



To: Chief Executive Officer  
Each National Director  
Director, National Ambulance Service  
Each Assistant National Director of HR  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each Head of HR CHO  
Head of HR, PCRS  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery

Re: Overtime/ Premium rates to apply to additional specific grades previously working 5/5 pattern now moving to a 5/7 attendance, during COVID-19 Pandemic namely:

Surveillance Scientists  
Public Health Nurses  
Community Nurses – General and Mental Health  
Allied Health Professionals  
Clerical Admin staff up to and including Grade VII

Ref: CERS 16/2020

Date: 02<sup>nd</sup> April 2020

Dear Colleagues,

The purpose of this memo is to confirm that, where above grades are rostered by management to work in excess of the full time weekly hours for the grade during the current COVID-19 outbreak, overtime at appropriate rates will apply.

**Overtime is subject to the following conditions:**

1. Overtime should only be planned in exceptional circumstances to respond to service demands.
2. Managers must plan for full utilisation of all available resources to respond to service needs prior to scheduling overtime.
3. The employee's manager plans and rosters and records that the employee is required to attend work on the day and for the additional hours claimed.
4. The proposed arrangement is only applicable for the duration of the current COVID-19 pandemic and is subject to review.
5. Normal rules with regard to payment of overtime i.e. only applicable after the full time hours for the grade are worked. During the pandemic, it may be necessary to alter a person's start and finish time to meet service demands and overtime is relevant after such hours are provided.

6. For those with salaries greater than €35,000 (inclusive of allowances in nature of pay) all overtime will be paid at time and one quarter at the individual's scale point. This overtime rate applies outside normal rostered working hours Monday to Saturday.
7. For those with salaries, up to €35,000, overtime will be paid at time and one half, at the first point of the scale. This formula does not apply to any scale where the provision would result in less than time being paid at any point on the scale. In such cases, 5) above will apply.
8. All overtime hours worked on a Sunday or public holiday are paid at the rate of double time.

**Change to work patterns but not exceeding full time hours (5/5 to 5/7)**

Saturday premium, for non-overtime hours will also apply, as will normal Sunday and Bank Holiday premium

It should be noted, that the above should only apply where the attendance is at the request of the employer. No additional premium can be paid, where the change to the weekly hours is at the request of the employee, and has been facilitated by the employer to allow the individual to discharge their contracted hours.

**NB: Each local area, will be required to make the necessary adjustment on the SAP system, changing the contract to 5/7 for the duration of the COVID pandemic, to ensure payments.**

**All COVID -19 overtime, should be recorded against a COVID 19 relevant cost centre. Please refer to local Finance Dept for COVID 19 cost centre information**

**Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments.

HR and Employee Relations Managers may contact Anna Killilea, Corporate Employee Relations Services for further advice, 01-662 6966 or 087 219 6051

Yours sincerely



**John Delamere**  
**Corporate Employee Relations**