

Recognition and Procedure Agreement

Between

**The University of Dublin
Trinity College**

And



(Formally AMICUS & MSF)

A Recognition

1. Scope:

This agreement covers All College Staff who are members of the Unite the Union (Amicus section) here in after referred to as Unite.

2. Union Recognition:

The College recognises Unite and accepts the Trade Unions right to represent its members on all matters relating to pay, working conditions, and employment practices effecting its members.

3. Consultation:

The College accepts Unite's right to be consulted on all matters relating to pay, working conditions, and employment practices affecting its members. Technical staff may sit on departmental meetings when matters relating to technical staff are discussed.

4. Negotiating rights:

Unite has negotiating rights in respect of all College staff listed in appendix 1.

Unite can also jointly negotiate for College staff listed in appendix 2.

College will inform all new members of Technical staff of the negotiating rights of Unite.

5. Trade Union conferences/courses

The College shall release members, without loss of earnings, to participate in Trade Union conferences, seminars and courses organised by either the Unite or the Irish Congress of Trade Unions. The College is favourably disposed to granting such leave and shall do so where reasonably practical following application being made through the Staff Office.

6. Representatives

The College shall release, without loss of earnings, Committee members to discharge Union business.

The Unite house committee shall be entitled to reasonable leave during normal working hours, without loss of earnings, to conduct union business.

7. Union Contributions

The College shall deduct the appropriate Unite contributions from the member's wages and shall remit the contributions to Unite.

8. Facilities

Local representative shall be granted the facility to communicate by electronic mail, non-political newssheets, publications and other documents relating to normal trade union activities, to the members in TCD.

Local representatives shall be granted a presence on the local college web as a reference source for agreements and policies agreed by College and Unite. In addition, as a consultation resource during negotiations.

9. Expert Group Report on University Technician Grades

This report deals with the role of the profession: - including, inter alia, the impact of ongoing change across the Universities, with particular reference to student instruction and developments in research. Career structures including the Designated Title, Qualifications, Professional Certification, Unified career structure are also dealt with. Management structure, development within the profession and development plans for the delivery of services are also dealt with (appendix 3).

B Consultation Procedure

1. The purpose of the consultation procedure is to establish machinery that will ensure adequate consultation takes place between the College and Unite on all matters affecting conditions of employment.
2. Where local management proposes to make significant changes in working practice and/or conditions of employment, the secretary of the Unite house committee, shall be informed in advance of any departmental meeting convened, for the purpose of consulting with staff members with regard to such proposals.
3. The intention to make changes to conditions of employment shall be notified, in writing, by the College to the Unite Regional Officer and secretary of Unite house Committee.
4. Sufficient time shall be given to the Unions local representatives or Regional Officer to consult with their members and to negotiate with the College on the effect of the proposed changes.
5. In case of failure to secure agreement on the proposed changes at local level the matter shall be processed in accordance with the agreed 'Negotiating Procedure'.
6. All procedures set out above will be carried out as expeditiously as possible.

C Disciplinary Procedures

- (I) Preamble
- a) The College shall ensure that all members are treated in a fair and reasonable way, and in accordance with the principles of natural justice. The same principles of reasonableness and natural justice shall form basis of the disciplinary procedures, which shall apply in relation to all College Staff.
 - b) The College expects a good standard of conduct and work performance from all staff, and wishes to ensure that all staff are given a fair and reasonable opportunity to rectify any problems which may occur in relation to their conduct or work performance. The maintenance of standards relating to work and general behaviour is entirely the responsibility of Heads of Department.
 - c) For the vast majority of staff, the question of disciplinary action is unlikely to arise. The purpose of these formal disciplinary procedures is to ensure common and equitable treatment of those staff who fail to meet the accepted standards of job performance or conduct. Where practicable, the procedures will be used to help such staff achieve the necessary improvement in standards.
 - d) The College shall deal with all matters of discipline in a manner, which protects the dignity of members, and no disciplinary action shall take place in the presence of staff not directly concerned.
 - e) The College recognises the right of any Unite member who may be subject to disciplinary action to be made aware of all the grounds on the basis of which the College may be contemplating taking such action, and to be given an equal opportunity to respond to any allegations.
 - f) While in the case of minor offences disciplinary action will normally be incremental; the appropriate action will be related to the nature of the offence in each case. The College reserves the right to exercise discretion as to the suitability of the type of disciplinary action applicable in any given situation. Disciplinary action will normally take one of the following forms:
 - Written Reprimand
 - Withdrawal of Privileges (including eligibility for overtime work)

