



# DCU Staff Handbook 2006-08



While information contained in this handbook is accurate at the time of print, it is likely that information will alter during the course of its publication. The University cannot, therefore, accept responsibility for items contained in the Handbook. You are advised to consult the web <http://www.dcu.ie/info/policies/contents.php> or the Human Resources Office for the most up-to-date information on policies and procedures.



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## PRESIDENT'S FOREWORD

I would like to extend a warm welcome to all new members of staff. It is intended that this handbook will assist in informing new and existing staff about the university's policies and procedures. The handbook will provide you with valuable and practical information on your entitlements, responsibilities and the support and career development opportunities available to you throughout your career at Dublin City University. It will also act as a guide to those of you who have the responsibility of managing others.

The university is now entering a new and exciting time with the recent launch of the university's Strategic Plan 2006-2008 'Leading Through Foresight' <http://www.dcu.ie/news/2005/dec/strategicplan.pdf>. This Staff Handbook 2006-2008 has been developed in parallel with the university's strategic plan.

I look forward to meeting and working with you and hope that you will participate fully in all forms of university life.

*Professor Ferdinand von Prondzynski*

**President**



## DIRECTOR OF HUMAN RESOURCES WELCOME

This staff handbook was developed by the Human Resources Department with a view to providing new and existing staff with an overview of the University in terms of governance, policies, procedures, its work/life balance incentives and physical layout. While we have endeavoured to include as much information as possible, the content is not exhaustive and, therefore, should be read in conjunction with other material such as the University's Strategic Plan (<http://www.dcu.ie/news/2005/dec/strategicplan.pdf>), the HR website (<http://www.dcu.ie/hr/index.shtml>) and the various other booklets and publications available with respect to employee benefits and terms and conditions of employment.

As some information contained in this handbook is likely to change during the next three years, I would strongly recommend that you also consult our policies and procedures located on the web at <http://www.dcu.ie/info/policies/contents.php>. These will be updated regularly, as appropriate.

I hope the handbook will provide you with valuable information and I would encourage you to contact the HR department with any clarification of further information you may require during the course of your employment with DCU.

*Marian Burns*

**Director of Human Resources**



## UNIVERSITY GOVERNANCE, LEADERSHIP & MANAGEMENT

### Governing Authority

The Governing Authority is the governance authority in the University. According to the Universities Act (1997), “the functions of a university shall be performed by or on the directions of its governing authority.” In practice, the Governing Authority delegates many of these functions to the President and other staff, and its main role is to discuss and approve the more important University strategic decisions. The Authority appoints the President to oversee the ongoing management of the University. Governing Authority consists of a mix, laid down by the Act, of representatives elected from various categories of staff, *ex officio* officers, and nominees of stipulated external bodies. The Chairperson of Governing Authority is the University’s Chancellor.

### The President

The President is appointed by Governing Authority to oversee the management of the University and is the Chief Officer of the University. All staff ultimately report, directly or indirectly, to him/her. The Act states: “...the chief officer (i.e. President) shall be subject to such policies as may be determined from time to time by the governing authority and shall be answerable to the governing authority for the efficient and effective management of the university”.

### Senior Management

The senior management of the University consists of the President, the Deputy President, the Registrar, the Secretary, the Vice-President for Research, and the Vice-President for Learning Innovation.

The President is, under statute, the chief officer of the University and its accounting officer. S/he is responsible for the University’s management and administration. To advise the President, there is a Senior Management Group (see below), Heads and Professors Group and (to advise specifically on promotions) a Promotions Committee.

The Senior Management Group, consisting of the University Officers (above) and the Director of Finance and the Director of Human Resources. The SMG advises the President on the coordination of university activities and strategic planning.

### Executive

The University Executive is charged with the task of advising the President and deciding on the policy and strategy of the University. The Executive is presided over by the President and also has in its membership:

- Deputy President
- Registrar
- Secretary
- Vice-President for Research

- Vice-President for Learning Innovation
- Executive Deans
- Director of Oscail
- Director of Finance
- Director of Human Resources
- Director of Public Affairs and Media Relations
- President of St Patrick's College (as per Linkage Agreement)
- Two elected members of staff (2-year membership)

### Sub-Committees of Executive

The Executive has sub-committees, as follows: the Budget Committee, the Equality Committee, the Quality Promotion Committee, and the Academic Strategy Committee.

The Budget Committee is presided over by the President or, on the President's decision, the Deputy President. The committee will in addition consist of the Director of Finance and three members nominated by the President and appointed by the Executive. No such nominated member may be an accounting officer or budget holder of a Faculty, School or Unit. The Budget Committee will recommend to the President through the Executive the details of the University's budget and its distribution, and other resourcing or budgeting issues as appropriate.

### Heads and Professors

There are regularly timetabled meetings of Heads and/or Heads and Professors. Such meetings have the purpose of advising the President and discussing matters of current strategic or operational significance.

### Academic Standards Committee

Academic Council is the statutory body charged with managing the academic affairs of the University, including decisions/regulations on the academic programmes to be offered, how these are to be managed, who is to be admitted to them, how assessment is to be conducted and how qualifications are awarded. It is composed of a mix of ex officio staff and student members and academic staff members selected by Faculties. Academic Council is chaired by the President and serviced by the Office of the Vice-President for Learning Innovation/Registrar. A number of important committees report to Academic Council, notably:

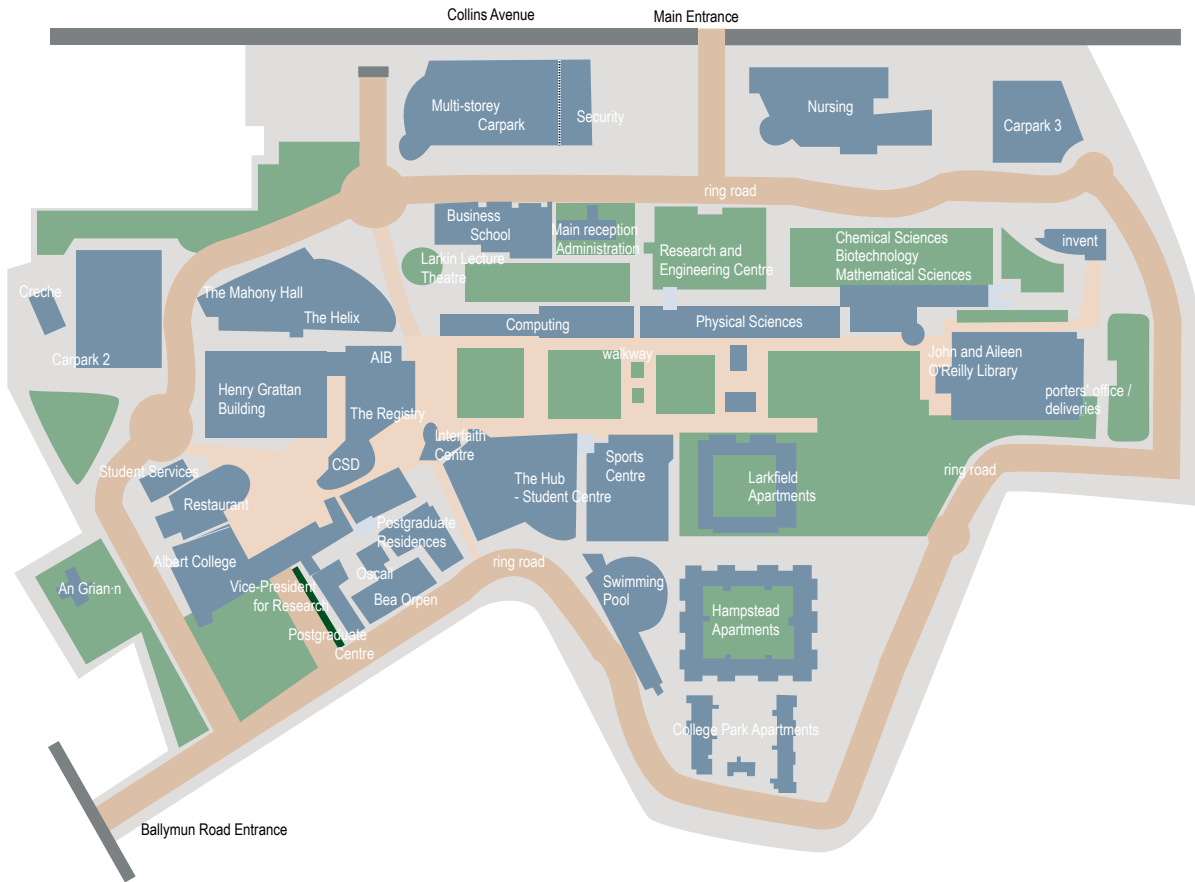
- University Standards Committee (which manages ASC's agenda and takes interim decisions on ASC's behalf between meetings)
- Programme Boards (see below)
- Learning Strategy Committee
- Disciplinary Committee
- Validation committee
- Appeals Board

### Programme Boards

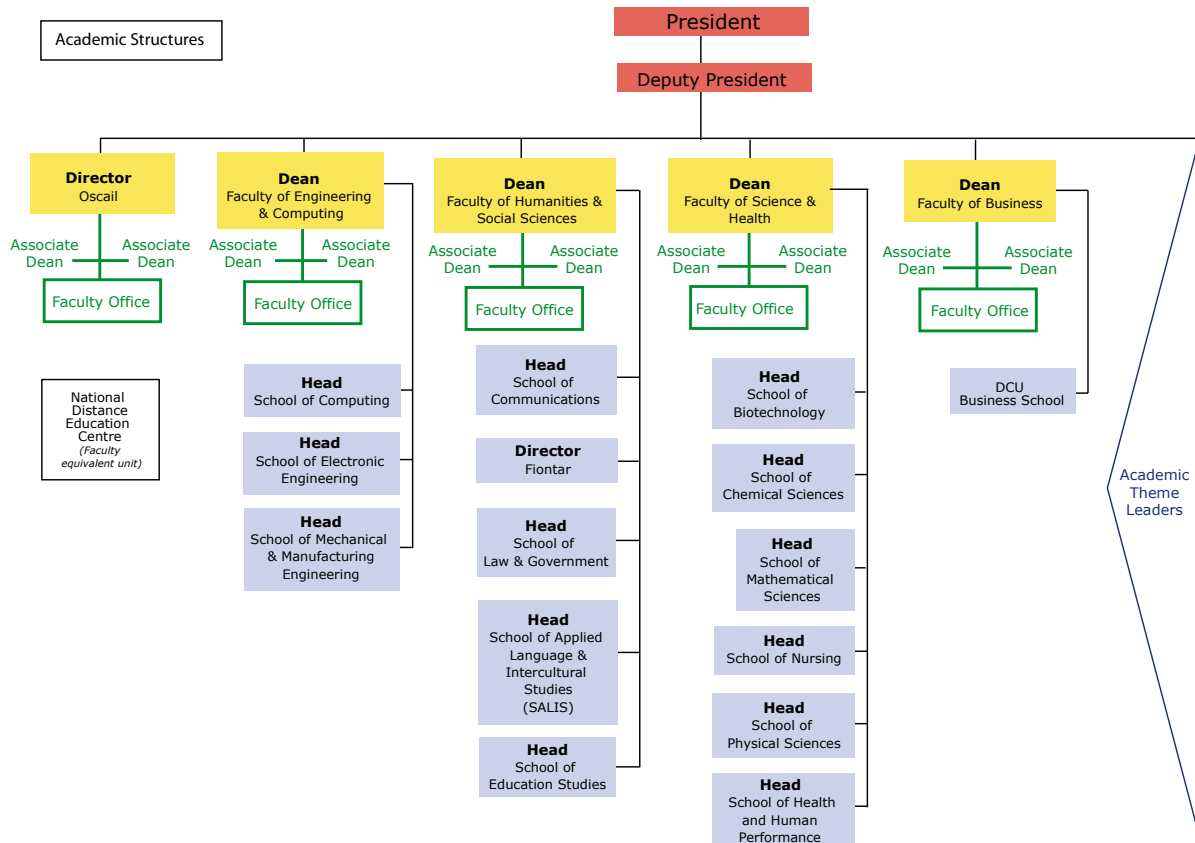
Each teaching programme in the University is overseen by a Programme Board or equivalent. While usually more than one School contributes teaching to a programme, one School is always designated as the "Home" School. The Home School appoints the Chair of the Programme Board, and usually all lecturers contributing to that programme are members of it, although there are some variations in practice. The Programme Board makes the detailed decisions about how that programme is to be constituted, timetabled, and assessed, within the framework set out by Academic Council.

