



Workforce Support Policy Staff Transfers

National Ambulance Service (NAS)

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1.0 POLICY

- 1.1 When a staff member joins the HSE's National Ambulance Service initially, the exigencies of the Service dictate that temporary or permanent assignments may be at a location that is not the closest to the staff member's normal place of residence. However, the HSE's National Ambulance Service endeavours to facilitate all eligible staff taking into consideration the location of their normal place of residence, wherever and whenever possible.

2.0 PURPOSE

- 2.1 To establish a mechanism whereby eligible staff may apply for a transfer to a location of their choice, in an open, transparent, fair and timely manner.
- 2.2 To establish a fair and consistent means of balancing staff preferences with the operational needs of service provision
- 2.3 To contribute to improving the quality of work life for all staff by reducing commuting time to work wherever possible.
- 2.4 To ensure compatibility of National Ambulance Service operational processes with those corporate processes established by the Human Resources function.

3.0 SCOPE

- 3.1 This policy applies to all grades of staff (excluding those staff employed in Clerical/Administrative posts and Area Operations, Operational Performance Manager and Officer Grades) employed by the HSE in the National Ambulance Service who satisfactorily completed their probationary period.
- 3.2 This policy applies to all permanent vacancies which become available for filling on a permanent basis.
- 3.3 Posts available for filling on a temporary or acting up basis are not considered transfers and are not covered.
- 3.4 Re-assignment of un-rostered staff is not covered by this policy; however, un-rostered staff may apply for a transfer in the same way as any other staff member.
- 3.5 This policy does not apply to re-deployments (under PSA) promotions or application for demotion, i.e. movement between grades.
- 3.6 This policy supersedes any pre-existing Local/Area policy and/or agreement with effect from the date of approval by the Director.
- 3.7 All transfer activity must be in line with the Employment Equality Act 1998 and 2004.
- 3.8 National transfers must be in line with the processes of the Central Processing Unit, Ambulance HR, Kilkenny.
- 3.9 This policy recognises and takes into account the ongoing requirements to continue with the external recruitment process and interim placements of newly qualified staff, and in this regard it may not always be possible to ensure transfers will take precedence.
- 3.10 Transfers on compassionate grounds/exceptional circumstances are encompassed by this policy as follows:
- A. They are of a temporary nature for the duration of the personal/ family circumstance.
 - B. Each application may be considered on an individual basis by the oversight group.

- C. Applications should be made through your local line manager and the Central Processing Unit, Ambulance HR, Kilkenny.
 - D. Such applications cannot be used to attempt to inappropriately circumvent this policy.
- 3.11 The NAS reserves the right to refuse any transfer.
- A. On the grounds of operational need.
 - B. If you are currently actively progressing through a stage of the disciplinary process, you may only transfer when a particular stage of the disciplinary process has come to a close i.e. if you are in a middle of a stage of a disciplinary action you may not transfer. If a sanction has been applied as a result of that part of the disciplinary process being closed then the employee may transfer.
- 3.12 Any transfers facilitated through this policy will require the staff member to be paid through NAS Central Payroll.
- 3.13 This policy allows for Area, Divisional and interdivisional transfers. It is grade and / or qualification specific e.g. Paramedic to Paramedic, Advanced Paramedic to Advanced Paramedic Lead EMT to Lead EMT. The HSE / NAS will determine the description of the vacant position e.g. Advanced Paramedic / Paramedic. The change in a roster line description e.g. Paramedic Line to Advanced Paramedic shall only occur after a roster line has become vacant.

4.0 LEGISLATION/OTHER RELATED POLICIES

- A. Protection of Employees (Fixed Term Work) Act 2003
- B. Employment Equality Act 1998 and 2004
- C. HSE Terms and Conditions of Employment

5.0 GLOSSARY OF TERMS AND DEFINITIONS

5.1 Placement on the Transfer Panel

5.1.1 Applicants will be placed on a database from which vacancies may be filled. The following criteria will determine the order of placement offers.

1st Selection Criteria – Length of Service for staff qualifying.

Length of service- staff with a commencement date of paid employment with the Ambulance Service (including former Health Boards Ambulance Service). This commencement date will be held as relevant for applying for a transfer within their current grade or a relevant Ambulance Service grade. It is only continuous service that is reckonable. Break of service is applicable to those whom have a block break of over six months. Staff recruited on return from break of service and career break will have their new start date reckonable. If two or more staff have the same start date as per criteria set out herein move to 2nd Criteria.

