made. Where you do not respond to the offer within the required timeframe, your name will be withdrawn from all mobility lists within the zone in question; your name will remain on the mobility lists for the other zones specified in your mobility application (if any). You may re-apply for the zone; however, the application for this zone will be prioritised on the new date that the application is made.

### **42. What happens if I refuse an offer of Mobility?**

Where an applicant declines an offer of mobility or does not indicate their acceptance within the set timeframe of 5 working days, his or her name will be withdrawn from all mobility lists within the zone in question; they will remain on the mobility lists for the other zones specified in their mobility application. They may re-apply for the zone which they did not accept a transfer to; however, the application for this zone will be prioritised on the new date that the application is made.

### **43. When will I be released from my current organisation if offered a position?**

In general, upon formal acceptance of an offer, an applicant will be released from their current organisation within a four week period. However, where business needs arise or where an applicant has undertaken a significant specialised training or formal education programme, the release date may be delayed where agreement can be reached between the two organisations involved. The offer of mobility will remain, although the position may be filled through a temporary arrangement until the applicant is released.

**44. Do I have to move within a four week period?**

In general, upon formal acceptance of an offer, an applicant will be expected to move within a four week period. This may be extended if an agreement is reached between the two organisations involved.

**45. Will my move be permanent or temporary?**

Successful applicants will move to a new organisation on a permanent basis.

**46. Will Phase 1A or 1B include Advertisement of Positions and Expressions of Interest?**

Phase 1A or 1B will not include Advertisement of Positions or Expressions of Interest.

**47. Will Phase 2 include Advertisement of Positions and Expressions of Interest?**

This has yet to be determined.

**48. Are professional and Technical grades included in Phase 1?**

Professional and Technical grades are not included in Phase 1 and will be considered at a later date.

**49. Are Industrial grades included in the Civil Service Mobility scheme?**

No. State Industrial employees are not included under the Civil Service Mobility scheme.

**50. Will consideration be given to the need for fluent Irish speakers?**

Where a position becomes vacant and requires a proficiency in the Irish language, an offer will be made to the highest eligible applicant with the required level of Irish.

**51. Will there be any assessment/test of the indicated proficiency in the Irish language?**

If the applicant accepts this offer, they may be required to undergo an assessment of their Irish language skills before confirmation of the Mobility transfer is made. This will be at the discretion of the receiving organisation.

Where Irish language skills, following the assessment, are not considered adequate for the role, the applicant's placing on a Mobility list(s) will not be affected.

If the applicant declines this offer, their application for all organisations in that zone will be cancelled, per the conditions of Civil Service Mobility.

**52. I have a disability – will reasonable accommodation be provided?**

The Civil Service is committed to providing reasonable accommodation for people with disabilities in accordance with the Equality Acts. Upon offer of a mobility move, an applicant should discuss any requirements for reasonable accommodation with either their local HR or the Disability Liaison Officer. All requests for reasonable accommodation will be dealt with on a case by case basis. More information can be found [here](#).

While all efforts will be made to provide reasonable accommodation, in some instances where this cannot be provided, the applicant's placing on a Mobility list(s) will not be affected.

**53. I am a CO – will I lose my seniority?**

Yes. The current union agreements regarding seniority will continue to apply for Civil Service Mobility. Service does not carry for staff members in the CO grade.

This does not affect your reckonable service length with regard to future Mobility applications.

**54. I am an EO – will I lose my seniority?**

No. The current union agreements regarding seniority will continue to apply for Civil Service Mobility. Service carries for staff members in the EO grade.

**55. I am currently on the Higher Clerical Officer Scale (HCO) – will I retain that status?**

Yes you will retain this HCO status.

**56. I am currently a worksharer – will I have to return to a full-time workshare pattern?**

In general, positions will be full time and a work-sharing staff member who avails of Mobility may be required to alter their workshare pattern, which can include returning to full-time work, subject to the business needs of the receiving organisation.

An applicant may, however, apply for a work-sharing pattern following the Mobility move under Circular 12/2013.

