



ADDITIONAL CANDIDATE INFORMATION BOOKLET

SALARY

Entry point to a salary scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, Community and Local Government.

In accordance with Departmental Circular letter *EL 02/2011*, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the Local Authority any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

PROBATION PERIOD

Where a person is permanently appointed to Dublin City Council the following provisions shall apply:

- (a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) such period shall be one year but the Chief Executive may, at his discretion, extend such period;
- (c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Manager has certified that the service is satisfactory;
- (d) the period at (a) above may be terminated on giving one weeks notice as per the Minimum Notice and Terms of Employment Acts;
- (e) there will be assessments during the probationary period.

SUPERANNUATION CONTRIBUTION

A person who becomes a pensionable employee of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

A person who becomes a pensionable employee of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration.

A person paying Class D rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension)

Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme.

A person paying Class A rate of PRSI who becomes a pensionable employee of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Employees are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation (Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities.

In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority.

For new entrants under the **Single Public Service Pension Scheme**, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pay; pensions will be co-ordinated with the State Pension Contributory (SPC).

RETIREMENT

In general, there is no specific retirement age for appointees to this position. However, for appointees who are deemed not to be "new entrants" as defined in the *Public Service Superannuation (Miscellaneous Provisions) Act 2004*, retirement is compulsory on reaching 70 years of age.

Effective from 1st January 2013, the **Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age is set initially at 66 years; this will rise, in step with statutory changes in the State Pension Contributory (SPC) age, to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

ADDITIONAL INFORMATION

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Offers of employment will be subject to verification of qualifications/relevant work experience, satisfactory references and receipt of a satisfactory medical report.

Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.

A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning, Community & Local Government sanction, be appointed as an appropriate vacancy arises.

ROLLING RECRUITMENT PROCEDURE

Some positions for Dublin City Council may be advertised on a rolling recruitment basis, with no set closing date for applications. The nature of Rolling Recruitment is that competitions may be closed at short notice if a large volume of applications are received. It is in the candidate's best interest, therefore, to submit their application as early as possible.

Reapplying for the post

Provided a position is still open for applications, candidates who have not been successful at shortlisting or interview for a rolling recruitment position, may reapply for subsequent rounds of interview, should they arise.

Candidates should note however that an exclusion period might apply in such cases. i.e. candidates may not be called for an interview for a specific period following their initial application process. This period of exclusion may differ for each position and will be determined by HR management.

INCENTIVISED SCHEME FOR EARLY RETIREMENT (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

DEPARTMENT OF HEALTH AND CHILDREN CIRCULAR (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the *Financial Emergency Measures in the Public Interest Acts 2009 – 2011*) for a period of 2 years from termination of the employment.

Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Please note that this document is for information purposes only and does not equate to a contract or include all terms and conditions that apply to recruitment and employment by Dublin City Council.