# GETTING TO KNOW YOUR UNIVERSITY

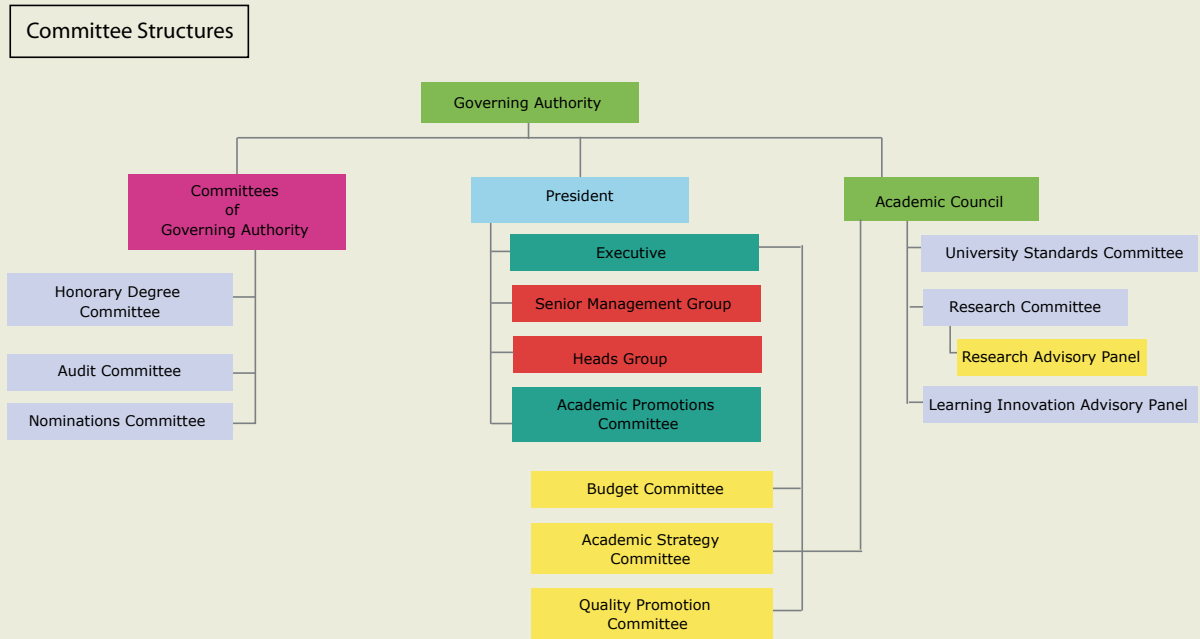
## Campus Map



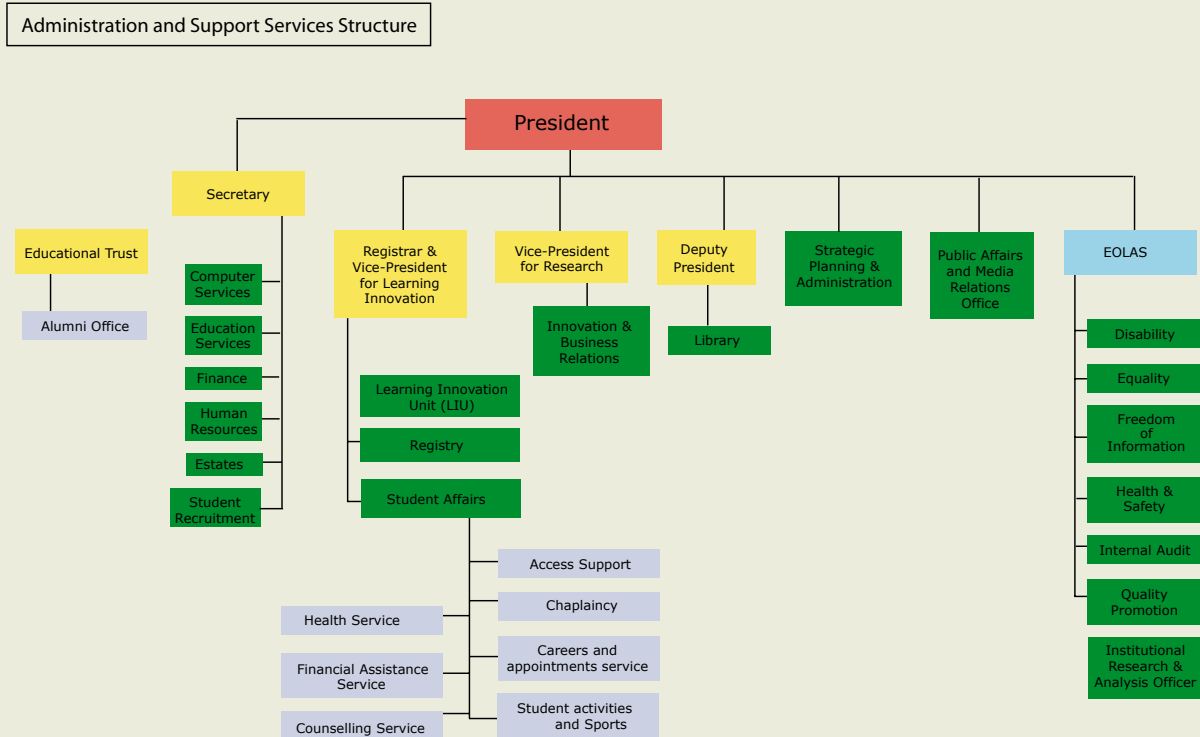
## Organisational Chart for Academic Structures



## Organisational Chart for Committee Structures



## Organisational Chart for Central Administration and Support Services





The strategic intent of DCU is to be a distinctive agent of radical innovation, within a culture of world class excellence in higher education and scholarship. Visit the University's Strategic Plan 2006-2008 at <http://www.dcu.ie/news/2005/dec/strategicplan.pdf> for further information.

### ***How do I get to DCU?***

Information on getting to DCU by Dart, car and bus is available at [www.dcu.ie/info/bus.shtml](http://www.dcu.ie/info/bus.shtml)

Bus timetables for all Dublin Bus routes servicing the campus are available online at [www.dublinbus.ie](http://www.dublinbus.ie) while Bus Eireann also offers timetable information on their website at [www.buseireann.ie](http://www.buseireann.ie).

### ***How do I get a staff card?***

A staff card will be issued to you from the Human Resources Department when you return a signed copy of your employment contract. You will need to call to HR to have your photo taken. ID cards are issued from 11:00am to 12:00pm and 2:30pm to 3:30pm daily. The ID card contains your staff ID number, photo and a thirteen digit number unique to each card issued. You will need a staff ID card in order to access the Library, Car Parks and a number of restricted access areas.

### ***What happens if I lose my staff card?***

A replacement card may be obtained by contacting the Human Resources Department at ext. 5496. Once issued, it will be necessary to re-register your new card in order to gain access to the car parks, library and swipe controlled areas. You do this by contacting the relevant unit directly, i.e., Library etc. Please note that your School/Unit secretary must contact the Estate's Office.

### ***What is a Staff Portal Page?***

This is accessed from [www.dcu.ie/staff.shtml](http://www.dcu.ie/staff.shtml). You will require your network username and password logon details. Your network username and password should be requested from the Computer Services Department when you commence your employment with the University. From your staff portal page you can update your phone book details, access DCU time management system (CoreTime), news, events calendar, student classlists, staff dining menus and open calls with the Computer Services Department etc.



the appropriate computer socket at your location. This is identified by a number on the socket such as D374. If you encounter any difficulties the CSD Helpdesk can be contacted at ext. 5007 or by email to [helpdesk@dcu.ie](mailto:helpdesk@dcu.ie). Further information is available on the CSD website at <http://www.dcu.ie/csd/staff.shtml>.

### ***How do I get a telephone?***

The School or Unit secretary will contact the Education Services Department in the first instance with your name, School or Unit, physical location and telephone socket number. Instructions on how to activate your voicemail and other phone features can be found on the Education Services website at [http://www.dcu.ie/education\\_services/index.shtml](http://www.dcu.ie/education_services/index.shtml). Telephone faults should be reported to Ext. 5485.

## **ACCESSING FACILITIES**

### ***How do I get keys to my office/building?***

Keys are ordered by the Estates Office every Wednesday by completing a Keys Order form ([http://www.dcu.ie/buildings/downloads/key\\_form.pdf](http://www.dcu.ie/buildings/downloads/key_form.pdf)). Keys are normally received within a couple of days and will be distributed to each School/Unit thereafter.

Please note that for security reasons, the Estates Office will only accept requests from secretaries of each School/Unit.

### ***How do I get access to swipe card controlled restricted areas?***

Your School or Unit Secretary will contact the Estates Office with your name and staff ID number, indicating areas in which you are entitled to have swipe card access.

### ***How do I access the Library?***

Your university staff ID card is required before you may access the Library or borrow any items. Then you must register with the library to have an account set up - registration forms are available from the Library Reception Desk.

### ***How do I access the Car Parks?***

For information on accessing the Car Parks please refer to Section 7 of this handbook.

### ***How do I get an email account?***

The School or Unit secretary will contact the Computer Services Department in the first instance with your staff ID number, School or Unit, physical location, phone number and your contract end date. It may be necessary to activate

### ***How do I get entered on the on-line staff telephone directory?***

The School or Unit secretary will contact the DCU receptionists who will enter your details on the telephone database. Main reception can be contacted by dialling 9 or 5000. You can access your staff portal page via <https://www.dcu.ie/portal> and make amendments as appropriate thereafter.

### ***How are buildings on campus identified?***

Each building on campus is represented by a unique letter, i.e. Henry Grattan Building is represented by 'C'. For example room CG01 is located on the ground floor ('G' representing ground), C101 is located on the first floor ('1' representing first floor) and C201 is located on the second floor, etc. The letters for the main buildings are as follows:



Albert College	A
Business & Innovation Centre (Invent)	B
Henry Grattan Building	C/CA
Bea Orpen (National Distance Education)	D
Estates Office	E
Multi-Storey Car Park	F
An Grianán	G
School of Nursing	H
R & D Building	J
Student Centre/The Hub	K
Computer Applications	L
Interfaith Centre	M
Physics/Electronics	N
Pavilion	P
Restaurant	PR
DCUBS	Q
Administration Building	QA
Crèche	R
Engineering & Research Building	S
Larkin Lecture Theatre	T
Sports Complex	U
St. Claire's Campus	UA
Residences 1 & 2	V
Post Graduate Residences	VA/VB
Sciences Building	X
John & Aileen O'Reilly Library	Y
The Helix	Z



### **What is a PPS number?**

It is a unique reference number that helps you to gain access to social welfare benefits and information from public service agencies in Ireland, such as the Department of Social and Family Affairs, the Revenue Commissioners and the Health Boards.

### **Do I automatically hold a PPS number?**

Yes, if you were born in Ireland in or after 1971 or started working in Ireland after 1979.

### **How do I apply for a PPS number if I do not already hold one?**

You will need to be resident in Ireland in order to apply for a PPS number. You should contact your local Social Welfare Office within the area in which you live. They will assist you with the registration process and provide you with the required application form which you need to complete. Please also visit <http://www.welfare.ie/publications/sw100.html>.

### **What do I need to provide to the Social Welfare office?**

You will need to produce documentary evidence of identity and residence in Ireland. Please see below a list of prescribed documents which must accompany a PPS number application:

- Birth Certificate (long version)
- Passport or Driving Licence or Employment ID Card
- Evidence of address, e.g. utility bill

### **If I am a non-Irish national do I need to provide any additional documentation?**

Yes. In addition to the above you will need to provide the following:

- Certificate of Registration with the Department of Justice, Equality, and Law Reform Immigration Card
- Passport or National Identity Card
- Evidence of either birth/work/unemployment/residency/tax liability/education in country of origin
- Evidence of address, e.g. utility bill

### **When do I receive my PPS Number?**

When you are allocated a PPS number you are advised of it in writing by the Social Welfare office. The documentation is sent automatically to the address given on your application form within two to three weeks.



