



**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí  
*Cork Education and  
Training Board*

# STAFF HANDBOOK

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## FOREWORD FROM CHIEF EXECUTIVE

I would like to extend a warm welcome to all members of staff within Cork ETB. Cork ETB is a large organisation providing a wide range of services and employing approximately 2600 staff across a range of schools, centres and services.

This handbook will inform new and existing staff of Cork ETB's policies and procedures and provide valuable and practical information on entitlements and working conditions.

I wish to thank every member of staff who contributed to the compilation of this handbook and trust that it will be of assistance to all staff.

I look forward to meeting and working with you and hope that you will participate fully in all aspects of the ETB's service to learners and the community we serve.

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Mr. T. Owens

Chief Executive

## INTRODUCTION

The purpose of this Handbook is to provide all our employees with a summary of employment policies and benefits at Cork ETB, and guidance on the way we work. This Handbook and the policies contained therein apply solely to Cork ETB employees. The Handbook and full up-to-date information and documentation on policies and benefits are available on the policies page at <http://cork.etb.ie/about-us/policies/>

Cork ETB may modify and/or change the contents of this Handbook from time to time. In the case of a conflict between the Handbook and the Policy or Circular Letter, the detailed policy or circular letter will take precedence. Any changes which occur during the year will be added to the electronic format Handbook found on <http://cork.etb.ie/about-us/policies/>

If you have any questions regarding the contents of the Handbook, please contact the Human Resources department.

## VISION, MISSION, PRINCIPLES AND VALUES

### VISION

Cork Education and Training Board is a driving force of education and training in Cork, providing high quality services which are innovative, responsive and inclusive. Through Cork ETB there is a pathway for every learner.

### MISSION

Cork Education and Training Board (CETB) plans, provides, supports and co-ordinates education, training and youth services in Cork which are recognised internationally as a model of excellence.

### GUIDING PRINCIPLES

Cork ETB will always act in the best interests of learners. The following principles underpin our strategic thinking, planning, decision making and our everyday actions as we strive to deliver our services:

- Prioritising the needs of learners
- Being customer focused
- Acting with professional integrity
- Doing the right thing
- Treating people with dignity and respect
- Being fair, open and accountable
- Ensuring value for money
- Operating to the highest ethical, professional, moral and legal standards.

### VALUES

#### **Brave**

We put our learners' needs first and are not afraid to make the hard decisions required to deliver the best possible service.

#### ***We Expect our People To:***

Make the right call; push the boundaries to get the best outcome; be tenacious in pursuit of improvements for learners; support good decisions and change bad ones; be happy to explain our decisions; stand up for what we believe in; advocate for learners and communities

#### **Committed**

We have a clear vision and purpose with which we are fully engaged and on which we are determined to deliver

***We Expect our People To:***

Work hard; go the extra mile; put learners' needs first; be persistent; be loyal to the organisation; support colleagues; work as a team member; be cooperative; have a strong work ethic; be focused on getting results

**Positive**

We are optimistic and confident about our opportunities and challenges and believe we can make a positive difference to the lives of the people we serve.

***We Expect our People To:***

Be optimistic; respond positively; be proactive; look for opportunity and act on it; embrace change; deal with issues promptly; be part of the solution

**Leading**

We expect our people to be leaders – to have a clear vision, take the initiative, and to inspire and motivate learners and colleagues through their example.

***We Expect our People To:***

Have a vision; step up to the challenge; communicate; motivate; encourage; aspire; build trust; tell the truth; act as a role model; be results-oriented; drive innovation; influence; collaborate; demonstrate personal integrity

**Innovative**

We are focused on constant improvement and being at the forefront of change and innovation in education and training.

***We Expect our People To:***

Try new approaches; be creative; drive change; be flexible; seek to improve; find solutions for problems; support new ideas; contribute positively to change

**Caring**

We adopt an inclusive and respectful approach to our learners and staff and strive to ensure that each person using our services reaches his/her potential.

***We Expect our People To:***

Engage with learners and colleagues; be genuine; be understanding; be empathetic; acknowledge effort; encourage inclusivity and diversity; be sensitive; look out for colleagues; listen; treat people well; ask for feedback; support those who need it



## EDUCATION & TRAINING BOARD LEGISLATION

The enactment of legislation in 2013 has ensued considerable and historic change both for the Vocational Education and the Further Education and Training Sector. The Education Training Board Act 2013 dissolved 33 Vocational Educational Committees and established 16 Education and Training Boards (ETBs) and the Education and Training Boards Ireland (ETBI). The Further Education and Training Act 2013 dissolved former FAS training centres and established SOLAS as a new statutory body. Former FAS training centres transferred to ETB governance.

### EDUCATION AND TRAINING BOARD FUNCTIONS

#### Education and Training Board Act 2013

The general functions of an education and training board shall be to—

- (a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- (b) when directed to do so by the Minister under [section 20](#) —
  - i. establish and maintain recognised schools in its functional area,
  - ii. establish and maintain centres for education in its functional area,
  - iii. maintain centres for education or recognised schools in its functional area, and
  - iv. establish, maintain or resource education or training facilities in its functional area,
- (c) plan, provide, coordinate and review the provision of education and training, including education and training for the purpose of employment, and services ancillary thereto in its functional area in—
  - i. recognised schools or centres for education maintained by it,
  - ii. education or training facilities maintained or resourced by it,
  - iii. children detention schools,
  - iv. prisons, and
  - v. facilities maintained by other public service bodies,
- (d) enter into arrangements with, and provide support services to, education or training providers, in accordance with [section 22](#) ,
- (e) establish scholarships in accordance with [section 24](#) ,
- (f) adopt a strategy statement in accordance with [section 27](#) ,
- (g) adopt an annual service plan in accordance with [section 47](#),
- (h) cooperate with any body nominated to carry out the internal audit functions under [section 52](#) ,
- (i) provide education and training at the request of, and on behalf of, any body which funds training out of money provided to that body by the Oireachtas,
- (j) support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- (k) assess whether the manner in which it performs its functions is economical, efficient and effective.

## ABOUT CORK EDUCATION AND TRAINING BOARD

Cork ETB is a statutory public body established under the provisions of the Education and Training Boards Act and is responsible for 2 Community National schools, 25 Post-Primary schools & colleges, a School of Music and 8 Further Education colleges, including 3 large stand-alone colleges, located throughout the city and county that provide a comprehensive and responsive primary, second level and Post Leaving Certificate (PLC) education service for their communities. Cork ETB is also responsible for the Cork Training Centre which is responsible for on-site training at its large training facility in Rossa Avenue, and its dedicated Pharmaceutical/Life Sciences Centre in Carrigaline, and which also delivers off-site training by way of Local Training Initiatives, Community Training Centres, contracted Training and through specialist training providers such as the National Learning Network.

Cork ETB also provides a comprehensive range of further and adult education services throughout Cork. These services encompass Adult and Community Education, Adult Literacy, Youth Support Services, Training and Apprenticeship Services, School Completion Programmes, Prison Education services and Outdoor Education.

We invite you to visit <http://www.cork.etb.ie> for more information on our services. Working in partnership with the community and other agencies, national and local, Cork ETB's vision is of ***"a pathway for every learner"*** where the organisation supports, encourages and assists individuals and groups to reach their full potential.

### **PRIMARY SECTOR**

Cork ETB has now established two community national schools, one in Mallow and the other in Carrigtwohill. Community National schools are child-centred, inclusive, multi-belief, State supported primary schools that operate through an ethos of inclusiveness and respect for all beliefs, both religious and non-religious, reflecting the diversity of our modern Irish society.

### **POST PRIMARY SECTOR**

Cork ETB has a long history in the promotion of second level education Cork. The provision of 27 post primary colleges, with links to our Youthreach services and our Further Education Colleges is indicative of the inclusive approach that is taken by the ETB post primary sector in promoting education and training appropriate to the learning capacity and readiness of all students in its care.

Cork ETB pioneered the development of the Designated Community College model in partnership with the Diocese of Cork and Ross and the Diocese of Cloyne. The designated community colleges provide a model of second level education that is inclusive and learner-centred, in order to foster and develop the academic, personal, social and spiritual development of the students attending. The co-trustees are

committed to the partnership model set out in the Model Agreements governing the operations of the Designated Community Colleges, and to supporting these colleges in meeting the needs of the communities in which they are located.

Within the provision for Post-Primary students, Junior Certificate and Junior Certificate Schools Programme are offered, while Leaving Certificate, Leaving Certificate Vocational and Leaving Certificate Applied Programmes are available at Senior Cycle. Transition year is an option in some second level schools. Cork ETB and the post primary schools are committed to supporting young people in their social and academic development so that each student can reach their full potential.

Cork ETB post primary schools & colleges have been drivers of innovation in building an environment to nurture children who have been socially excluded or disadvantaged with the provision of Behavioural Support Units and an Autistic Spectrum Disorder Service.

### **Cork ETB School Of Music**

Cork ETB School of Music is one of Ireland's most dynamic multi-campus music schools.

Cork ETB School of Music provides diverse instrumental tuition programmes in the Classical and Traditional Irish Music styles, as well as offering an exciting portfolio of ensembles, bands, musicianship classes and other music making activities. The school also has an extensive public performance 'Concert Series' and works closely with its partner schools to support the formal school music programmes at Junior Certificate, Transition Year and Leaving Certificate Levels.

### **Music Generation Cork City**

Music Generation Cork City (MGCC) is part of Music Generation, Ireland's national music education programme, initiated by Music Network, co-funded by U2, The Ireland Funds and The Department of Education and Skills, with matched funding from Cork City Council, Cork ETB, the HSE, CIT, UCC and Cork City Partnership.

MGCC is based on a partnership model with local music education providers to put music education programmes in place in schools and youth groups in areas of city which have been identified as having gaps in music education provision. Partners include Cork Academy of Music, SoundOUT, Barrack Street Band, Creative Tradition, Club Ceoil, GMC Workshops, Ballyphehane Youth Project, Youth Work Ireland Cork, CALM (Ceol agus Lan Maitheas) and ARTlifeCULTURE among others.

### **School Completion Programme**

The School Completion Programme (SCP) was set up as part of Department of Education and Skills DEIS Strategy – 'Delivering Equality of Opportunity in Schools' and is now under the remit of TUSLA.

Its aim is to increase the numbers of young people staying in primary and second level education and in doing so improve the numbers of pupils who successfully complete the Senior Cycle, or its equivalent.

SCP work focuses on targeting and providing support to young people identified to be most at risk of early school leaving through identifying and supporting children at risk of not reaching their potential in the educational system because of poor attendance and improving participation and retention via initiatives such as breakfast clubs; homework clubs; afterschool supports; mentoring programmes and ensuring that schools have in place the appropriate procedures to monitor, identify and respond to attendance, participation and retention issues.

## **FURTHER EDUCATION AND TRAINING**

The FET sector is one of evolving change, particularly as the design and delivery of new programmes to provide education and training in developing skills areas is challenging. Responding to changing requirements is a focus for all Cork ETB Colleges and Centres as they strive to maintain and develop their reputation for innovation in this regard.

The courses provided in Cork ETB Colleges/Centres are continuously updated and modified to meet the changing conditions of industry, and thereby provide the optimum opportunity of securing employment for students. The majority of these courses are linked with established national professional institutes and student awards are accredited by Quality and Qualifications Ireland (QQI) (formerly FETAC) and a number of Professional Institutes. Students are also provided with opportunities to progress to Higher Education. The ETB has developed strong links with CIT and UCC for this purpose.

### **Further Education Colleges**

Cork ETB has been at the fore-front in the design and delivery of Further Education Programmes over the past twenty years. Each Further Education College delivers a wide range of course/programmes, some of which offer progression routes to third level institutions. The challenge to the staff and Colleges is to build on what has already been achieved and to continue to be pro-active into the future.

### **Cork Training Centre**

Training services are a recent addition to Cork ETB and deliver an extensive range of training, both on and off-site, to a diverse range of clients including those entering the labour market for the first time, job changers, persons wishing to up-date or acquire new skills, those changing careers, persons with a disability and early school leavers. The targeted courses are designed to meet the needs of identified industries with a view to meeting the demands of the national skills strategy. A full list of courses and further information is available on their website <http://www.corktrainingcentre.ie>.

## **Youthreach**

11 Youthreach Centres operate under the aegis of Cork ETB, each catering for approximately 25 students. The Youthreach Centres are located across the City and County with programmes operating five days per week throughout the academic year. A Summer Programme is also provided focusing on the personal and social development of the student.

Youthreach programmes cater for 15-20 year old early school leavers, with little or no qualifications, and for priority target groups as set down by the Department of Education and Skills. The course subjects are learner-centred with a strong emphasis on achievement and on developing the capacities of the participants. Programmes seek to promote the participants sense of self-worth and identity as well as a pride in their abilities and work.

The programmes on offer include:

- Basic Literacy and Numeracy
- QQI, Levels 1 to 4
- Junior Certificate
- Back to Education Initiative,(BTEI)
- Fastrack Information Technology,(FIT)
- Personal and Social Development
- Social Education Programme
- Soft Skills Development
- Work experience and vocational preparation
- Progression to employment, apprenticeships and further education and training
- Advocacy, Support and Guidance

A Training Allowance is paid to those attending.