**57. I have flexi arrangements – will I have a right to keep these?**

No. If the organisation that the applicant moves to does not have flexi arrangements he or she will be required to take on these working arrangements. For instance, staff in the Probation and Welfare Service do not have access to flexi-time. The interactive map will provide information on where flexi arrangements are available.

**58. I currently have a shift allowance – will I keep this as personal to holder?**

No. Following a move, applicants holding a pay rate/payment for the performance of particular duties, hours above the standard CS hours or shift working etc., and voluntarily moving to a position where these duties/liabilities or other factors for which they are payable do not apply, may not retain the pay rate/payment and may be assimilated to a general Civil Service payscale based on reckonable service.

**59. I hold a Private Secretary allowance – will I keep this as personal to holder?**

Yes – a Private Secretary allowance is an agreed retention allowance and will remain unaffected. A pre-2012 Private Secretary will carry 50% of the allowance indefinitely and a post-2012 Private Secretary will carry an annually diminishing percentage of the allowance over a four year period i.e 50% year one, 40% year 2, 30% year 3 and 20% year 4. While 25% of the allowance is paid for one year where they have served in the position between six and 12 months.

**60. I was a CO in the Department of Transport and was transferred to the Road Safety Authority (RSA) on vesting day. Under the agreement I opted to be redeployed into the Civil Service – will this be honoured under the scheme?**

RSA staff who opted to be redeployed into the Civil Service and who make an application through the Mobility scheme will be prioritised for positions in Zone 5.

**61. Are there any other allowances that have a retention element?**

No. The Private Secretary allowance is the only Civil Service allowance that has retention attached to it.

**62. How do I know if my salary scale or allowance will be affected by a Mobility move?**

In general applicants who hold a pay rate for carrying out duties and move through the scheme to a position where they carry out similar duties will retain this pay rate.

Where an applicant is unsure, they should make a Mobility application and any issues relating to pay and terms and conditions of employment will be clarified at the time of offer. In the event that it is determined that the salary scale is affected by a Mobility move and the applicant declines the offer all applications for the zone will automatically terminate.

#### **Example 1**

**I am a Prison Administrator and am on a different pay scale to the general Civil Service pay scale. Can I continue progressing on this pay scale following a move through Civil Service Mobility?**

**No. Where a staff member holding a pay rate/allowance for the performance of particular duties (overtime/shift working, liability for certain types of work, expenses incurred etc.) voluntarily moves to a position where these duties/liabilities or other factors for which they are payable do not apply, they will not retain the pay rate/allowance.**

*Example: A Prison Administration CO voluntarily transferring into a general Civil Service CO post will move across onto a point equivalent to their reckonable years of service in the grade, e.g. a PACO with 4 years' service and on the 4<sup>th</sup> increment of the PACO pay scale will move across to the 4<sup>th</sup> increment of the CO pay scale.*

#### **Example 2**

**I currently work in the Office of the Revenue Commissioners and hold an Annual Personal to Holder Allowance (APTH) which was created as part of the agreement on the integration of general service and departmental grades. Will I carry this allowance upon accepting a Mobility move?**

**Revenue staff members holding an APTH allowance that accept a Mobility move through the scheme to another organisation will receive compensation for loss of actual earnings. This compensation will be based on 1.5 times the actual loss. The level of loss should be established by the receiving organisation by comparing actual loss of earnings following a full twelve month period with a corresponding 12 month period in Revenue. All extra payments in the new organisations will be taken into consideration in this comparison calculation such as overtime, shift allowance, promotion etc.**

## **APPLICATION**

**63. I am on contract – can I apply?**

No. Civil Service Mobility is only open to permanent Civil Servants as defined under the Civil Service Regulation Act 1956 (as amended).

**64. I am a Temporary Clerical Officer – can I apply?**

No. Civil Service Mobility is only open to permanent Civil Servants as defined under the Civil Service Regulation Act 1956 (as amended).

**65. I am a permanent Civil Servant – can I apply for a Mobility move to a public service body such as the HSE, Road Safety Authority, or National Library?**

No. Civil Service Mobility is only open for Mobility between Civil Service organisations.