- Deferment of Increment
 - Limited Suspension with/Without Pay
 - Demotion for a stated period
 - Dismissal.
- g) In all cases, the Staff Office will be sent a written record of Stage One warnings, and will be consulted by the Department Head concerned prior to the issuing of Stage Two or Three warnings or of notice of dismissal.
- h) No disciplinary action will be taken against a Trade Union representative until the circumstances have been discussed with a full-time official of the Union concerned.
- l) The Disciplinary Procedure does not apply to members during their probationary period.
- At each stage of the procedure, members shall be given all reasonable facilities to explain his/her position. This will include adequate time to produce evidence and consult with representatives.
- j) Where the College is contemplating the taking of disciplinary action against a member, the Staff Office shall furnish the member with;
- (a) A written list of complaints(s) against the member and a list of the probable sanctions which may apply.
 - (b) A list of individuals who shall be giving evidence against the member and details of any allegation(s) made by such individual(s) against the member.

In any disciplinary action, where the sanction of dismissal is being sought the member and representative may question all College personnel giving evidence in the case.

Procedures

First Stage – Recorded Verbal Warning

The College recognises that most minor disciplinary matters can be speedily and effectively handled on an informal basis and where this is possible it is the preferred method. Informal verbal admonitions are not therefore to be considered as part of the Disciplinary Procedure.

The head of department for an infringement of College regulations, lateness, absenteeism, negligence, poor performance, or other misconduct may issue a recorded verbal warning. The member will be informed of the manner in which their job performance or conduct is unsatisfactory, what must be done to improve it, and the consequences of a failure to improve. The member shall be given all reasonable facilities to explain his/her position. This will include adequate time to produce evidence and consult with representatives.

A record of this verbal warning will be sent to the Staff Office and placed on the staff member's file, and a copy to the Unite Regional Officer.

Stage Two – First Written Warning

If there is no improvement in job performance or conduct following a recorded verbal warning, or in cases where there has been a more serious failure to meet reasonable and acceptable standards of work performance or conduct, the staff member will be issued with a First Written Warning. The Staff Office following consultation with the Department Head concerned will issue this, and a copy will be sent to the Unite Regional Officer.

The written warning will explain the nature of the offence, what the staff member must do to attain acceptable standards of job performance or conduct, and the consequences of failure to do so.

Depending on the circumstances, and the seriousness of the offence, further written warnings may be issued before a final written warning.

Stage Three – Final Written

If, despite at least one previous written warning, a staff member fails to attain the required standard of job performance or conduct, or in cases where a serious offence has been committed, the staff member may be issued with a Final Written Warning. This warning shall be stated verbally to the member in Staff Office, with the member's representative or Regional Officer present.

The Staff Office, following consultation with the Department Head concerned will issue the final written warning. A copy will be sent to the Unite Regional Officer.

The final written warning will state the nature of the offence, what the staff member must do to attain acceptable standards

of job performance or conduct, and that he or she will be dismissed if there is a continuation of the offence.

In certain very serious cases, the staff member may be suspended with pay for a number of days on receiving a final written warning.

Stage Four – Suspension/Dismissal

If, despite, a previous final written warning, the required improvement in job performance or conduct has not taken place, the staff member may be suspended or dismissed. The decision to dismiss or suspend will be taken by the Department Head concerned in consultation with the Staff Office. This decision will be relayed to the Unite Regional Officer.

In cases of gross misconduct, suspension or dismissal may take place without the previous stages of the Procedure having been implemented. In cases where there is suspicion of gross misconduct, the staff member may be suspended on full pay to allow time for a full investigation.

Examples of gross misconduct include the following:

- Unauthorised removal of property not belonging to the member of staff concerned.
- Threatening or carrying out acts of violence towards another member of staff, student, or a member of the public.
- Causing malicious damage to College property, or to property on College premises belonging to another member of staff, or student, or member of the public.
- Serious breaches of the College's policy regarding sexual harassment, or Bullying.
- Knowingly committing a serious breach of College safety regulations.
- Continuous and repeated unauthorised absence from work.
- Reporting for work under the influence of alcohol or controlled drugs, or having or consuming them on the College premises.

The above list of examples should not be regarded as exhaustive.