## ***Cork City Learning Support Service***

Operating as part of the “Youthreach Family”, Cork City Learning Support Services caters for students 12-18 years and has a capacity for 60-70 students. As an extension of the Youthreach Programmes operating under the aegis of Cork ETB, the purpose of this initiative is to increase the participation in learning by young people identified to be the least successful participants in their cohort of learning and, following participation on the programme, to facilitate:

- Their integration into full-time schooling  
or
- Continuation of the Special Service to them  
or
- Referral to alternate Services as appropriate

Course includes a Pre-Junior Certificate course; Junior Certificate QQI level 1, Safe Pass, Independent Living Skills etc.

### **Adult & Community Education Service**

The vision of the Cork ETB Adult Education service is to promote an integrated adult education service with each strand contributing to a much needed educational resource within the Cork region. We adapt our range of programmes and incorporate all aspects of Adult Learning within a unified whole. This involves the merging and integration of services between Community Education, including the Back to Education Initiative, Literacy, Traveller Training, Guidance, VTOS, Upskilling and Training.

The Adult Education Service provides education and training from Level 1 through to Level 6, under the National Framework of Qualifications

### **Adult Basic Education Service**

The Adult Basic Education Service (ABE) also provides small group and some 1-1 tuition in reading, writing and maths to adults with a basic skills need for adults with literacy difficulties. Generally NFQ levels 1-3 are offered.

### **Back to Education Initiative**

The Back to Education Initiative (BTEI) provides part-time Further Education programmes for young people and adults. This aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities.

### **Vocational Training Opportunities Scheme – VTOS**

The Vocational Training Opportunities Scheme (VTOS) is a second chance education and training programme which provides courses of up to two years duration for unemployed people. The scheme has proved to be a great success in opening up learning and progression opportunities for people who have been marginalised by unemployment. Trainees on VTOS can pursue subjects in the Junior or Leaving Certificate programmes or modules or awards certified by Quality & Qualifications Ireland (QQI) at Foundation Level, Level 1, Level 2 or 3. Participants may also acquire a portfolio of qualifications in line with their needs and interests.

### **Community Education**

The approach of the Community Education service comprises both the formal and the informal and its ethos is for inclusive, participative learning where the learner is active. The service accompanies its learners through each stage of development. It monitors the needs of individuals and communities in endeavouring to create a more inclusive society. Community learning can also be outside the formal education sector and not seek certification. It aims to enhance learning and empower people who will contribute to society. It is a distinctive element of the adult education sector in Ireland and has the capacity to reach marginalized people in disadvantaged communities.

### **Adult Education Guidance Initiative**

The aim of the Adult Guidance Service is to facilitate learners to make informed decisions about accessing education and training, transferring within and progressing from Cork ETB.

The focus of the guidance service is to offer educational and career guidance counselling, to:-

- second chance learners, whose previous lack of learning opportunities have been a barrier to progression through the education levels.
- Current ETB adult learners who do not have existing access to guidance.
- Unemployed adults who want to up skill or retrain, but whose qualifications are less than QQI Level 6.

### **Evening Classes**

Cork ETB provides a large variety of evening classes in a number of locations throughout the City and County. There are excellent facilities available to potential learners to enhance their skills or take up a new hobby.

### **Outdoor Education Centres**

Fastnet Marine Outdoor Education Centre, Schull and Kinsale Outdoor Education Centre, Kinsale both provide a full range of outdoor education programmes and courses. Full details and contact information are available on their respective websites through <http://www.corketb.ie>

### **Education Service Cork Prison**

The Cork Education & Training Board began providing an education service to Cork Prison in 1978 on a part-time basis initially and has expanded to keep pace with the increase in prisoner population. The student population is an exclusively male one. Education is available to all prisoners on entry to the prison.

The Education Service provides a broad programme that is quality assured, student centred and that facilitates life-long learning. We work to meet the needs of our students by helping them to respond to their sentence through personal development and positive renewal. The curriculum ranges from Basic Literacy/Numeracy up to Open University Degree with everything else in between.

The aims of the Education Service are:-

- To facilitate prisoners to achieve their full potential as learners
- To prepare for life after release
- To establish an appetite and capacity for life-long learning.

A Pre- and Post- Release Programme is run as part of the Education Unit's commitment to Life-Long Learning. This has a dedicated Coordinator funded by the Cork Local Drugs Task Force who works under the Head Teacher at the Education Unit.

The Dillon's Cross Project is run by the Education Unit to provide educational opportunities for the female relatives of prisoners and ex-prisoners. This programme offers a full QQI Certificate in General Learning Level 3 and is currently based in the The Glen Resource Centre, Cork. It is a Back To Education Initiative (BTEI) Project.

### **Co-operation with other Institutions Programme**

Cork ETB receives an allocation of approximately 88,000 teaching hours through the Co-operation with Other institutions Scheme. These hours are allocated to designated groupings to allow them offer education programmes throughout Cork via a wide variety of educational programmes, including the Prison Service, Cork ETB School of Music, special schools, youth development projects, and education units in specialised settings.

### **YOUTH SERVICES**

Cork ETB has responsibility for administering funding of over 2.5million euro to over 35 youth projects and services across Cork City and County.

Youth Work Services are provided on the ETBs behalf by a number of voluntary youth organisations – YMCA, Foróige, Youthwork Ireland Cork, Cobh Youth Services, Cork Simon, Meitheal Mara, Good Shepherd Services, Churchfield Trust.

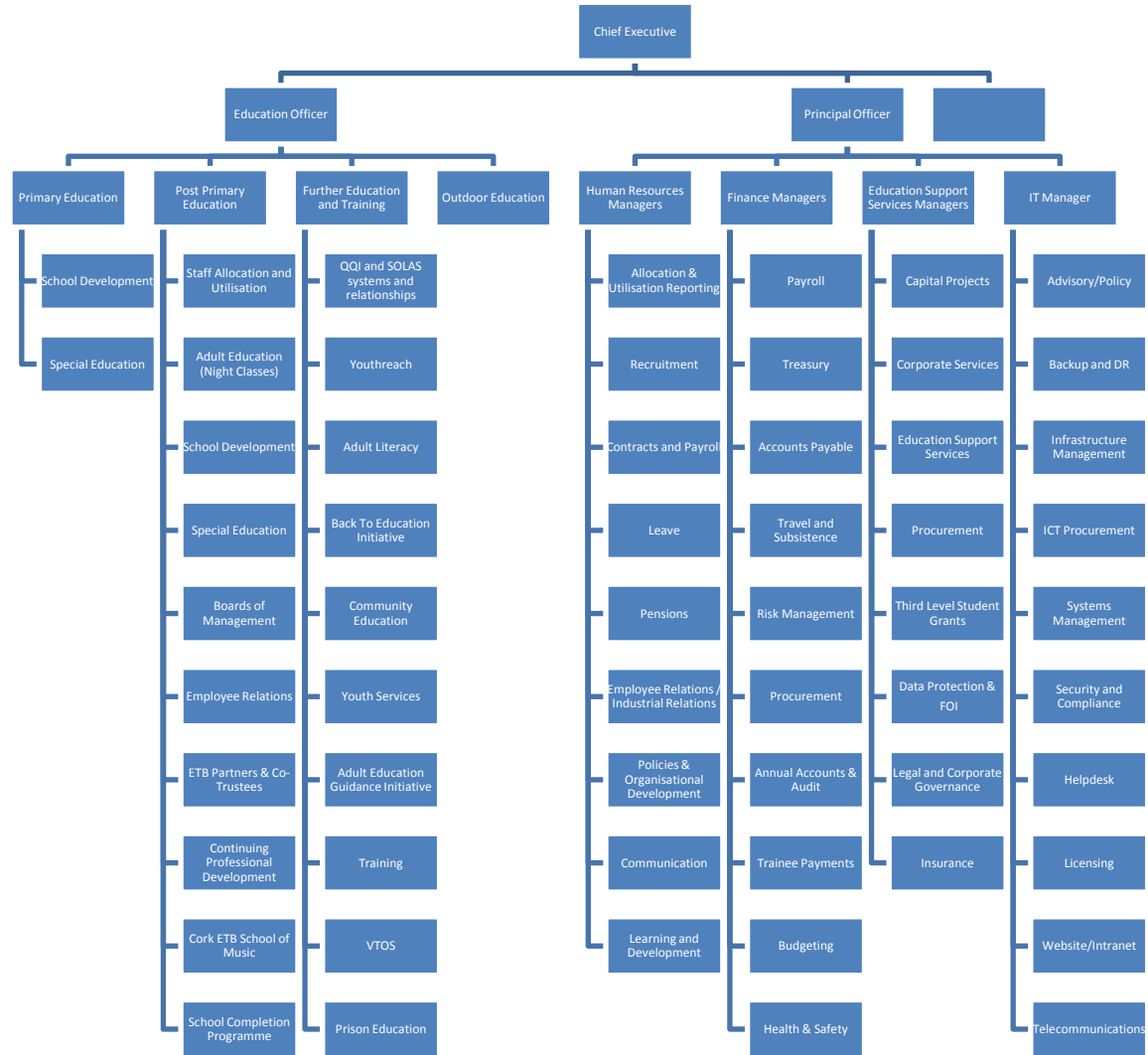
Their work is supported and monitored by Cork Education & Training Board (CETB) staff and is overseen by a CETB sub-committee which is responsible for strategic planning and monitoring.

### **Centres for Youth**

Cork Education & Training Board is in collaboration and partnership with a number of agencies, which provide a variety of services for young people, to provide access to education or to assist in their rehabilitation from drug and alcohol addictions, in both Residential and Day Centres in Cork City & County. Centres include Árd Álainn, Cara Lodge, Matt Talbot Adolescent Service Day Treatment Centre, Éist Linn, and the Youth Enterprise Service.



# CORK ETB ORGANISATION STRUCTURE



The Organisational Structure will be changing later in 2016 with the appointment of a Director of Schools, a Director of Further Education and Training and 2 x Directors of Organisation Support and Development.

## CODE OF PRACTICE FOR GOVERNANCE OF ETBS

The primary legislation governing education and training boards is the Education and Training Boards Act 2013, which must be observed at all times. The Code of Practice, for Governance of ETBs, (*CL 18/2015*), sets out guidelines in certain situations and should be primarily considered as a set of standards for members and staff of the Board. Members and staff are expected to ensure that their activities in relation to the ETB are governed at all times by these standards, in letter and in spirit.

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall economic efficiency and competitiveness.

Corporate governance comprises the systems and procedures by which entities are directed and controlled. State bodies, including Education and Training Boards (ETBs), must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities.

The Board (i.e. the entity comprising elected and appointed members of the ETB) is responsible and accountable for the proper direction and control of the ETB. In order to deliver good governance in the ETB, the Board must act in the interest of the ETB at all times, consistent with the requirements of legislation and government policies, avoiding self-interest and the interests of third parties, including bodies which have elected or nominated them.

### **CODE OF PRACTICE**

The Code of Practice provides a framework for the application of best practice in corporate governance in education and training boards. Boards are required to confirm to the Minister for Education and Skills that they comply with the up-to-date requirements of the Code in their governance practices and procedures.

Board members and staff of ETBs should be guided by the principles set out in the Code in meeting their responsibility to ensure that all of their activities, whether covered specifically or otherwise in the Code, meet the highest standards of corporate governance.

The Code concerns both the internal practices of ETBs and their external relations with the Government, the Minister for Education and Skills, the Minister for Finance, the Minister for Public Expenditure and Reform and their respective Departments. The Code also makes reference to the ethical and standards in public office obligations that apply to all designated Directors and designated office holders (See Appendix II of circular available on <http://www.corketb.ie>)

The provisions of the Code do not override existing statutory requirements and other obligations imposed by the Companies Acts, ethics legislation, standards in public

office legislation, the specific statutory provisions relating to ETBs and any other relevant legislation (e.g. equality legislation, employment legislation) Accordingly, a Board must follow the statutory provisions as set out in the Education and Training Boards Act 2013 and other relevant legislation, whether these are identified in the code or otherwise.

### **Code of Practice Guidelines**

The Code of Practice sets out guidelines regarding:

- (1) Operation of the Board and its members
- (2) Code of Conduct for Board Members and Staff
- (3) Remuneration Guidelines
- (4) Risk Management, Accountability, Internal Control and Internal Audit
- (5) Relations with the Oireachtas and the Minister
- (6) Other matters e.g. Confidential Disclosures, Procurement, Assets, Service Local Agreements, Tax Compliance etc.

**Full Code of Practice is available under CL 18/2015 on**

<http://cork.etb.ie/about-us/policies/human-resources/working-conditions/codes-conduct>

## **CONTACT DETAILS**

### **Schools/Colleges/Centres**

Please follow the link on <http://www.corketb.ie> for details of all Cork ETB schools/colleges and centres and their respective Principals/Managers/Coordinators

### **Head Office**

Please follow the link on <http://www.corketb.ie> for details of Cork ETB Departments and assigned staff.