Consideration will be given at a later stage to extending Civil Service Mobility to enable greater Mobility across the Public Service and provide additional development opportunities.

**66. When can I make an application?**

Staff members can make an application following the launch of the Civil Service Mobility scheme.

There is no minimum length of service required to make an application, however, an applicant will not be deemed eligible for a move until such time as they meet the eligibility criteria for Civil Service Mobility (see Eligibility section below).

**67. How do I apply for Mobility if my organisation is on HR Shared Services?**

Mobility applications can be made through the [HR Shared Services Self-Service](#).

**68. How do I apply for Mobility if my organisation is on HR Shared Services and I am a remote worker / absent on leave?**

HR Shared Services customers without access to the HR Shared Services Self-Service i.e. Remote workers, staff members on sick leave, or a leave of absence (Career Break, Shorter Working Year, Domestic Leave, Carer's Leave, etc.) can apply by completing an e-form which can be found at <http://hr.per.gov.ie/civil-service-mobility/>. The Central Mobility Team in HR Shared Services will have access to input applications received by application form on behalf of staff members, as well as access to edit mobility applications if formally requested by applicants who have no access to the Mobility Portal.

**69. How do I apply for Mobility if my organisation is on HRMS but not on HR Shared Services?**

Non-HR Shared Services customers (on HRMS system) will be required to complete an application form which can be found at <http://hr.per.gov.ie/civil-service-mobility/> and forward completed form to their Local HR. Local HR will have access to input applications received by application form, as well as access to edit mobility applications if requested by applicants.

Note: The Mobility application date which will apply will be the date the application is received in Local HR. This will not affect any relevant Legacy Date(s) applied.

**70. How do I apply for Mobility if my organisation is not on HRMS or HR Shared Services?**

Non-HR Shared Services customers (not on HRMS system) will be required to complete an application form which can be found at <http://hr.per.gov.ie/civil-service-mobility/> and forward completed form to their Local HR for date stamping and recording purposes.

The Mobility Policy team, CSHR, DPER are currently working with the NSSO to seek a manual solution to include applications for these staff members.

**71. How do I apply for Mobility to the Irish Prison Service, the Ombudsman for Children's Office or the National Council for Curriculum and Assessment?**

A staff member wishing to apply to these organisations must complete the relevant application form and submit directly to their chosen organisation.

**72. If I have no access to HR Shared Services where do I get an Application Form to apply for Mobility?**

The e-form can be downloaded at <http://hr.per.gov.ie/civil-service-mobility/>

There is a different Application Forms for HR Shared Services customers and non-HR Shared Services customers and only the correct Application Form will be accepted.

**73. How will I receive automated notifications from the system if I have no access to HR Shared Services Self-Service?**

In order to received automated e-mails from the system valid and monitored home and work email address must be completed and recorded on the e-form application. All applicants will be fully responsible for their own application(s).

The CMT or Local HR will not be responsible for non-delivery of messages if the contact information is not up-to-date/not recorded. This will be the only form of contact with applicants through the Mobility system.

**74. How many Organisations can I apply for?**

Mobility applications can be made to any number of organisations in a maximum of 3 zones.

**75. Will my choices be in order of preference?**

There will be no order of preference of zone or organisation.

**76. Is the system pre-populated with information from the HRMS system?**

Yes. The Mobility system is pre-populated with all required information directly from HRMS where an applicant is on the HRMS system.

**77. Can I cancel my application?**

Yes. An application can be removed/cancelled at any time by logging into your HR Shared Services Self-Service or by submitting a case through the Case Management System to the CMT or your Local HR (where you are a non-HR Shared Services customer).

**78. What happens if I entered the incorrect grade upon application – can I change this with no consequences?**

This should not happen as the system is pre-populated with information from the applicant's HRMS record.

#### **79. Who do I contact if my pre-populated details are incorrect?**

Where an applicant believes that pre-populated information in their application is incorrect, they should contact their local HR.

