

**Updated 28 April 2020**

### **NEW 3.15 Will employees transfer to a different employer for pay purposes for the temporary assignment?**

**28 April 2020:**

No, assigned employees will remain as employees of and be paid by their parent organisation. They will however transfer temporarily to a different employer to carry out essential duties and direct management and supervision will be provided by a temporary line manager.

### **NEW 3.19 What pay arrangements apply while on assignment under the Temporary Assignment scheme?**

**28 April 2020:**

Employees who are temporarily assigned under the Scheme will continue to receive their basic salary, any fixed, periodic, pensionable allowances in the nature of pay and other pensionable remuneration that they are in receipt of at the date of assignment. The payment of any allowance to an employee which is due to cease before the end of the temporary assignment period will terminate as previously scheduled.

### **NEW 3.20 Can employees claim overtime while on temporary assignment?**

**28 April 2020:**

As a rule, overtime is not expected to arise for employees on temporary assignment and public servants re-assigned under these arrangements will continue to adhere to their already contracted weekly working hours.

However, should this arise, overtime may be paid in the temporary assignment post only where it has been identified as being necessary in that role; has been approved at the appropriate managerial level, and agreed by HR in the employer organisation or paying authority; and is in accordance with the agreed procedures applying to that sector/organisation. Where a staff member is already in receipt of an allowance for extra hours, and where this allowance is being retained, overtime will not also be payable in the temporary assignment.

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## **NEW 3.21 Where can queries be raised in relation to remuneration while on temporary assignment?**

**28 April 2020:**

For individuals: Queries arising in relation to remuneration while on temporary assignment should be raised in the first instance with the employee's own local HR Unit.

For HR units: These rules are for general application. Where there are particular sectoral arrangements which give rise to questions, these should be directed to the Public Service Pay and Pensions Division of the Department of Public Expenditure and Reform for consideration.

## **NEW: 4.7 What is the process for a return to the workplace post having had COVID-19 infection?**

**28 April 2020:**

Please note that this FAQ relates to a return to work in the workplace. These arrangements may not preclude employees from returning to work at home at an earlier stage if this is feasible, depending on the situation of each case. **Note: Sectors may need to refer to their own arrangements as necessary where these exist.**

The Civil Service CMO advises that in confirmed COVID-19 infection, an employee needs to be 14 days post onset of symptoms and also 5 days fever free (which may run concurrently) before returning to the workplace. Please note that the 14 days is from onset of symptoms and not the date of receiving a positive COVID-19 test result.

Employees should be asked by their manager to complete a self-declaration form (see Appendix 6 for a sample form). Where at all possible, this should be accompanied by a medical certificate, stating the date of fitness to return to work. Managers should be mindful of confidentiality and should also alert the employee to any follow up actions that are required on their return to work.

Self-declarations and any accompanying certification should be forwarded by managers to and retained by Local HR on the individual's personnel file and should be subject to audit. NSSO customer group employees should be advised not to forward these forms to the NSSO but rather to their organisation.

**Updated 28 April 2020**

## **NEW 5.2 What arrangements are in place for childcare for essential healthcare workers?**

**28 April 2020:**

In circumstances where one parent/guardian/partner is an essential healthcare worker, the other parent/guardian/partner will be supported by their public sector employer to remain at home to care for the child(ren) so as to ensure that the essential healthcare worker is able to go to work.

In the first instance, flexible working arrangements will be put in place for the other parent/ guardian/partner such as working from home or working adjusted hours/ shifts. Though not anticipated, in the event that flexible arrangements do not allow the essential healthcare worker to attend work it will be dealt with on a case by case basis.