



Memo

To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
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
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, National Director Human Resources

Date: 23rd September 2024

Subject: HR Memo 046/2024 - HSE Guidelines on Terms and Conditions of Employment (Revised September 2024)

Dear Colleagues,

Please find attached the revised HSE Guidelines on Terms and Conditions of Employment which set out the terms and conditions of employment that currently apply to all HSE employees. A copy of the Guidelines is available here:

https://assets.hse.ie/media/documents/HSE_Guidelines_on_Terms_and_Conditions_of_Employment.pdf

This guidance document is a compendium of the various terms and conditions of employment which derive from circulars, national agreements and/or employment legislation.

Managers are required to ensure compliance with and consistency of application of national terms and conditions of employment. In the event of a dispute regarding the contents of this guideline document, the relevant circular, policy, collective agreement

or legislation on which the particular provision is based will be the definitive source of reference and its provisions will take precedence.

Please ensure that these guidelines are brought to the attention of all relevant managers in your area of responsibility.

Queries

Queries from individual employees or managers in relation to terms and conditions of employment must be referred to local HR/Employee Relations Departments. The National HR Help Desk is also available to take queries on 1850 444 925 or ask.hr@hse.ie.

Queries from HR Departments in relation to the contents of this circular may be referred to HSE National Employee Relations, HR Directorate, HSE, 63-64 Adelaide Road, Dublin 2, Telephone: 01 6626966, Email: info.t@hse.ie

Yours Sincerely



Anne Marie Hoey
Chief People Officer