An Roinn Caiteachais Phoiblí Bonneagair
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Department of Public Expenditure Infrastructure
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Recruitment to the Civil Service

Frequently Asked Questions

Public Service Resourcing Division
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1. Legislation

1.1 What is the main legislation governing recruitment to Civil Service posts?

Recruitment in the Irish Civil Service is governed primarily by the Public Service Management (Recruitment and Appointments) Act 2004, which established the key elements of the current legal framework for recruitment in the public and civil service.

This framework consists of:

- an oversight body called the Commission for Public Service Appointments (CPSA),
- a centralised recruitment body, the Public Appointment Service (PAS), and
- a system of voluntary recruitment licensing for individual bodies that allows them to hire directly.

The CPSA are the principal regulator of recruitment and selection in the Irish Public Service and ensure that appointments are fair, transparent and merit based. As required under the 2004 Act, recruitment under license is subject to Codes of Practice drawn up by the CPSA, which set out the principles that should be followed when making an appointment.

The 2004 Act also establishes that the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation (DPER) is responsible for matters relating to recruitment in the Civil Service. It further provides that other Ministers have responsibility in respect of the recruitment of public servants in bodies under the aegis of their Departments.

In relation to senior recruitment in the civil service, the Top-Level Appointment Committee (TLAC) is a non-statutory committee established by Government decision in 1984. The Committee's function is to recommend candidates to Ministers and Government for the most senior positions in the Civil Service – at Assistant Secretary level and upwards.

1.2 What legislation governs appointments to the Public Service?

Public Servants are appointed under the relevant legislation for the organisation/ agency/sector they are employed by, e.g. Teachers are employed under the Education Act, etc.

1.3 What is the legal definition of 'Established' and 'Unestablished' officers?

Under Section 1(1) of the Civil Service Regulation Act 1956:

- "Established Civil Servant" means a Civil Servant rendering established service.
- "Established position" means a position in which established service is rendered.

- “Established service” means service in a capacity for which a superannuation allowance may be granted under the *Superannuation Acts, 1834 to 1954*.

Section 2(1) of the Public Service Management (Recruitment and Appointments) Act 2004 goes further and defines:

- “Established service” means service in a capacity for which a superannuation allowance may be granted under the *Superannuation Acts 1834 to 1963* and the *Superannuation and Pensions Act 1976*.

- “Unestablished position” means a position that is not an established position, including positions held on a temporary basis or for a definite limited period.

Historically, the distinction between established and unestablished service related primarily to:

1. Tenure arrangements

2. Method of entry into the Civil Service

However, two legislative changes have largely eroded these differences:

- Civil Service Regulation (Amendment) Act 2005 (CSRAA 2005) abolished the tenure distinction and replaced it with a distinction based mainly on grade.

- The 2004 Act extended coverage to all Civil Servants.

Under the CSRAA 2005, established officers can only be appointed on a Probationary Contract. Therefore, any staff employed on contracts other than probationary contracts must hold unestablished status.

2. Competitions

2.1 How to organise a recruitment competition?

Recruitment competitions for civil service posts are usually organised through a structured, merit-based process designed to ensure fairness and transparency.

In general, competitions are either:

- Internal - confined to staff in particular Departments, or

- Interdepartmental - open to Civil Servants from all Departments, or

- Open - eligible candidates including members of the public.

Competitions usually follow these steps:

1. **Workforce planning and vacancy identification**

   - Departments identify staffing needs based on workforce plans and budget allocations.
   - Posts are classified by the grade and capabilities, competencies and skills required.

2. **Job specification and advertisement**

   - A job description and person specification should be prepared and included in a competition booklet. For more information on competition booklets see our template.
   - The competition is advertised publicly (via publicjobs, the Department's official website and any other social media channels used by the recruiter) to ensure equal access.

3. **Application stage**

   - Candidates submit applications online within the published timeline.

4. **Assessment process**

   - **Shortlisting**: Sometimes it is necessary to carry out a shortlisting process if the number of applications makes it impossible to interview all candidates.
   - **Selection methods**: Departments can select those methods they consider appropriate, which may include:
     - Written tests (aptitude, situational judgment, or technical knowledge).
     - Capability-based interviews aligned with the Civil Service capability framework.
     - Assessment centres (group exercises, presentations), etc.
   - Tests and interviews should be scored against predefined benchmarks.