2nd Selection Criteria – **Date of Panel:**

(If two or more staff has the same Start date *Criteria 1*)

Date of Recruitment Panel: This is the date of the panel which the staff member was recruited into the National Ambulance Service (Including former Health Boards

Ambulance Service). – Note it may not be possible to establish the details of old recruitment panels, if this is the case the applications will be considered by the oversight group.

3rd Selection Criteria – **Placement Point of Panel** (Number)

Point of Panel -If two or more staff are equal as a result of the 2nd criteria, we will move to selection based on the point placement on the original recruitment panel. The highest placement will take preference. A panel placement of 1 will take precedence descending.

5.2 The criteria applied will be operated in the context of the following:

- The decision to transfer any staff member will be at the discretion of the HSE / National Ambulance Service.
- The requirement for a particular skill mix/set or qualification or rank will inform any decision to transfer any member of staff. This includes the requirement for Paramedic / Advanced Paramedics (Rostered or Non Rostered), in any Station, Area or Division.
- Applicants will be required to identify in order of preference a number of stations and positions within said preferences (i.e. Rostered/ Non Rostered)
- All applications will remain on the transfer database until they are offered their 1st preference placement.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 Operations Performance Managers are responsible for promoting this policy in their relevant NAS Area.
- 6.2 Implementation of this policy through the operation of Appendices II & III and the processing of applications is the responsibility of the Central Processing Unit, Ambulance HR, Kilkenny. Line Managers and Supervisors are responsible for dealing with any staff queries.
- 6.3 All employees are responsible for adherence to the relevant parts of this policy.

7.0 PROCEDURES

7.1 INTER DIVISIONAL TRANSFERS

- 7.1.1 All Staff Transfer requests will be dealt with in a uniform manner and will operate in line with Standard Operating Procedure – Staff Transfers.

7.2 CANVASSING

- 7.2.1 Where a staff member seeks to use influence to secure a transfer in a manner that is inconsistent with this policy, then that application will not be processed.

- 7.2.2 If any employee has evidence to suggest the transfer Procedures or Policy has not been followed in respect of their own application for transfer, they should use the Grievance Procedure beginning with the informal stage.
- 7.2.3 Line Managers should avoid implementing the transfer procedures in relation to a disputed position pending the outcome of any grievance wherever possible

8.0 IMPLEMENTATION PLAN

- 8.1 This Policy will be circulated electronically to all Managers, all Supervisors and Staff.
- 8.2 This Policy will be available in electronic format in each Ambulance Station and Ambulance Control for ease of retrieval and reference
- 8.3 Each Operational Support and Resilience Manager will ensure that the Manager/Supervisor responsible for updating Policies and Procedures will return the Confirmation Form to NAS Headquarters to confirm document circulation to all staff

9.0 REVISION AND AUDIT

- 9.1 This Policy will remain under constant review and may be subject to change to facilitate any changes/developments in service requirements.
- 9.2 NAS, in conjunction with the Corporate Employee Relations and HR Shared Services, will review the effectiveness of this Procedure and propose amendments where deemed necessary.

9.3

No	Revision No	Date	Section Amended	Approved by
1	11	07/08/15		Martin Dunne
2	12	31/12/18		Martin Dunne

10.0 REFERENCES

- None applicable

11.0 APPENDICES

Appendix I - Policy Acknowledgement Form

Appendix II – Eligibility Criteria for Individual Grades/Groups

Appendix III – Frequently Asked Questions



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Appendix I: Policy Acknowledgment Form

National Ambulance Service

Acknowledgement of receipt of Policy

Please print & return this acknowledgement sheet to the National Ambulance Service Headquarters (Author of the Policy) within 10 working days of receiving the document

Policy Name:

Author:

Policy Number:

Revision number:

Approval Date:

Please tick box as appropriate:

A. I have received a copy of the **new** Policy as named above; I have informed all relevant staff of this document.

Or

B. Note: Tick as appropriate within B
I have received a new version of the Policy above, I **have attached the previous version of this Policy to this acknowledgement sheet** and I have informed all relevant staff of the new version of this Policy.

Or

I have **destroyed the previous version of this Policy** and I have informed all relevant staff of the new version of this Policy.

