



**To: Chief Executive Officer
Each National Director
Each Assistant National Director of HR
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHO
Each Head of HR CHO
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery**

Re: Investigations/Grievances/Disciplinary Processes – COVID 19

Ref: CERS 12/2020

Date: 27th March 2020

Dear Colleagues,

In light of the current restrictions and a refocus of resources to deal with the COVID-19 pandemic, I wish to advise of the following:

Grievances

Grievances received /lodged with effect from the 18th March 2020 should be recorded by the manager dealing with the issue and an acknowledgement sent to the staff member raising the grievance. The complainant /staff member should also be advised that the process is adjourned and deferred until 19th April 2020 at the earliest, subject to review thereafter.

Existing Grievances Currently in Process

The complainant should be advised that progression of the ongoing grievance is adjourned until such time as the current restrictions are lifted, no earlier than the 19th April 2020, subject to review thereafter.

Disciplinary

New disciplinary matters arising with effect from the 18th March 2020 requiring the attention of the Disciplinary Procedure should be recorded and the staff member advised in writing. The staff member should also be advised that the progression of the Procedure is adjourned in the

current exceptional timeframe until such time as the current restrictions are lifted, no earlier than the 19th April 2020, subject to review thereafter.

Where practicable, the same should occur for cases of serious/gross misconduct (stage 4). However, where due to exceptional circumstances (which will be examined on a case by case basis), there is a pressing requirement to commence /conclude a stage 4 disciplinary process, this shall proceed, cognisant of current guidelines on Covid-19.

Where staff are involved in existing / on-going disciplinary processes they should be advised that the process is adjourned in the context of the current Covid-19 exceptional measures and will resume no earlier than the 19th April 2020, subject to review. . This may include stage 4 disciplinary processes currently underway.

Investigations

In the context of current investigations the complainant(s) and respondent(s), or those involved in any aspect of same, are advised that the further progression of such investigations is now adjourned with immediate effect, in the context of the current Covid-19 exceptional measures. The investigation will resume no earlier than the 19th April 2020, subject to review. All those involved should be advised individually by the relevant HR area.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

HR and Employee Relations Managers may contact John Delamere, Corporate Employee Relations Services for further advice, 01-662 6966 or email susan.keegan@hse.ie

Yours sincerely



John Delamere

Corporate Employee Relations