

FAQs – Pilot of an element of Phase 1 of the Service Wide Mobility Scheme

GENERAL

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”.

Will the Scheme include all grades?

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

What are the planned phases?

Phase 1 will include general service grades up to and including EO level for (a) within single locations, and (b) mobility between locations. **Expected launch is mid-late 2017.**

Phase 2 will include general service grades up to and including Assistant Principal. **Expected launch is early-2018.**

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

When will the Pilot be launched?

The Pilot will launch on 1 February 2017.

To whom is the Pilot open to?

The Pilot will be open to permanent Civil Servants in the general service grades of CO, SO and EO in Cork City and Wexford Town (including Johnstown Castle and Rosslare Harbour).

I am on contract – can I apply?

The Scheme is only open to permanent Civil Servants as defined under the Civil Service Regulation Act 1956 (as amended).

I am a Temporary Clerical Officer – can I apply?

The Scheme is only open to permanent Civil Servants as defined under the Civil Service Regulation Act 1956 (as amended).

I am a permanent Civil Servant – can I apply for a mobility move to a public service body such as such as the HSE or Institutes of Technology?

The Pilot is only open for mobility between Civil Service organisations.

The Service Wide Mobility Scheme will extend over time to provide additional development opportunities and enable greater mobility across the Public Service.

How long will the Pilot run for?

The pilot will be open for applications for a one month period – until 28th February 2017 - with processing of applications by participating organisations open for a three month period – until 14th May 2017. Any applications in progress/under offer at the end of the three months will not be affected.

If I apply on the Pilot will my date of application be considered in the Service Wide Mobility Scheme upon implementation?

No. Applications that are not in progress at the end of the pilot will not be integrated into the Service Wide Mobility Scheme.

How will I be ranked on a list?

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 the priority.

I was a TCO and am now a permanent CO – will my TCO service be reckonable?

Your TCO service will be deemed reckonable service under the Scheme, provided there has been no break in service.

I am already on a Central Transfer List (CTL) will this legacy date be taken into consideration?

No legacy dates will be considered for the Pilot.

Transfer application dates from CTLs will be integrated into Phase 1 of the Service Wide Mobility Scheme. Details of how to apply these dates will be communicated at a later date.

I am already on the Central Applications Facility (CAF) will this legacy date be taken into consideration?

No legacy dates will be considered for the Pilot.

Transfer application dates from CAF will be integrated into Phase 1 of the Service Wide Mobility Scheme. Details of how to apply these dates will be communicated at a later date.

I am already on my organisation's regional transfer list, will this legacy date be taken into consideration?

No legacy dates will be considered for the Pilot.

Transfer application dates from internal regional transfer lists will be integrated into Phase 1 of the Service Wide Mobility Scheme. Details of how to apply these dates will be communicated at a later date.

What about the Redeployment Panel?

The Public Service Agreements (PSAs) covering the period 2010-16 (the 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. Redeployment allows staff to be moved as a result of the rationalisation, reconfiguration or restructuring of public service bodies or where activities have assumed lesser priority arising from changing business needs.

The Redeployment Panel will continue to take precedence over other arrangements for filling posts.

Will vacancies be advertised on the PeoplePoint Portal?

Vacancies will not be advertised on the PeoplePoint Portal.

What grades can apply for the Pilot of the Scheme?

General Civil Service Grades up to and including EO.

What locations can I apply for under the Pilot of the Scheme?

You may apply for mobility in your current location **only** - that is either within Cork City **or** within Wexford Town (including Johnstown Castle and Rosslare Harbour).

What organisations are participating in the pilot of the Mobility Scheme?

The following organisations are participating in the Pilot:

CORK CITY	
Agriculture, Food & Marine	Cork Regional Office, South Mall
Central Statistics Office	Skehard Road, Mahon, Cork
Courts Service	Cork Courts Service Office
Education & Skills	Block C, Heritage Business Park, Mahon, Co. Cork.
	Irish Life Building, 1A South Mall, Cork
Foreign Affairs & Trade	1A South Mall, Cork
Garda Civilian	Anglesea Street, Cork
	Barrack Street, Cork
	Bridewell, Cork
	Blackrock, Cork
	Gurrabraher, Cork
	Mayfield, Cork
	Watercourse Road , Cork
	Mallow Road, Cork
	Togher, Cork
	Douglas, Cork
	Bishopstown, Cork
Legal Aid Board	Cork North Law Centre
	Cork South Law Centre
	FMS Cork
	RLS Cork
Workplace Relations Commission	Centre Park House, Centre Park Road, Cork
Office Of Public Works	Marina Building, Cork
Probation and Welfare Service	Probation Service, St. Nicholas Church, Cove Street, Cork
	Cork Prison, Probation Service, Rathmore Road, Cork
Revenue Commissioners	Revenue House Cork (including Cork Airport)
Social Protection	Abbeycourt House Cork
	Intreo Centre, Hanover Quay, Cork
Transport, Tourism & Sport	Marine Survey Office, Government Buildings, Sullivan's Quay, Cork