Signed: _____ Date: _____

Please Print Name: _____

Please return to: **Insert Relevant AOM Area**

NASWS015 NAS Policy – Staff Transfers

APPENDIX II

ELIGIBILITY CRITERIA FOR INDIVIDUAL GRADES/GROUPS

Control Grades up to and including EMC Team Leader Grade

- A. Be employed in a substantive post equivalent to the vacancy available for transfer.
- B. Hold the essential qualifications required for the post at the time that the vacancy is available for transfer
- C. Successfully complete any training required to competently fulfil the requirements of the vacancy available for transfer.
- D. Adhere to the formal application process.

Paramedic/Advanced Paramedic/ Leading EMT Paramedic Grades

- A. Be employed in a substantive post equivalent to the vacancy available for transfer.
- B. Hold the essential qualifications required for the post at the time that the vacancy is available for transfer
- C. Adhere to the formal application process.

Intermediate Care Operative Grades

- A. Be employed in a substantive post equivalent to the vacancy available for transfer.
- B. Hold the essential qualifications required for the post at the time that the vacancy is available for transfer.
- C. Have successfully completed any training required to competently fulfil the requirements of the vacancy available for transfer.
- D. Adhere to the formal application process.

APPENDIX III

The following “Frequently Asked Questions” aim to help you to understand Policy – NASWS015 - Staff Transfers and how it may affect you.

Who can apply for a Transfer
Applying for a Transfer
Once a Transfer Offer is made

Who can apply for a Transfer

Q1) Who can apply for a transfer?

A1) Employees of the HSE working in the NAS, excluding posts as outlined in 3.1, only who have a Permanent Contract of Employment including a contract of an Indefinite duration and are not in their probationary period.

Q2) What grades of staff can transfer within the HSE?

A2) Refer to Appendix II

Q3) Can I transfer at another Grade or function other than my own?

A3) Transfers are undertaken on a Grade to Grade or Function to Function basis only. The NAS / HSE will determine the skills mix in that regard.

Q4) Where can I transfer to?

A4) This policy allows for transfers to where there is an available vacant position.

Q5) Can I transfer if I work flexible hours?

A5) Yes, you can apply for a transfer however the receiving location may not be able to facilitate the same arrangements you currently have.

Q6) Can I apply for a transfer if I am on Job share and wish to continue doing so?

A6) Yes, you can apply for a transfer however the receiving location may not be able to facilitate the same arrangements you currently have

Q7) Can I apply for a transfer if I am on Maternity leave and or other statutory leaves?

A7) Yes, this does not affect your ability to apply for a Transfer.

Applying for a Transfer

Q8) How do I apply for a transfer?

A8) You can apply for a Transfer by completing the Transfer Application Form and submitting it to the designated point as advised on the Form.

Q9) What if I do not have access to a computer for a National Transfer application?

A9) In exceptional circumstances you can contact the NAS HR office in Kilkenny who will send you an application form to be completed and returned. Your details will be added to the list with the date your fully completed and validated application form is received.

Q10) How long can I remain on the transfer list?

A10) You will remain on the Transfer list until you are offered your 1st preference.

Q11) What do I have to do to be removed from the transfer list?

A11) If you wish to be removed from the Transfer list you will need to inform the HR office in Kilkenny of your wish to do so in writing

Q12) What do I do to change my contact details on the Transfer list?

A12) Contact the HR Office in Kilkenny either in writing or by email regarding the change in details and they will amend your record for you

Q13) What happens if I am promoted whilst on the Transfer list?

A13) In the case of being promoted your original request for a transfer is no longer valid. You must inform the HR office in Kilkenny of your recent promotion and if you still wish to be considered for a Transfer make a new application at the higher Grade

Q14) How long will it take for my transfer to come through?

A14) There is no specific time frame for a Transfer to be offered to an employee.

Q15) Will the NAS always consider transfer requests for all vacancies?

A15) Transfer requests will be considered for all vacancies, however, in the context of the Public Service Agreement, some positions may also be filled through re-deployment.

Once a Transfer Offer is made

Q16) Will I receive induction in my new post?

A16) Induction where relevant will be provided for the employee as part of the transfer process.

Q17) Can I take my current terms and conditions with me to my new post?

A17) If you are currently on National Standard Terms and Conditions these will continue to apply on transfer, if not you will be transferred on National Standard Terms and Conditions

Q18) Will the HSE refund any expenses incurred due to my transfer taking place?

A18) Any expenses incurred due to a transfer being considered or accepted will be borne by the Employee.

Q19) Once my transfer has been agreed, how long will it take to be released from my current position?

