

## CHI General Terms and Conditions of Employment

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| <b>Working Week</b>                     | <p>Working week for your relevant post will be detailed on the job description and contract for the post.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day/Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup> 2008 will be required to work agreed roster/on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p> |
| <b>Probation</b>                        | <p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months’ probation will be served:</p> <ul style="list-style-type: none"> <li>• On commencement of employment.</li> <li>• Fixed term to permanent contract.</li> <li>• Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.</li> </ul>                                                                                                                                                                                                                                                        |
| <b>Pension</b>                          | <p>Employees of Children’s Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.</p>                                                                                                                                                                                                       |
| <b>Age</b>                              | <p>Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Maternity Leave</b>                  | <p>Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Payment of sick leave</b>            | <p>The Children’s Health Ireland sick pay scheme is operated in accordance with The Public Service Management (Sick Leave) Regulations 2014 (as amended by the Public Service Management (Sick Leave) (Amendment) Regulations 2015). You are required to abide by the rules of sickness absence policy and procedures as outlined in the employee handbook available on the intranet. The sick pay scheme will be in accordance with the Department of Health regulations and will be compliant with all relevant employment laws in the State, including The Sick Leave Act 2022.</p>                                                                                                                                                                                                |
| <b>Pre-Employment Health Assessment</b> | <p>Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital’s Occupational Health Service and if required, undergo a medical assessment with this department. Any person employed by Children’s Health Ireland must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p>                                                                                                                                                                                                                                                             |

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| <b>Validation of Qualifications &amp; Experience</b>                                                                                                                     | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>References</b>                                                                                                                                                        | Children's Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Garda Vetting</b>                                                                                                                                                     | Children's Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Panel</b>                                                                                                                                                             | A panel may be created from which permanent, fixed term and specified purpose vacancies of a full or part time duration, may be filled across the five Children's Health Ireland locations. The tenure of these panels will be indicated at offer stage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Internal Applications</b>                                                                                                                                             | Children's Health Ireland employees, who hold a permanent contract, are eligible to apply for fixed term and specified purpose competitions across the five Children's Health Ireland sites. Employees who take up specified purpose or fixed term posts will retain their permanent substantive grade. In order to apply you must have successfully completed your probation period, in your current post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Ethics in Public Office 1995 and 2001</b><br><br><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€73,941 as of 01.10.2022)</b> | <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€71,077 as at 01.02.2022) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;</p> <p>A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31<sup>st</sup> January in the following year.</p> <p>B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.</p> <p>C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p> |
| <b>Notice Period</b>                                                                                                                                                     | For Management positions, including those equivalent to Grade VIII and above:<br>Where a candidate intends to resign from employment, they will be required to give the organisation a minimum of 3 month's notice in writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

For all other positions:

Where a candidate intends to resign from employment, they will be required to give the organisation a minimum of 4 weeks' notice in writing.