

## REASSIGNMENT GUIDELINES AUGUST 2023

At the end of the transition period in 2026 local authorities will cease to be involved in the public water system. The framework Document at section 4 provides as follows.

*For those staff that wish to remain as local authority employees but working outside of water services, local authorities will work to re-assign staff to suitable vacancies within grade and competence to other local authority service areas. This will commence immediately, and staff will be facilitated to the maximum extent possible by each local authority and will be subject to an agreed knowledge transfer period where necessary, and in accordance with the internal mobility policy of each local authority.*

This document sets out proposed methodology for the reassignment of Water Services Staff to other roles in the LA, in a consistent way across the sector. The reassignment of “**Local Authority Water Services Staff**” must be cognisant of water service continuation requirements.

### **Proposed Process for Reassignment of “Local Authority Water Services Staff”**

- a. Local Authority vacancies, outside of Water Services, are to be filled where possible and feasible to do so, from existing Water Service staff.
- b. The reassignment will be in accordance with section 4 of the Framework Agreement of June 2022.
- c. Staff may in the first instance request to be reassigned. Where staff have chosen not to apply for reassignment they will be reassigned to suitable vacancies within grade and competence to other local authority service areas before 31<sup>st</sup> December 2026
- d. Where there is more than one request for reassignment at current grade within LA, order method to be applied to employees is:
  - (i) Longest serving at current grade in LA Water Services (FIFO)
  - (ii) Where two or more equal at (i) then longest service in this LA

e. Where an employee refuses an initial reassignment, they will then move to the bottom of the list of staff who have requested a reassignment and will be reassigned to the next suitable available vacancy within grade and competence before 31<sup>st</sup> December 2026.

f. When re assigning staff, consideration will be given by the LA to the following:

- (i) The quality of service being provided to the public.
- (ii) The needs of the organisation and the individual departments involved in the delivery of the Council's services.
- (iii) The relevant terms and conditions applicable to the employee and the requirements of the proposed reassignment role
- (iv) The requirement to support Uisce Éireann in the delivery of water and wastewater services.

g. In the first instance the Reassignment Request form (See Form at Appendix A) should be completed and discussed with their respective Line Manager and the form should then be sent to the H. R. Officer by the staff member for recording and processing purposes.

h. For those Local Authority Personnel involved in Water Services and Local Authority Water Services Staff that are re-assigned out of Water Services, resign or leave Water Services and/or the Local Authority after the Commencement Date, the Local Authority shall provide Uisce Éireann with at least four (4) weeks prior written notice of such staff member leaving Water Services. The Local Authority agrees that in circumstances where it is aware in advance of the final four (4) weeks of a person leaving Water Services (such as retirement or voluntary redundancy or other exit from the Local Authority), it shall notify Uisce Éireann as soon as practicable and in advance of the final four (4) weeks. The Local Authority shall, where required, inform such staff member that they will engage in a Knowledge Transfer Exercise with Uisce Éireann.

i. The implementation of this Reassignment Guidance will be reviewed in 2025.

## Appendix A

### Application for Reassignment from Water Services Section

Please return the form to your HR section.

As an employee of XYZ County/City Council Water Services Section I wish to be considered for reassignment to alternative areas within this Local Authority.

<b>Name:</b>	
<b>Employee Number</b>	
<b>Contact Number:</b>	
<b>Email Address: (If available)</b>	
<b>Work Area of Water Services:</b>	
<b>Job Title:</b>	

**Signed:**

**Date:**

Please return the form to your HR section.

Date form received in HR: \_\_\_\_\_