If following the implementation of the procedures laid down in this agreement, a disciplinary matter is resolved, a written

statement to this effect shall be added to the member's personnel file/record.

Members on probation

The performance of members on probation shall be formally reviewed by the head of department at least twice during the probationary period. Where there are shortcomings in the level of performance, the Head of Department shall inform the member concerned and shall indicate clearly, and in writing what standards of performance is required, and what steps are necessary to attain this standard.

At the end of the probationary period, a final review shall be undertaken, resulting in either confirmation in appointment or termination of employment. Alternatively, the Head of Department may recommend that the probationary period be extended. Other than in cases of gross misconduct no decision to discontinue the employment of a member on probation shall be implemented without at least two reviews having been undertaken.

Either party may terminate employment during, or at the end of, the probationary period. The College and the member are required to give notice as set out in their conditions of employment.

At all stages of this procedure, the staff member involved shall be informed of their rights of representation.

Appeals

1. A member who has had any of the stages of the Disciplinary Procedure invoked against him or her may appeal within 5 working days. In stages 1 and 2, the appeal shall be handled through the Grievance Procedure. Appeals against dismissal or suspension, which must also be submitted within 5 working days, shall be referred to an external Appeals Officer, who shall issue a decision as to whether he or she considers the proposed disciplinary action to be fair and appropriate within 5 working days. Disciplinary action shall not be implemented by the College pending the outcome of procedures laid down by this agreement. A member appealing against dismissal shall be suspended on full pay until the appeals officer has given his or her decision.

C Grievance Procedure

1. It is recognised by the College and Unite that it is their mutual interest that issues affecting employees shall be dealt with effectively and speedily in an atmosphere of partnership, and is intended that most issues shall be resolved informally between the member concerned and his or her Head of Department. In case where this is not possible, the following procedure for the resolution of grievances shall apply.
2. Whenever possible, grievances shall be resolved at the earliest possible stage of the grievance procedure, and the parties shall make every effort to prevent unreasonable delays in arranging meetings at all stages of the procedure.
3. Nothing in this agreement shall interfere with the right of Unite to ballot its members for industrial action and for its members to take such action where this is deemed necessary.

Procedure

1. Where a member or group of members have a grievance, they shall raise it with their supervisor in the first instance. Where Unite have a grievance on behalf of its members it shall move to part 3 of this procedure.
2. If the grievance is not resolve, it shall be raised with the Head of Department by the member(s) concerned, accompanied by his or her representative.
3. If the grievance is not resolve, Unite representatives and/or regional Officer shall raise it with the Staff Office.
4. If the grievance is not resolved it shall be referred to the labour Relations Commission (a rights commissioner, an Equality Officer or an Industrial Relations Officer) or the Employment Appeals Tribunal.
5. If the grievance is not resolved following the intervention of the Labour Relations Commission, it may be referred to the Labour Court for investigation and recommendation.

Negotiating Procedure

1. The College shall inform the Union, in writing, any proposed changes in working conditions or practices well in advance of such changes.

2. Disputes relating to any proposed changes in working conditions or practices shall in the first instance be the subject of negotiations between the College, represented by the Staff Office, and Unite represented by the Regional Officer and local Representatives.
3. If agreement is not reached and either party wishes to pursue the matter further, that party shall refer the dispute either to the labour Relations Commission or other mutually agreed body where both parties shall participate in conciliation. If a mutually accepted conciliation body is not agreed within 7 days, then either party shall refer the dispute to the labour Relations Commission.
4. If the dispute remains unsettled, the matter may be referred to a full hearing of the Labour Court.
5. Either party shall take no strike or lockout, and no unilateral imposition of proposed changes, which are in dispute, while the above procedure is being followed.
6. There shall be no alterations to the recognition and procedural agreement or to the working conditions or practice of the members without prior consultation and agreement between the parties.

Procedures for dealing with workplace Bullying

Trinity College is committed to supporting the right of all members of the College Community to a working environment, which is free from any forms of bullying. Bullying is a behaviour, which can be damaging to a person's general welfare and to the College's community spirit and working environment. Bullying behaviour is not acceptable and it is the responsibility of all members of College to ensure that this behaviour does not happen. This responsibility includes awareness of one's own behaviour and its potential effects on others. The College's Heads of Departments, Managers and Supervisors have a specific responsibility to support and implement this College policy and to provide a positive working environment. The issuing of reasonable work-related instructions should not be construed as bullying. Any breach of this policy may constitute grounds for disciplinary action and, in serious offences, disciplinary action up to and including suspension and dismissal.