## **ACCESS AND SECURITY**

All locations/centres/schools may have varying degrees of access & security which will be advised by the Principal/Manager/Co-ordinator.

Office/Centre security is the responsibility of all employees at Cork ETB. In some locations employees will be provided with an access fob/key to enable them to use and enter the appropriate Cork ETB office/centre. Where applicable, it is the employee's responsibility to keep fob/key secure and if lost, damaged, or stolen, it must be reported immediately to their respective Manager/Principal/Co-ordinator.

When an employee leaves, any access key/fob must be returned to their respective Manager/Principal/Co-ordinator.

Keys to desk drawers and filing cabinets may be provided as required. It is the employee's responsibility to secure confidential files and personal material by locking drawers and cabinets before leaving the office.

Where relevant, when the office front door is open during the day, it is the responsibility of all employees to observe unknown visitors. If such a visitor is not part of a scheduled session or is not escorted by an employee of Cork ETB, the visitor's presence should be reported to the Receptionist and monitored until it is confirmed that the visitor is authorised to be in the office.

## **CAR PARKING ARRANGEMENTS**

The relevant Principal/Manager for each location will advise on whatever car parking areas are available to their staff and any terms and conditions that may apply.

## **MEETING ROOMS, STAFF ROOMS AND OTHER SHARED AREAS**

In addition to keeping their own work area or office tidy, employees must ensure any meeting room, staff room or open area that they have used is left clean and tidy as soon as the room or area is vacated. All rooms must be left so that they can be used immediately afterwards by others.

## **KITCHEN AREA**

All employees are responsible for hygiene in the kitchen area, if and when they use it. As a courtesy to cleaning staff please ensure that all cups, cutlery etc. are cleared

from tables and placed in the dishwasher after use or on the sink if dishwasher is full or in use at the time.

## **PERSONAL PROPERTY**

Cork ETB will not be responsible for loss or damage to employee's property, including motor vehicles, bags etc. on Company premises. Employees should report all property, lost or found, to their Manager/Principal/Coordinator.

## **SMOKING POLICY**

Smoking, which includes e-cigarettes, is not permitted at the main entrance or anywhere within the confines of any building which Cork ETB occupies. Check with your office administrator for acceptable/designated outside areas for smoking which are subject to change.

## **CORE PORTAL**

The CORE HR and Payroll system allows staff to:-

- view salary details , payslips and P60
- apply for various categories of paid and unpaid leave,
- log in and out, for those on the flexi time system,
- view all open vacancies advertised by Cork ETB, including internal vacancies

This is done through the Employee Self-Service (ESS) function available online to all employees. Access is password protected.

Employees using the flexi time system may register via the Core ESS portal at a designated computer with personal login/password or register at terminals located in some buildings. The terminals can only be operated by the employee's biometric identifier (based on 4 points of an individual's finger) or fob.

Employees are advised to log in and browse the features to familiarise themselves with the system. User guides are available on the Cork ETB website under the HR Policies section: <http://cork.etb.ie/about-us/policies/human-resources/hr-systems-documents-user-guides/> Should you experience difficulty in either registering and/or changing your password, assistance is available from HR; please email issues to [coreportal@corketb.ie](mailto:coreportal@corketb.ie)

## **ATTENDANCE**

Cork ETB expects and encourages a high rate of attendance from all of its employees in order for Cork ETB's services to continue to operate effectively and efficiently. Each employee's job is vital to the continuing operation of our organisation, and any absence without advance notice and approval has an impact on the overall efficiency of the operation of the organisation Therefore, employees are expected to observe the following guidelines:

- Report to work on time. The number of hours an employee is required to work each week will be specified in their Contract Working patterns and rosters or timetables will be specified at the place of employment.

- An employee who is absent due to illness must notify, or make suitable arrangements to notify their line manager or, in his/her absence, the next senior grade in the College/Department/Centre in which they are based as early as possible on the first day of the absence and at latest, before the normal start time. The employee should, where possible, indicate the likely duration of the absence and any urgent work which has to be dealt with in his/her absence to ensure that nothing essential is missed.
- Text Messages, leaving voicemails outside of office hours, and emails are not acceptable methods of notification except in exceptional circumstances and should be followed up by the normal protocol at the earliest possible opportunity. Where, due to serious incapacity, a staff member is not able to make direct contact, they must ensure that their Line Manager is made aware of the absence by someone acting on their behalf. This should again be followed up by a telephone call from the employee, at the earliest opportunity, circumstances permitting.
- Where an employee is absent on continuous sick leave of more than 2 consecutive days (3 days for teachers) or on the work day before and after a weekend or a public holiday a medical certificate must be provided to the employer. Medical Certificates must be provided within the first week of absence and either monthly/weekly thereafter.
- Relevant employees are required to clock in and out through the CORE Time and Attendance System which operates Cork ETB's agreed Flexitime Scheme. Relevant employees are also required to observe the Cork ETB's Flexi-time Scheme guidelines including morning and evening work bands, time limits for rest and lunch periods and procedures for leaving work early and/or applying for leave.

### **ATTENTION TO DUTIES**

Each employee is expected to fulfil their contractual obligations and perform their duties in a consistent and effective manner at all times (except where prevented by sickness, injury or incapacity from doing so).

Each employee will comply with, and conform to, all lawful instructions given by Cork ETB, or by any authorised officer of Cork ETB in relation to their employment (including all policies and rules circulated by Cork ETB in relation to the conduct of Cork ETB employees). Each employee is expected to report on their work promptly and fully when asked to do so by their Manager/Principal/Coordinator, or by any authorised officer of Cork ETB.

### **DRESS CODE**

All employees are expected to dress and act in keeping with the requirements of their job, and in a manner that will reflect favourably on them and Cork ETB. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Staff will be expected to dress in **smart casual attire** that is appropriate to a professional office/classroom environment.

If clothing fails to meet these standards, as determined by the employee's supervisor and/or Manager, the employee will be asked not to wear the inappropriate item to work.

### **DISPOSAL OF CONFIDENTIAL INFORMATION**

In line with Data Protection requirements and policies, all confidential information should be disposed of in the appropriate confidential shredding bins located in various office locations. All other paper can be disposed of in the normal shredding/recycling facilities in each office location. Under no circumstances should personal or confidential information be disposed of through regular waste disposal.

## RECRUITMENT, SELECTION & APPOINTMENT

It is the policy of Cork ETB to ensure that the highest quality applicants are recruited for all vacancies, in an efficient, fair and consistent manner, free from any discrimination on the basis of sex, marital or family status, age, disability, sexual orientation, race, religion or membership of the travelling community. The policy aims to ensure consistency of treatment between applicants, adherence to best practice recruitment and selection processes as well as compliance with all relevant legislation.

Cork ETB's recruitment procedures are informed by the following principles:

- Appoint on Merit
- Best Practice Procedures
- Integrity and Consistency

Cork ETB operates an online recruitment system for all vacancies, including promotional positions, which can be accessed through the Cork ETB website, and, for employees, through the Core ESS portal. In addition, job descriptions and person specifications for certain positions are available in the Recruitment and Selection section of the Cork ETB website.

The majority of Cork ETB posts at present are tuition posts and a limited number of promotional posts. All administrative and maintenance posts remain subject to DES sanction under the terms of the moratorium outlined in CL 0023/2009.

If and when CL 0023/2009 is superseded employees will be made aware of any potential vacancies through the normal channels of communication and advised accordingly of the recruitment process.

As Cork ETB has, within its area of remit Gaeltacht schools and Gaelcholáistí, the Board reserves the right to assess the overall needs of the Scheme and the particular needs of these schools to determine whether the qualification in Irish is required when particular posts are being filled. If the Irish requirement is deemed necessary, this will be specifically stated in the advertisement for the post(s) in question.

Recruitment Policy and all relevant Recruitment Documentation & Circulars are available on  
<http://cork.etb.ie/about-us/policies/human-resources/recruitment-appointments/>



## EMPLOYMENT CONDITIONS, PROCEDURES & POLICIES

### TYPES OF CONTRACTS

Every staff member will be issued with a Contract of Employment. The contract outlines the main terms and conditions of the post to which an individual is appointed. A member of staff will receive an Amendment to Contract should any of the main terms or conditions of the original contract change. Contracts will set out essential terms and conditions of employment as required under the Terms Of Employment (Information) Acts 1994-2001.

#### **Contract of Indefinite Duration**

Under current Department of Education and Skills regulations, teachers may qualify to receive a contract of indefinite duration (CID) where he/she has at least two years successive service (fixed-term contracts) with Cork ETB and

- be re-appointed for a third year
- be fully qualified for the post in question
- be registered with the Teaching Council of Ireland

Staff other than teachers must have four years continuous service for the award of a CID.

An employee will not qualify for a CID:-

- If covering for a person on job-sharing or other approved leave of absence from which the person is entitled to return
- Where it has been indicated in their fixed-term contract by Cork ETB that the post is not viable over a reasonable period of time and the specific reason (fixed purpose) for this is stated.
- Where he/she lacks the necessary qualification(s) for appointment

#### **Fixed Term Contract/Pro Rata Part-Time Contract**

A fixed term contract may be issued to fill posts of employment such as may be required to cover for an employee on an approved period of leave or a post for a definitive period of time. In the case of a PRPT contract the period of time will be the full school year.

#### **Fixed Term/Purpose (Casual/Non Casual)**

Casual/Non-Casual contract hours are usually awarded where hours become available after 1 November and are mainly to cover short-term absences such as sick leave. Hours are variable with a standard hourly rate applying to the first 150 hours. Hours in excess of 150 attract a personal rate. Casual/Non Casual contracts are issued electronically on the PTT system.

## **CONDITIONS OF EMPLOYMENT POLICIES**

All employees can access the circulars and policies governing the conditions of employment on the Cork ETB website, and on the Department of Education and Skills website. A summary of each of the key policies is outlined below; however, employees should familiarise themselves with the full policies where relevant. Please follow the link provided, in the various sections, to access the policy and its supporting documentation.

The following policies apply to all employees of Cork ETB, except where specified, and have been developed to provide a framework within which the provisions of the relevant legislation and/or Circular Letter(s) can be applied and to assist staff in understanding how the various conditions of employment will be managed within the organisation.

## **CODES OF CONDUCT**

All Staff, regardless of role or grade within the organisation, have an important role to play in creating a good working environment and to ensure that proper standards of behaviour are maintained. It is a fundamental principle of CETB that each individual staff member has a responsibility to act with professional integrity, operate to highest ethical, legal and moral standards and to ensure that their behaviour is courteous and respectful to other staff members, learners and members of the public, at all times.

Staff should read and make note of the following appropriate Codes of Conducts

- Code of Conduct for Staff
- Code of Ethics for Members and Staff of the Board
- Code of Practice for Staff Interaction with Learners
- Teaching Council Code of Professional Conduct for Teachers

<p>All codes of conduct are available on <a href="http://cork.etb.ie/about-us/policies/human-resources/working-conditions/codes-conduct/">http://cork.etb.ie/about-us/policies/human-resources/working-conditions/codes-conduct/</a></p>
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## **FLEXIBLE WORKING HOURS**

Cork ETB Flexitime Scheme is intended to give eligible staff the opportunity and responsibility of organising their working hours with clearly defined limits to fit in with their domestic and personal arrangements. The Scheme is implemented on the understanding that the services provided by Cork ETB continue to operate effectively and efficiently.

An explanation must be given for unauthorised absence during core time (e.g. late arrival, early departure). Where there is a pattern of unsatisfactory timekeeping/unauthorised absences during Core Hours, an employee may be subject to disciplinary action, which may result in the withdrawal of the flexi-time system from the individual(s) concerned and/or other sanctions as appropriate.

**Cork ETB Flexible Working Arrangements (Flexitime)** outlines the principles and operation of the scheme.

Cork ETB Flexible Working Arrangements (Flexitime) can be accessed on <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/flexible-working-arrangements/>

## **BREAKS**

Under the terms of the Organisation of the Working Time Act 1997 employees are entitled to a break of 15 minutes after a 4.5 hour work period and 30 minutes where they work more than 6 hours, which can include the first 15-minute break.

The minimum lunch break of 30 minutes is factored into the Cork ETB's current CORE Time and Attendance System.

## **SALARIES**

Salaries are paid by electronic fund transfer (EFT) fortnightly. Payslips including full pay details and pay periods are available online through login to the CORE ESS portal

Cork ETB is legally obliged to make statutory deductions e.g. income tax, PRSI and USC contributions from each salary and other deductions determined by relevant regulations where appropriate e.g. pension related deductions.

Deductions may also be made to your salary, subject to law and discussion with the relevant employee, to reimburse Cork ETB for any overpayment or amounts owed to Cork ETB.

Voluntary deductions may also be facilitated for union subscriptions, health and life insurance from participating providers, car parking cost, lodgements to savings accounts at participating banks and credit unions and income protection plan costs. Please contact the Payroll department for further details.

## **INCREMENTAL CREDIT**

Incremental credit may be awarded to staff in various grades subject to Department of Education and Skills regulations and guidelines and in certain cases, former SOLAS procedures (e.g. Career Grades).