#### **80. Do I need to input my length of service in the grade?**

No. Your personnel information will auto-populate from the HRMS. Where an applicant believes that the information is incorrect, they should contact their local HR.

#### **81. What happens if I change my grade?**

Where an applicant's grade changes on promotion, their application(s) will be automatically withdrawn from all mobility lists at the previous grade. However, if an applicant reverts to his or her previous grade within a 12 month period, he or she may raise a case with HR Shared Services (or their Local HR, for officers who are not customers of HR Shared Services) to have their application(s) reinstated. Note: the requested reinstatement of the application(s) must be within this 12 month period.

Where an applicant's grade changes through a downgrading, their application(s) will be automatically terminated.

A staff member may re-apply for any existing mobility opportunities at their new grade, if applicable.

#### **82. What happens if I am successful in an Open Competition for a position at my current grade in a different organisation/location and accept the position?**

All applications will automatically be terminated on the Mobility system following resignation and rehire. The applicant may raise a case with HR Shared Services (or their Local HR, for officers who are not customers of HR Shared Services) to have all applications outside the zone in which the applicant has commenced duty reinstated on the Mobility system with the original application date. Note: this request for reinstatement of the application(s) should be submitted no later than two weeks following commencement of duty.

The applicant may reapply for organisations within the zone their new position is in. The actual application date will apply in this instance.

#### **83. Can I place my application on-hold and remain on a waitlist?**

An applicant may temporarily place their Mobility application on-hold through the HR Shared Services Self-Service. Where an applicant has no access to the HR Shared Services Self-Service, they can contact the CMT by email at [mobility@HR Shared Services.ie](mailto:mobility@HR Shared Services.ie) to place their application on-hold.

Non-HR Shared Services Customers will be required to contact their Local HR.

This will not affect the applicants' position on any waitlists.

#### **84. Can my organisation place me on-hold?**

Organisations will have the facility to temporarily place an office outbound list 'on-hold' where moves will have a negative impact on the business of that office. An email will issue to all applicants on the outbound list indicating that the temporary suspension is in place. Any ongoing temporary suspensions will be reviewed by Civil Service HR in the Department of Public Expenditure and Reform after a 6 month period in consultation with the relevant Personnel Officer/HR Manager and the Staff Side.

Applicants that are based at a suspended location, will no longer receive auto generated mails regarding their application. However, they will continue to receive the annual confirmation of interest email.

#### **85. Will responses be required from me while my application is on-hold?**

If an application enters a milestone while it is on-hold, the applicant will not receive an auto-notification, and therefore a response will not be required from them at that time.

If the on-hold status is removed from an application that has entered a milestone, the applicant will then receive the auto-notification, and will be required to provide their response.

#### **86. What happens if I am on a career break/special leave without pay?**

An applicant may apply for Mobility while on a career break/special leave without pay. An offer made may be subject to the immediate resumption of duty in the new organisation.

Where an applicant wishes to be made an offer of Mobility while on leave, it is his or her responsibility to ensure that all contact details are up to date and monitored. Any declined offer or offer left unanswered after a period of 5 working days will be regarded as a termination of the application(s) for the organisation(s) in the zone.

Where an applicant does not wish to be made an offer of Mobility while on leave, it is his or her responsibility to ensure that their application is marked as 'on-hold'.

#### **87. Is my time while on a career break/special leave without pay counted as reckonable service for the purpose of Mobility?**

No. A career break/special leave without pay does not count as reckonable service and thus, an applicant's position on a waitlist may change.

#### **88. When will I know what my placing is on a waitlist?**

The waitlists will be filtered on the evening of 7<sup>th</sup> February 2018 and you will see your placing on a waitlist on the 8<sup>th</sup> February 2018.

#### **89. I am a HR Shared Services customer - how can I check my placing on a waitlist?**

An applicant can check their position on a waitlist through their HR Shared Services Self-Service.

Where an applicant has no access to the HR Shared Services Self-Service portal, they can contact the CMT by email at [mobility@HR Shared Services.ie](mailto:mobility@HR Shared Services.ie).