### **How do I set up a Bank account in Ireland?**

You will need to produce documentary evidence of identity and residence in Ireland.

### **What documents will a bank accept?**

Passport or Driving Licence

**PLUS**

Proof of address, such as a utility bill (no less than three months old) which outlines your full name and address

**OR**

PPS number

**OR**

Tax credit certificate

### **What if the bank will not open an account as I do not have all of the necessary documents?**

In this instance please contact the HR Department who will provide a letter which you can submit to the AIB Bank on the DCU Campus with your own documentation. This should be of assistance to you in opening an account.

## **TRAVEL PASS SCHEME**

### **What is the Travel Pass Scheme?**

The scheme allows staff to purchase taxsaver commuter tickets from Dublin Bus, Iarnrod Eireann and the Luas light rail system via their employer. By availing of the scheme, staff can save up to 48% of travel costs as a result of tax and PRSI

savings. The scheme is administered by the Human Resources Office and further information is available from this office or by consulting [http://www.dublinbus.ie/fares\\_and\\_tickets/taxsaver\\_commuter\\_tickets.asp](http://www.dublinbus.ie/fares_and_tickets/taxsaver_commuter_tickets.asp).

### **Is there a deadline for applying for the scheme?**

The scheme runs annually from the 1st February to 31st January. Those wishing to avail of the scheme should submit their completed application forms to the HR Department two weeks prior to the 1st February.

## **WORK PERMITS**

### **Who requires a work permit?**

An employee who is not a member of a member state of the EEA (Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, the Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom) will require a work permit prior to commencing employment with DCU.

A work permit will not exceed one year (currently under review). All work permits are requested and processed by the Human Resources Department. For further information please contact the Human Resources Department. or visit <http://www.dcu.ie/hr/faq.shtml>.



## TRAINING & DEVELOPMENT SECTION, HUMAN RESOURCES DEPARTMENT

The Training and Development section is committed to supporting the training and development of all staff in DCU. To meet this commitment, the section designs, delivers and evaluates training programmes as well as providing:

- support to staff undertaking external courses
- customised training events for specific groups of staff or departments
- organisational development support to specific departments
- one-to-one coaching to employees and managers
- paid study and examination leave and paid/unpaid sabbatical leave

### Training and Development Programmes

Each September/October, the Training and Development section publishes a Training and Development Schedule which is accessed on this link <http://www.dcu.ie/hr/training/index.shtml>. Programmes are advertised under the following headings:

- Orientation
- Professional and Administrative Development
- Management Development

- Researcher Development Programme
- Career Development
- Equality and Diversity
- Workshop for Making Informed Decisions
- Computing Skills
- Diversity and Equality

As can be seen from the Schedule, staff can develop their **interpersonal skills** by attending such courses as *Communication Skills and Personality Styles*, *Assertiveness and Negotiation skills*. Staff wishing to improve their **administrative skills** can attend courses including: *Management of Meetings*, *PA Skills* and *Minute taking*.

The schedule also includes a number of courses which are aimed at improving the **management skills** of staff whose responsibilities include managing/supervising colleagues e.g. *Managing a Project*, *Front-line Management Skills*, *Interviewer Skills*, *Leadership Development Programme* and *Orientation for Heads of Schools/Departments*. The training and development section also provide support to specific departments undertaking **organisational development** initiatives through the provision of in-house or external expertise.

Training/development can play an important role in facilitating **career development** and advancement. Staff are therefore encouraged to undertake any staff development opportunities that become available. There are a number of courses which directly relate to career development outlined

in the Training Schedule including: *Getting Started*, aimed at those who are in the early stages of their career, *Developing and Managing your Career*, aimed at those who have a number of years service with the University and *Associate Professor/Senior Lecturer/Lecturer-above-the-bar Information Seminars* aimed at those who wish to learn more about the University's internal promotion policies and procedures.

### **Performance Management Development Scheme (PMDS) (see section 6 for more detail)**

The Training and Development section supports the University's *Performance Management Development Scheme* by offering training for both *reviewers* and *reviewees* (please see Schedule for dates of next courses). All permanent staff and staff with contracts of employment of two years or more are covered by this Scheme. Central to the *PMDS* is the need to meet the development needs of staff across the University, improve performance, enhance quality and promote a culture of continuous improvement. For further information on *PMDS* please see <http://www.dcu.ie/partnership/pmds/index.shtml> and refer to the section on the Performance Management Development Scheme in this handbook.

### **How can staff access Training and Development opportunities?**

Staff can apply for training courses by completing the application form available on the website at <http://www.dcu.ie/hr/training/CourseApplicationForm.htm> and faxing it back to 5500. Staff are then notified of which courses they have been offered a place on. Any queries regarding training and development can be made by e-mailing [training.development@dcu.ie](mailto:training.development@dcu.ie) or phoning Ext.5904/5147/7377.

The selection of participants on courses is based on the reasons stated in the application form of why participants



wish to attend the course and is not necessarily based on a first come, first served basis. Selection is also based on ensuring that there is a mix of schools/departments, grades and gender on each course.

## **HEALTH & SAFETY IN DCU**

### **What is DCU's policy in relation to Health & Safety at work?**

The policy of DCU is, in so far as is reasonably practicable, to ensure the safety, health and welfare of all members of our campus community whether working, studying or visiting our campus. In compliance with health & safety legislation, DCU has prepared a framework Safety Statement setting out the details of our safety management system. This document is available on the Health & Safety Office Website <http://www.dcu.ie/safety>

### **Who do I contact in the event of an emergency?**

The DCU emergency number is – 5999. Contact this number in the event of fire, issues of personal security or other emergencies.

### **How can I get assistance in the event of an accident?**

First Aiders are available in all buildings on campus during office hours. Their names and contact details are posted in the foyer of each building and on the Health & Safety website. Outside of office hours, contact the DCU Emergency Number 5999 – our security staff are also trained in first aid & can provide assistance to you.

### **What do I do in the event of fire alarm activation?**

- Leave the building by the nearest available exit
- Do not stop to collect personal belongings
- Comply with instructions of fire wardens/DCU security
- Assemble at the nearest assembly point for the building
- Do not re-enter the building until given the all clear by DCU security

### **How can I raise a health & safety concern?**

If the concern relates to conditions/activities within a School or Unit, it should be raised initially with the Head of School/Unit. If this route is inappropriate, or the concern lies within an area outside of their jurisdiction it should be raised with



a member of the Safety Consultation Group representing your faculty/unit, or the University Safety Representative (see health & safety website for details) or the Health & Safety Office directly.

### ***How are health & safety risks managed during pregnancy?***

DCU is committed to ensuring the safety, health and welfare of pregnant employees and their unborn children and breastfeeding employees. Employees who are pregnant/breastfeeding should inform their Head of School/Director of Unit as soon as possible and complete the web based risk assessment form (<http://www.dcu.ie/safety/policies.shtml>) for submission to the Health & Safety Office. The Health & Safety Office will then contact the employee directly to review any issues arising from the risk assessment.

### ***How can I access Health & Safety training?***

DCU recognises that the provision of relevant training and instruction by competent trainers is an important tool in the control of risks within the University. Health and Safety training is provided centrally by the Health & Safety Office where campus wide risks are identified and the control measures implemented require that staff across a range of Schools and Units undergo training. Where identified risks and control measures are specific to an individual School or Unit, training is organised locally. For further information on health and safety training please consult the Health and Safety website (<http://www.dcu.ie/safety/index.shtml>).

### ***As an employee, do I have any obligations regarding Health & Safety?***

Yes, Health & Safety legislation imposes a number of obligations on employees at work.

1. To take reasonable care of one's own health & safety and that of any other person who may be affected by their acts or omissions.
2. To co-operate with the employer to such extent as will enable the employer to comply with statutory provisions.
3. To use protective clothing or safety devices provided for protection.
4. To report without delay the defects that might endanger safety or health.
5. Not to intentionally or recklessly interfere with safety measures provided.

Additionally, DCU requires you to immediately report to your Head of School/Director of Unit any accident resulting in loss or injury and any incident that could have resulted in loss or injury. You must also co-operate with DCU in the investigation of the incident and the completion of the Injury/Incident Report Form.

## **COMPUTING FACILITIES**

All staff are expected to familiarise themselves with the University's Code of Conduct for the use of Computing Resources which is available at <http://www.dcu.ie/info/regulations/computing.shtml>.

### ***Who manages the computing facilities on campus?***

Computing facilities are managed by the Computer Services Department (CSD). The department is located in an annex to the Henry Grattan Building (know as the Deirdre Thornton reading room).

### ***What computing facilities are available to staff?***

A full service catalogue is available at <http://www.dcu.ie/csd/catalog.shtml>.

### ***Can I access my email remotely?***

Yes, you can read your DCU mail from any computer with internet access. Simply select 'e-mail' from the DCU home page ([www.dcu.ie](http://www.dcu.ie)) and enter your username and password.

### ***How do I log a enquiry/fault to CSD***

You can contact the CSD helpdesk by email at [helpdesk@dcu.ie](mailto:helpdesk@dcu.ie) or you can phone 5007.

## LIBRARY FACILITIES

### *What facilities does the Library provide?*

The state-of-the-art John and Aileen O'Reilly Library is designed to facilitate research and learning in all its forms. It holds extensive collections in print and electronic formats. All locally held material can be found by using the Library catalogue (OPAC) available via the web (<http://library.dcu.ie/TalisPrism/>). The Library also provide access, via the Library website, to an extensive collection of online information resources including full-text journals and newspapers.

### *Can Library facilities be accessed remotely?*

Yes, Library users can access facilities remotely.

### *Can I access/visit other third-level library facilities?*

Yes, reciprocal access arrangements with other University libraries are in place and visiting facilities can be arranged. Contact the Library for further details.

### *How do I access Library facilities?*

Material can be borrowed from the Library on production of a DCU staff ID card (detailed information about services and entitlements can be found on the Library website). Users can also avail of photocopying/printing/scanning facilities, read microforms and access the Internet. Dedicated laptop network points and wireless network access are available on three floors of the Library.

For further information please visit <http://www.dcu.ie/%7Elibrary/index.html>.

## EDUCATION SERVICES

### *What services are provided to staff by the Education Services?*

Staff can avail of the following services:

- Audio Visual
- Equipment Hire
- Room Bookings
- Video Conferencing
- Timetabling Information
- Campus Signs & Posters
- Cartridge Recycling
- Telephone Information

### *Where is Education Services located?*

The Unit is located in the Henry Grattan building, room C163a.

### *What are the opening times?*

8.30 a.m. to 7.00 p.m. - In Semester

8.30 a.m. to 5.00 p.m. - Out Semester

For further information on services provided please visit [http://www.dcu.ie/education\\_services/index.shtml#av](http://www.dcu.ie/education_services/index.shtml#av).

## CHAPLAINCY SERVICE

### *Is there a Chaplaincy service available to staff on campus?*

Yes, the Chaplaincy service is available to both staff and students

### *Where is the Chaplaincy Centre located?*

The Chaplains are located in the Inter-Faith Centre which is located in the centre of the campus. It is a place where people have the opportunity to pray either individually or in groups. It is both ecumenical and inter-faith and is available to all members of all religions (e.g. Christians, Jews, Muslims). People who belong to no particular organised religion are also welcome. There is a 'quiet place' located within the centre for all those who need somewhere in which to pray or meditate.

### *How do I contact the Chaplains?*

Fr. John Gilligan (Roman Catholic)  
[john.gilligan@dcu.ie](mailto:john.gilligan@dcu.ie)

Sr. Bernadette Purcell rlr (Catholic)  
[barbara.stafford@dcu.ie](mailto:barbara.stafford@dcu.ie)

Rev. Paul Steiner (Methodist/Presbyterian)  
On Campus Mon/Tue 9:30am-5pm

#### **Islam**

Prof. Saleem Hashmi (Head of School)  
Mechanical & Manufacturing Engineering - (01) 6616486

For further information please visit <http://www.dcu.ie/students/chaplaincy/personnel.shtml>.



## DCU Superannuation Scheme

### Introduction

The DCU Superannuation Scheme includes:

- (a) The Dublin City University Superannuation Scheme 1984 and
- (b) The Dublin City University Spouses' and Children's Pension Scheme 1984 or the Dublin City University Revised Spouses & Children's Scheme 2003.