Definition: Bullying is unwanted and unwelcome behaviour which is persistent and repeated, is offensive or threatening to the recipient or which leaves the recipient isolated or vulnerable. While an isolated incident of aggressive behaviour – while clearly unacceptable – does not in itself constitute Bullying, if the impact of the incident subsequently serves to intimidate on an on-going basis, then such an incident could be regarded as Bullying. Bullying can take many forms, from open aggression, threats, and shouting to subtle comments or exclusion. It can be verbal, physical or

psychological. It is destructive and may have serious consequences. The impact of the behaviour on the recipient will be taken into consideration when dealing with cases of Bullying.

Examples of Bullying Behaviour:

- Exclusion or hostile attitude, malicious rumours;
- Personal insults, nicknames, ridiculing; persistent picking on person as a 'joke';
- Abuse of power; undermine the ability of staff to carry out their work; excessive criticism; withholding essential information;
- Aggressive behaviour; intimidation and threats; unwelcome physical contact.

Bullying can involve an individual or group of individuals who bully or threaten an individual or group of individuals. Individuals involved may be at any level within the College i.e. peers, person in authority, person in minority groupings etc.

Sources of Help: There are several sources of help for all parties involved (victims, witnesses, perpetrators) as follows:

The Contact Persons, the Employee Assistance Programme and workplace representatives.

Training: Training will be given to the Contact Persons, and College will inform all staff of their responsibilities about the prevention of Bullying.

Procedure: Please refer to the Colleges *Dignity & Respect Policy* which sets out both the informal and formal procedures (link below).

http://www.tcd.ie/Staff_Office/policies/healthsafety/DIGNITY_AND_RESPECT.pdf

Addendum

- 1) This addendum is specific to, and part of the policy agreed by Unite and Trinity College
- 2) Unite supports this policy, and will take an active part in its implementation.
- 3) In appointing contact persons the College will ensure they have the necessary qualifications for such a post and, as far as practicable, they will reflect the wide range categories of staff in College.
- 4) In case of a member of the Academic staff being involved, this policy agreement between Trinity College and Unite will have the full and active support of the Senior Dean.
- 5) Unite and Trinity College Dublin will meet each year to review this policy.

Appendix 1

Unite has negotiating rights in respect of all College staff listed below

Technical Officer
Senior Technical officer
Chief Technical Officer Specialist
Chief Technical Officer II
Experimental Officer

Appendix 2

Unite can also jointly negotiate for College staff listed

Chief Technical Officer I
Senior Experimental Officer

Appendix 3

Expert Group

Report of the Expert Group on University Technician Grades

June 2005

Table of Contents

- Section 1: Introduction
- Section 2: The role of the profession: - including, inter alia, the impact of ongoing change across the Universities, with particular reference to student instruction and developments in research.
- Section 3: Career structures including the Designated Title, Qualifications, Professional Certification, Unified career structure, if appropriate to the institutions within the sector and training and education requirements including funding and facilities.
- Section 4: Management structure and development within the profession.
- Section 5: Development plans for the delivery of services.

Section 1 - Introduction

Background to the Establishment of the Expert Group

The Labour Relations Commission (Ref.CC97/566) in May 1997, recommended the establishment of an Expert group for Medical Laboratory technicians/technologists as part of a set of proposals to settle their pay claims under the PCW. The Expert Group issued its report in February 2001.

Based on the pay relationship between university technicians and medical laboratory technicians under PCW, it has now been agreed that an Expert Group will be established for university technicians with the following terms of reference;

Terms of Reference

The terms of reference of the Expert Group are to examine and report on:

- The role of the profession: - including, inter alia, the impact of ongoing change across the Universities, with particular reference to student instruction and developments in research.
- Career structures including
 - Qualifications
 - Professional Certification
 - Unified career structure, if appropriate to the institutions within the sector.
 - Training and education requirements including funding and facilities.
 - Designated Title.
- Management structure and development within the profession.
- Development plans for the delivery of services.

The Expert Group comprised of an independent chairperson (agreed by both parties) and four representatives from the university employers and four representatives from staff trade unions.

