

**Circular Title:**            **Amendment to the Civil Service Worksharing Scheme**

I am directed by the Minister for Public Expenditure and Reform to convey the following instructions in relation to the Worksharing Scheme in the Civil Service.

**Circular Number:**                                **12/2013**

**Purpose:**    **To provide instructions in relation to the Civil Service Worksharing Scheme**

**Status:**    **This Circular amends certain provisions of the following Circulars:**

- *31/2001-Civil Service Worksharing Scheme*
- *11/2010- Amendment to Circular 31/2001: Civil Service Worksharing Scheme on the duration, review and modification of worksharing arrangements*
- **Relevant Letters to Personnel Officers**

**Circular Application:**                                **To all civil servants**

**Relevant Employment Law:**                                **Civil Service Regulation Acts 1956-2006,  
Organisation of Working Time Act 1997**

**Effective Date:**    **1 July 2013**

**Responsibility for Implementation:**                                **HR Units/Heads of Department/line managers and civil servants**

## **Introduction**

1. I am directed by the Minister for Public Expenditure and Reform to convey the following amendments which will apply to the Civil Service Worksharing Scheme.
2. The provisions of this Circular apply to all civil servants.

## **Implementation and operation of the worksharing arrangements**

3. The implementation and operation of the worksharing arrangements are at the discretion of management, who retain the right to alter, reduce and/or standardise the range of worksharing patterns available to staff having regard to the specific business needs of their organisation.
4. Management has the discretion to alter or change an individual's worksharing arrangements, on the giving of three months' notice. Management reserves the right, on reasonable business grounds and with reasonable notice, to refuse access to the Scheme, to require a person to vary their worksharing arrangements, or to require a person to resume full time work.

## **Annual review**

5. Each individual's worksharing arrangements must be formally reviewed on an annual basis, or earlier, if required.
6. Where such a review has not yet taken place, a review must be completed by the end of 2013.

## **Worksharing patterns less than 50% of full time working hours**

7. With effect from 1 July 2013, new worksharing patterns of less than 50% of full time working hours will not be approved.
8. There are two cases where an exemption may apply. These are:
  - staff who are in receipt of Carer's Allowance may work for up to 15 hours per week
  - staff with a disability who have been provided with a reasonable accommodation to work less than 50% of full time working hours can continue to work such pattern for as long as the reasonable accommodation is required.
9. Staff, who on 30 June 2013, are on patterns of less than 50% can retain the work pattern on a personal to holder basis, subject to the provision of paragraph 4 above.

## **Implementation**

10. HR Units should communicate this policy to all civil servants in their Department/Office. This policy is also available on [www.circulars.gov.ie](http://www.circulars.gov.ie) and will also be available on request from your HR Unit or the PeoplePoint Portal <http://peoplepoint.gov.ie>.
11. Queries in relation to this Circular should be addressed to your HR Unit/PeoplePoint<sup>1</sup>.

Patricia Coleman  
Director  
14 June 2013

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<sup>1</sup> Refer to PeoplePoint if your Department/Office has moved to PeoplePoint; otherwise refer to your HR Unit.