The above schemes are legal entities, and form a very important part of the employment of all eligible staff members. The schemes are compulsory for all eligible staff members and membership is conditional upon a satisfactory medical report being received by the University.

### The Scheme

The DCU Superannuation Scheme is a defined benefit scheme otherwise known as a final salary scheme. Benefits accrue on the basis of 1/80th for each year of service in respect of pension and 3/80ths in respect of each year of service in respect of the tax free gratuity. Maximum benefits are payable after forty years of service.

### The Benefits

The benefits of the Superannuation Schemes can be broadly analysed under two headings - (1) Retirement Benefits and (2) Death Benefits.

- (1) Retirement Benefits
  - (a) Normal retirement benefits of a Pension plus tax free gratuity
  - (b) Ill-health Retirement Benefits in the event of incapacity
- (2) Death Benefits
  - (a) Death in Service gratuity to legal personal representative
  - (b) Spouses & Children pensions

### Shortfall in Benefits

Many employees will not be able attain the maximum of forty years service, so given that the benefits under the Superannuation Schemes relate to length of service, many may not attain reasonable benefits at retirement. Therefore, staff members may increase benefit entitlement in one or more of the following ways:

- (a) Purchasing Added Years (or Notional Service)
- (b) Additional Voluntary Contributions (AVCs)

In addition to this members can investigate the following options in terms of increasing their pensionable service with DCU:

- (a) Transfer pensionable service in from another public sector organisation that participates in the Public Service Transfer Network.



- (b) Reckoning Previous Temporary Service by paying appropriate contributions.
- (c) Re-instating Previous Service from within the Public Service for which a refund of contributions was previously given.
- (d) Convert a 'Transfer Value' from a previous pension scheme into DCU pension years and transfer same into the DCU Superannuation Scheme

The costs involved with any of the above options will be carried in full by the employee. The costs will normally attract full tax relief in line with Inland Revenue limits. Staff considering any of the above options should contact the Human Resources Office.

### Professional Added Years

Employees may be eligible to an award under the Professional Added Years Scheme where the criteria for appointment were of such a nature as to preclude the employee from acquiring full superannuation entitlements by maximum retirement age.

Because of the nature of the scheme, an award of added years can only be formally made at the time of retirement.

### Normal Retirement

Staff who joined DCU prior to 1st April 2004 who are in the superannuation scheme are deemed to be 'old entrants' whose normal retirement age is 65. 'Old entrants' have the option to retire from age 60 without actuarial reduction.

Staff who joined DCU after 1st April 2004 who are in the pension scheme are deemed to be 'new entrants' whose normal retirement age is 65. They do not have the option to retire before age 65 without actuarial reduction.

### Early Retirement Scheme

The Early Retirement Scheme was introduced with effect from 1st April 2004. It provides improved retirement choice for members of the superannuation scheme as they can now retire early with immediate payments of superannuation benefits subject to an actuarial reduction to take account of the early payment of the lump sum and the longer period over which pension will be paid. 'Old Entrants' can retire early from age 50 onwards 'New Entrants' can retire from age 55 onwards in the Early Retirement Scheme.

### *What happens if I leave DCU?*

If you should leave DCU before retirement, the options are as follows:

**Less Than Two Years Pensionable Service:**

Contributions plus compound interest at 6% per annum will be repaid less an amount equal to any income tax liability by the Governing Authority. Under certain terminatory circumstances (e.g. fraud or misconduct) contributions may be withheld. Contributions will not be returned to a staff member who resigns to take up a position, service in which is capable of being reckoned under the Local Government (Superannuation) Act 1956.

**More than Two Years Pensionable Service:**

A staff member who resigns voluntarily after at least two years service will have an option of benefiting from a deferred pension. Alternatively if the staff member who resigns is taking a position with an organisation which participates in the Public Service Transfer Network, they should arrange to transfer their pensionable service to this organisation.

This section should be construed as a guide only and should be read in conjunction with the DCU Superannuation Section in the HR Policies and Procedures (<http://www.dcu.ie/info/policies/contents.php>) and in conjunction with the main statutory scheme rules. Additionally all the information here is subject to change in line with the most recent legislation.

**GROUP LIFE PLAN*****What is the Group Life Plan?***

The Group Life Plan enables staff to increase their Death in Service cover (provided under the DCU Superannuation Scheme) by providing a supplementary benefit of twice salary.

***How do I join the Plan?***

For staff who opt to join the Plan within six months of joining DCU service, Irish Life has agreed a simplified entry procedure. The only requirement is that you satisfactorily complete the application form which is available from the Human Resources Office. If you are unable to complete the form to the satisfaction of Irish Life, or if you have been in service for more than six months, you may be required to complete a full medical proposal form before Irish Life will be in a position to issue their acceptance terms/further medical requirements.

***How much will it cost?***

The plan costs 0.54% (due for review - 01.12.06) of basic gross earnings. Contribution, however, qualify for full tax and PRSI relief.

The policy will enhance death in service gratuity by two times salary (to give an overall payment of between three and three and a half times salary) in conjunction with the DCU Superannuation Scheme.

***Where can I get further information on the scheme?***

Further information is available, in the first instance, from Gregan McGuinness. You can contact them on (01) 6609388.

**INCOME CONTINUANCE (ICP)*****What is the Income Continuation Plan?***

The Income Continuation Plan is a salary protection plan (i.e. an insurance scheme) that may provide a guaranteed source of income in the event of a long or short-term temporary disability. It also may enhance an early retirement pension in the event of a permanent disability.

***What are the eligibility rules?***

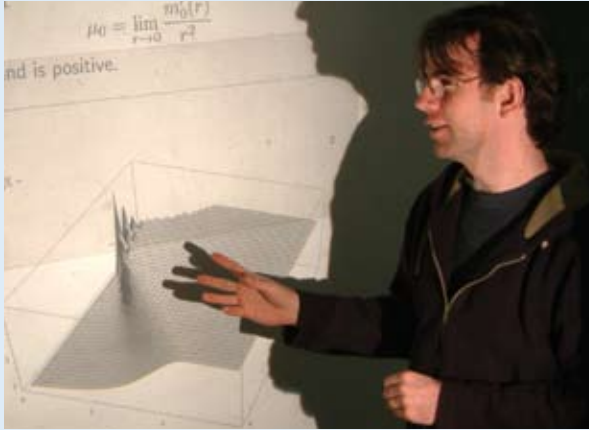
It is a condition of employment that all new pensionable staff join the scheme. Pensionable staff are automatically included in the scheme effective from their pensionable start date.

***How does the Income Continuation Plan work?***

Like any insurance scheme an application must be made. Once the applicant is accepted for cover the plan works to guarantee that the applicant will at no stage receive less than 75% of pre-sickness salary.

***On acceptance of my application for cover under Income Continuation, when should I expect to receive payment?***

The benefit payable under the Income Continuation plan is only payable after an employee has been unable to work due to illness/disability for more than twenty-six weeks in any twelve month period.



### **How much will it cost?**

The plan costs 1.21% of basic gross earnings.

### **Do I get tax relief on the premiums paid?**

Full tax and PRSI relief is available on premiums paid under the “Net Pay Procedure” and so there is no need to claim tax back from the Revenue Commissioners.

### **Where can I obtain further information?**

There is an explanatory booklet available, on request, from the Human Resources Dept.

## **PAY**

### **How often do I get paid?**

Full-time staff get paid on either a weekly or monthly basis as preferred by the staff member. Part-time staff get paid on a monthly basis. Payments are made, if paid weekly, every Friday, or if paid monthly on the 28th of each month. If you work on a temporary part-time basis a claim form should be completed, approved initially by the Human Resources Office and then by your Head of School/Director of Unit, before being returned to the Finance Office by the 15th of each month. Please note that if a staff member elects to be paid on a weekly basis they work a week in arrears.

### **How do I get paid?**

You get paid directly into your bank account. When you commence with the University you must complete the Wages Payment Form in which you outline your bank details.

### **What deductions are taken from my salary?**

Please refer to your payslip for deduction details. To obtain an understanding of your payslip, please refer to information provided on the Finance Office website at <http://www.dcu.ie/finance/index.shtml>.

### **When does my salary increase?**

If you are on an incremental scale it increases by one point on the scale each year, subject to satisfactory performance, until you reach the maximum of your scale, or when

- you get promoted.
- there is a general round pay increase.

### **What is an increment?**

An increment is an increase in pay for which provision is made in a pay scale. As a general rule one increment is awarded annually up to the maximum of the pay scale subject to satisfactory performance.

### **How is an increment awarded?**

An increment form is sent to your manager for approval. Once the approval is received from your manager the necessary details are sent to payroll for processing. You are also notified by letter of your increment increase.

### **What is my increment date?**

A new staff member’s increment date will be on the anniversary of the date they commenced employment with the University. If you are promoted your increment date may change in accordance with your promotional grade commencement date.

### **What is the University’s position regarding overtime?**

The University’s position is that the work of the University should be performed during normal working hours and overtime is only justified in response to exceptional circumstances.

### **Does overtime need to be approved in advance?**

Yes, when it is necessary that overtime be worked, requests are made to and approved by your Head of School/Director of Unit in advance of the proposed overtime.

### **Where overtime is necessary is it applicable to all grades?**

Payment of overtime is applicable to certain grades only. See <http://www.dcu.ie/info/policies/contents.php> for a listing. However, other grades not entitled to payment may claim time-off-in-lieu for hours worked over those normal to the grade. In this case it is direct time for time calculation, i.e. two hours overtime equals two hours off in lieu.



### ***How am I paid for overtime worked?***

Payment is made on the submission to the Finance Office of an approved Overtime Claim form, signed by your Head of School/Director of Unit.

For further information on rates of overtime please consult <http://www.dcu.ie/info/policies/contents.php>.

## **REWARD AND RECOGNITION SCHEMES**

### ***Are there reward and recognition schemes in operation?***

Yes, and they are broken down as follows:

#### **Academic Staff**

##### **President's Award: Teaching & Learning**

The DCU President's Award Scheme recognises and rewards excellence in teaching and learning. Candidates for the awards should be members of DCU staff who have made an outstanding contribution to teaching and learning activities. The awards are open to academic and support staff, including Library, Registry, Computer Services, Education Services etc. An award may be made to a single member of staff or to a group of staff who have been jointly involved in the particular activities being recognised. Up to two awards are made each year. Each award consists of a formal citation, together with a cash prize.

Further information is available at: <http://odtl.dcu.ie/tlf/2004-2005/PresAwards.html> and <http://www.dcu.ie/ovpli/liu/presidents.shtml>.

##### **President's Award: Research**

The DCU President's Award for Research is presented annually to academic staff for outstanding research carried out in the fields of science, engineering, social sciences and humanities. Academic staff are invited to nominate candidates for the awards, and nominations are judged on the following criteria: national and international prominences, the relevance of their research and the degree of excellence they have achieved in their specific area. Up to two awards are made annually.

For further information please contact the Office of the Vice President for Research <http://www.dcu.ie/research/index.shtml>.

#### **Administrative, Technical and Support Staff**

##### **President's Award: Teaching & Learning**

See above for further details.

##### **Reward and Acknowledgement of Excellent Performance:**

What values will be rewarded under this scheme?

- Demonstration of performance/contribution at an excellent level above what is expected of the post.
- Significant wider University contribution/involvement, including, for example, participation in University committees and focus groups.
- The implementation of a proposal by a staff member that results in a significant cost saving for the University.

For further information please see <http://www.dcu.ie/info/policies/contents.php>.

## ADDITIONAL LEAVE SCHEME FOR ADMINISTRATIVE, TECHNICAL AND SUPPORT STAFF

### *How is this scheme applied?*

This scheme is designed to reward administrative, technical, library and support staff who have been on the maximum point on their current salary scale for a minimum of three years. Applicants must not have exceeded the maximum number of uncertified sick days in a rolling twelve month period and must have satisfactory performance.

### *What will the reward be?*

The award will be additional annual leave. No greater than three days annual leave can be awarded during a staff member's career within the University.

### *Am I automatically entitled to avail of this scheme once I meet the qualifying criteria?*

Once qualifying criteria have been met, it will be the responsibility of your Head of School/Director of Unit to assess your performance and make a recommendation to HR for the award to be made.