WEXFORD TOWN (INCLUDING JOHNSTOWN CASTLE AND ROSSLARE HARBOUR)	
Agriculture, Food and Marine	Johnstown Castle, Wexford
	Rosslare Harbour, Wexford
Arts, Heritage, Regional, Rural and Gaeltacht Affairs	Newtown Road, Wexford
Communications, Climate Action and Environment	Newtown Road, Wexford, Y35 AP90, Ireland
Courts Service	Wexford Courts Service Office, Wexford
Education and Skills	Government Offices, Newtown Road, Wexford
Garda Civilian	Wexford Garda Station, Roches Road, Wexford
Housing, Planning, Community and Local Government	Government Offices, Newtown Road, Wexford
Legal Aid Board	FMS 32 Key West Key West, Custom Hse Quay, Wexford
	Wexford Law Centre, West Gate, Wexford
Probation and Welfare Service	Probation Service, Government Buildings, Anne Street, Wexford
Revenue Commissioners	Anne Street, Wexford
	Devereux Buildings, Rosslare, Wexford
	Rosslare Harbour, Wexford
Social Protection	SWLO, Anne Street, Wexford

Can I choose an office address if more than one office in organisation such as Revenue Commissioners, Devereux Buildings, Rosslare?

You cannot choose an office address. You may choose the organisation and upon offer will be made aware of the address as per where the vacancy arises.

Can all positions in the general service grades of CO, SO and EO be filled through mobility?

In some instances posts are filled on the basis of a competitive process which is open only to eligible organisational staff such as CO posts in DAFM, Rosslare Harbour which attract a shift allowance.

When will I be released if offered a position?

In general you will be released within a four week period following formal acceptance of your offer, however, where business needs arise the release date may be delayed.

Will my move be permanent or temporary?

Successful applicants will move to a new Organisation within their location on a permanent basis.

When will the full Mobility Scheme be in operation?

It is proposed that the Scheme will be developed on a phased basis in light of experience of operating the Pilot.

What are the planned phases?

Phase 1 will include general service grades up to and including EO level for (a) mobility within a single location and (b) mobility between locations. Expected launch is Q3-Q4 2017.

Phase 2 will include general service grades up to and including Assistant Principal and will be implemented at a later stage.

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

Will Phase 1 include Advertisement of Positions and Expressions of Interest?

It is not intended that Phase 1 will include Advertisement of Positions and Expressions of Interest.

Will Phase 2 include Advertisement of Positions and Expressions of Interest?

This has yet to be determined.

Are professional and Technical grades included in the Pilot?

Professional and Technical grades are not included in the pilot of the Scheme.

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

Priority will be given to those on the Pilot who have proficiency in the Irish language where a vacancy requires this skill.

I have a disability - will my accommodation for special needs be catered for?

Upon offer of mobility you will be asked to make contact with your Disability Liaison Officer (DLO). This is to assist in providing the DLO in the offering/receiving Department with details of any reasonable accommodation requirements in advance of the move. Any information provided to your DLO will be treated in confidence and used only for the purpose of support in the working environment. It is important that this contact is made as non-disclosure may inhibit a mobility move.

Will I lose my seniority?

The current conditions regarding seniority will be maintained for the Pilot of the Scheme.

I am currently a work sharer – will I have to return to a full-time working arrangement?

You may be required to vary your arrangements, including resumption to full-time work, in light of the business needs of the organisation you are moving to.

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

If the organisation you move to does not have flexi arrangements you 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.

Will the PeoplePoint Portal have indicators for organisations where there is no flexi arrangements?

There will be no indicators in the pilot of the Scheme, however, this will be considered for the Service Wide Mobility Scheme.