In general, eligible staff, who have not reached the maximum of their scale, progress on their incremental scale on an annual basis, subject to any conditions set down by DES. Some scales have Long Service increments, for which staff are eligible after specified periods at the top point of the scale. A number of measures relating to the deferral of increments (depending on the salary level of the individual) were established as part of the Haddington Road Agreement and are due to expire in July 2017 for grades covered by the Public Service Stability Agreement 2013-2018 (Haddington Road Agreement/Landsdowne Road Agreement).

CL 0029/2007 outlines the incremental credit scheme in place for **Teachers** for previous teaching service within and outside the EU and non-teaching service.

CL 0139/2006 sets out the scheme of incremental credit for **Special Needs Assistants**.

CL F33/02 provides guidance on incremental credit for **Clerical Officers** and analogous grades.

Information and application forms in relation to incremental credit are available on <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/incremental-credit/>

## **OVERTIME**

Overtime should be avoided or minimised, where possible, by careful planning and scheduling of work. In the case of employees operating under the flexi-time system, flexi-time and/or Time Off In Lieu (TOIL) should be the norm for any additional work that needs to be carried out and paid overtime should only apply as a last option.

In the case of maintenance and caretaking staff, overtime may be necessary due to alarm call outs, evening classes etc. Payment will be made as per nationally agreed guidelines and is subject to Chief Executive (CE) approval.

Where necessary and subject to CE approval overtime will be paid to administrative staff (to grades below APO in the case of former VECs and grades 11-13 only in the case of former SOLAS staff). Approval of overtime is subject to available budget. Overtime will be paid in accordance with DES guidelines and are also subject to the Haddington Road Agreement. Staff are asked to familiarise themselves with the supporting circulars:-

CL 0036/2013 Haddington Road Agreement  
CL F57/89 Overtime Clerical and Administrative Staff  
CL F21/86 Caretakers National Agreement are all available on <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/overtime/>

## **SUPERVISION/SUBSTITUTION**

The Supervision & Substitution Scheme was revised under the terms of the Haddington Road Agreement. CL 0042/2014 outlines the agreed guidelines for the rostering of all Supervision and Substitution and the scheme will be allocated as per the guidelines set out therein.

CL 0042/2014 and other relevant circulars are available on <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/supervision-and-substitution/>

## **TRAVEL & SUBSISTENCE PAYMENTS**

Travel and Subsistence payments will be paid in accordance with rate & guidelines under the relevant circulars relating to travel, mileage and subsistence rate, CL 0018/2015 – Code of Practice for the Governance of ETBs and the Cork ETB's Travel & Subsistence Policy, which applies to all travel undertaken on ETB business regardless of the budget from which travel is funded.

It is essential that all staff travelling on CETB business are familiar with the Travel & Subsistence Policy and with the correct procedures for claiming reimbursement of travel expenses. Travel expenses should be kept to a minimum and should represent value for money for the ETB.

Staff must ensure that their own insurance policy covers them whilst on ETB business and must provide a copy of their insurance policy clearly showing that Cork ETB is indemnified and business use cover is in place.

Claims should be made on the Travel and Subsistence on-line system. For those not yet included on the online system a hard copy claim form is available but it is envisaged that all claims will be online before end of 2016. The online claims should include scanned copies of all vouched expenditure if applicable and receipts should be attached to hard copy claims. Claims must be made no later than 2 months after the journey is undertaken and will be paid monthly.

Any queries regarding travel & subsistence please email [travel@corketb.ie](mailto:travel@corketb.ie)

Full details and Cork ETB Travel & Subsistence Policy are available on  
<http://cork.etb.ie/about-us/policies/finance/travel-subsistence/>

## LEAVE

Applications for all types of paid and unpaid leave will be through the CORE Time & Attendance system as outlined in the General Information section.

### ANNUAL LEAVE & PUBLIC HOLIDAYS

All contracts will include details of an employee's entitlement to annual leave.

All employees can view their annual leave entitlements through login to CORE ESS portal. Applications and approvals for all types of leave will be also be processed through the system.

All contracted employees are entitled to 9 paid public holidays per annum. Temporary and part time employees are entitled to avail of the public holiday, providing they have worked at least 40 hours during the preceding five weeks up to the day before the public holiday. In addition, Good Friday is treated as a public holiday by national agreement.

Cork ETB Annual Leave Policy for non-academic staff is available on <http://cork.etb.ie/about-us/policies/human-resources/leave/annual-leave/>

### SICK LEAVE

The **Certified Sick Leave Scheme** is outlined in:-

- CL 0054/2015 for all SNAs in recognised post-primary schools
- CL 0053/2015 for all Teachers in recognised post-primary schools
- CL 0063/2015 for all staff in ETBs other than Teachers and SNAs

An employee who is absent from work because of personal illness or injury may be granted paid sick leave of:

- a maximum of 3 months (92 days) on full pay in a year
- followed by a maximum of 3 months (91 days) on half pay
- subject to a maximum of 6 months (183 days) paid sick leave in a rolling four year period.

The sick leave provisions for a work-sharing/part-time employee will be adjusted pro-rata to his/her agreed attendance pattern.

An employee who becomes incapacitated as a result of a critical illness or serious physical injury may be granted paid sick leave, in exceptional circumstances of:-

- A maximum of 6 months (183 days) on full pay in a year
- Followed by a maximum of 6 months (182 days) on half pay in a year
- Subject to a maximum of 12 months (365 days) paid sick leave in a rolling four year period.

**Temporary Rehabilitation Remuneration (TRR):** Where the relevant period of paid sick leave has been exhausted, an employee with a minimum of 5 years' service in a

pensionable position may be granted TRR, subject to certain conditions, following the end of paid sick leave period.

An employee who has exhausted the maximum period of paid sick leave and does not qualify for TRR but is still medically unfit to resume duty and wishes to retain his/her position must notify the employer of his/her intention to avail of a period of unpaid sick leave that shall not normally exceed the TRR limits as set out above.

### **Medical Certificates**

The full guidelines surrounding acceptable medical certificates are outlined in the relevant circulars. A medical certificate must be submitted where an employee is absent on continuous sick leave of more than 2 consecutive days (3 days for teachers) or on the work day before and after a weekend or a public holiday

### **Self-Certified Sick Leave**

The maximum number of self-certified sick leave days allowable in any period of 2 consecutive years of service is 7 (counting backwards from the latest self-certified sick leave absence) for all categories of employees and this is also outlined in the various circulars referred to above. Any uncertified sick leave in excess of 7 days will be treated as an unpaid absence and a payroll deduction will be made accordingly normally a month in arrears.

### **Notification of Absence**

An employee who is absent due to illness must notify, or make suitable arrangements to notify their line Manager or, in his/her absence the next senior grade in the College/Department/Centre in which they are based as early as possible on the first day of absence and at latest before the normal start time. The employee should, where possible, indicate the likely duration of the absence and any urgent work which has to be dealt with in his/her absence to ensure that nothing essential is missed.

Text Messages, leaving voicemails, outside of office hours, and emails are not acceptable methods of notification except in exceptional circumstances and should be followed up by the normal protocol at the earliest possible opportunity.

Staff are asked to familiarise themselves with all other details, terms and conditions of the Sick Leave Scheme through the policies/relevant circular letters etc.

All relevant documents including Circulars and the Cork ETB Managing Attendance and Sick Leave Policy can be found on <http://cork.etb.ie/about-us/policies/human-resources/leave/sick-leave-policies/>

## **MATERNITY AND ADOPTIVE LEAVE**

### **Maternity Leave**

Under the terms of the Maternity Protections Acts 1994-2004 and (Budget Amendment 2005 implemented 1<sup>st</sup> March 2006) all female staff, regardless of service/type of contract/hours per week, are entitled to take statutory maternity leave.

Only certain categories of staff will qualify for paid Maternity Leave. Those who are not entitled to Maternity Pay may have an entitlement to Social Welfare Maternity Benefit subject to having sufficient PRISI contributions. The HR department will advise on maternity pay entitlements.

The duration of maternity leave is 26 consecutive weeks, at least two of which must be taken before the birth and four after the birth. Application for maternity leave should be made by the employee at least 6 weeks in advance of the commencement of the leave. The employee is also responsible for the completion of the MB10 Form, where applicable, and should submit same in good time for the employer's section to be completed, before forwarding to the DSP at least 6 weeks prior to the start date of the maternity leave.

An additional period of up to 16 weeks unpaid leave may be taken immediately following the maternity leave. No social welfare benefit is payable during this period. Applications should be made through the Core Portal at least six weeks before the end of your Statutory Maternity Leave should you wish to avail of this Additional Unpaid Maternity Leave.

### **Adoptive Leave**

Under the terms of the Adoptive Leave Acts 1995-2005 the adoptive mother, except in the case of a male sole-adopter, is entitled to avail of 24 consecutive weeks adoptive leave from the date of placement of the child with the adoptive mother/sole adoptive father. Qualification for payment is as set out under maternity leave above.

Adopting parents are also entitled to paid time off to attend preparation classes and pre-adoption meetings with social workers/HSE officials during the pre-adoption process.

An additional period of up to 16 weeks unpaid leave may be taken immediately following the adoptive leave. No social welfare benefit is payable during this period. Applications should be made through the Core Portal at least six weeks before the end of your Statutory Adoptive Leave should you wish to avail of this Additional Unpaid Adoptive Leave. In the case of foreign adoptions, some or all of this leave may be taken prior to the date of placement, in order to allow the adopting employee to attend meetings and/or classes held outside the State, or for the purposes of familiarisation with the child.



## **Application Procedures**

In the first instance you should inform your Principal/Co-ordinator/Manager of your intent to avail of Maternity Leave/Adoptive Leave. Once you have decided upon a commencement date you should apply through the CORE ESS login at least six weeks prior to commencement of leave.

In the case of maternity leave this application should be followed up with the submission of a medical certificate confirming pregnancy and specifying the expected date of birth (EDB).

In the case of adoptive leave a certificate of placement must be supplied to the HR department, as soon as is reasonably practicable, but no later than four weeks after the placement date.

Full details of Maternity & Adoptive Leave entitlements can be found on <http://cork.etb.ie/about-us/policies/human-resources/leave/maternity-and-adoptive-leave/>

## **PARENTAL LEAVE**

### **Entitlements**

An employee is entitled to a maximum of 18 weeks parental leave in respect of each child up to the age of 13 years (or 16 years in the case of a child with a disability and/or long-term illness) or in the case of an adopted child, between 11 and 13 years not later than two years from the date of the adoption order.

### **Eligibility**

Parental Leave is available to each employee where he/she has completed one year's continuous service with Cork ETB except in the case of compulsory redeployment into a school provided that he/she meets the service criteria in his/her former school. In circumstances where, on the latest day for commencing a period of parental leave, the employee has less than one year but more than three months continuous service the employee shall be entitled to parental leave for a period of one week for each month of continuous service completed with Cork ETB at the time of commencement of the leave.

Each employee who meets the criteria of either natural parent, adoptive parent, adopting parent or an employee acting in *loco parentis* to a child has a separate entitlement to parental leave.

### **Pattern for Parental Leave**

In general **teachers & SNAs** may avail of parental leave in blocks of at least one week (7 consecutive days including weekends, school closures and days on which an employee may not be timetabled) up to a maximum of 18 weeks. In exceptional circumstances a teacher may avail of parental leave in the form of individual days where a child has particular medical problems that require the attendance of a parent

with the child at a hospital, clinic or therapeutic appointment on a regular basis, subject to certification from the hospital or clinic.

For **staff other than teachers and SNAs** the block of 18 weeks may be taken as a whole, in blocks of weeks, or in individual days, with the agreement of the employee's manager. All applications must be for a **minimum of one half day**.

### **Application**

Application for parental leave should be made at least six weeks in advance of commencement of the leave on the CORE system and the additional documentation including a copy of the child's birth certificate forwarded to HR as specified in the application process.

### **Employer Confirmation Document**

The employer, in granting parental leave should, four weeks prior to the commencement of the leave, prepare the Confirmation Document with the employee. An employee may revoke the application, in writing, at any point prior to the signing of the confirmation document by both parties. Once signed it cannot be altered unless both parties agree.

Cork ETB Parental Leave Policy, relevant circulars and further details are available on <http://cork.etb.ie/about-us/policies/human-resources/leave/parental-leave/>

### **PATERNITY LEAVE**

Paid leave not exceeding 3 days will be granted to an employee who is the registered father of a child or children, in case of multiple births, or to an adoptive father in respect of a child placed with him. Paternity Leave must be taken within four weeks of the date of birth/date of placement in case of an adopted child. The days must be taken either consecutively or individually as appropriate.

The employee who wishes to take the paternity leave must provide Cork ETB with at least four weeks' notice of date(s) on which he intends to take this leave.

A copy of the child's full birth certificate, showing the employee as the registered father and, in the case of an adoptive father, a copy of the official placement order, showing the employee as the registered/recognised adoptive father must be presented to Cork ETB within eight weeks of the date of birth of the child/ date of placement of the child.