5. **Ranking and panel formation**

   - Successful candidates are usually ranked and placed on a panel, if there is more than one vacancy.
   - Appointments are made from this panel as vacancies arise.

6. Compliance and oversight

- In accordance with the 2004 Act and the CPSA Code, the recruitment process must adhere to the principles of merit, fairness, transparency, probity, best practice, consistency and equality, diversity and inclusion.

- The CPSA have an oversight role in ensuring public bodies within their remit adhere to the standards when carrying out a selection process. Between other their functions, they:

    - Issue recruitment licences

    - Examine complaints about alleged breaches of the code

    - Audit recruitment and selection processes by public bodies.

Candidates who are successful at a competition are usually ranked in order of merit (OMM) and are placed on panels to await appointment when and if a vacancy arises. Recruitment and promotions are made based on a sequence agreed with the staff representatives for each grade. Within the Civil Service, sequences vary for each General Service Grade and usually involve a combination of Open, Interdepartmental (IDP) and Internal panels.

DPER deals primarily with Open and IDP competitions for General Service Grades. These competitions are held on DPER's behalf by PAS. You can find more information about PAS on their website, www.publicjobs.ie.

2.2 What is Delegated Sanction?

Delegated sanction is the policy in place across most of the public service for the management of public service staffing levels since 2015. Civil Service numbers are managed by Departments within the context of overall public service numbers and published pay bill allocations.

Delegated sanction was introduced by Government in 2015 to provide Offices and Departments with flexibility to manage identified business needs subject to remaining within overall pay ceilings. Delegated sanction permits Departments to fill vacancies through recruitment and/or promotion in specified, designated grades up to and including Principal Officer (PO) standard or equivalent. The policy was revised in October 2024 to extend to previously sanctioned posts at grades at Principal Officer higher level, and equivalent grades, and Assistant Secretary level, subject to there being no change to the job specification and/or the terms and conditions attaching to the vacant post being filled. New posts at these levels and changes to the job specification and/or terms and conditions of previously sanctioned posts, continue to require DPER's prior, explicit consent.

2.3 Are Departments required to seek sanctions from DPER to run Internal and Open competitions?

If the Department has Delegated Sanction they do not need DPER sanction. Increased authority and accountability for managing staff resources was introduced for Government Departments through Delegated Sanction arrangements. Government Departments have been working under Delegated Sanction for their recruitment and staffing needs since 2015.

2.4 Who is responsible for organising Internal Competitions?

Internal competitions are a matter for Departments/Offices themselves. DPER has no direct involvement in the process, other than to monitor the agreed sequences (the manner in which recruitment/promotions positions are filled) in Departments/Offices.

Under delegated sanction, Departments can recruit provided they stay within their agreed pay provisions and, in some cases, numbers.

The eligibility requirements for promotion competitions were set out in the General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service.

2.5 Who is responsible for setting the eligibility criteria for competitions?

Following section 58 of the 2004 Act, DPER's Minister is responsible for all matters relating to recruitment in the Civil Service, including eligibility criteria, staff numbers, grading, pay and all other working conditions of civil servants or any class of them.

This section also assigns to the rest of the Ministers responsibility for all matters relating to recruitment in their own areas of control subject to statutory and policy frameworks.

2.6 What to do if a successful candidate in an Internal or Interdepartmental competition is on leave?

Officers on approved leave remain eligible for selection panels in line with their position on the Order of Merit (OOM). Being on approved leave does not disqualify candidates from receiving an offer of appointment.

Successful candidates are expected to take up duty within a reasonable timeframe following assignment, as outlined in competition booklets. Deferrals should generally not be approved, except in exceptional circumstances where there is a clear public interest or significant personal hardship.

The general rules on deferrals do not apply to individuals availing of, or planning, long-term statutory leave. For example, an officer on maternity or parental leave should be appointed as standard, and a deferral will only apply if specifically requested.

For Career Breaks, which may last up to five years, organisational business needs must be considered. Some discretion is therefore required when making offers to officers currently on Career Break. If an officer wishes to accept a position, the offer may be made conditional upon a written commitment to return from Career Break by a specified date. Failure to provide this commitment may result in the offer being withdrawn and the opportunity passed to the next eligible candidate on the panel.