A19) All parties involved in the transfer will work to support the transfer taking place within a National standard of six weeks, subject to any backfilling requirements

Q20) When can I apply for another transfer?

A20) You will be able to apply for another transfer straight away

Q21) If following discussions with the receiving Line Manager, I accept the transfer offer can I change my mind at a later stage in the process and refuse the transfer?

A21) Once both parties have accepted a transfer offer, if you do not wish to progress with the transfer, you will be removed from the list and will need to re-apply

Q22) What happens if I wish to transfer on medical/compassionate grounds?

A22) Transfers on compassionate grounds/exceptional circumstances are encompassed by this policy as set out in 3.10 A to D.

Q23) Can Temporary employees or those with a fixed purpose or fixed duration contract apply for a transfer?

A23) No, only employees with a Contract of Indefinite Duration previously referred to as a Permanent Contract can apply for a transfer.

Q24) Can I apply for a transfer if I am currently on a Career break?

A24) Yes you are able to apply for a transfer as long as you were substantive in your Grade prior to going on a Career Break Note selection criteria.

Q25) Will my increments be affected if I transfer whilst on a Career Break?

A25) If you are on a career break and you accept a National Transfer, the effective date of your next increment will be delayed by the amount of time you were on career break before taking up your new post

Q26) Can I transfer if I am undergoing Disciplinary Action?

A26) If you are currently in the process of disciplinary action, you may only transfer when a particular stage of the disciplinary action has come to a close i.e. if you are in the middle of a stage of disciplinary action you may not transfer

Q27) What happens if more than one employee applies for a National transfer at exactly the same time?

A27) This is covered in the policy.

Q28) A member of my staff is transferring to another Division. How do I ensure that the facilities we have put in place to support their disability requirements and/or special needs are in place in their new post?

A28) Once a transfer has been agreed the employee's personnel file will be transferred to Midlands HR Department, all details relating to disability requirements and/or special needs should be included. You should however contact the HR Department in Kilkenny to ensure that they are addressed.

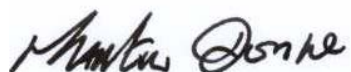
Q29) Can I carry my leave when I transfer?

A29) Yes you can carry your leave. Your new line manager must be informed of the amount of leave being carried and agreement reached for the taking of the leave based on service requirements.

Q30) Who is on the National Oversight Group?

A30) The Oversight group will be made up of the following representatives: Rep from National Ambulance HR, Admin Support from National Ambulance HR, Rep from IARC in position of Chair, Rep from SIPTU, Rep from Area Operations Managers and Rep from CERS.

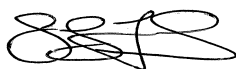
NASWS015 NAS Policy- Staff Transfers Document revision 11 was signed under collective agreement on behalf of NAS and the IARC




Martin Dunne
NAS Director



Peter Ray
National Chairperson IARC



Graham Finlay
Corporate Employee Relations



Ted Kenny
Industrial Organiser, SIPTU

Document Control No. 1 (to be attached to Master Copy)

NAS

Reviewer: The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to a peer reviewer (internal or external), in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have reviewed and agreed the content and recommend the approval of the following Policy, Procedure, Protocol or Guideline:

Title of Policy, Procedure, Protocol or Guideline:

NAS

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

Name _____ Signature (Block Capitals) _____ Date _____

Please return this completed form to:

Name: Gwyn Murphy
Contact Details: Corporate Office
National Ambulance Service
Rivers Building
Tallaght Cross
Dublin 24
email gwyn.murphy@hse.ie

Document Control No. 2 (to be attached to Master Copy)

**Key Stakeholders Review of Policy, Procedure, Protocol or
Guidance Reviewer Statement**

Reviewer: The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to Managers of Employees who have a stake in the PPPG, in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have seen and agree to the following Policy, Procedure, Protocol or Guideline:

Title of Policy, Procedure, Protocol or Guideline:

NAS

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

Name _____ Signature (Block Capitals) _____ Date _____

Please return this completed form to:

Name: Gwyn Murphy
Contact Details: Corporate Office
National Ambulance Service
Rivers Building
Tallaght Cross
Dublin 24
email gwyn.murphy@hse.ie

Document Control No. 3 Signature Sheet:
(to be attached to Master Copy)

Policy, Procedure, Protocol or Guideline:

NAS

*I have read, understand and agree to adhere to the attached Policy,
Procedure, Protocol or Guideline:*

Print Name	Signature	Area of Work	Date