



**Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive

Dr. Steevens' Hospital

Dublin 8

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**To:**

- Chief Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHOs**
- Each Head of HR CHOs**
- Head of HR, PCRS**
- Each CEO Section 38 Agencies**
- Each HR Manager Section 38 Agencies**
- Each Employee Relations Manager**
- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**
- Each Clinical Director**
- Director National Ambulance Service**

**From:** Anne Marie Hoey, National Director of Human Resources

**Date:** 20<sup>th</sup> August 2020

**Re:** HR Circular 056/2020 HSE Policy on Public Health Service Employees Working From Home during COVID-19

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Dear Colleagues

Please find attached a copy of the **HSE Policy on Public Health Service Employees Working from Home during COVID-19**. This Policy applies to all employees in the HSE and Section 38 organisations who are required to work from home on a temporary basis during COVID-19. The Policy is based on the Department of Public Expenditure and Reform's guidance document for Civil Service Organisations: *Working from Home during COVID-19*.

The purpose of this Policy is to support the health and wellbeing of health service employees who are working from home during COVID-19; to ensure effective performance management and employee engagement; to ensure that good practice is followed by all employees when working from home; and to support the effective delivery of high quality services.

It is important to note that any remote/home-based working arrangements that have been implemented due to COVID-19 are temporary and apply to the COVID-19 period only.

Please ensure that this Policy is brought to the attention of managers and relevant staff within your area of responsibility and that temporary remote working arrangements during COVID-19 are kept under review.

### **Queries**

Queries from individual employees or managers in relation to this Policy should be referred to local HR/Employee Relations Departments.

Queries from HR/Employee Relations Departments in relation to this Policy may be referred to Anna Killilea, Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: [anna.killilea@hse.ie](mailto:anna.killilea@hse.ie)

Queries on occupational safety and health issues should be referred to the National Health and Safety Function, <http://pndchssdweb02.healthirl.net/Health.WebAccess/ss>, Helpdesk 1850 420 420.

Please note that the National HR Helpdesk is also available to take queries on 1850 444 925 or [ask.hr@hse.ie](mailto:ask.hr@hse.ie).

Yours sincerely



**Anne Marie Hoey**  
**National Director of Human Resources**



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

**Need information and advice on COVID-19 Go to [www.hse.ie/coronavirus](http://www.hse.ie/coronavirus)**