For further information please see <http://www.dcu.ie/info/policies/contents.php>.

### *Are the above schemes linked to the University's Performance Management and Development Scheme?*

These schemes are separate from the University's Performance Management and Development Scheme.

## STAFF TRANSFER LIST

### *What is the transfer list?*

The transfer list is a record of requests made by administrative staff to transfer from their current department/school to the same grade in another department/school within the University.

### *What is the procedure for placing my name on the transfer list?*

An application must be made in writing to the HR Department.

### *How does the transfer list operate?*

In order for a transfer to happen there must be an appropriate vacant grade that requires filling. The Head of Department/School may wish to interview staff, at the appropriate grade, who are on the transfer list, in the first instance. This is arranged through the HR Department. The Head of Department/School is under no obligation to fill his/her vacancy through the transfer list.

### *Does my Head of Department/School need to know I am on the transfer list?*

Out of courtesy it is advised that the staff member make known their request to transfer to their Head of Department/School.

### *What happens when a vacancy is not filled through the transfer list?*

The vacancy may be advertised internally or publicly, as appropriate, and staff who are on the transfer list may wish to apply. The vacancy should then be filled through the normal recruitment and selection procedures.





The HR department is committed to “Staff Wellbeing” and looks forward to working collaboratively with others, both internally and externally, to provide an appropriate range of support mechanisms that will, in turn, help foster a culture of “Wellbeing”.

There are a number of benefits and “on-campus” facilities currently available that we would like to draw your attention to as follows:

### VDU EYESIGHT SCREENING TESTS

#### *How can I avail of the VDU eyesight screening test?*

Staff currently operating VDU’s on a continuous basis will be given the option of having a full eye test at two yearly intervals. These eye tests will be carried out by a University nominated specialist and the cost of the test will be borne by the University. Please contact the HR office for contact details of the nominated specialist.

### PRIVATE HEALTH INSURANCE

#### VHI

#### *As a new staff member am I automatically a member of the VHI Group Scheme?*

No, it is a voluntary scheme so you will need to apply directly to the VHI.

#### *How do I apply?*

You can obtain an application form from the HR General Office. You will need to complete this in full and return to the VHI House, Lower Abbey Street, Dublin 1.

#### *What is the DCU Group Name?*

Dublin City University Group Scheme, number: 484318

#### *How do I know if my application has been accepted?*

You will receive, by post, a Membership Acceptance letter and card from the VHI.

#### *How is my subscription payment made?*

The relevant subscription is deducted directly from your weekly/monthly salary payment. These details are sent from the VHI to the DCU payroll section directly.

Further information can be obtained from <http://www.vhi.ie/>.



## BUPA

### *As a new staff member am I automatically a member of the BUPA Group Scheme?*

No, it is a voluntary scheme so you will need to apply directly to BUPA.

### *How do I apply?*

You can obtain an application form from the HR General Office. You will need to complete this in full and return to BUPA Ireland, Mill Island, Fermoy, Co. Cork.

### *What is the DCU Group Name?*

Dublin City University Group Scheme, number: 10095

### *How do I know if my application has been accepted?*

You will receive by post a Membership Acceptance letter from BUPA

### *How is my subscription payment made?*

The relevant subscription is deducted by Direct Debit from your bank account. You need to provide this information on the application form. These details are sent to the relevant bank from BUPA.

Further information can be obtained from:  
<http://www.bupaireland.ie>.

## CRÈCHE FACILITIES

### *Are there Crèche facilities available on campus?*

Yes, the crèche is located adjacent to Car Park 2. If you are interested in finding out further information on current fees etc please contact the crèche's manager, Paula Murray, at (01) 7005200.

## SPORTING FACILITIES

### *How do I access the Sports Facilities?*

Application forms are available from University Sports Club reception only and must be returned to University Sports Club reception on completion.

All staff on DCU/CR&D payroll, regardless of duration of contract, may pay for the twelve month term through payroll for the remainder of the contract.

There will also be a six month membership option for staff on short-term contracts and for students who are either on Intra, a semester abroad or in their final year.



## WORK/LIFE BALANCE INCENTIVES

There are a number of policies and initiatives in place to provide support and assistance to colleagues who would like to achieve a better work/life balance. These include job share arrangements, flexi-time, term-time leave, parental leave, compassionate leave, leave of absence, marriage leave, maternity leave, adoptive leave and parental leave policies.

The HR department welcomes any queries from colleagues regarding these policies and would like to encourage you to find out more about how these policies can be of use to you. We are endeavouring to continue to further develop existing policies that support Work/Life balance and you are encouraged to make suggestions to the HR department at any time.

## FLEXIBLE WORKING POLICIES

### JOB SHARE POLICY

#### *What is jobshare?*

Jobshare is a scheme that permits a staff member to avail of a half-time attendance pattern. It is designed to facilitate staff by offering an opportunity to balance work with family commitments and personal goals.

#### *What attendance patterns are available to staff?*

Mornings only, afternoons only, and split week etc.

#### *Who is eligible to apply?*

A staff member with a minimum of one year's service is eligible to apply for permission to job share.

#### *For what purposes may I apply for job share?*

A person applying to participate in the Job Share Scheme must state in writing the purpose for their application. These purposes might include child rearing, educational purposes, caring for a dependent adult, or assisting in the transition to retirement.

#### *How do I apply?*

An application for permission to Job Share must be submitted in writing together with a statement of approval/non-approval from your Head of School/Director of Unit to the Human Resources Department.

#### *How will job share affect my conditions of service?*

Conditions of service will be equivalent to staff in full-time work but will be applied on a pro-rata basis.

#### *How will job share affect my pay?*

A staff member on a job share arrangement will be paid on a pro-rata basis i.e. 50% of the salary appropriate to full-time work.

#### *How will job share affect my annual leave entitlement?*

A staff member on a job share arrangement will receive 50% of the annual leave entitlement appropriate to full-time work.

The duration of the working day for annual leave purposes will be the duration of the job-sharing day.





### ***What is the duration of the job share arrangement?***

Permission to job share is normally restricted to twelve months duration per application. A staff member, however, can re-apply for permission to extend the job share arrangement on an annual basis (currently under review).

### ***Can an application for job share be refused?***

Yes. Every effort, however, will be made to facilitate requests.

### ***How will job share affect my entitlement to bank holidays and University privilege days?***

Entitlement to public and privilege days will accrue to a staff member who is scheduled to work on the days in question. In cases other than half day on half day off, the normal job share attendance arrangement should be varied to allow both jobsharers to benefit equally from public and privilege holidays.

## **FLEXITIME**

### ***Is flexitime in operation within the University?***

Yes, flexitime was introduced in 2006.

### ***Can I automatically avail of flexitime?***

Application to avail of flexitime should be made to your Head of School/Director of Unit in the first instance.

### ***Where can I find further information on the rules pertaining to the operation of flexitime?***

Further information is available from <http://www.dcu.ie/partnership/subgroup-flexitime.shtml>.

## **TERM TIME LEAVE**

### ***What is Term Time Leave?***

Term time leave is to allow working parents or primary carers to match their working arrangements to the main summer holidays of their children, or to care for a person who resides with them and who has a disability, which gives rise to the need for care on a continuing or frequent basis.

### ***When can Term Time Leave be taken?***

Term time leave is available as a continuous period of thirteen weeks commencing the beginning of June or ten weeks commencing the last week of June.

### ***Will I be paid during Term Time Leave?***

The period of leave is unpaid. However, participants of the scheme are granted special administrative arrangements for the payment of basic salary over a period of twelve months commencing from the start of a tax year.

### ***How do I apply for Term Time Leave?***

Staff wishing to participate in the scheme should make an application in writing and submit it to their Head of School/Director of Unit before 31st October in the year preceding the proposed leave. Once approved the application should then be forwarded to the Director of Human Resources for final approval. The decision will be conveyed to the applicant by the Director of Human Resources by the 30th November in the year that the application is made.

Further information on the policy is available at <http://www.dcu.ie/info/policies/contents.php>.



## Code of Conduct

In accordance with the philosophy and principles of this policy, appropriate behaviour for staff, students, visitors, contractors and those associated with DCU is one which recognises the right to dignity of all individuals, and imposes a duty of respect whereby members of the University Community are treated with consideration, courtesy and respect, without harassment, or physical or verbal abuse, or actions that can be interpreted as demeaning of others.

Members of the University community have a responsibility to contribute towards an environment of trust and respect and at all times to avoid behaviour that may create an atmosphere of hostility or intimidation. It is the responsibility of every member of the University community to be aware of and to adhere to this Policy (<http://www.dcu.ie/equality/respect/index.shtml>).

In view of DCU's stated commitment to equality of treatment for all individuals in the University community, all its members are expected to act with tolerance, sensitivity, respect and impartiality towards others. This is especially so where there may be a variation in the interpretation of acceptable behaviour resulting from different backgrounds and cultures. It particularly applies where a power imbalance exists.

## FREEDOM OF INFORMATION

### *What is the objective of the Freedom of Information Acts?*

The main objective of the Freedom of Information Act is to foster and develop a culture of openness, transparency and accountability in public bodies. The Act confers three new **legal** rights on individuals:

- The right to obtain information held by the University.
- The right to obtain reasons for decisions affecting oneself.
- The right to have official information relating to oneself amended where it is incorrect, incomplete or misleading.

This means that apart from information already published or otherwise available, individuals may apply

- for access to university records retrospectively to the date the Act was implemented, which was 21 April 1998;
- for access to records that contain personal information about them irrespective of when created;
- for access to their own personnel records created since 21 April 1995;
- to have made known to them the reasons for decisions made by the university that have materially affected them. This right is effective from 22nd October 2001.



### **How do I make a Freedom of Information request?**

You may send a letter or email ([foi@dcu.ie](mailto:foi@dcu.ie)) to the FOI Officer, Administration Building, Dublin City University, Dublin 9.

Your letter should:

1. refer to the FOI Act
2. give as much information as possible about the records being sought
3. specify if you would like to obtain copies of the record or would prefer access in another form
4. A fee may be payable for non-personal information.

### **Where can I get further information on FOI?**

Further information on all aspects of FOI is available at <http://www.dcu.ie/foi>.

## **DATA PROTECTION**

### **What are my rights under Data Protection?**

Data protection is concerned with the protection of your fundamental right to privacy, and your right to exercise control over how your personal information is used.

Your Rights under data protection legislation include:

- Right of access
- Right of rectification or erasure and blocking
- Right to freedom from automated decision making
- Right to have your name removed from a direct marketing list
- Right to complain to the Data Protection Commissioner
- Right to seek compensation through the Courts

People or organisations keeping personal information on computer or in filing systems generally must give individuals access to their personal information, and must correct or delete any information found to be inaccurate or irrelevant. But their responsibilities do not stop there.

They **must**:

**Obtain** personal information fairly and openly

**Use** it only in ways compatible with the purpose for which it was given in the first place

**Secure** it against unauthorised access or loss

**Ensure** that it is kept accurate and up-to-date



They **must not**:

**Further process data** in a manner incompatible with the purpose for which it was given

**Retain** it for longer than is necessary for the purpose for which it was given

Any failure to observe these principles would be a breach of the Data Protection Acts.

### ***How may personal data be used by the University?***

DCU needs to collect and use data (information) for a variety of purposes about its staff, students and other individuals who come in contact with the University. The purposes of processing data include the organisation and administration of courses, research activities, the recruitment and payment of staff, compliance with statutory obligations, etc. Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

### ***How can I access personal information held by the University***

To access personal information, you should contact the Human Resources Department in the first instance.



## **COMPUTER USAGE POLICY**

The University provides computing resources for student and staff use to support the normal activities of the University, in particular for educational, research and administrative purposes.

Computing resources must not be used for any illegal or unethical purposes and should not generally be used for recreational or personal use.

Those acting in contravention of this Code of Conduct may be subject to the University's disciplinary procedures and/or criminal proceedings. All employees are obliged to familiarise themselves with the full policy which is available at <http://www.dcu.ie/info/regulations/computing.shtml>.



