

Administrative Staff – Working Hours

In accordance with the PSSA [Haddington Road Agreement] the number of hours worked by administrative staff in the University must increase from 1 July, 2013 by **2 hours 15 minutes** per week from 32 hours and 55 minutes to **35 hours and 10 minutes**.

In discussion with Union colleagues the following options are provided to all administrative staff members:

Default Option – the standard/normal Administrative Staff Day

Grade	Morning	Lunch	Afternoon	Day(s)/Months
Administrative Staff	9.00am - 1.00pm	1.00pm – 2.00pm	2.00pm – *5.10pm	Monday
	9.00am - 1.00pm	1.00pm – 2.00pm	2.00pm – 5.00pm	Tuesday - Friday

Alternative Option

Grade	Morning	Lunch	Afternoon	Day(s)/Months
Administrative Staff	9.15am - 1.00pm	1.00pm – 1.45pm	1.45pm – *5.10pm	Monday
	9.15am - 1.00pm	1.00pm – 1.45pm	1.45pm – 5.00pm	Tuesday - Friday

The Options are set out in the attached sheet which we would ask you to print off, discuss with your Head/Manager and select one of the options above. If the 10 minutes on Monday is to be worked at an alternative time this needs to be discussed locally also and indicated on the attached form. [Also available on the HR Website] The options selected must be signed off by the Staff Member and his/her Head/Manager.

From Thursday July 11th all staff must work the Default Option above unless the attached form is filled and signed and returned to the Head/Manager.

All administrative staff must fill, sign and return the form **no later than Friday, July 19th or immediately on return if currently on annual leave. Heads/Managers should retain the forms on file for audit purposes.**

Any alternative arrangements to respond to the needs of the service or to individual issues/difficulties should be discussed with your Head/Manager.

Part-Time Staff

The increase in hours for job sharer and part-time staff is **pro-rata** and should be discussed and agreed locally with the Head/Manager

Relevant Library Staff

The additional hours for relevant Library Staff will be the subject of local discussions in light of service needs.

Other Affected Grades

There will also be consultation with regard to other affected grades/staff

Michael Farrell
Corporate Secretary,
University College Cork

Phone: 021 4903406

E-mail: mfarrell@ucc.ie

Web: <http://ocla.ucc.ie>



Please consider the environment - do you **really** need to print this email?