It is reasonable to require written confirmation of unconditional acceptance of the offer, including agreement to any specified start date. Subject to operational requirements, a timeframe of up to three months may be allowed for the officer to take up the post, though this may vary at local discretion.

2.7 Can my Department run an internal TCO to CO competition?

Under the 2004 Act, only Civil Service bodies that hold a valid Recruitment Licence are authorised to conduct Internal competitions for progression from Temporary Clerical Officer (TCO) to Clerical Officer (CO). TCOs must have at least 3 months service in a Department/Office to be eligible.

The recruitment of TCO's is covered by the Protection of Employees (Fixed-Term Work) Act 2003 and the responsibility for managing those contracts is a matter for the employing Department/Office.

3. Eligibility

3.1 What are the general eligibility requirements to compete in recruitment competitions for posts in the Civil Service?

Eligible candidates must be:

a. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

b. A citizen of the United Kingdom (UK); or

c. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

d. A non-EEA citizen who has a Stamp 4 permission* or a Stamp 5 permission.

* Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

3.2 Can Stamp 1 or 1G permission holders apply for Civil Service posts?

No, at the moment Stamps 1 and 1G permissions are not included in current Citizenship eligibility requirements.

3.3 What prior service is required to be eligible for promotional competitions?

For Internal and Interdepartmental promotional competitions within the Civil Service, candidates must have completed two years of prior civil service employment by the closing date for applications.

Origin of Rule
This requirement stems from negotiated agreements between the staff and official sides and was introduced under the Sustaining Progress Public Service Agreement 2003.

Nature of Service

- The two years do not need to be continuous.
- Service can be permanent or temporary, provided it was satisfactory.

Timing
The qualifying service must be completed before the application deadline.

There is no minimum prior Civil Service employment period required for prospective candidates to Open competitions to Civil Service posts, even if they are serving officers.

3.4 Is service in the UK and/or the EU civil services counted towards the two-year requirement?

Yes, it has been common practice to count previous service in the UK and the EU civil services towards the Irish Civil Service two-year requirement.

3.5 Does the time served as an intern count towards the 2 years' service requirement for promotion competitions?

Yes. As with any other temporary civil servant on a fixed-term contract, the time served will be taken in consideration in potential future promotion competitions.

3.6 Can a civil servant enter an internal or IDP competition for a role at the same grade or pay scale?

No, candidates must be serving in a grade below the one they are applying for. Grades with the same maximum pay scale or higher are not eligible. If a candidate attains an equivalent grade during the process, they can no longer compete.

This applies to all Internal and Interdepartmental promotional competitions.

Exception: Individuals may apply through Open competition for an equivalent grade or a role with the same maximum pay scale, provided all other eligibility criteria are met.

3.7 Can an AO compete in a HEO Internal and/or Interdepartmental Competition?

No, candidates must, on or before the closing date, be serving in a grade below HEO or equivalent.

Grades equivalent to HEO (i.e. those with the same maximum pay scale or higher) are not eligible to compete.

If a candidate attains an equivalent grade during the process, they become ineligible. For example, accepting an AO role during the competition disqualifies the candidate from continuing in the HEO process.

This rule applies to all Internal and Interdepartmental promotional competitions.

3.8 Can a HEO compete in an Open AO competition?

Yes. AO Competitions are Open, and any individual may apply for Open competitions if they satisfy all the eligibility criteria but MUST accept the terms of the competition.

Civil Servants are eligible to apply for all Open competitions.

3.9 Can an EO ICT Professional Stream move to an EO General Service post?

The general rule is that, following appointment, candidates are required to remain in their post for two years before being eligible to move.

An EO ICT may move after two years in the ICT specialist post to a General Service post.

3.10 Can Public Servants apply for Internal and/or Interdepartmental competitions in the Civil Service?

No, only Civil Servants can apply for Internal and Interdepartmental Civil Service competitions.

However, this does not preclude an individual who is a Public Servant from applying for a position in an Open competition for a post in the Civil Service provided all other eligibility criteria is satisfied.