It was announced in Budget 2016 that statutory Paternity Leave of 2 weeks is to be introduced, together with a new Paternity Benefit, in respect of births from September 2016. Further details of how this leave will be administered will be made available when the statutory scheme is commenced.

Further details about paternity leave are available on <http://cork.etb.ie/about-us/policies/human-resources/leave/paternity-leave/>

## **COMPASSIONATE LEAVE/ FORCE MAJEURE LEAVE**

Compassionate leave is paid leave subject to a maximum of 5 days in the case of a spouse, child or parent and 3 days in the case of a brother, sister, grand-parent, aunt, uncle or parent-in-law for staff in designated posts. Compassionate leave is paid in the following incidents:

- (a) Owing to the illness of a family member, as defined above, who is certified by a medical practitioner as requiring constant care and attention for the period of recuperation from the illness
- (b) Bereavement involving a family member.

Entitlements under existing FAS policies are currently still in place for former SOLAS staff and are subject to any nationally revised policies and Department of Education and Skills circular letters.

Staff not in designated posts are entitled to Force Majeure Leave under terms of CL 17/99. Force Majeure Leave is limited to a maximum of 3 days in 12 months or 5 days in each 36 month period.

Force Majeure leave is paid leave to cover situations where, for *urgent family reasons, owing to an injury to or the illness of a close family member, the immediate presence of the employee is indispensably required at the place where the family member is. A family member is defined as the following: child or adoptive child, spouse or a person with whom the employee is living as husband or wife, a person to whom the employee is in loco parentis, brother or sister, parent or grandparent.*

Applications for Compassionate Leave involving the illness of a family member, or Force Majeure Leave must be accompanied by supporting medical certification.

Further details about Compassionate and Force Majeure Leave are also available on <http://cork.etb.ie/about-us/policies/human-resources/leave/force-majeure-bereavement-compassionate-leave>

## **CAREER BREAK**

A career break may be granted, at the discretion of the Chief Executive on the recommendations of the Principal/Centre Manager/Human Resources Manager, to employees subject to the eligibility criteria and conditions set out in Cork ETB policies and relevant circular letters.

### **Teachers and Special Needs Assistants**

#### ***Eligibility***

Teachers and SNAs who have satisfactorily completed 12 months continuous service with the ETB are eligible to apply for a Career Break. While every effort will be made to facilitate an employee who wishes to avail of a Career Break each application will be considered in the context of the organisational needs of Cork ETB.

### **Conditions**

Teachers and SNAs may engage in the Career Break Scheme subject to an overall maximum of 10 years in the course of his/her career. The relevant Circular Letters provide overall requirements regarding the length of career breaks and conditions attaching. No career break will be approved for a duration of less than one school year and extensions to a career break must be applied for on an annual basis.

It is the policy of Cork ETB that, in general, the maximum period of career break that will be granted will be for **two consecutive years**. This is to ensure equality of opportunity of all staff in applying for career breaks. Additional years (over and above 2 years) *may* be approved in exceptional circumstances only.

Each school/centre Board of Management will determine on an annual basis the maximum numbers of staff who may avail of Career Break in any forthcoming academic year. Such decisions will be made in the context of the educational needs of the school and welfare of students, and having regard to the maximum number of teachers availing of other approved leave schemes, e.g. Job Share, Secondment (but excluding statutory leaves). This decision will normally be made by the end of December each year (for the following year) and communicated to staff well in advance of the cut-off date for applications on 1<sup>st</sup> February.

### **Applications**

Applications for a career break/extension of a career break must be submitted through the Core Portal not later than the 1<sup>st</sup> February of the school year prior to that in which he/she proposes to commence/continue the career break. The school Principal will approve or reject the career break application bearing in mind the curricular needs of the school. This is a two-step process whereby the school manages the request which is subject to final approval by Cork ETB. Cork ETB will issue a written notice of approval or refusal to a teacher/SNA employee as soon as possible.

The teacher/SNA shall not be permitted to withdraw his/her application after the 14<sup>th</sup> April. In exceptional circumstances and at the sole discretion of the employer a later withdrawal may be considered.

### **Staff Other than Teachers and Special Needs Assistants**

#### **Eligibility**

Staff other than Teachers and SNAs who have satisfactorily completed 2 years continuous service with the ETB are eligible to apply for Career Break. While every effort will be made to facilitate an employee who wishes to avail of a Career Break each application will be considered in the context of the organisational needs of Cork ETB, and Cork ETB reserves the right to limit the number of employees on Career Break at any one time.

#### **Conditions of the Scheme**

A Career Break shall be a period of not less than 6 months and may be extended on an annual basis provided the total duration does not exceed 5 years at any one time or 3 years whereby the applicant intends to take up employment in the private sector

or self-employment. A subsequent career break may be taken once the employee has returned to duty for a period equal to the duration of the previous career break. Eligible staff may, in general, avail of three career breaks during their career, subject to an overall maximum absence of 12 years in the courses of his/her career.

While an employee may apply for a career break for the purposes of taking up employment in the private sector, or becoming self-employed, the taking up of regular paid employment in an Oireachtas funded post shall lead to the refusal of an application or withdrawal of approval already given.

### **Applications**

In the first instance application for a career break must be discussed with the Principal/Co-ordinator/ Manager followed by an application submitted through the Core Portal three months prior to commencement for all administrative staff. An employee who wishes to extend his/her career break must apply annually for such extension not later than two months prior to the expiry date of the career break.

The duration of a Career Break may not extend beyond the termination of the contract or the date of compulsory retirement age.

The HR Department shall issue a written notice of approval or refusal as soon as possible. Employees will not be permitted to withdraw their applications for career break less than one month prior to the agreed start date. However, in exceptional circumstances, a later withdrawal may be considered.

Details of the Career Break Schemes are available on <http://cork.etb.ie/about-us/policies/human-resources/leave/career-break/>

## **JOB SHARING**

### **Teachers**

CL 0075/2015 outlines details of the job-share scheme currently available to probated permanent whole-time teachers, teachers who hold a contract of indefinite duration (CID) or fixed term teachers contracted for the full school year. The scheme excludes Principals, Deputy Principals and Home School Community Liaison teachers.

A teacher may make an application to share a whole-time post on a 50/50 basis or may apply to reduce their hours to 50% of a whole-time teacher which is 11 hours per week.

### **Special Needs Assistants (SNA)**

CL 0041/2014 outlines full details of the job-sharing scheme available to SNAs who have satisfactorily completed 12 months continuous service prior to commencement date. The scheme is to assist SNAs to combine work and personal responsibilities or preferences.

Two SNAs may apply to share a whole-time post on a 50:50 basis i.e. 16 hours per week or alternatively one SNA may apply to job-share on 16 hours per week if the employer is willing to recruit an SNA for the remainder hours on a specified purpose (fixed term) contract.

### **Other Grades**

For all other administrative and non-teaching staff the worksharing scheme has superseded the job-sharing scheme.

### ***Conditions of Job Sharing Scheme***

The Principal/Co-ordinator/Manager shall determine the particular job-share attendance pattern and timetable arrangements will be designed to facilitate the teacher/SNA insofar as is practicable, subject to the particular needs of teaching posts and the needs of the students.

Job sharing teachers and SNAs must participate in the scheme for a minimum period of twelve months from the beginning of the school year. They may not engage in substitution or home tuition work, or in any other outside employment without the consent of Cork ETB. They must be available for relevant staff and parent meetings in accordance with school policy and agreements.

In granting approvals the welfare and educational needs of the students will take precedence over all other factors that may also need to be considered, including the curricular needs of the school. Each school/centre Board of Management will determine on an annual basis the maximum numbers of staff who may avail of Job Share in any forthcoming academic year. Such decisions will be made in the context of the educational needs of the school and welfare of students, and having regard to the maximum number of teachers availing of other approved leave schemes, e.g. Career Break, Secondment (but excluding statutory leaves). This decision will normally be made by the end of December each year (for the following year) and communicated to staff well in advance of the cut-off date for applications on 1<sup>st</sup> February.

### ***Applications***

An application for job-sharing must first be discussed with your Principal followed by application through CORE system by 1<sup>st</sup> February prior to commencement date. Once approval is granted employees may not normally withdraw their application after 14<sup>th</sup> April in the preceding school year. Any exceptional circumstances will be considered and the decision to approve a withdrawal after the closing date is at the sole discretion of Cork ETB.

Full details of the Job Share Schemes are available on <a href="http://cork.etb.ie/about-us/policies/human-resources/leave/workshare-job-share-etc/">http://cork.etb.ie/about-us/policies/human-resources/leave/workshare-job-share-etc/</a>
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### **WORK SHARE**

Cork ETB looks positively on the concept of flexible working arrangements and wishes to support staff in balancing their personal and work lives. However as per

Circular Letter 37/2006 all applications to participate in the scheme will be considered in the context of the organisational needs of Cork ETB.

A number of worksharing patterns exist and consideration will be given for a pattern outside the standard patterns subject to the worksharing arrangement not resulting in less than 0.5 whole-time equivalent. Where an employee is availing of workshare in conjunction with other leave schemes e.g. parental leave, total weekly hours may not fall below a 0.5 whole-time equivalent.

Those wishing to avail of the scheme should apply through the CORE system.

Relevant circulars, Cork ETB Work-Sharing Policy and all other relevant documents can be found on <http://cork.etb.ie/about-us/policies/human-resources/leave/workshare-job-share-etc/>

## **CARER'S LEAVE**

The Carer's Leave Act 2001 sets out statutory rights for employees in respect of unpaid leave available to care for '**a relevant person**' (i.e. the person receiving full-time care and attention) who has been medically certified in need of full-time care.

An employee with at least 12 month's continuous service may apply for Carer's Leave for a relevant person, who must be deemed to be in need of full-time care and attention and medically certified in need of such full-time care.

The minimum statutory entitlement that may be taken in one period at the discretion of the employee is 13 weeks. An employer and employee may, however, agree to arrangements for Carer's Leave on terms more favourable to the employee such as applications for periods of less than 13 weeks which will be considered on their merit. The maximum period of leave is 104 weeks.

An employee should apply at least 6 weeks before the proposed start date through CORE and follow up, as soon as possible, with the relevant completed forms available on the website as outlined below.

Cork ETB recognises that in exceptional or emergency situations it may not be possible to comply with the requirement of 6 weeks' notice and in such situations notice should be given as soon as is reasonably practicable.

Further details about Carer's Leave are available on <http://cork.etb.ie/about-us/policies/human-resources/leave/carers-leave/>

## **SECONDMENT**

### **Eligibility**

Any probated employee on a permanent contract or on a contract of indefinite duration is eligible for secondment.

An external secondment must be based on mutual agreement between the employee, Cork ETB and the host organisation.

A secondment arrangement must:

- (a) Be demonstrated to be of clear benefit to the educational system, the organisation, and/or is in the public interest.
- (b) Specify the exact duration of the secondment and
- (c) Specify that the seconded staff member will return to Cork ETB at the end of the specified time.

### **Application Process**

All secondment proposals require the approval of the CE or his/her designated officer. In all cases a completed Secondment Proposal Form, shall be submitted to Human Resources for consideration – ideally three months, but no less than one month in advance of the proposed commencement of the secondment arrangement. For teaching staff, application for secondment should be made by 1<sup>st</sup> May for the following school year.

### **Extensions/Change in Internal Secondment Arrangements**

All proposals to extend/change secondment arrangements require the approval of the CE or his/her designated officer and a minimum of 30 days written notice. For teaching staff written request to extend a secondment must be submitted by 1<sup>st</sup> May for coming school year.

Further details, terms and conditions and relevant forms are available on <http://cork.etb.ie/about-us/policies/human-resources/leave/secondment/>

### **SHORTER WORKING YEAR**

Special unpaid leave is available to any probated serving officer for a period of 2, 4, 6, 8, 10 or 13 consecutive weeks as one continuous period or as a maximum of 3 separate periods each consisting of a minimum of 2 weeks and not exceeding 13 weeks in total.

Cork ETB looks positively on the concept of flexible working arrangements and wishes to support staff in balancing their personal and work lives. However, as per the relevant Circular Letter all applications to participate in this scheme will be considered in the context of the organisational needs of Cork ETB.

The terms and conditions governing the operation of the Shorter Working Year Scheme are set out in CL 14/2009 including pay, annual leave, public holidays, pension etc. Applicants should familiarise themselves with these terms and with the Cork ETB Shorter Working Year Policy.

Application for this special unpaid leave should be made by the 1<sup>st</sup> November in the year preceding the leave year through the CORE system.

Applications may be accepted, on an exceptional basis, at another time of the year but in this case the option to spread the reduction in pay over the full year will not be available.



## **MARRIAGE & CIVIL PARTNERSHIP LEAVE**

7 days paid leave\* in the event of an employee's marriage/civil partnership registration is allowable for certain categories of staff. Such leave must include the day of marriage/civil partnership, and for academic staff, is only allowable during the school term.

Unpaid leave for Teachers and SNAs may also be applied for as per CLs 35/2010 and 32/2010.