The members of the Expert Group were:

Raymond McGee (LRC) Chairperson from March 2003 until June 2003	Kevin Foley (LRC) Chairperson from November 2004
Ms Marian Burns (DCU) from July 2003	Michael Chapman (AMICUS-MSF)
Olan Dwyer (SIPTU)	Pat Fitzgerald (DCU) from February 2005
Michael Flanagan (UCD)	Colm Flannery (NUIG) from February 2005
Robert French (AMICUS-MSF)	Professor Paul Giller (UCC)
Maria Kelly (TCD) until June 2003	Chris McNairney (NUIG)
Therese Moloney (AMICUS-MSF)	

Expert Group Methodology

It was agreed that:

1. The Expert Group would carry out its task by way of plenary discussions. Where appropriate local negotiations will take place in individual Universities between management and union nominees on issues relevant to that University. The Expert group will monitor and co-ordinate the local negotiations.
2. The Group would then report its findings to the Joint Management and Union Body (Umbrella Group). This body is comprised of representatives of the 7 Universities, 3 Unions (AMICUS-MSF, SIPTU and IFUT), THE Higher Education Authority, Department of Education and Science and the Department of Finance.
3. The Expert Group may, following consultation with the Joint Management and Union Body on a subgroup of that body as appropriate where such is agreed, consider other relevant issues
4. All technical staff currently in post at an agreed date and who meet the existing qualification requirements for progression or who subsequently meet those requirements will be deemed to have the necessary qualifications for progression.

The Expert Group commenced work in March 2003 and met seven times during the period March 2003 and February 2005. This Report is based on the agreed minutes of these meetings.

Acknowledgements

The Expert Group would like to express its appreciation to the Labour Relations Commission and to University College Cork for their support in hosting its meetings.

Section 2 – Role of the Profession

The Expert Group agreed that the role of the profession should be enhanced and expanded to include managerial and supervisory duties, teaching support, continuous professional development, instruction and training, research support and redeployment as appropriate to the grade. Details of the new expanded roles are given in Section 4, titled, "Management Structure and Development within the Profession".

Section 3 – Career Structure

The Expert Group considered the following issues, namely, **Title, Structure and Qualifications**, and agreed to base their discussion on the Report of the Expert Group on Medical Laboratory Technician / Technologist Grades in the Health

Sector. It was agreed that similar qualifications and grading structures applying to technicians in the Health Sector should apply to University Technicians

Title

The expert group recommends that the sector moves towards a graduate entry profession for Technicians, and the designated title of the profession should be Technical Officer.

Structure

The Expert Group recommends that;

1: As per the terms of reference of this report

- The basic structure will have three grades. This will apply in all seven Universities¹.
- The three grades will be **Technical Officer, Senior Technical Officer and Chief Technical Officer.**
- Promotion from Technical Officer to Senior Technical Officer will be the normal career progression within each institution and will in future be linked inter alia to qualifications.
- Entry to the grade of Chief Technical Officer will be on the basis of competition and the existing arrangements in each university will continue to apply.
- Other technical grades that currently apply in individual universities (e.g. experimental officers in TCD) will continue to apply and will be the subject of local discussions in each university.

Qualifications

The expert Group recommends that;

- Entry to the profession will require a relevant Honours degree.
- Promotion to Senior Technical Officer and beyond will in future require a Masters Degree qualification or equivalent.
- The Universities will have the option of externally advertising posts at all levels.

The Group also noted that in many instances, it would be difficult to establish a relevant Masters degree and indeed Honours degree (for example for technicians working in material testing stations) and each institution would have to consider locally how “acquired experiential learning” combined with other qualifications could be used to determine equivalence to formal qualifications.

The Expert Group makes no recommendations on the issue of professional certification.

Section Four – Management Structure

Chief Technical Officer

The Expert group recommends that;

The reporting structure of the Chief Technical Officer will be to the Head of Department (HoD) or equivalent who will be appropriately qualified and be of

sufficient academic standing to provide that leadership.² In the event of conflicting demands on the Chief Technical Officer, the matter will be referred to the HoD or equivalent

Chief Technical Officer will have a managerial role including, inter alia, for disciplinary, grievance and performance issues, for technical staff. This will involve a change in the role of the Chief Technical Officer and will require the development of new competencies. These Officers will be recruited internally and externally as appropriate.