## GRIEVANCE & DISCIPLINARY POLICIES

Staff are required to familiarise themselves with the University's Dispute Resolution Procedure (statute no.4 of 2001) which is available at <http://www.dcu.ie/info/statutes/statute4.shtml>

## GRIEVANCE PROCEDURE

### *If I have a grievance affecting my position is there any means of having this addressed formally?*

Yes, there is a formal procedure in place, which has been agreed between DCU and SIPTU. The purpose of the procedure is to provide a mechanism to deal with the resolution of problems of staff members in a fair and impartial manner.

### *What matters are covered by the grievance procedure?*

A staff member may submit a grievance on matters relating to:

- The administration of the salary scales appropriate to the staff member's employment
- Discipline
- The interpretation or application of the Industrial Relations Procedures Agreement

### *How might I invoke the grievance procedure?*

It is advisable that any disagreement between a staff member and his/her supervisor should be dealt with informally through discussion between the two parties in the first instance. If both parties are unable to agree, then resolution of the matter should be sought by bringing it to the attention

of the Head; the matter can then be put in writing to the Head; if not satisfied with the response, you may refer the matter in writing to the HR Department; if still not satisfied with the response from HR you should put in writing your desire to involve the union Branch Secretary.

### *What happens if the matter cannot be resolved between the University and the Union Branch Secretary?*

Both parties will agree to refer the matter to third parties such as the Labour Relations Commission, the Labour Court or the Employment Appeals Tribunal.

## SUSPENSION AND DISMISSAL OF EMPLOYEES

(statute no. 3 of 2001)

The purpose of the statute is to ensure that the University behaves reasonably and fairly towards all its employees in investigating and dealing with alleged instances of unacceptable conduct or performance.

### *What penalties may be imposed under the disciplinary procedure?*

Penalties which may be imposed under the disciplinary procedure include:

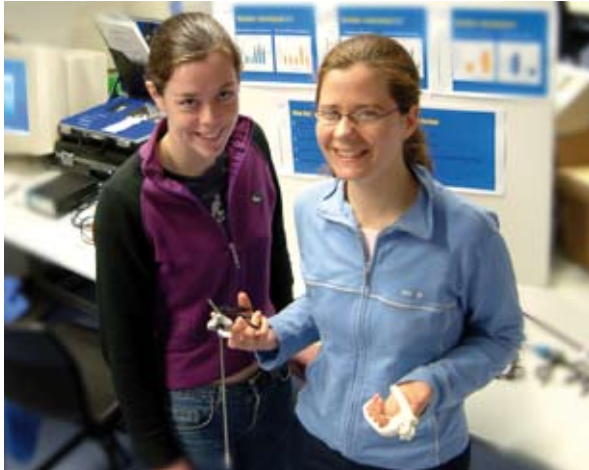
- Verbal warning
- Written warning
- Final written warning
- Suspension (with or without pay)
- Demotion/reduction in pay
- Compulsory transfer or reassignment
- Dismissal
- Misconduct
- Gross misconduct
- Incapability
- Unsatisfactory sick absence

### *What procedures are involved?*

The formal procedures are laid out in the University's statute no.3 "suspension and dismissal of employees" which can be consulted at <http://www.dcu.ie/info/statutes/statute3.shtml>.

### *Is any disciplinary action recorded indefinitely on an employee's file?*

All disciplinary action taken will be recorded and placed in the University's records. Warning will be placed in the personnel files of the employee to whom they apply but will



be removed after such period as shall be determined by the University if the employee's service during the intervening period is satisfactory.

## CONSULTATION PROCEDURE

### *Under what circumstances should the consultation procedure apply?*

The consultation procedure should apply when the University wishes to implement changes in practice or procedure such as, for example, changes in conditions of employment affecting staff members.

### *How is the Consultation Procedure invoked?*

Depending on the scale of the change the following may apply:

- Referral of the matter to the Union Representative
- Referral of the matter to the Branch Secretary by the Director of Human Resources

### *What does the Consultation procedure involve?*

Once a referral has been made to the Union, appropriate time is given to enable the Union to consult with its members on the matter. The Union may then enter into negotiations with the University on behalf of its members.

### *What happens if the matter cannot be resolved between the University and the Union?*

Both parties will agree to refer the matter to third parties such as the Labour Relations Commission, the Labour Court or the Employment Appeals Tribunal.



## POLICY TO PROMOTE RESPECT AND TO PROTECT DIGNITY

### *What is DCU's policy with regard to dealing with harassment and bullying?*

Dublin City University believes that its entire staff, students, visitors, contractors, sub-contractors, and others associated with the University have the right to work and study in an environment free from sexual harassment, harassment, and bullying, where each individual has a right to dignity and where his or her integrity is respected. The University is committed to achieving this. Every member of the University community is responsible for ensuring that he/she complies with the policy to Promote Respect and to Protect Dignity (<http://www.dcu.ie/equality/respect/index.shtml#policy>).

### *What should I do if I believe I am being harassed or bullied?*

Where an individual feels that he or she is being sexually harassed, or harassed, or bullied, he or she should keep a record of the initial and subsequent incidents, record dates, times, the nature and details of the incidents, witnesses, and record his/her own feeling and response at the time. Where the conduct complained of is violent or criminal in nature, the Gardaí should be called without delay. An immediate formal complaint should be made to the Director of Human Resources.

If you have concerns and would like to speak to someone you have the option of speaking to a member of the University's Listeners group. The Listeners consist of a voluntary group of staff members. Each Listener has been trained to listen to and support and provide relevant information. A list of the group members is available at <http://www.dcu.ie/equality/respect/listeners.shtml>.

There are two routes you can go – (1) Informal Complaints Procedure or (2) Formal Complaints Procedure.

**(1) Informal Complaints Procedure**

If you feel that you are being sexually harassed, or harassed, or bullied you should explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends you, that it makes you uncomfortable, and it interferes in your work. This affords the person engaging in the complained-of behaviour the opportunity to desist and stop the behaviour.

**(2) Formal Complaints Procedure**

When it is necessary to proceed with a formal complaint, it should be made at the earliest possible date, in writing, to the Director of Human Resources. If a formal complaint is being made against the Director of Human Resources, it should be made, in writing, to the Secretary. The University will then appoint an Investigating Committee made up of two senior members of DCU staff and a Human Resources Officer. A Hearing of the formal complaint will then follow. Please consult the policy to Promote Respect and to Protect Dignity <http://www.dcu.ie/equality/respect/index.shtml#policy> for further details.

The full policy is available from the Human Resources office or from <http://www.dcu.ie/equality/respect/index.shtml#policy>.

## CONFIDENTIALITY

It is a condition of your employment that you will not, except as duly authorized by the University or required by your duties, reveal to any person or persons any of the confidential information acquired by you in the course of your employment in the University.

It is also a condition of your employment that you will not bring to or use in the course of your employment with the University any trade secrets or confidential information belonging to your previous employers or to any other third party.

## EMPLOYEE RELATIONS

### *Are employees of Dublin City University represented by a trade union(s)?*

Yes, Dublin City University recognises the Services Industrial Professional and Technical Union (SIPTU) as the sole exclusive bargaining agent for all staff members.

It is a condition of employment that all permanent staff members remain benefit members of the Union as long as they are employed by the University, but the University reserves the right, at all times, to communicate directly with employees.

### *If elected as a staff union representative am I entitled to time off to attend local union representative duties?*

It is the University policy to facilitate union activity by allowing staff representatives reasonable time away from work to take part in negotiations and other union business. Where they are required to attend to their local union representative duties, they will, at all times, request permission from their immediate supervisor to leave their place of work. Given reasonable notice, permission will not be unreasonably withheld.

Local representatives will be expected to meet the same work standards and performance as other staff members while at their work.

Meetings between management and trade unions will normally be held during working hours and on DCU premises.

### *As a trade union staff representative can I avail of trade union approved training courses?*

The University provides reasonable facilities for staff representatives to attend trade union approved training courses. Permission to attend these courses should be sought at least two weeks in advance of the proposed date(s) from Human Resources who will in turn confer with the Head of School/Director of Unit. Permission will not be unreasonably withheld.

### *Is there a union subscription and if so, how are payments made?*

Yes, trade union membership subscriptions can be directly deducted from pay if authorised by a member of staff.



## **RECRUITMENT & SELECTION**

*'The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem'*

### ***How do I know when vacancies arise within the University?***

All vacancies are advertised on the DCU Vacancy web page.

Vacancies open to current staff in the first instance are located at: <http://www.dcu.ie/vacancies/internal.shtml>.

Vacancies open to public competition are located at: <http://www.dcu.ie/vacancies/current.shtml>.

An all-staff email is sent to staff drawing their attention to vacancies that are placed on either of these sites.

### ***How do I apply?***

You will be required to complete an application form. The application form can be downloaded from the vacancy site (<http://www.dcu.ie/vacancies/index.shtml>); alternatively, you can obtain a form and full details in relation to the post from the Human Resources General office.

### ***When am I notified if I am shortlisted for interview?***

You will be contacted by telephone/letter to inform you of the outcome of your application. You should get a minimum of one week's notice if you are called for interview.

### ***Who will be on the interview board?***

The composition of the interview board will depend on the level of the position advertised. The interview board will usually consist of four members, the Head of School/Director of Unit, another appropriate person from the School/Unit, an external board member and a HR representative.

### ***What else may be required?***

Depending on the nature of the post, you may be required to give a presentation and/or undergo psychometric testing.

### ***What happens when the interviews have been completed?***

Candidates will be informed in writing of the outcome of interview as soon as possible thereafter. It is normally two weeks after the interview date.

### ***Do I receive feedback from the interview process?***

Yes. Candidates should contact the Human Resources Department in the first instance. Feedback is provided by the Chair of the interview board.

### ***Why do you require a copy of my birth certificate?***

This is to provide confirmation of your identity.

### ***Why do you require copies of my qualifications?***

This is to provide evidence of your required qualification level for the position you are being appointed to.

### ***Why do you require my mother's maiden name on the DCU Wages Payment Form?***

This is for security reasons. This is to ensure that only you will gain access to your account information, as only you should have knowledge of this information.



## **YOUR FIRST YEAR IN DCU**

### ***What does the DCU orientation programme involve?***

First impressions last. The first impressions of new staff are formed during their first days in a new job. A positive first impression can result in staff being happier and therefore more motivated in their job. A well organised and systematic orientation is important to put a new staff member at ease at an early stage and to welcome new staff to DCU. The DCU

orientation programme is designed and delivered by the Training & Development unit and is intended to help new staff become familiar with DCU, its structures and culture. The purpose of DCU's orientation programme is to give new staff the information they need to become familiar with how DCU works. This will improve the efficiency and productivity of new staff as quickly as possible. All of this will help new staff gain a positive first impression of DCU.

There are two phases to DCU's orientation programme. Phase one involves familiarising new staff with DCU's structures, culture, policies and services that various departments offer and informing new staff about the probationary process. Phase two involves the specific training programmes that new staff access to help them perform better in their new role.

For further information on dates etc please visit <http://www.dcu.ie/hr/training/OrientationtoDCU.shtml>.

### ***What is the probationary process?***

The first year of employment in DCU is both challenging and exciting for new staff members. The probation process exists to help new staff members become familiar with their role and receive feedback on their strengths and development needs. The probation process is an opportunity for new staff to engage in a dialogue with their Head of School and can enrich a person's future career in DCU.

Probation is a formal process, where each staff member, appointed to a permanent position goes through a review with their Head of School/Director of Unit to ascertain whether, at the end of one year, the Governing Authority of the University, should confirm them in post. The probationary process consists of three probation assessments between the Head of School or their nominee and the new staff member.

### ***Who does it apply to?***

The probationary process currently applies to permanent staff. However, temporary staff will be included in the probationary process in the future.

### ***What does confirmation in post mean?***

This occurs when an employee has successfully completed their three probationary assessments and their Head of School recommends to the Governing Authority that they should be confirmed in post.

## **CAREER STRUCTURES**

The career structure and promotional policies for the majority of grades within the University are described in this section.

### How do I access promotions?

DCU has a policy of promoting staff based on merit, qualifications and where relevant length of service. The following areas are important when considering a candidate for a promotional post: work experience, work performance, interest and motivation and specific job requirements. Internal employee promotions are advertised at <http://www.dcu.ie/vacancies/current.shtml> . It is important to note that some promotional posts are open in the first instance to public competition. For information on jobs open to public competition, please refer to the Promotional Policy at <http://www.dcu.ie/info/policies/contents.php>. Staff can compete and apply for these positions. These advertisements can be downloaded from <http://www.dcu.ie/vacancies/current.shtml>.

