



To: HR Managers/Personnel Officers in all Department and Offices

Circular 27/2021 - Secondment Policy for the Civil Service

Dear HR Colleagues,

A new Secondment Policy for the Civil Service is being implemented. This scheme will be used to support the Civil Service Mobility scheme to fill time-bound positions concurrent with a strategic project/placement that require specialist knowledge and skillset, and in very exceptional circumstances the backfilling of vacant positions arising from staff members who are released for secondments/career breaks (small offices/regional locations).

The Civil Service Management Board approved the development of a Secondment Policy underpinned by the following broad guiding key principles. A living Guidance and FAQ document has also been developed for use (see attached).

Key Principles

- All secondments will be temporary in nature, and in general will be for a period of six months up to a maximum of five years.
- All secondment advertisements will be sent to CSHRD, Department of Public Expenditure and Reform PER (csrecruitmentpolicy@per.gov.ie) for clearance before sending to the Public Appointments Service for circulation to all Civil Service organisations (including bodies under their aegis).
- In general an advertised position should be circulated to all staff in the representative grade in the organisation, however the decision as to whether a staff member can be released will be subject to their business unit and organisation's business needs in the first instance.
- Seconded staff members will be counted as a staff member of the receiving organisation for the purpose of answering queries regarding staff numbers and workforce planning.
- The specific arrangements for the management of pay, pensions, reimbursements and HR records will be determined between the parent and receiving organisation in advance of the commencement of the secondment.
- A secondee will continue to be treated as a staff member of the parent organisation for the purposes of internal competitions, pay and progression (including progression to higher scales), incremental credit (subject to satisfactory performance), reckonable service, and will also continue to be a member of their parent organisation pension scheme and pay all contributions on the basis of this membership at their substantive grade. Pension benefits will be based on the pensionable remuneration of their **substantive grade** i.e. the grade at which the individual is employed in their parent organisation.
- Training and up-skilling will be provided as necessary with all costs associated met by the receiving organisation.



- In the event that the position becomes permanent in the receiving organisation, it should be filled through the agreed recruitment process including mobility, in accordance with the relevant sequencing arrangement.

Secondments provide staff members with opportunities to broaden their skills and continue their professional and personal development while retaining the right to return to their substantive post at the end of the secondment. It also provides an opportunity for the receiving organisation to fill a temporary position with both the receiving and sending organisation benefitting from shared learning, good practice, new ideas and experience.

Kind Regards,

David Cagney
Chief Human Resources Officer for the Civil Service

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