\*For former SOLAS staff the entitlement under the existing FAS policy remains in place (up to 5 days paid leave provided the total amount of extra leave granted and the staff member's annual leave allowance at the time of the marriage/civil partnership registration does not exceed a total of 26 days)

## **JURY SERVICE/WITNESS IN COURT**

Employers' and employees' entitlements and obligations regarding Jury Service are covered by the Juries Act 1976 (No. 4/1976). The Act provides that when an employee is called for jury service his/her employer must continue to pay him/her for the duration of the absence. There is, therefore, no break in service in respect of contract of employment.

Special Leave with pay is allowed to any employee who is summoned to jury service or to appear as a witness. The number of days leave granted is that deemed necessary by the court.

An employee who is summoned to jury duty must inform his/her Principal/Co-ordinator/Manager as soon as possible and may apply for the leave through login to CORE ESS. Before the electronic application can be processed the employee is required to submit the original jury summons/subpoena to the HR department.

Should an employee attend for jury service and not be selected on that day, or not be required on any day/s during the requested dates, the employee is expected to return to work. Likewise where an employee is required only for part of a working day, he/she must return to work where practical.

For former SOLAS staff leave for marital breakdown court appearances up to a maximum of 1.5 days is also available.

## **UNUSUAL ABSENCES**

Cork ETBs Unusual Absence policy sets out the organisation's procedure for the reporting and management of absences arising out of adverse weather conditions or other unusual or unforeseen circumstance. Cork ETB may, at its discretion, consider

paid and/or unpaid leave to staff for reasons not covered under existing policies or circulars.

### **OTHER TYPES OF LEAVE**

Leave entitlements in respect of other events or situations is outlined in the following Circular Letters:

***CL 19/00 -Teachers' Family Events***

***CL 32/2010 -Brief Absences SNA***

***CL 035/2010 -Unpaid Leave Teachers***

Further details about marriage/civil partnership, unpaid leave, brief absences (incl. jury service) and unusual absences are available on <http://cork.etb.ie/about-us/policies/human-resources/leave/>

## EMPLOYEE DEVELOPMENT

### INDUCTION & PROBATION

Cork ETB is committed to supporting new staff and considers induction and probation a vital part of staff recruitment and smooth integration into the new working environment. It is recognised that the initial and early experiences of new staff members are central to the perception of the culture and professionalism of the organisation. The aim of the process is to provide a positive experience upon commencement of employment which will enable new staff to settle into a safe working environment in Cork ETB and quickly become productive and efficient members of staff to the benefit of the organisation and employee alike.

All new members of staff will be provided with a local level induction in the first few weeks of their employment by their Principal/Coordinator/Manager; this may take place over a number of meetings.

#### Probation Period

The probationary period allows time for the new employee adapt to his/ her new role and working environment and to become familiar with the workings of Cork ETB. It also allows the employee to demonstrate that he/she is capable of maintaining satisfactory standards of job performance and behaviour.

The probationary period is set out in each employee's contract of employment.

Further details are available in the Cork ETB Induction & Probation Policy on [http://www.corketb.ie/policies/professional\\_development](http://www.corketb.ie/policies/professional_development)

### LEARNING & DEVELOPMENT

Cork ETB supports and promotes the training and development of its staff and recognises training as a key contribution factor in the overall development of Cork ETB's services, as a support to the employee to reach the required standard required for their role, to make them aware of their strengths and to highlight areas of improvement and follow up on same.

Cork ETB will develop a Learning and Development plan to identify the skills, competencies and capabilities required by the organisation, set learning and development priorities, clarify resources and budget and identify learning methods and evaluation processes. The plan will incorporate an annual process to identify Learning and Development needs and to address those needs.

All Learning and Development undertakings are subject to budgetary constraints. Staff are asked to familiarise themselves with the Cork ETB Staff and Learning Development Policy for further details and application procedures.

## **PROFESSIONAL MEMBERSHIP**

It is recognised that many members of staff may be required to pay membership fees for professional associations/bodies. In general, no member of staff has an entitlement to have membership fees of such bodies/associations paid by Cork ETB and as a matter of policy, Cork ETB does not reimburse professional subscriptions, given the many and varied professional associations that employees are members of, and the limited budget available for staff development. The only exceptions to this policy are in the case of professional affiliation fees for Guidance Counsellors or Chaplains employed in schools or centres, and membership subscriptions for Principals and Deputy Principals for either the NAPD or the PDA.

## **RE-IMBURSEMENT OF TUITION FEES**

Fees reimbursement for teaching staff registered with the Teaching Council is managed directly by the Teacher Fee Refund Scheme.

Where a teacher is not registered with the Teaching Council, (e.g. teachers in Further Education centres), or where a registered teacher identifies recognised professional training qualifications, (outside of the above scheme), which are of significant benefit to his/her school/centre he/she may apply for reimbursement of fees under this policy.

There are two types of qualifications comprehended by this policy for non-teaching staff:-

1. Recognised qualifications/training which are identified as necessary for the competent performance of an employee's post
2. Recognised qualifications/training which are not essential to the fulfilment of job requirements but may be of a significant benefit to the individual and organisation in terms of expanding the employee's skills and knowledge relevant to his/her work and his/her personal and career development plan within the ETB.

Employees who wish to apply for financial support for tuition fees should follow the process outlined in the policy.

## **STUDY AND EXAM LEAVE**

Study/exam leave is leave available to staff other than teachers/SNAs for the purposes of facilitating employees in sitting examinations for courses they are pursuing and/or preparing for same, where such courses are being funded (partially or fully) by Cork ETB.

1. Staff pursuing primary degree courses for which they are receiving fee reimbursement (partial or total) may be allowed 10 days paid study leave for the entire period of the course, with the ability to spread the days over the various course examinations, with a maximum limit of 5 days in each academic year.\* This arrangement also applies to other third level courses which last for 3 years or longer.
2. For shorter third level courses 3 days paid study leave may be allowed for each year of the course.

3. If additional leave beyond the limits set out above is required, employees should use a mix of holidays/flexi leave and make arrangements with their line manager as appropriate.

\*For members of staff who were formerly SOLAS employees, the entitlement is up to a maximum of 5 days per year for each academic year, repeat years being excluded.

In the case of SNAs they will be paid only for the days of examinations as outlined in CL 0032/2010

Staff should follow the procedures outlined in the policy to apply for study leave.

### **ATTENDANCE AT TRAINING, SHORT COURSES AND CONFERENCES**

From time to time employees may be requested to attend training, short courses, conferences etc. Employees may also request to attend such events where they are of value, and in such cases should seek approval from their line manager.

Cork ETB's policies and procedures relating to Professional Development are available on <http://cork.etb.ie/about-us/policies/human-resources/professional-development/>

### **FOREIGN TRAVEL**

Cork ETB recognises that occasionally staff may be required to travel abroad to participate in various projects to further develop and enhance their skills. Any member of staff seeking to travel abroad on work related business must seek approval in advance from the Chief Executive, before any arrangements can be made regarding flights, accommodation etc., regardless of whether the travel is funded by another agency or by Cork ETB.

Further details are available in the Cork ETB Foreign Travel Application Procedure on <http://cork.etb.ie/about-us/policies/human-resources/professional-development/continuing-professional-development/>

## EMPLOYEE RELATIONS

There are nationally agreed policies that govern the key areas in employee relations, including Disciplinary procedures, Grievance procedures, Bullying & Harassment procedures and Complaint procedures.

Full text of these policies is available on <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/>

### DISCIPLINARY PROCEDURES

#### Teaching Staff

CL 0071/2014 sets out the Revised Procedures for Suspension and Dismissal of Teachers and Principals. These procedures outline:

- Procedures for Principals relating to their work, conduct and matters of professional competence in their role as Principals
- Procedures for Teachers relating to professional competence issues and relating to work, conduct and matters other than professional competence

#### Non-Teaching Staff

The Disciplinary Procedure for Staff employed by Education and Training Board applies to all ETB staff members excluding Teachers, Deputy Principals and Principals. This procedure is nationally agreed and sets out how matters relating to unsatisfactory work performance and conduct will be dealt with.

The provisions of this disciplinary procedure deal solely with issues of employment and supersede all existing local and national disciplinary procedure/s prior to this procedure (save for those provided in law) operating in the education and training board sector.

### GRIEVANCE PROCEDURES

A grievance is a complaint you have about your employment, working environment or professional working relationships. A grievance is not a complaint about bullying and harassment or nationally agreed pay and conditions.

Where employees believe they have a grievance, it is recommended that they read *Cork ETB's Grievance Procedure for all Staff revised on 15.02.2016* and follow the procedures outlined therein.

It is the policy of Cork Education and Training Board to:

- Encourage management at all levels to develop channels of communications and working relationships that will prevent or minimise the incidence of grievances.
- Endeavour to foster a working environment and working relationships in which the informal resolution of differences is the norm.

- Provide effective and fair facilities by which staff can seek redress of grievances.
- Resolve grievances fairly within the timeframes specified in the stages and at the earliest stage when a grievance/s arises.

## **BULLYING, HARASSMENT & SEXUAL HARASSMENT PREVENTION POLICIES**

The Bullying Prevention Policy – Complaint Procedure for ETB staff and the Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff were nationally agreed for implementation on 1 September 2013 and amended from 1 March 2015. These policies and the *ETB's Dignity at Work Charter* together comprise the ETB's Dignity at Work policy.

Cork ETB is committed to working together to maintain workplace environments that encourage and support the right to dignity at work. All who work in the ETB, its customers, clients and business contacts, are expected to respect the right of each individual to dignity in their working life and have a responsibility to ensure that these rights are respected at all time. The best way to seek to eliminate bullying is to foster an environment which discourages such behaviour. All persons at all levels working in the ETB have an important role to play in creating a working environment where personal dignity is respected. All employees are expected to comply with this policy and management will take appropriate preventative measures.

### **Bullying**

Bullying at work has been defined as *“repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying”*.

The following does not constitute bullying:

- An isolated incident of inappropriate behaviour may be an affront to a person's dignity at work but, as a once-off incident, is not considered to be bullying.
- Fair and constructive criticism of an employee's performance, conduct or attendance.
- Reasonable and essential discipline arising from the good management of the performance of an employee at work.
- Legitimate management responses to crisis situations which require immediate action.

## **Harassment/Sexual Harassment**

Harassment is defined in section 14A(7) of the Employment Equality Act as *any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*

Sexual harassment is defined in section 14A(7) of S14A(7) the Employment Equality Act as *any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*

The following does not constitute harassment/sexual harassment:

- Complaints that relate other than to nine grounds
- Fair and constructive criticism of an employee's performance, conduct or attendance.
- Reasonable and essential discipline arising from the good management of the performance of an employee at work.
- Legitimate management responses to crisis situations which require immediate action.

This procedure does not aim to address physical assault at work.

Should any employee experience or observe unwanted conduct, s/he or she is encouraged to raise the matter so that it can be processed.

Sexual harassment and harassment infringe the provisions of this policy and are forms of misconduct which undermine the integrity of the employment relationship. The ETB will not tolerate such conduct by an employee or other individual in connection with work or the workplace.

### ***Procedure for dealing with complaints of Bullying/Harassment/Sexual Harassment***

The complaint procedure for Bullying, Harassment and Sexual Harassment, including the formal and informal procedures, are outlined in detail in the Bullying Prevention Policy and in the Harassment/Sexual Harassment Prevention Policy. Staff should also familiarise themselves with the details of the Cork ETB Contact Person available on [www.corketb.ie](http://www.corketb.ie).

Any individual who experiences bullying, harassment or sexual harassment will be supported by the ETB in bringing such behaviour to an end. Breach of this policy can be subject to disciplinary action up to and including dismissal.

Cork ETB highly recommends the informal approach and/or mediation in resolving complaints rather than proceeding straight through the formal stages.

## **THIRD PARTY COMPLAINTS PROCEDURE**

It is the policy of Cork ETB to provide a fair, consistent and equitable mechanism for processing complaints by parents/guardians or students (who have reached the age



of 18 years) against an ETB staff member and to do so in a manner that affords all concerned full rights in accordance with natural justice. This procedure outlines the procedures which should be followed by all - ETB, staff, parents/guardians and/or students over 18 years of age and/or their representatives, in the event of complaints being made against staff.

Investigations of complaints will be handled with sensitivity and due respect to the rights of both the complainant and the staff member concerned. Throughout this procedure, all communication between the staff member, parent/guardian and or student (who has reached the age of 18 years) must take place in an atmosphere that is calm, dignified and in a climate that respects the viewpoint of either party to the Complaints Procedure. This procedure is intended to resolve complaints outside of recourse to legal process.

Details of the complaints procedure can be accessed in Complaints Procedure Third Party.

All of the above documents can be found on <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/third-party-complaints/>

## **TRADE UNIONS**

Cork ETB accepts that every employee has the right to join a recognised independent trade union or staff association and to take part in its activities. Cork ETB is supportive of the appointment of branch officers and shop stewards and in affording the facilities to enable them to perform their duties.