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

You will no longer benefit from shift or other allowances or emoluments payable by your previous organisation with the exception of any agreed retention element of allowances.

Is there a 'Priority Mobility List' for special circumstances?

There is no priority mobility list for special circumstances.

APPLICATION

How do I apply for mobility?

By logging onto your self-service on the PeoplePoint Portal. This facility will only be available for staff members currently serving in the pilot locations. **PeoplePoint will not accept any Application Forms where a staff member has access to the PeoplePoint Portal.**

How do I apply for mobility if I am a remote worker / absent on leave?

You will be required to forward your completed Application Form to mobility@peoplepoint.ie / Central Mobility Team, PeoplePoint HR and Pensions Shared Services, Building 5, Belfield Office Park,

Beech Hill Road, Clonskeagh, Dublin 4. D04A9P2. The Central Mobility Team in PeoplePoint have editing rights to your account. You will be notified of any changes to your application through the contact details provided on the Application Form/PeoplePoint Personal Information Pagelet.

PeoplePoint will not accept any Application Forms where a staff member has access to the PeoplePoint Portal.

How do I apply for mobility if my organisation are not on PeoplePoint?

You will be required to forward your completed Application Form to your Local HR Division. Local HR will submit your application to PeoplePoint on your behalf. PeoplePoint will have access to the mobility pilot in order to include your Application in the Scheme. Once the application has been included in the scheme, PP will have access to make changes to the application on the request of the individual. You will be notified of any changes to your application through the contact details provided on the Application Form.

Where do I get an application form?

If you have not received an application form, you may request your Local HR Division to send you an Application Form.

How will I be notified about the Scheme if I have no access to the PeoplePoint Portal?

Applicants will be fully responsible for their own application(s). If on PeoplePoint, it is essential that both home and work e-mail and postal addresses are complete and correct on the Personal Information Home page. If not on Peoplepoint or if a staff member is on any type of leave, he or she should ensure that such information is recorded correctly on the Application Form. If the contact information is not up to date/not recorded he or she may not receive notifications regarding the Scheme.

How many Organisations can I apply for?

You may apply for mobility to any number of Organisations in your current location **only** - that is Cork City **or** Wexford Town (including Johnstown Castle and Rosslare Harbour).

Will my choices be in order of preference?

There will be no order of preference of organisation.

What information do I have to input?

You will need to enter Organisation choice. The PeoplePoint Portal will pre-populate with all required information directly from HRMS if on PeoplePoint. The Central Mobility Team will input all required information from completed Application Form for staff members not on PeoplePoint.

Can I remove my application?

Yes. You can remove your application at any time.

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 self-populated with your HRMS record. Local HR will sign off on correct grade where a staff member is not on PeoplePoint.

Who do I contact if my pre-populated details are incorrect?

In the first instance you should contact the Central Mobility Team at mobility@peoplepoint.ie.

What happens if I get promoted?

If you get promoted your application will be automatically removed from the PeoplePoint Portal. You may apply for any existing mobility opportunities at the new grade.

What happens if I am on a career break/special leave without pay?

You 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. If you wish to be made an offer of mobility while on leave it is your responsibility to ensure that all your contact details are up to date. You should note that any rejected offer or offer left unanswered after a period of 2 weeks will be regarded as a cancellation of your application.

Is my time while on a career break counted as reckonable service for the purpose of the pilot mobility Scheme?

Your time on a career break or special leave without pay will not be counted as reckonable service for the purpose of the Mobility Scheme.

Can I check where I am on the list through the PeoplePoint Portal?

Yes, you can check your 'place on list' by logging onto the System.

Can I check my eligibility status?

Yes, you can check your eligibility status both before applying and when you have applied for mobility by logging onto the system.

How can I find out where I am on the list if I have no access to the PeoplePoint Portal?

You will need to contact the Central Mobility Team at mobility@peoplepoint.ie in order to find out where you are on the list.

Is there an automatic notification of 'place on list' as this moves?

You will be notified by the system when you are in the top 20 eligible applicants.

You will also be notified if you are placed in the top 20 in an organisation where you are deemed ineligible. This notification may prompt you to contact Local HR or Central Mobility Team to resolve any outstanding issues if you believe the status is incorrect.

Do I have to agree to any terms and conditions or particular requirements for the new organisation?

There are a list of terms and conditions for each grade you must read and agree to before applying for mobility.

There is also a list of job descriptions for each grade you must read and agree to before applying for mobility.