#### **90. I am a HR Shared Services customer - how can I check my eligibility status?**

Eligibility status can be viewed both before and after applying through their HR Shared Services Self-Service.

Where an applicant has no access to the HR Shared Services Self-Service, they can contact the CMT by phone at 076 107 1002, or by email at [mobility@HR Shared Services.ie](mailto:mobility@HR Shared Services.ie).

**91. I am not a HR Shared Services customer – how can I check my placing on a waitlist and my eligibility status?**

In order to check their position on a waitlist or their eligibility status, Non-HR Shared Services Customers must contact their Local HR for verification.

**92. Will I receive an auto-notification when my 'place on a waitlist' changes?**

No. Automated e-mails will, however, be sent when an applicant reaches particular milestones on a waitlist such as:

- a) When they reach top 10 on a waitlist and have a legacy date to be verified
- b) When they reach the top 3 eligible/ineligible applicants if a CO; and
- c) When they reach the top 2 eligible/ineligible applicants if an EO, When they are offered a Mobility move
- d) Annual interest request (in January)

When this auto-notification is received, the applicant must respond as instructed in the email. *An applicant is strongly advised to complete this process early in the timeframe to avoid any delays.*

**93. Will my current organisation know that I have applied for Mobility?**

Yes. All organisations will be able to view their inbound and outbound waitlists.

**94. Do I have to agree to any terms and conditions or any other requirements before applying for Mobility?**

There are terms and conditions for each grade that an applicant must read and agree to before they can apply for Mobility. There is also a list of job descriptions for each grade that an applicant must read and agree to before they can apply for Mobility.

When an applicant selects an organisation, they agree to carry out the duties of the new role, including participation in the Learning and Development process, with a view to becoming proficient on the same basis as existing staff members. Some organisations have particular business requirements, which can be viewed at <http://hr.per.gov.ie/civil-service-mobility/>

**95. Is Garda Vetting required?**

Some organisations require extensive Garda vetting such as Garda Civilians, An Garda Síochána, Irish Prison Service, Department of Foreign Affairs, Irish Human Rights and Equality, Director of Public Prosecutions, Courts Service, and the Oireachtas.

This vetting process may delay the date of Mobility following formal acceptance of a move.

**96. If I accept an offer, is my application automatically removed for this zone?**

An application will be removed from the zone applied for when a Mobility move has completed under the scheme. Applications to other zones will remain on the system where more than one zone has been applied for.

**97. Do I have to notify my payroll area when I accept a transfer?**

No. The organisations involved will complete this procedure.

**98. Can I stay on the waitlist and hold my position if I do not accept an offer of Mobility?**

No. Where an offer of Mobility is made through Civil Service Mobility and the applicant declines or does not respond within the required 5 day timeframe, the applicant will be removed from the Mobility list for all other organisations within this zone.

*An applicant is advised to only apply for the organisations in a zone that are of interest. An applicant is also strongly advised to accept or decline the offer early in the timeframe to avoid any delays in the process.*

## ELIGIBILITY

**It should be noted that an officer can apply for Mobility at any point in their career, however, the system will flag them as potentially ineligible if they do not meet the eligibility criteria. An offer may not be made until they are deemed eligible.**

**99. Is there a minimum time in organisation before I become eligible?**

Yes, an applicant must be in the organisation for 2 years before they are deemed eligible.

**100. Is there a minimum time in grade before I become eligible?**

Yes, an applicant must be in their current grade for 2 years before they are deemed eligible.

**101. Is there a minimum time in location before I become eligible?**

Yes, an applicant must be in a location for 2 years before they are deemed eligible.

**102. I am on probation –am I eligible?**

No. An applicant must have completed any probation process before they are deemed eligible.

**103. I have just been promoted –am I eligible?**

No, an applicant must be in their current grade for 2 years before they are deemed eligible.

**104. I am a Civil Servant and am on secondment to another organisation – am I eligible?**

You will be deemed eligible if you are in your current post and location for 2 years or more.

**105. What if my sick leave record is over the limit?**

An applicant will be automatically flagged as potentially ineligible where they have more than 56 days sick leave and/or more than 25 instances in the previous rolling 4 years.