Cork ETB supports the principle of resolving industrial relation issues through discussion, negotiation and agreement conducted by representative of the employers and of the employees. Presently the majority of Cork ETB's staff is represented by the following Trade Unions: –

- Teachers' Union of Ireland (TUI)
- Association of Secondary Teachers, Ireland (ASTI)
- Irish Municipal Public and Civil Trade Union (IMPACT)
- Services, Industrial, Professional & Technical Union (SIPTU)
- Association of Higher Civil and Public Servants (AHCPS)

All nationally agreed terms and conditions of service are through conciliation and arbitration between management and unions, chaired by the Department of Education and Skills. Cork ETB is represented by Education and Training Boards Ireland (ETBI).

## BENEFITS

### **CYCLE TO WORK SCHEME**

Circular Letter 0025/2014 outlines details of the Cycle To Work Scheme which allows an employer to incur the expense of providing an employee with a new bicycle and/or bicycle safety equipment without the employee being liable for benefit-in-kind taxation. The scheme allows an employer to purchase a new bicycle and/or bicycle safety equipment up to a value of €1,000 once every 5 years on behalf of an employee.

Those wishing to avail of the scheme should complete the application form, in conjunction with the supplier, who must attach the relevant invoice. These documents together with the signed salary deduction authorisation form should be submitted to the Finance Office of the ETB. All salary deductions must be completed by the last payroll in November of the calendar year in which they commence. Please contact [payroll@corketb.ie](mailto:payroll@corketb.ie) with any queries.

CL 0025/2014 outlines full details of the scheme and is available on [http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0025\\_2014.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0025_2014.pdf)

### **EMPLOYEE ASSISTANCE PROGRAMME**

Employee Assistance Programmes are free, independent confidential services contracted by the Department of Education and Skills to provide support for employees to cope with issues arising both inside and outside the workplace. These services include access to support, information and counselling. Currently, Employee Assistance Programmes are available for Teachers and SNAs and former SOLAS staff.

Further information relating to accessing the Employee Assistance Programmes are available on <http://cork.etb.ie/about-us/policies/human-resources/welfare/employee-assistance-programme-2/>

### **EMPLOYEE SELF SERVICE ACCESS TO SALARIES, PAYSLEIPS ETC**

On-line access to all salary details, payslips and P60 is available through login at CORE ESS.

### **SUPERANNUATION/PENSION SCHEMES**

Cork ETB operates a number of pension schemes for different categories of employees. Not all circular letters apply to all staff. As this is a complex area, please contact [pensions@corketb.ie](mailto:pensions@corketb.ie) should you require assistance or advice on pension entitlements.

All pension related circular letters are available on <http://www.corketb.ie/about-us/policies/human-resources/retirement & resignations/retirement & pensions>

## **ANNUAL TRAVEL PASS**

Under the terms of **Circular Letter 0045/2015** those employed in a Permanent, Contract of Indefinite Duration (CID), Fixed Term or Regular Part-Time capacity can apply for a Travel Pass. The employment must be capable of lasting until the salary sacrifice has been recouped. It is not possible for casual or non-casual employees to avail of the scheme for a Travel Pass.

The scheme applies only to annual bus, rail or ferry passes issued by Iarnród Éireann, Bus Éireann, Dublin Bus, Luas or other approved transport providers. Further information on approved transport providers is available from the Department of Transport, Tourism and Sport.

The closing date for receipt of applications is the first working day in November and no exceptions can be made.

Full details, Application Form and CL 0045/2015 are available on  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0045\\_2015.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0045_2015.pdf)

## ACCEPTABLE USAGE OF INFORMATION TECHNOLOGY

The national IT Forum is currently developing updated policies for acceptable usage of information technology in ETBs. In the meantime, existing policies remain in place.

### **ICT ACCEPTABLE USAGE**

In general, the organisation's ICT resources may not be used for illegal acts, for activities in breach of Cork ETB policies, for activities in breach of software or copyright licences, or for personal commercial activities unless specifically authorised. The following serve as general guidelines governing use of IT resources:

- You may be provided with accounts and passwords to permit access to the ETB networks and other computer resources. You must take every precaution to prevent unauthorised use of such accounts.
- You must behave reasonably in your use of the ETB ICT Devices. You must not undertake or facilitate any activity that could jeopardise in any way, the integrity, reliability and performance of these resources or ETB ICT Systems.
- You must take reasonable care to ensure that you do not introduce or transmit viruses or other malicious computer code.
- It is not acceptable to view, download, transmit or store any offensive, indecent images or material or to attempt to access any files, data or records for which you are not authorised.
- All software installed and used on the ETB's computer systems, including stand-alone computers, must be appropriately licensed.
- Increasing amounts of data and information are stored on electronic media on the ETB's computer system. If you have access to, or are responsible for, such data you must ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained.

The ICT Acceptable Usage policy sets out terms of usage under the following areas:

- Ownership
- Security and Passwords
- Software Installation
- Confidentiality
- Monitoring Policy
- Material of an obscene or offensive nature
- Legal implications of storing electronic data
- Virus Protection
- Encryption and Mobile devices
- Email
- Internet/Intranet Use
- Social Media
- Users Leaving Cork ETB

- Occupational Health and Safety
- Security
- Use of employee owned devices (BYOD)
- Compliance

All staff are asked to familiarise themselves with the full contents of the existing policies.

## **SOCIAL MEDIA**

The Cork ETB Social Media Policy applies to all employees of Cork ETB in any role in any office/centre/school/college/institute. The policy provides clear guidelines and directions when utilising any types of social media channels and any new social media applications that will emerge in the future. The policy provides information and guidelines regarding the following areas:

- Social Media account setup
- Personal Use of Social Media
- Public Access to Cork ETB websites and social media
- Breaches
- Employee use of personal equipment for business use
- Recruitment and social media
- Data protection

Cork ETB recognises that the use of Social Media provides many educational and organisational benefits but is also aware of the dangers, through inappropriate use, that may compromise a member of Cork ETB or may bring Cork ETB into disrepute. Staff are advised to read the full directions, guidelines and procedures for reporting issues with Social Media included in the Cork ETB Social Media Policy.

## **MOBILE DEVICES**

Cork ETB's Mobile Device policy provides staff with guidelines regarding the appropriate management and use of all mobile devices such as phones/smart phone, tablet devices, laptops, USB keys, external disks, MiFi devices etc.

Mobile devices may be provided to members of staff where Cork ETB deems such devices necessary for the fulfilment of their function, e.g. if the duties of staff members require them to be away from their base on a regular basis and to be contactable at these times and/or outside of normal hours of work.

Mobile devices are allocated to staff primarily to assist them in the carrying out of their responsibilities in a more flexible manner and are intended to be used primarily for work purposes. All users must comply with acceptable usage policies, legislation and regulations governing the use of mobile devices, including those relating to the use of mobile devices while driving.

The Mobile Device policy sets out conditions attached to the usage of mobile devices, including the following:

- Deployment of Devices
- Device Utilisation
- Lost or Faulty Devices
- Corporate Account
- Personal Use
- Travelling Abroad (Roaming)

Cork ETB IT Policies can be accessed on <http://cork.etb.ie/about-us/policies/>

### FREEDOM OF INFORMATION ACT

Cork ETB is a 'public body' under Section 6 of this Act and is, therefore, covered by its provisions with effect from 14 April, 2015. This means that we are obliged to facilitate applications from the general public for access to records (both personal and non-personal) in our possession (with some exceptions/exemptions) within strict timeframes specified under the Act.

ETBs are defined as 'Partially included Agencies' in Part 1 of Schedule 1 of the FOI Act 2014. As such, ETBs are covered by the Act, except in respect of records which could lead to the creation of exam league tables for schools/colleges. All other ETB records are regarded as public records and, as such, are subject to FOI access requests. A FOI request may be refused for a number of reasons including:

- The record contains legal professional privilege (Section 31);
- The record contains information which was given in confidence (Section 35);
- The record contains commercially sensitive information (Section 36);
- The record contains personal information relating to someone other than the requester (Section 37).

All FOI queries or requests should be referred, in the first instance, to the FOI Officer, Liz Donnelly at [foi@corketb.ie](mailto:foi@corketb.ie).

### DATA PROTECTION

Cork ETB is subject to the provisions of the Data Protection Acts 1988-2003 and accordingly is registered with the Office of the Data Protection Commissioner as a data controller. Cork ETB is obliged to safeguard any personal information and data held either on a computer or in a manual form.

The Data Protection Acts 1998-2003 grant rights to individuals whose personal information is in possession or control of Cork ETB. These Acts also impose obligations on Cork ETB regarding how this data is processed and stored. Personal data must be made available on request.

Cork ETB will keep and process the recruitment information supplied by job applicants in a secure and fair manner and in compliance with our obligations under the Data Protection legislation. It will be used only for purposes associated with the administration of their job application and shared with third parties only when necessary for the processing of their applications, for audit purposes or where we are required to do so by operation of law.

Staff should familiarise themselves with the terms of the Cork ETB Data Protection Policy.

Full details relating to Freedom of Information and Data Protection policies are available on <http://cork.etb.ie/about-us/policies/corporate-governance/>

## **ADMINISTRATIVE ACCESS POLICY**

This policy sets out how Cork ETB will manage requests for access to records held by it in the performance of its functions. All appropriate information will be made available to the requester having regard to privacy, confidentiality and the public interest.

Cork ETB also supports a person's right to see what information is held about them within its service. Generally, access to a person's own information will be provided administratively (subject to certain exceptions).

Full details of the Administrative Access Policy are available on <http://cork.etb.ie/about-us/access-to-information/administrative-access-policy/>

## **RETENTION OF RECORDS**

Cork ETB has assigned specific responsibility and introduced procedures for ensuring that files are purged regularly and securely and that personal data are not retained any longer than is necessary. All records, including, for example, student records, staff records and financial records will be periodically reviewed in accordance with our Records Retention Schedule which forms Appendix 4 to Cork ETB's Data Protection Policy.

All records relating to recruitment and selection will be held securely with access limited to HR staff for an agreed period of time after which they will be confidentially destroyed.

The records retention schedule for Cork ETB is available on <http://cork.etb.ie/about-us/policies/corporate-governance/>

## **PROTECTED DISCLOSURES**

Cork ETB's Policy for the making of Protected Disclosures aims to give effect to the obligations and provisions of the Protected Disclosure Act 2014. Cork ETB is committed to the highest possible standards of compliance with our legal obligations.

Cork ETB values transparency and accountability in its administrative and management practices, is committed to preserving the highest standards of honesty, openness and accountability and recognises that staff play a key role in achieving these aims.

This policy therefore supports a culture that:

- gives a voice in matters of ethics;
- enhances an environment where people feel safe in discussing genuine and legitimate concerns about governance and ethical behaviour; and
- questions inappropriate behaviour at all levels throughout the organisation.

This policy is intended to encourage and enable Cork ETB workers to raise and report serious concerns in a safe manner within Cork ETB in the first instance prior



to seeking resolution outside of the ETB. Under this policy a Cork ETB worker can make a protected disclosure without fear of penalisation, threat of less favourable treatment, subsequent discrimination or disadvantage.

'Relevant Wrongdoings' for the purpose of the Protected Disclosure Act 2014 are;

- The commission of an offence
- A miscarriage of justice
- Non-compliance with a legal obligation
- Health and safety threats
- Misuse of public funds
- Mismanagement by a public official
- Damage to the environment
- Concealment or destruction of information on the above

Any protected disclosure made in good faith is fully protected by this policy, even if the disclosure, report, or concern is, following investigation, not substantiated. It must however, be the reasonable belief of the Cork ETB worker that the content of their protected disclosure tends to show one or more relevant wrongdoings as prescribed by the Protected Disclosure Act 2014 and that this information has come to their attention during the course of their employment. If an investigation uncovers that a protected disclosure has been made vexatiously, maliciously or frivolously, such findings will be treated as a very serious matter by Cork ETB and may result in disciplinary action or other such action being taken where appropriate.

Full information on the policy/procedures for making a disclosure is available on <http://cork.etb.ie/about-us/policies/corporate-governance/>

## **CHILD PROTECTION**

Child Protection in schools is governed by: **Children First**. Tusla – The Child and Family Agency is the dedicated State agency with primary responsibility to promote the safety and well-being of children.

Schools and Colleges under the guidelines are required to nominate a Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL), to whom all concerns relating to suspected child abuse and neglect should be reported

Concerns under the guidelines are categorised as:

- Neglect
- Emotional Abuse
- Physical abuse
- Sexual Abuse

Concerns may arise from observation over a period of time, or by way of disclosure from the child.

In any circumstance where a child reveals to a staff member that they have been subjected to neglect or abuse, the staff member must make it absolutely clear that

while the matter will be dealt with sensitively and respectfully, they have a duty and responsibility to report this.

As an employee in a school college, if you have concerns regarding a child/young person/vulnerable adult, those concerns must be reported to the DLP/DDLP. The DLP/DDLP will report the concerns and liaise with Tusla in the first instance, and in exceptional circumstances, the Gardaí.

Full training in Child Protection and employee roles will be undertaken at individual school level.