### What are the career structures and promotion policies for academic staff at DCU?

The following table outlines the difference academic roles within DCU. Further information on academic careers can be downloaded from <http://www.dcu.ie/info/policies/contents.php>.



Job title	Minimum Requirements	Additional information
Lecturer (below bar)	<i>To be appointed below the bar</i> Honours primary degree and three years' relevant experience	For a Masters degree, two years' relevant experience For PhD one year's relevant experience
Lecturer (above bar)	<i>To be appointed above the bar</i> requirements are as above Honours primary degree and three years' relevant experience.	Normally expected to hold PhD
Senior Lecturer	A PhD, substantial teaching experience, proven research track record and administrative experience. Please visit <a href="http://www.dcu.ie/hr/seniorlecturer.shtml">http://www.dcu.ie/hr/seniorlecturer.shtml</a> .	Expected to have published in respective research areas
Associate Professor	Confined to internal candidates who satisfy requirements laid out in promotional policy <a href="http://www.dcu.ie/hr/associateprofessor.shtml">http://www.dcu.ie/hr/associateprofessor.shtml</a> .	
Professor	A PhD, internationally recognised research and publication record.	
Personal Chair Professor	Associate Professor level for a minimum of three years and proven excellence in research, teaching and service.	

### What are the internal promotion procedures for academic staff?

The positions above, when advertised publicly, are open to all suitably qualified academic staff who have completed their probationary period. In addition, the University has a number of policies, confined to existing academic staff, in relation to promotion, namely:

**Progression policy - Lecturer-below-the-bar to Lecturer above the bar or** <http://www.dcu.ie/info/policies/contents.php?function=2&identification=1054719002>)

**Promotion policy - Senior Lecturer**  
- Associate Professor  
- Professor

<http://www.dcu.ie/info/policies/contents.php>



***What are the career structures and promotional procedures for administrative and secretarial staff?***

The following table outlines the Administrative and Secretarial roles within DCU.

<b>Job Title</b>	<b>Minimum Requirements</b>	<b>Additional information</b>
Secretary Grade II	A Leaving Certificate (with five passes) and one-year secretarial course or equivalent and three years' relevant experience	Candidates without a Leaving Certificate require five years experience. Each case will be reviewed on its own merits. Particular recognition is given to candidates with ECDL or NCVA or FIT
Secretary Grade III	Initially confined to internal candidates. The requirements are as per Secretary Grade II plus three years relevant experience at Grade II. If there are no suitable internal candidates the requirements are a Leaving certificate (with five passes), secretarial course or equivalent and five years' relevant experience	A promotional grade. Confined to internal candidate in the first instance. If advertised externally candidates should note eligibility criteria
Administrative Assistant	Primary degree	An entry grade. Suitable internal candidates can apply i.e. Secretary Grade III with two years' experience
Senior Administrative Assistant	The requirements for this grade are that candidates are at Administrative Assistant level with three years' experience	A promotional grade. This is confined to internal candidates in the first instance
Administrative Grades I to IV	Primary degree, a minimum of three years' relevant experience together with specific requirements as laid out in the advertisement	Advertised externally in the first instance

### ***What are the career structures and promotional policies for Technicians?***

Technical grade Career Structure (please note that this is a summary of the requirements).

Job title	Minimum Requirements
Technician	HETAC Higher Certificate (Level 6) (formerly NCEA)
Senior Technician	As per Technician with 3 years' relevant experience at Technician level



### ***What are the career structure and promotional policies for library staff?***

The following table outlines the Library roles within DCU.

Job Title	Minimum Requirements	Additional Information
Library Assistant	A Leaving Certificate (with five passes)	Vacancies filled through public competition
Library Assistant 2	A Leaving Certificate (with five passes) and three years' appropriate experience.	Preference given to candidates holding a Diploma in Information Studies or equivalent
Assistant Librarian I	Appropriate degree and equivalent professional qualification in Library or Information Studies.	Vacancies filled by public competition
Assistant Librarian IA	Appropriate degree and equivalent professional qualification in Library or Information Studies. Three years' experience at Assistant Librarian I.	Confined to internal candidates
Sub-Librarian	Appropriate degree and equivalent professional qualification in Library or Information Studies and at least four years' experience.	Vacancies filled through public competition

### ***What are the career structures and promotional policies for Analyst Programmer Staff?***

The following table outlines the Analyst Programmer roles within DCU. Please note that this is a summary of the requirements.

Job Title	Minimum Requirements	Additional Information
Trainee Analyst Programmer	Degree in appropriate area or equivalent	
Analyst Programmer 1	Degree in appropriate area or equivalent plus two years' experience at Trainee Analyst Programmer level	
Analyst Programmer 2	Degree in appropriate area or equivalent plus four years' appropriate experience	
Analyst Programmer 3	Degree in appropriate area or equivalent plus six years' experience	

Please contact the HR Department for information on career structures for other grades.

## STATUTORY LEAVE TYPES

Statutory Leave Types Explained (Please also refer to Section 4 for Work/Life balance leave incentives).

### ANNUAL LEAVE

#### *What is Annual Leave?*

Each member of staff, both permanent and temporary, has an annual leave entitlement to provide an opportunity for rest and relaxation.

#### *What is the Leave Year?*

The leave year is from 1st January to 31st December and annual leave must be organised within this period in order that staff take at least two continuous weeks leave.

Staff would normally take all their annual leave allowance within the leave year. In exceptional circumstances staff may carry over a maximum of five days, with the approval of the Head of School/Unit and the Director of Human Resources.

Annual leave entitlements vary in accordance with the grade, and are as follows:

Head of School/Director of Unit	31 days
Lecturer/Assistant Lecturer	31 days
Administrator II, III, IV	31 days
Administrator I/Senior Administrative Assistant	24 days
Assistant Librarian II/Chief Technical Officer	24 days
Assistant Librarian I/Admin.Assistant/ Analyst Prog.III/II/I	21 days
Senior Computer Operator/IT Specialist	21 days
Technical/Senior Technical Officer	20 days
Secretary III/II/I Library Assistant/Porter/ Maintenance I/II	20 days
Senior Security Officer/Security Officer	20 days

#### *What happens if I become ill while on Annual Leave?*

Certified sick leave during a period of annual leave, if notified immediately, will have the effect of cancelling authorised annual leave. Annual leave will not be resumed until the staff member returns to work and provides evidence of fitness to return to work certificate.

Uncertified sick leave during annual leave does not have the same effect.



#### *What happens if I want to go on Annual Leave immediately following sick leave?*

A medical certificate of fitness to 'return to work' is required for staff wishing to go on annual leave immediately following sick leave.

### MATERNITY LEAVE

#### *What is Maternity Leave?*

Maternity leave consists of twenty-six weeks paid leave on the birth of a child with a further option of sixteen weeks unpaid leave.

#### *Who qualifies for Maternity Leave?*

All female staff qualify for maternity leave on the birth of a child.

Employees on fixed term contracts are also entitled to maternity leave. However, if a contract expires during the period of maternity leave, the maternity leave entitlement

to full pay will also end in line with the end date of the temporary contract.

### ***How do I apply for Maternity Leave?***

Application for maternity leave must be made as soon as possible, but not later than four weeks before the commencement of maternity leave. Application must be made in writing to the Human Resources Department accompanied by a medical certificate confirming the pregnancy and stating the expected date of confinement.

### ***How do I apply for my Social Welfare Maternity Benefit?***

An MB10 form (Maternity Benefit form) must be fully filled in, signed and stamped by your doctor, and by the Human Resources Department and returned to the address on the form.

### ***When does Maternity Leave commence?***

Maternity leave must commence not later than two weeks before the end of the expected week of confinement.

Maternity leave must continue for at least four weeks following the birth of a child. Notice of return to work must be given in writing at least four weeks before the date of return.

When the date of confinement occurs before maternity leave has commenced the twenty-six weeks maternity leave commences on the date of the birth of the child, and the Human Resources Department must be advised of the birth within fourteen days.

### ***How do I apply for unpaid Maternity Leave?***

Unpaid maternity leave must follow immediately after paid maternity leave. Application must be made in writing at least four weeks in advance.

### ***What happens to my Annual Leave?***

Annual Leave continues to accrue during paid maternity leave and additional unpaid maternity leave, and it may be taken on agreement with the Head of School/Unit either before or after maternity leave. However if you are availing of unpaid maternity leave, annual leave follows that. Annual leave must be applied for in the normal way through the Head of School /Unit.

### ***Do I qualify for Public Holidays and Privilege days during Maternity Leave?***

Yes, all public holidays and privilege days are added to your maternity leave.

## **PATERNITY LEAVE**

### ***What is Paternity Leave?***

Paternity leave is three days paid leave granted to fathers in respect of children born after 1st February 2001.

### ***Who is entitled to Paternity Leave?***

All fathers are entitled to paternity leave at the time of birth or up to four weeks after the birth of his child.

Adoptive fathers are entitled to paternity leave where the date of placement is after 1st February 2001. The leave may be taken on or within four weeks of the date of placement.

These provisions also apply to stillbirths after the 24th week of pregnancy.

### ***How do I apply for Paternity Leave?***

Application is made through the Head of School accompanied by a birth or placement certificate to the Human Resources Department.

## **PARENTAL LEAVE**

### ***What is Parental Leave?***

Parental leave is unpaid leave of fourteen weeks (seventy days) per parent per child. Parental leave may be taken as a block or broken into weeks, days or hours.





### ***Who is entitled to Parental Leave?***

All natural and adoptive parents who have one year's continuous service.

Each parent has his/her own entitlement of seventy days for each child up to age eight years of age.

In the case of adopted children, where an adopted child is three or more years but less than eight years at the time of adoption, the parental leave must be taken within two years of the adoption order. In the case of an adopted child under three at the time of adoption, the parental leave must be taken before the child is eight years.

In the case of a child with a disability, employees may take parental leave up to the age of sixteen. This provision only applies to a parent of a child in respect of whom a Domiciliary Care Allowance is payable.

### ***How do I apply for Parental Leave?***

Parental leave is applied for by completing an application form which is available from the HR Office or at <http://www.dcu.ie/hr/hrforms/ParentalLeave.doc>. The completed form must be accompanied by a birth certificate or certificate of adoption. Staff are advised to discuss their wish to avail of parental leave with their Head of School/Director of Unit in advance of completing the application form.

Parental leave must be applied for at least six weeks in advance and must state the proposed start date, the duration and the mechanism.

The Human Resources Department will produce a 'contract of confirmation' for the employee to sign four weeks prior to leave commencing, confirming details of the parental leave.

A copy of the document is held by the employee and by the employer.

### ***What rights do I retain while on Parental Leave?***

Annual leave accrues during parental leave, and public holidays, privilege days and sick leave rights are retained. Parental leave is not considered a break in service. However, pension service does not accrue during parental leave. All employees are entitled to return to their own position at the end of parental leave.

### ***Can Parental Leave be refused?***

Parental leave may be postponed for up to six months if it causes an adverse effect on the business.

The employer must discuss a postponement with the employee and must provide an explanation in writing.

## **ADOPTIVE LEAVE**

### ***What is Adoptive Leave?***

Adoptive leave is twenty four weeks paid leave granted to female staff who legally adopt a child.

### ***How do I apply for Adoptive Leave?***

Adoptive leave is applied for in writing through the Head of School to the Human Resources Department at least four weeks in advance of the leave, and must be accompanied by a certificate of placement.

### ***What are the effects of Adoptive Leave?***

Paid adoptive leave will count as service in all respects in relation to service, annual leave, sick leave privilege days etc.

### ***Can I avail of unpaid Adoptive Leave?***

Sixteen weeks unpaid adoptive leave may be granted on application.

Unpaid adoptive leave must be applied for at least four weeks in advance.

## **CARER'S LEAVE**

### ***What is Carer's Leave?***

Carer's Leave allows an employee to personally provide full time care and attention for a person who is in need of such care. The period of leave to which an employee is entitled is subject to a maximum of 104 weeks in respect of any one "relevant person". The minimum statutory entitlement is thirteen weeks.