The “56 days absence or 25 instances of absence” thresholds in the previous four years is used as an indicator to assess an individual’s eligibility to move through mobility. An applicant may wish to refer their case to the HR Manager, when reaching a milestone as set out in Clause 12 of the Terms and Conditions of the scheme, who will objectively assess the case before determining whether or not to discount sick leave for eligibility purposes.

**106. Can I request that my sick leave is discounted?**

Where an applicant wishes to have their sick leave assessed for the purposes of Mobility, they must contact their Local HR.

Requests of this nature will only be facilitated upon reaching (a) the top 3 ineligible applicants where applicant is a CO; and (b) the top 2 ineligible applicants where applicant is an EO. No applications for assessment of sick leave will be accepted unless this milestone has been reached.

**107. What if I get an unsatisfactory rating in my PMDS?**

An applicant will be deemed ineligible if their PMDS performance rating for the previous working year is ‘Unsatisfactory’ or less than a 2 rating.

**108. I am on maternity leave/career break and cannot get my PMDS completed for previous year. What will I do?**

In this instance, the PMDS performance rating for the previous working year will be used.

**109. What happens if I am on a Performance Improvement Plan / under a formal investigation which may lead to disciplinary action / have an open disciplinary case?**

An applicant will be deemed ineligible if he or she has:

- a) any Performance Improvement Plan (PIP) in place under Circular 24/2016; and/or
- b) any formal investigations under the Civil Service Disciplinary Code which may lead to disciplinary action; and/or
- c) any open disciplinary procedure which may have commenced under Circular 14/2006 or Circular 19/2016.

**110. If I am deemed ineligible do I retain my date of application?**

Yes, the date of application will be retained where an applicant is deemed ineligible however, an offer cannot be made until they become eligible.

**111. I have accepted a Mobility move and do not like it – can I apply for another move?**

An applicant can make a further application for Mobility following a move, however, there is a requirement to be in the current organisation, grade and location for 2 years before they will be deemed eligible for a move.

## GOVERNANCE

### **112. Have the Staff Side agreed to the conditions of Civil Service Mobility?**

Yes. The staff Side have been engaged fully in the process and have agreed the Terms and Conditions.

### **113. Has Civil Service Mobility been agreed by the Civil Service Management Board (CSMB)?**

The principles and conditions of Civil Service Mobility have been agreed by the CSMB.

### **114. Who were the Stakeholders involved in developing Civil Service Mobility?**

The following stakeholders were involved in developing this Scheme: CSMB; Civil Service HR, Department of Public Expenditure and Reform (DPER); HR Personnel Officer Working Group; HR Practitioner Working Group; Local Office Managers; Representatives from HR Shared Services, NSSO; the Public appointment Services; and representatives from the Staff Side.

### **115. Who will monitor Civil Service Mobility?**

Civil Service HR in the Department of Public Expenditure and Reform.

### **116. Will I be expected to partake in a survey?**

Staff will be invited to complete periodic surveys on Civil Service Mobility. This will generate key statistics and learning and enable further development of Civil Service Mobility where required. All information supplied will be used solely for the purposes of the research and will be treated in the strictest confidence. A strong participation and timely response will be greatly appreciated.

### **117. Who will administer Civil Service Mobility?**

The CMT in HR Shared Services.

### **118. I am a HR Shared Services customer - who can I contact if I have a query?**

Where a staff member has a query regarding their application, they can contact the CMT in HR Shared Services by phone on **076 107 1002**, by email at [Mobility@HR Shared Services.ie](mailto:Mobility@HR Shared Services.ie) or by Post to Central Mobility Team, HR Shared Services, Building 5, Belfield Office Park, Beech Hill Road, Clonskeagh, Dublin 4., D04A9P2.

### **119. I am not a HR Shared Services customer - who can I contact if I have a query?**

Non-HR Shared Services Customers should contact their Local HR with any queries surrounding Civil Service Mobility and their Mobility application, who will liaise with the CMT as necessary.