### **CLOSED CIRCUIT TV (CCTV) POLICY**

Closed Circuit Television (CCTV) Systems are installed in a number of schools/colleges, education centres and administrative centres and other premises under the remit of Cork ETB.

Cork ETB has a statutory responsibility for the protection of its property, equipment and other plant as well as for providing a sense of security to its employees, students and visitors to its premises.

CCTV systems are installed both internally and externally in premises for the purpose of enhancing the security of buildings and associated equipment as well as for creating a mindfulness among occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both daylight and night hours.

CCTV surveillance at ETB premises is intended for the purposes of:

- protecting ETB buildings and assets, both during and after hours;
- promoting the health and safety of staff, students and visitors;
- preventing bullying;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting An Garda Síochána in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that ETB rules and policies are respected so that the ETB can be properly managed.

The use of CCTV systems will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring employee performance.

Information obtained through the CCTV system may only be released when authorised by the Principal, following consultation with the Chief Executive (or delegated officer).

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by the ETB, including Equality & Diversity Policy, Dignity at Work Policy, Codes of Practice for dealing with complaints

of Bullying & Harassment and Sexual Harassment in ETB Workplaces and other relevant policies including the provisions set down in equality and other educational and related legislation. Video monitoring of public areas, for security purposes, within ETB premises, is limited to uses that do not violate the reasonable expectation to privacy.

Staff are asked to familiarise themselves with the information outlined in the Cork ETB policy on CCTV available on <http://cork.etb.ie/about-us/policies/corporate-governance/>

## **RECEIPT OF GIFTS AND HOSPITALITY**

All Cork ETB employees, regardless of work location, job title or grade, should be conscious of their obligations under the Ethics in Public Office Acts 1995 and 2001, and the Cork ETB Code of Conduct and Code of Ethics that they receive at the commencement of their employment (available to view at: <http://cork.etb.ie/about-us/policies/human-resources/working-conditions/codes-conduct/>). These obligations apply in all work-related matters. Under the Ethics in Public Office Acts, Board Members and designated staff must act in accordance with guidelines and with any advice given by the Standards in Public Office Commission. The Acts also require Board Members and designated staff to complete “annual returns”. Further details are available on [www.sipo.ie](http://www.sipo.ie)

CETB staff should not receive benefits or rewards of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity. The actions of staff should, at all times, be above suspicion and not give rise to any actual or potential conflict of interest or the appearance of same and all dealings with commercial and other interests should bear the closest possible scrutiny.

### **Gifts**

CETB staff should abide by the following guidelines:

- Members of staff should not use their official position (directly or indirectly) to seek to receive, agree to accept or attempt to obtain any payment, reward, benefit, discount, rebate, commission or other inducement in connection with their work for CETB; nor should they accept same where offered.
- Employees should not place themselves under any financial or other obligation, to outside individuals or organisations, which might influence them in the performance of their official duties.
- Where a member of staff has any doubts about the propriety of accepting any gift, reward or benefit for themselves or a member of their family or, if there are special circumstances, the staff member should consult with their senior line manager as soon as possible.
- CETB staff may accept and retain gifts of modest value. In considering what would be “modest value”, staff need to bear in mind what work colleagues, ETB members, auditors and the general public would consider to be modest

value. Staff should not accept a gift, reward or benefit from a third party if it could give rise to a perception that the acceptance of same impacted on the staff member's decision-making functions.

- Gifts of more significant value should be refused or, if such refusal would cause offence, should be regarded as property of the School/Centre/Department concerned and should be handed over by the staff member to his/her Manager/Principal/Co-ordinator.
- Particular care should be taken in relation to gifts from donors who stand to derive a personal or commercial benefit from the School/Centre/Department concerned.
- Cash, gift cheques or any vouchers that may be exchanged for cash may not be accepted, regardless of the amount.
- CETB staff should not accept special facilities or discounts on private purchases from suppliers with whom they have official dealings.
- Likewise, gifts should not be provided to management or staff of the ETB within the organisation, paid for from school or centre budgets (howsoever funded), for example, on retirement or for attendance at school functions or speaking at award ceremonies etc.

### **Hospitality**

The overriding concern relating to hospitality is that all actions of Cork ETB employees in carrying out their official duties be above suspicion and not give rise to any actual or potential conflict of interest, and that their dealings with commercial or other interest should bear the closest possible scrutiny. It is accepted that employees should not be put in a position where they cannot accept what are regarded as normal courtesies in business relationships. However, in their contacts with outside organisations or persons, every care must be taken by employees to ensure that their acceptance of hospitality does not influence them and they could not reasonably be seen to influence them, in discharging their official functions. The following guidelines should be observed at all times:

- All offers of hospitality from commercial interests which have or might have contractual relations with Cork ETB must be reported by that employee to his or her manager for direction.
- No objection would normally be made to the acceptance of what is regarded as routine hospitality, for example, a business lunch. What may be regarded as "routine" for this purpose will depend on a number of factors such as the value of the hospitality offered, the frequency of offers, whether there is an element of reciprocity and the general circumstances in which it is offered (for example, whether it is offered by a company to all its customers or is directed at specific or potential customers). Certain types of hospitality (for example involving travelling abroad or holiday weekends) should not be regarded as routine and should always be referred to the Chief Executive for direction.
- Members of staff should not accept offers of hospitality which go beyond the routine practices referred to above, except where acceptance of such an offer can be clearly shown to be in the interest of the organisation and has been approved by the employee's manager.

## HEALTH & SAFETY

The Safety, Health and Welfare at Work Act 2005 requires every employer, including schools, to develop and implement an effective occupational health and safety management system.

The Health and Safety Authority has published 'Guidelines on Managing Safety and Health in Post Primary Schools', which is available in two parts (along with other relevant guidance) at the following link

[http://hsa.ie/eng/Education/Managing\\_Safety\\_and\\_Health\\_in\\_Post-Primary\\_Schools/](http://hsa.ie/eng/Education/Managing_Safety_and_Health_in_Post-Primary_Schools/)

### VDU EYECARE

In order to comply with obligations set out under Health and Safety Legislation Cork ETB operates the VDU Eyecare system in Specsavers.

Anyone who is required to regularly use a VDU screen may apply to the Human Resources Department, using the form available on Cork ETB website, to obtain a voucher which will entitle the staff member to the following every two years;

- 1 eye test
- Provision of a pair of single vision glasses, when they are required solely for VDU use (from specified range only)
- Should a staff member wish to upgrade to another range of glasses or take advantage of in store offers they may do so, whilst still benefiting from a contribution towards the total cost.
- Should a staff member not require glasses solely for VDU use there is a Premium Club discount incorporated into the voucher that can be used against purchase from particular ranges and above.

#### **Note:**

Full terms and conditions governing the vouchers are available in Specsavers stores, you are advised to inform the store that you are using a voucher and request full details of the scheme. The voucher scheme terms and conditions are set by Specsavers and are outside the control of Cork ETB.

### ACCIDENT REPORTING

All incidents and/or accidents must be reported to your Principal/Manager. The Principal/Manager/Co-ordinator should obtain and return the appropriate Accident Report form completed to the Education Support Services section, Lavitt's Quay as soon as possible after the incident/accident.

## **FIRE PROCEDURES – EMERGENCY EVACUATION & FIRE DRILLS**

Each Centre should have a Fire & Evacuation Plan which each staff member should be aware of. Fire Marshalls should be appointed for each floor of the Centre where appropriate, but at minimum enough to cover the quick and safe evacuation of the building while accounting for everyone present in the building at the time of the fire. All employees have a responsibility to familiarise themselves with fire evacuation procedures and fire exits. Please contact your line manager for details of same.

## **SAFE USE OF EQUIPMENT**

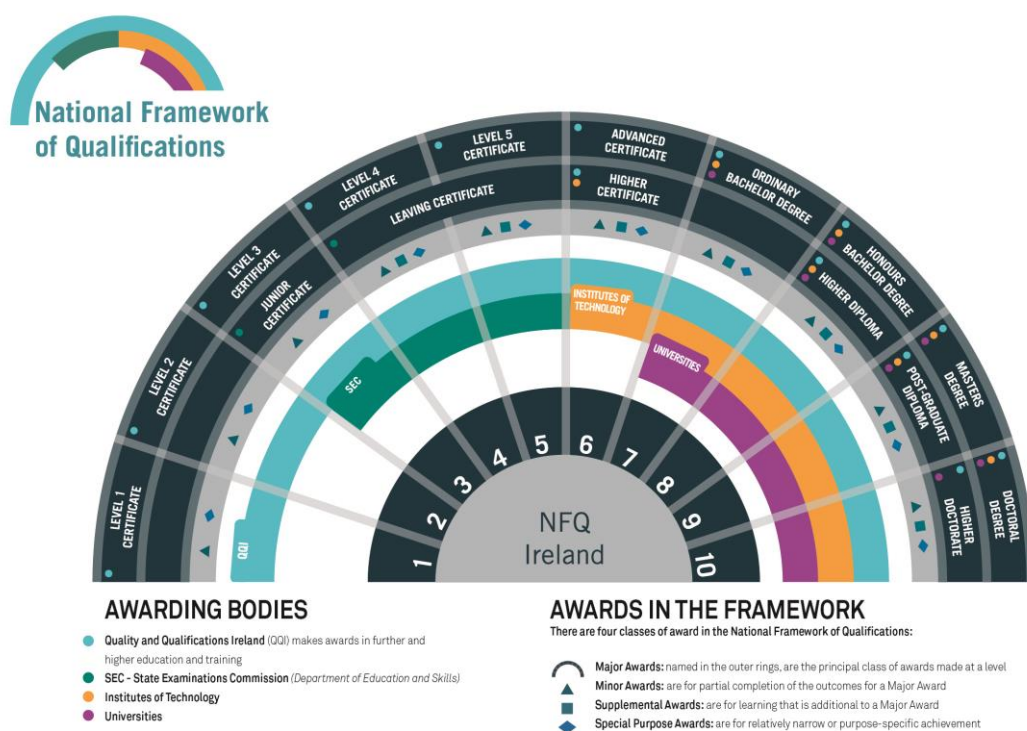
All employees have responsibility to familiarise themselves with operating instructions to ensure the safe operation of any equipment used in the course of their duties. Where safety equipment is provided it must be used at all times.

## QUALITY ASSURANCE

The FET Quality Assurance and Management Office is responsible for developing and reviewing policies, procedures and programmes across the FET service to ensure on going improvements in our provision and to facilitate high quality teaching and learning that is fit for purpose and meets the needs of our learners and other stakeholders, including employers.

Quality and Qualifications Ireland (QQI) is responsible for the external quality assurance of further and higher education and training, it validates programmes and makes certain awards for the sector.

QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications which classifies qualifications across ten levels ranging from the very initial stages of learning to the most advanced. Cork ETB offers accreditation from levels 1 to 6 on the framework. The awarding bodies included on the NFQ include QQI and the State Examinations Commission (SEC) which accredits the Junior and Leaving Certificates.



For further Information consult: [www.nfq.ie](http://www.nfq.ie) [www.QQI.ie](http://www.QQI.ie)

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In 2016 QQI issued Core Statutory QA Guidelines which will inform Cork ETB in developing an internal QA System. The QA team is evaluating current policies and procedures and consulting with stakeholders before drafting new policies and procedures for Cork ETB. For the time being, the existing QA policies and procedures that centres are using remain in place. Please check with your Principal

or Coordinator to ensure that you are aware of the relevant policies and procedures if you are teaching in the FET sector.

If you have any queries regarding quality assurance or FET programmes please email [qa@corketb.ie](mailto:qa@corketb.ie).



## GLOSSARY OF TERMS

<b>Term</b>	<b>Definition</b>
ABE	Adult Basic Education
AEGI	Adult Education Guidance Initiative
BTEI	Back to Education Initiative
CCTV	Closed Circuit TV
CE	Chief Executive
CETB/Cork ETB	Cork Educational and Training Board
CID	Contract of Indefinite Duration
CORE	HR and Payroll Software system operated by Cork ETB
CORE ESS	CORE Employee Self Service facility
CPD	Continuous Professional Development
DES	Department of Education & Skills
DLP	Designated Liaison Person
DDLDP	Deputy Designated Liaison Person
DSP	Department of Social Protection
EFT	Electronic Fund Transfer
EO	Education Officer
FET	Further Education Training
FETAC	Now replaced by QQI – formerly the Further Education and Training Awards Council
FOI	Freedom Of Information
HSA	Health and Safety Authority
ICT	Information Communications Technology
MB10	Application form for Maternity Benefit
MGCC	Music Generation Cork City
NAPD	National Association of Principals & Deputy Principals
OHS	Occupational Health Service
PDA	Principals and Deputy Principals Association
PLC	Post Leaving Certificate
PO	Principal Officer
PRPT	Pro-Rata Part-Time Contract. Regular part-time teaching contract for the full school year also referred to as Fixed Term/Fixed Purpose Contract
PTT System	Part Time Timesheets System
QQI	Quality and Qualifications Ireland
SCP	School Completion Programme
SNA	Special Needs Assistant
VDU	Visual Display Unit
VTOS	Vocational Training Opportunities Scheme