3.11 Does service in the Defence Forces count as service towards eligibility for Internal and/or Interdepartmental Civil Service competitions?

No, service in the Defence Forces does not count as service in the civil service towards eligibility if applying for Internal and/or Interdepartmental promotion competitions.

A Civil Servant is employed under the Civil Service Regulation Act. An officer in the Defence Forces is someone employed under the Defence Forces Act. Service in the Defence Forces does not qualify as service in the Civil Service.

However, this does not preclude Defence Force personnel from applying for a position in an Open competition for a post in the Civil Service provided all other eligibility criteria is satisfied.

Further information regarding personnel in the Defence Forces can be found on the following link: Defence Forces (Temporary Provisions) Act, 1923 (Chapter II, 6.1 and 6,2).

3.12 Can State Industrial Staff apply for Internal and/or Interdepartmental Competitions for posts in the Civil Service?

No. State Industrial Staff are not eligible to apply for Internal or Interdepartmental Competitions for posts in the Civil Service.

State Industrial employees are regarded as those grades designated under Section 23(3) of the 1990 Industrial Relations Act. The Civil Service Commissioners Act 1956 does not apply to industrial employees where they are employed in one of the scheduled occupations as set out in the Act. By virtue of their designation under the 1990 Industrial Relations Act, industrial employees are covered by a range of general employment legislation.

State Industrial Staff members, while employed by Departments/Offices within the Civil Service, are not employed as either established or unestablished Civil Servants. State Industrial Staff are represented by the Joint Industrial Council (JIC) for State Employees and are not part of the Civil Service Conciliation and Arbitration Scheme. In this regard, their employment does not fall within the remit of the Public Service Management (Recruitment and Appointments) Act 2004.

However, this does not preclude State Industrial Staff from applying for a position in an Open competition for a post in the Civil Service provided all other eligibility criteria is satisfied.

Any questions regarding State Industrial staff should be directed to the Civil Service Industrial Relations area of the Public Service Resourcing Division in DPER.

4. Sequences of Promotion/Recruitment

4.1 What is the background to Sequence of Promotion/ Recruitment?

Sequencing was introduced to increase the cross-fertilisation of talent in the Civil Service through Interdepartmental (IDP) and Open competitions. The existing sequences for General Service Civil Service grades were agreed under the Civil Service Conciliation and Arbitration Scheme.

4.2 Why is it important to adhere to sequencing arrangements?

There are agreed recruitment and promotion sequences for all general service grades which HR Units in Departments/Offices must adhere to. This is important to ensure Government policy in relation to Open recruitment is met and fairness exists between each of the Panels. There is flexibility built in, in that departments can incur limited liabilities, which can then be repaid to the panels.

The onus is on HR Units to ensure that liabilities, if incurred, are very low for each grade or that there is a reasonable explanation on record for the existing liabilities.

4.3 What is meant by Sequencing Liabilities?

Liabilities to panels exist where Departments/Offices recruit/promote out of sequence, e.g. a post is filled from an Internal panel rather than an Open one. This means that a liability is generated to the Open panel and the balance needs to be redressed in future recruitment at that grade. The more Departments and Offices recruit/promote out of sequence the more liabilities that will arise to Open/Interdepartmental panels.

4.4 Is Secondment or Redeployment included as part of Sequencing of Promotion/Recruitment?

No, neither Secondment nor Redeployment fall under recruitment or promotion.

4.5 What is the Civil Service Conciliation and Arbitration Scheme?

The purpose of the scheme of Conciliation and Arbitration is to provide means acceptable both to the State and to its employees for dealing with claims and proposals relating to the conditions of service of Civil Servants and to secure the fullest co-operation between the State, as employer, and Civil Servants, as employees, for the better discharge of public business.

For further information - Scheme of Conciliation and Arbitration for the Civil Service

Sequences for Professional and Technical (P&T) staff were agreed with the IMPACT Trade Union in 2017, details of which can be found in the following link:

Civil Service Conciliation and Arbitration Scheme General Council Report 1539

4.6 Can General Service Assistant Principal (AP) and Principal Officer (PO) sequences of promotion be used for Professional and Technical (P&T) grades?

Yes, but only in specific circumstances. The use of AP and PO sequences for P&T posts applies only to grades that are common to two or more Departments or Offices.