Senior Technical Officer

The Expert group recommends that this expanded role would include:

- Enhanced role in the supervision, where appropriate, of technical staff on a day-to-day basis.
- Provide a support role to teaching duties such as demonstrations and general instruction.
- Assist in the design and development of practical classes.
- Assist in the development/training of Demonstrators.
- Mentoring of junior staff.
- Assist in the development of student practical workbooks.

²: Appropriately qualified shall be determined by management at each institution

- Commitment to continuous professional development including taking on responsibilities consequent on new technologies.
- Extended role in research programmes to include new equipment training.
- Increased role in general administrative responsibilities including areas such as Health and Safety, budget control, purchasing etc.

Technical Officer

It was agreed that this expanded role would include:

- Support teaching generally and provide “demonstrating” and/or “instruction” as necessary.
- Assist in the design and development of practical classes.
- Assist in the development/training of Demonstrators, subject to experience.
- Assist in the development of student practical notebooks.
- Commitment to continuing Professional Development, including taking on responsibilities consequent on new technologies.
- Expanded role in research, which would involve supporting research activities, or a more inclusive role in Research Programmes and greater engagement in this area. This may involve additional training, for example with particular equipment and/or techniques.
- Increased role for general administrative responsibilities, for example Health and Safety requirements, Stores and the assistance in activities such as budget control and purchasing etc.

Technical staff at all grades may be redeployed along the lines of current agreements in each institution and/or as per attached appendices to this report.

Section Five - Delivery of Services

The agreed expanded roles of Chief Technical Officer, Senior Technical Officer, and Technical Officer grades include a range of activities and responsibilities that encompass, managerial and supervisory duties, teaching support, instruction and training, research support, redeployment and continual professional development and administration, as appropriate to the grade. The expert group agreed that institutions would need to oversee technical service delivery under these expanded technical roles through the establishment of a relevant Committee within each institution. This committee would be subject to the procedures for the establishment of committees in each institution.³ As the expanded roles and proposed reporting relationships may well span across traditional departmental boundaries, this committee might also take on a co-ordinating role.

It is essential that the establishment of any such Committee should be fully representative of technical, academic and administrative bodies within the institution. As such, the following Committee structure might apply:

Technical Services Committee

Chair – President or his/her nominee.

Three academic representatives including a Dean and a Head of Department/School from relevant Faculties/Colleges.

Three technical representatives.

One representative from the Human Resources department.

The mechanism for selecting the various representatives should be defined by the academic and technical bodies of each institution.⁴

It is envisaged that the remit of the Committee would vary somewhat amongst the various institutions (depending on their specific configuration and activities) but could include advising on the following:

- Promoting consultation and communication between academic and technical staff
- Policy development issues related to service delivery.
- Monitoring the success of implementation of the expanded roles and activities.

^{3, 4}: In accordance with Section 18 subsections (4) & (5) and Section 24 subsection (3) fourth Schedule (5) of the Universities Act 1997.

- Evaluation of redeployment and flexibility requirements to meet service delivery and, as necessary, co-ordination of redeployment and flexibility issues.
- Professional development and additional training opportunities.
- Implementation of new technologies.
- Initial consideration of staffing issues, where appropriate, which may arise in relation to technical services delivery.

Footnote: The Group recommends that additional supervisory/management training should be given to staff and in particular to Chief Technical Officers.

PCW agreement 1999 TCD

Co-operation with Change

It is agreed that changes in work practices will be introduced in a spirit of co-operation. It is recognized that the implementation of change will call for the continued commitment from both parties to:

i) Co-operation regarding the introduction of new schemes, the adaptation of existing schemes and other initiatives which may involve change in work practice.

Examples of possible changes in work practice may include:

a) Cross-Departmental Working

Technical staff will cooperate with the implementation of working groups which may include staff from more than one department, and which may involve carrying out work for more than one department. These groups may operate on a temporary, part-time or permanent basis. In all cases appropriate arrangements will be made in advance to ensure that the home department duties of the Technical staff concerned will not accumulate and will be taken into account when allocating their new duties.

b) Inter-Departmental Working

Technical staff may on occasion carry out duties for a department other than their own, subject to the prior agreement of their Own Head of Department. In all cases, appropriate arrangements will be made in advance to ensure that the home department duties of the Technical staff concerned will not accumulate and will be taken into account when allocating their new duties.

Any new inter-departmental arrangements will be made at local level with the full participation of all the Technical staff involved.

Updated: October 2008.