By indicating you are interested in a department you agree to carry out the duties of the new role, including participation in the L&D process, with a view to becoming proficient on the same basis as existing staff members. Some organisations have particular business requirement, such as:

- An Garda Siochana (AGS) has a unique vetting requirement and any employee transferring into AGS must pass through this process successfully before being considered for a position. This process may delay the date of mobility following formal acceptance of same.
- Revenue Commissioners – travel may be required for training courses which may be located outside the location.

Is Garda Vetting required?

Some organisations require Garda vetting such as An Garda Siochana. This process may delay the date of mobility following formal acceptance of same by up to 12 weeks.

If I accept an offer, is my application automatically removed for this location?

Your application will be removed from the location when you move under the Scheme.

Do I have to notify my payroll area when I accept a move?

The Organisations involved will notify PeoplePoint.

Can I stay on the list, in place order, if I do not accept an offer of mobility?

If you do not accept an offer made to you by an organisation in a location of your choice, you will be removed from the mobility list for all organisations in the location in question. It is important that you choose only the organisations in a location that you are interested in moving to.

ELIGIBILITY**Is there a minimum time in role and/or grade and/or location before I can apply?**

You can apply, however, you are expected to remain in your organisation and/or grade and/or location for at least 2 years before becoming eligible for a move.

Can I apply if my service is less than the 2 year requirement?

You can apply, however, you will not be deemed eligible for mobility until you have completed a 2 year period.

I am on probation / have just been promoted –can I apply?

You can apply, however, you will not be deemed eligible for mobility until you have successfully completed the required probation period.

What if my sick leave record is over the limit?

You will be deemed ineligible for any vacancy that arises if you have a sick leave record in excess of 56 days or 25 incidents in the previous rolling 4 years.

Can I request that my sick leave is discounted?

If you believe that your sick leave could be considered for discounting for the purposes of mobility, you may submit a request to your HR Manager. This should only be requested when you are placed near the top of a mobility list for an organisation. Organisations will not be required to forward any applications to the Chief Medical Officer for advice on discounting of sick leave unless you have reached this milestone.

What if I get an unsatisfactory rating in my PMDS?

You will be deemed ineligible for any vacancy that arises if you have an unsatisfactory rating.

Do I have to have my PMDS complete for previous year to apply?

You may apply for mobility with an incomplete PMDS for previous year but will be deemed ineligible for any vacancy that arises until your PMDS is complete and is of a satisfactory rating.

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

You will be required to make contact with your Local HR to discuss the situation with a view to a resolution given the circumstances of the case.

What happens if I have an open disciplinary case?

You may not be considered for mobility opportunities if you are currently in a disciplinary process.

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

You will retain your date of application.

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

Yes. You can make a further application for mobility, however, you will be expected to stay in your current location/organisation for at least 2 years before becoming eligible for mobility.

GOVERNANCE**Have the Staff Side agreed to the conditions of the Scheme?**

The conditions of the Pilot have been agreed, however, some conditions of the full Scheme are still under consideration/negotiation with the Staff Side.

Has this Scheme and Pilot of same been agreed by the Civil Service Management Board (CSMB)?

The Principles of the Scheme and the Pilot have been agreed by the CSMB.

Who were the Stakeholders involved in developing the Service Wide Mobility Scheme?

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 PAS, OGCIO, NSSO and PeoplePoint re. HR Technology for Portal; and representatives from the Staff Side.

Who will monitor the Scheme?

Civil Service HR, Department of Public Expenditure and Reform (DPER).

Will I be expected to partake in a survey?

Staff will be invited to complete a short survey on the Pilot. This will generate key statistics and learning from the pilot and enable further development of Phase 1 of the Service Wide Mobility Scheme. 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.

Will the main Service Wide Mobility Scheme be developed following the Pilot?

Yes. The Scheme will be developed by the Civil Service HR, DPER in consultation with HR Managers, the Staff Side and the Civil Service Management Board following completion of the pilot period.

Who will administer mobility?

A Central Mobility Team in PeoplePoint.

Who can I contact if I have a query?

You can make contact with the Central Mobility Team in PeoplePoint at mobility@peoplepoint.ie / Central Mobility Team, PeoplePoint HR and Pensions Shared Services, Building 5, Belfield Office Park, Beech Hill Road, Clonskeagh, Dublin 4. D04A9P2.