For Departmental grades (i.e. grades unique to a single Department or Office), recruitment and promotion should continue in line with established custom and practice.

Sequences for Professional and Technical (P&T) staff were agreed with the IMPACT Trade Union in 2017, details of which can be found in the following link:

Civil Service Conciliation and Arbitration Scheme General Council Report 1539

4.7 What to do with liabilities when there is a transfer of functions between Departments?

When this occurs the HR units of the Departments affected should come to an agreement on how to share the existing liabilities linked to the relevant functions/areas of work.

5. Contracts of Employment

An individual's employment status depends on the type of contract they are employed under, and this can differ depending on whether the contract is Permanent, Full-Time, Part-Time, Fixed-Term or for a Specified Purpose.

5.1 Are Civil Servants issued with Contracts of Employment?

Civil Servants are 'Office Holders', not employees, so they do not get Contracts of Employment (apart from probationary ones under the Public Service Management Acts or Fixed-Term Contracts under the Fixed-Term Workers Act).

While the Protection of Employees (Fixed-Term Work) Act 2003 does deem officers of the Civil Service to be employees, it does not deem them to be employed pursuant to Contracts of Employment.

The 2003 Act only covers workers engaged on Short-Term Contracts with the State, and the definition of Fixed-Term Worker is clear in this regard.

5.2 What is the difference between a Fixed-Term Contract and a Specified Purpose Contract?

A Fixed-Term Contract is one where the end date of the contract is known and agreed from the outset.

A Specified Purpose Contract is one which is used in situations where the termination date is not definable in advance, and which terminates on the occurrence of a specific event or the conclusion of a specific purpose.

5.3 Who is a Fixed-Term Employee?

A fixed-term employee is defined in the Protection of Employees (Fixed-Term work) Act 2003 as the following:

> *"fixed-term employee' means a person having a contract of employment entered into directly with an employer where the end of the contract of employment is determined by an objective condition such as arriving at a specific date, completing a specific task or the occurrence of a specific event".*

5.4 Who is covered by the 2003 Act?

In general, the Act applies to any Fixed-Term Employee working under a contract of employment holding office under, or in the service of, the State, including members of the Garda Siochana, civil servants and employees of any health board, harbour authority, local authority or vocational education committee.

The Act **does not apply** to agency workers placed by a temporary work agency at the disposition of a user enterprise; apprentices; a member of the Defence Forces; a trainee Garda or a trainee nurse. However, the Act applies to agency workers employed directly by an employment agency.

5.5 What is the main purpose of the Protection of Employees (Fixed-Term Work) Act, 2003?

The main purpose of the Protection of Employees (Fixed-Term Work) Act 2003 is twofold:

- **Ensure equal treatment**: Fixed-term workers must not be treated less favourably than comparable permanent employees. Any differences in terms and conditions are only permitted if objectively justified.

- **Prevent abuse of consecutive short-term contracts**: The Act seeks to stop employers from using repeated fixed-term contracts to avoid offering permanent employment, by establishing a legal framework to discourage or limit such succession.

These objectives implement the EU's Fixed-Term Work Directive (1999/70/EC), promoting the quality of fixed-term work and protecting those workers from discriminatory or exploitative employment practices.

5.6 What constitutes a Contract of Indefinite Duration (CID)?

A Contract of Indefinite Duration (CID) arises when an employee has been continuously **employed on two or more successive Fixed-Term Contracts for a period exceeding four years**. In such cases, the employee is entitled to a CID unless the employer can objectively justify the renewal of a Fixed-Term Contract.

This entitlement is governed by Section 9(2) of the Protection of Employees (Fixed-Term Work) Act 2003, which states that the aggregate duration of successive Fixed-Term Contracts must not exceed four years. If this threshold is breached without objective justification, **Section 9(3)** provides that the Contract will be deemed to be one of Indefinite Duration by operation of law.

5.7 What do I need to do if I need to renew a fixed-Term Contract?

Section 8(2) of the 2003 Act provides that, where an employer proposes to renew a fixed term contract, the employee must be informed in writing, by the date of the renewal of the fixed-term contract at the very latest, of the objective grounds justifying the renewal.

These grounds must:

- reflect a genuine business need,
- be appropriate to achieve that need, and
- be necessary for that purpose.

