

## Pilot of Service Wide Mobility Scheme

### What is the Service Wide Mobility Scheme?

The Service Wide Mobility Scheme is one of a number of arrangements to be 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 will generate an open, fair, transparent and practical system that facilitates effective mobility of staff across the Civil Service in pursuit of development opportunities and relocation while also supporting the needs of the business. It aims to improve employee engagement and wellbeing, encourage the introduction of fresh thinking into an organisation and reduce the risk of overreliance on an individuals' knowledge.

The Scheme, which has the approval of the Civil Service Management Board, is currently under development. It is being phased in on an incremental basis with **Phase 1** focusing on general Civil Service grades up to and including EO level for both mobility within a single location, and mobility between locations. **Phase 2** will include general Civil Service grades up to and including Assistant Principal. The Scheme will extend over time to provide additional development opportunities and enable greater mobility across the Public Service.

Equivalent Professional and Technical grades are not covered under early phases of the Scheme and consideration will be given to mobility for these grades at a later date.

### Pilot of an element of Phase 1 – Mobility with a Single Location

An element of Phase 1 of the Service Wide Mobility Scheme, focusing on Civil Service general service grades up to and including EO level for mobility within a single location, is being piloted in (a) Wexford Town (including Johnstown Castle and Rosslare Harbour) and (b) Cork City. **The pilot will be launched on 1 February 2017.**

The pilot will be open, to staff members in these locations only, for making an application for a one month period, and for processing of applications by organisations for a three month period. Applications under offer/in progress will not be affected by this end timeline. Applications that are not in progress at the end of the three month period of the pilot will not be integrated into Phase 1 of the Service Wide Mobility Scheme.

An applicant may apply for mobility to any number of the participating organisations in their current location only – that is Cork City or Wexford Town (incl. Johnstown Castle and Rosslare Harbour).

Priority will be based on date of application. For the purpose of the Pilot applications received between the date of 1 February and 14 February will be treated as Day 1. Applications thereafter will be treated on a daily basis. If two or more applications are received on the same day, length of reckonable service in the current grade will determine priority. No legacy transfer mechanism dates will apply in the Pilot. Priority will be based on date of application. If two or more applications are received on the same date, actual length of reckonable service in the current grade will determine the priority.

Interview or selection criteria will not be included in the Pilot.

Applicants who accept an offer of mobility will move to the new organisation on a permanent basis. An applicant may refuse an offer of mobility.

## How to Apply

Applicants will be fully responsible for their own application(s).

For staff members on PeoplePoint, the Pilot will be accessible through self-service on the PeoplePoint portal. Garda Civilians may submit an Application Form to Local HR Division for onward submission to PeoplePoint (contact details below). Remote workers/staff members on various forms of leave may submit an Application Form to the Central Mobility Team in PeoplePoint at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie) / Central Mobility Team, PeoplePoint HR and Pensions Shared Services, Building 5, Belfield Office Park, Beech Hill Road, Clonskeagh, Dublin 4. D04A9P2.

It is paramount that both home and work e-mail and postal addresses are correct and up-to-date on the PeoplePoint Portal. If a staff member is on leave with no access to self-service on the PeoplePoint portal, he or she should contact the Central Mobility Team to ensure that such information is correct. Garda Civilians must ensure that the contact information they provide on the Application Form is complete and correct. Where contact information is not up to date/not recorded he or she will not receive notifications regarding the Scheme.

## Eligibility criteria for mobility opportunities

An applicant may be refused mobility opportunities if he or she has:

- a. not yet successfully completed probation period;
- b. less than 2 years' service in the current grade and organisation and location;
- c. an incomplete PMDS for the previous year;
- d. a PMDS rating of 'Unsatisfactory' for the previous year;
- e. sick leave of more than 56 days or 25 instances in the previous rolling four year period (prorated); and/or
- f. an open disciplinary issue.

In any of these circumstances, mobility will not take place unless there is explicit agreement between HR and the Heads of both business units.

## Survey of Pilot Scheme

Staff will be invited to complete a short survey in early May on the Pilot. This will generate key statistics and learning on the pilot and enable further development of Phase 1 of the Service Wide Mobility Scheme which has an anticipated launch timescale of mid-2017. 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.

Development of Phase 1 of the Scheme will be informed by this Pilot with launch anticipated by end 2017. Phase 2 will be implemented at a later stage.