### ***Who is entitled to Carer's Leave?***

Any employee with at least twelve months continuous service, who proposes to provide care for a relevant person. A relevant person must be deemed to be in need of full-time care and attention by a deciding officer of Dept. of Social, Community and Family Affairs.

For more information on Carer's Leave view <http://www.dcu.ie/info/policies/contents.php> and <http://www.entemp.ie/publications/employment/2001/carersleaveactexpl.htm>

## **LEAVE FOR JURY SERVICE/COURT ATTENDANCE**

### **JURY SERVICE**

#### ***What is Jury Service Leave?***

This is paid leave when a staff member is required to attend Jury Service

#### ***How do I apply?***

The Head of School or Unit should be informed immediately on receipt of the official notification. The Human Resources Department should be advised through the Weekly Absence Reports.

### **COURT ATTENDANCE**

#### ***When can I apply for court attendance leave?***

Only when you appear as a State witness in a court case will you be given leave with pay for the duration of your attendance.



### ***What about personal matters?***

Attendance in court on a personal matter does not qualify for leave, and a staff member would normally be expected to take annual leave.

### **FORCE MAJEURE LEAVE:**

#### ***What is Force Majeure Leave?***

This is paid leave for a staff member in the case of an emergency caused by accident or illness to the staff members child or a child in their care (in loco parentis), spouse or partner, brother, sister, parent or grandparent.

#### ***How long is this leave?***

Three days paid leave in twelve months, or five days in thirty-six consecutive months.

#### ***How do I apply?***

You must give notice in writing to your Head of School/ Director of Unit as soon as reasonably practical thereafter must specify dates of leave, and reason for leave. Part of day count as one. Details of the leave should then be forwarded to the Human Resources Office by completing a Force Majeure Leave form which is available at <http://www.dcu.ie/hr/hrforms/ForceMajeure.doc> or from the Human Resources Office.

## **DCU DISCRETIONARY LEAVE TYPES EXPLAINED**

**(Please also refer to Section 4 for Work/Life balance leave incentives).**

### **SICK LEAVE**

#### **General:**

Sick leave, with or without pay is granted, at the discretion of the University, to assist staff in a period of illness.

The decision whether sick leave is to be granted, either with or without pay is a matter for the Head of School/Director of Unit who may consult with the Director of Human Resources. The production of a medical certificate does not in itself entitle an employee to sick leave.

#### ***What is Sick Leave?***

If you cannot come to work because of illness the absence will be recorded as sick leave.

### ***How many types of sick leave are there?***

There are two types of sick leave, certified sick leave and uncertified sick leave.

### ***What is Certified Sick Leave?***

Certified sick leave is where an employee is deemed unfit to work due to illness, and that inability to work is certified by a medical practitioner.



### ***What is my sick leave entitlement?***

Eligible staff may be permitted 183 days at full pay and 183 days at half pay on a pro-rata basis in any period of four years following thirteen weeks of service.

Where sick leave is not continuous the 183 days is calculated including Saturdays, Sundays, public holidays and privilege days that fall within each period of sick leave. Uncertified sick leave is also counted when arriving at an aggregate of sick leave taken.

Example of **sick leave** over a rolling four year period:

Certificate of unfitness to work specifies employee unfit to work from “2nd August 2005 to 9th August 2005 due to a viral infection” The four years is counted back from the **first** day of inability to work ie the number of certified and uncertified days accrued from 2nd August 2001 to 1st August 2005 (inclusive). If that number exceeds 183 days the employee is put on half pay from day 184. Should the same employee again become ill on the 10th October 2005, the four rolling years are then counted from 10th October 2001 to 9th October 2005 (inclusive) and the same criteria as above is applied.

Please note that as the University is obliged to deduct Social Welfare Benefit payments, all staff in A rate of PRSI must fill in Disability Benefit Form SW9 in order to maintain full pay.

### ***What is Uncertified Sick Leave?***

Uncertified sick leave is sick leave taken that is not covered by a doctor's cert. A total of two days at any one time to a maximum of seven days pro-rata in any one-year may be permitted for eligible staff.

Example: An employee is on uncertified sick leave on 19th August 2005. One year is counted back from that date. If seven days have already been taken between 19th August 2004 and 18th August 2005 (inclusive) pay will be deducted for that day.

### ***Who and when should I advise of sick leave?***

Absence from work should be advised to your manager on the first day of absence from work. Should you continue to be absent beyond one day, your manager should be advised immediately with some indication of the likely duration of absence given.

### ***When do I need a certificate?***

Staff need a certificate for absences in excess of two days, i.e. on the third day of continuous absence a medical certificate is required.

### ***What information is required on a certification of inability to work?***

- 1) The doctor's name and address
- 2) Cert must be signed by doctor named
- 3) Nature of illness must be clearly identified
- 4) Likely duration of illness must be stated
- 5) Certificates are for the duration of a week or less. Absences in excess of a week must be certified weekly.

### ***Do any forms need to be completed?***

All staff should get two certificates from their G.P. One certificate to submit to the employer as outlined above, and a second a Social Welfare Certificate, part of which will be filled in by your doctor and the rest completed by yourself. This form should be submitted to the Dept of Social Community and Family Affairs immediately.



## **MARRIAGE LEAVE**

### ***What is marriage leave?***

Marriage leave is three days paid leave granted to staff who have a combined annual leave/marriage leave/additional leave (under the Additional Leave scheme policy) entitlement of not more than twenty-three days.

### ***How do I apply for marriage leave?***

Application for marriage leave must be made in writing to the Head of School and copied to the Human Resources Department. Up to three days may be allowed if the employee's annual leave entitlement in the leave year in which the marriage occurs plus the marriage leave does not exceed twenty-three days.

### ***Does any other type of marriage leave apply?***

A further week without pay may be allowed either immediately before or after marriage.

## **COMPASSIONATE LEAVE**

### ***What is compassionate leave?***

This is leave with pay that is granted by the University upon the event of the death of a relative.

### ***How long is compassionate leave?***

Spouse: Five days

Immediate Relative (mother, father, sister, brother, child, mother-in-law, father-in-law): Three days

Other Relative: One day

### ***What is the procedure?***

In the event, the employee should inform their Head/Manager that they intend to take compassionate leave. This is approved by their Head/Manager. Details should then be forwarded to the Human Resources Department through the Weekly Absence Returns.

## **EXAM LEAVE**

### ***What is Exam Leave?***

Exam Leave is paid leave to enable staff members to take exams that are directly related to their employment.

### ***How do I apply?***

After your course has been approved by HR, you apply in writing to your Head/Manager providing the dates of your exams.

## STUDY LEAVE

### *How long is study leave?*

Second Level: Three days study leave is allowed per annum, with a maximum of six days for the entire course of study

Third Level: Five days study leave in each year of study

### *How do I apply?*

After your course has been approved by HR, you apply in writing to your Head/Manager providing the dates of intended leave and the course of study being pursued.



## LEAVE OF ABSENCE

### *Who is eligible?*

Normally, permanent full-time staff who have completed a minimum of three years' continuous service with the University are eligible to apply for leave of absence. In exceptional circumstances Leave of Absence may be granted to staff with less than three years' continuous service.

### *How do I apply?*

- An application for Leave of Absence should be prepared by the individual. Applicants may find it beneficial to discuss their application with the Director of Human Resources and are encouraged to consult with her prior to preparing an application to the Head of School/Director of Unit.
- The application should be submitted by the applicant to the Head of School/Director of Unit for approval. He/she will then forward the application for leave to the Executive Dean of the Faculty, where appropriate, for further approval.
- Following recommendation by the Head of School/Director of Unit and Executive Dean, the applicant should then consult with the Director of Finance to consider the financial implications of the proposed leave, including e.g. superannuation and tax.
- The application should then be submitted to the Director of Human Resources for approval.

### *How long can the Leave of Absence be for?*

Leave of absence may be granted for periods normally not exceeding one year. Staff who are granted Leave of Absence will be required to return to the University for a period of at least equal to the duration of the leave of absence.

## SABBATICAL LEAVE

### *Who is eligible?*

Normally, members of the full-time academic staff who have completed a minimum of three years continuous service at the University are eligible to apply for sabbatical leave. In exceptional circumstances sabbatical leave may be granted to a staff member with less than three years' continuous service.

### *How long can the leave be for?*

Each applicant for sabbatical leave will be examined on its own merits. However in general sabbatical leave may be granted for periods normally not exceeding one year. A staff member who is granted sabbatical leave will normally be required to return to the University for a period at least equal to the period of sabbatical leave.

For further information on the scheme please see <http://www.dcu.ie/info/policies/contents.php>.

## EXTRAORDINARY LEAVE

### *What is Extraordinary Leave?*

This is leave that does not come under the following headings: Dail leave, Annual leave, Sick leave, Compassionate leave, Marriage leave, Maternity leave, Parental leave, Adoptive leave, Jury Service/Court attendance, Exam leave, Study leave, Leave of Absence, Sabbatical leave and Force Majeure leave. It is leave with or without pay and each application is treated on its own merits.

### *How do I apply?*

An application for extraordinary leave should be made in writing to the Head of School/Director of Unit and copies sent to the Director of Human Resources. This application should include details as to reason for the application, duration of leave etc.

Following consideration the Director of Human Resources will write to the staff member informing him/her whether or not extraordinary leave of absence has been granted and if so confirm the duration and what conditions (if any) apply to the granting of such leave.

## TERM TIME LEAVE

Please refer to Section 4 for further details on this leave or consult <http://www.dcu.ie/info/policies/contents.php>.

## ADDITIONAL LEAVE SCHEME

Please refer to Section 3 for further details on this leave or consult <http://www.dcu.ie/info/policies/contents.php>.

## PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM (PMDS)

### *What is PMDS?*

The PMDS is a process involving a structured interview with the staff member's line manager with the objective of ensuring the alignment of the objectives of the organisation and the development needs of the staff member within the following broad parameters:

- Setting of individual goals in agreement with a manager
- Review of agreed outcomes
- Identify development needs and agree a development programme with the manager
- Review of the delivery of the agreed work and career objectives

Through a process of self-review/self-assessment, the PMDS will provide for a more structured mechanism for feedback between Heads of Department/Line Managers/Supervisors and staff members within a supportive framework. Staff will have a sense of ownership and participation in a process where discussions focus on personal, professional and individual career development, with objectives and development needs being linked to the overall University and Departmental objectives.

### *What are the benefits of the Performance Management and Development Scheme?*

Some of the key benefits of PMDS are as follows:

- Improved communication between staff at all levels
- Improved overall performance due to staff performance and development being aligned with the departmental and university strategic plan
- Better communication of the University's goals and values

- Better understanding of how individual staff contribute both departmental and university activities
- Cultivating a culture of continuous improvement in line with other Quality Assurance initiatives

### **Assurance Initiatives**

- Increased opportunities for organisational learning
- Increased focus on the short-term and long-term career development of the individual
- Improved planning at individual, departmental and university level.

### *What is the basis of the Performance Management and Development Scheme at DCU?*

Fundamental to the development of PMDS in the University are the following principles:

- (a) **Objective Driven:** The PMDS recognises that there must be a strategic alignment between the activities of its staff with the University's Strategic Plan. This is achieved by assessing each staff member's actual performance with respect to previously established performance objectives and standards (which were jointly agreed by the 'reviewer' and 'reviewee' at the last performance & development review) having regard to the departmental and University goals and objectives.
- (b) **Self-Review/Self-Assessment:** The PMDS is a structured review process which recognises that it is individual staff members that need to drive their own performance and development. In order for the review system to work effectively, staff need to take ownership of the process and self assessment/review will be pivotal to achieving a sense of ownership and participation. Without self-assessment/review there can be little benefit to the individual in terms of identifying strengths and areas that need improvement.
- (c) **Two-way Feedback:** Communication is an essential element to the success of a Performance and Review Scheme. The PMDS opens clear channels of communications and promotes ongoing two-way feedback between the 'reviewer' and the 'reviewee'.
- (d) **Developmental:** The PMDS acknowledges the responsibility of both staff and management in the joint planning of career development. Individuals are provided with the opportunity to consider their development needs for their future career plans through the establishment of developmental objectives which are in line with the overall University and departmental objectives.
- (e) **Quality:** The process of PMDS holds closely the core principles of quality assurance in that it promotes