5.8 What are objective grounds justifying the renewal of a Fixed Term Contract?

Where a Fixed-Term Contract is being renewed, the employer must inform the employee in writing, no later than the date of renewal, of the objective grounds justifying both the renewal and the decision not to offer a Contract of Indefinite Duration (CID).

In accordance with the 2003 Act, the total duration of successive Fixed-Term Contracts must not exceed four years, unless there are objectively justified reasons for doing so.

Further information regarding Fixed-Term employees can be found on the following links:

Protection of Employees (Fixed-Term Work) Act 2003

Protection of Employees (Fixed-Term Work) Act 2003 Explanatory Booklet for Employers and Employees

Guidelines Best Practice for Recruitment and Mgt of Fixed Term Workers in Irish CS _202.pdf

6. Regrading

6.1 What is Regrading?

Regrading occurs when a serving Civil Servant is reassigned from their existing grade to take up another grade of an equivalent level.

Regrading will not normally occur to a grade with a higher salary maximum than the grade in which the officer is currently serving.

If the Regrading refers to a role and not to a person Departments should send their requests to the relevant Vote for sanction. This is not a matter for the Recruitment Unit.

6.2 When can Regrading be Carried Out?

Under the Public Service Management (Recruitment and Appointments) Act 2004, and relevant SI 601 and 602 of 2006, the Public Appointments Service (PAS) may assess Civil Servants for regrading to equivalent grades approved by the DPER Minister.

Regrading is exceptional. PAS will only consider a request once DPER has indicated no objection. Even then, approval is not automatic—PAS must independently assess the candidate's suitability for the new grade, which may include an assessment process, and a probation period will be required before confirmation in the new position.

The Chief Medical Officer's recommendation should support the parent department's business case, confirming that the officer can no longer perform their current role but is medically fit for the alternative grade.

The officer must explicitly acknowledge that accepting the new grade will forfeit their current grade and any associated allowances (grade, post, shift).

The onus is on the organisation requesting regrading to ensure that the officer is aware that they must take on all the terms and conditions of the new role and relinquish any allowances that are specific to their original role. In the case of uniformed grades, this includes any enhanced pension provisions (fast accrual) or early retirement age applying to their current employment, that cannot be carried over to their regraded civil service post.

If DPER raises no objections, the parent department submits the business case to PAS, which will decide whether to proceed under the 2004 Act. PAS will then inform the relevant department or office of its decision.

Further Information regarding regrading can be found on the following links:

- Public Service Management (Recruitment and Appointments) Act 2004
- Statutory Instrument 601/2006 - Additional Function conferred on PAS
- Statutory Instrument 602/2006 – Additional Function conferred on License Holders.

6.3 What is the Regrading Process for Civil Servants

- If the officer is a Civil Servant appointed through PAS or other licence holder:
    - The Department/Office requesting regrading must submit a proposal with a business case to DPER at csrecruitmentpolicy@per.gov.ie.
- Business Case Requirements:
    - Outline the officer's current grade and duties.
    - Reasons for regrading.
    - Statement that the CMO has endorsed the regrading.
    - Specify the proposed grade and duties.
    - Full costing of the regrading for review by the Pay area in DPER, including:
        - Proposed salary scale
        - Proposed point on salary scale that officer might be assimilated to
        - Monetary value of point on salary scale that officer might be assimilated to.
- Next Steps:
    - If DPER agrees, the Department/Office submits the proposal to the Chief Executive of PAS.
    - The process must be carried out by PAS—not any other licence holder.
- PAS Role:
    - PAS' CEO will compare competencies of the current and proposed grades.
    - If competencies match, regrading may proceed.
    - If competencies do not match, the CEO may recommend further steps (e.g. an assessment process) before regrading can be completed.

- PAS will notify the applicant Department/Office of the decision taken. If regrading is not approved the applicant Department/Office will be notified accordingly.

6.4 Is there Probation in Regrading?

Appointments under this procedure will follow the standard probation conditions outlined in DPER's Guidelines on Probation.

On appointment, officers will serve a probationary period in the new grade, after which a decision will be made regarding confirmation in the role. These appointments will also be subject to PMDS performance monitoring procedures.