



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

## *Welcome to Atlantic Technological University Donegal.*

*The Human Resources Department would like to welcome you to the University by providing in the first instance this information brief which has been prepared as an aid to introduce you to ATU Donegal and acquaint you with conditions, benefits and entitlements relating to your employment as a member of the University.*

*ATU Donegal has a vibrant atmosphere which is enjoyed by a diverse mix of students, drawn by our welcoming ethos and rich cultural and social life. With over 4500 students and 350 staff both from the local and national area, we are also deeply proud that students from over 30 countries travel such long distances each year to make ATU Donegal their home.*

*Management is committed to the long-term development of staff. We value all our employees and will endeavor to create a safe and positive working environment where all employees are treated with dignity and respect.*





New Colleagues, a Cháirde!

Is mise Orla Ní Fhloinn, Uachtarán anseo in Ollscoil Teicneolaíochta an Atlantaigh.

Ar dtús– ba mhaith liom fáilte mór a chur romhaibh go dtí an Ollscoil!

It's my great pleasure to welcome you to our ATU community and to wish you an enjoyable and rewarding career with us.

As you may already know, in April 2021 Atlantic Technological University was established following the merger of the former institutes of Technology in Galway-Mayo, Sligo and Letterkenny. We are a new University, and we are at an exciting phase of our development. We have over 23,000 student enrolments, making us one of the largest universities in Ireland, and we have over 2,200 staff contributing to the delivery of programmes of study across eight campuses in the beautiful west and northwest region of Ireland, as well as a wide range of online programmes.

During the next year we will be working on the development of a new Strategic Development Plan, and consulting staff and stakeholders on values, vision and mission for ATU. Notwithstanding this activity, we have a proud tradition collectively of being very student-focused, and deeply committed to the quality of our teaching, learning and research.

We are also committed to equality, and last year all three partners achieved the Athena SWAN bronze award, demonstrating our commitment to identifying and addressing barriers to gender equality across our organisation. In ATU we also have a very vibrant LGBTQ + Allies Staff Network – the AURA Network, which is very significant for staff and student inclusion.

Our last few years have been challenging, due to the COVID-19 global pandemic, but we hope and expect that the coming academic year (2022/2023) will see a much more normal academic experience for everyone.

Starting any new role may seem challenging at times. But we are committed to supporting you, whatever your role might be. As you settle into the rhythm of working in our technological university, I urge you to keep focus on our core mission, which is about providing our learners with a transformative university experience, resulting in engaged

citizens and employable graduates. As a new technological university, regional engagement will also be a huge part of our mission, and all staff, including academic, technical, administrative, management and research staff, have a key role to play in supporting these endeavours.

Finally, I look forward to meeting many of you in person and virtually over the coming months, and wish you every success and happiness with us in Atlantic Technological University.

Go raibh maith agaibh!

A handwritten signature in black ink, appearing to read 'Orla Flynn', with a long horizontal flourish extending to the right.

Dr Orla Flynn  
President  
Atlantic Technological University

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# Information Brief for Staff

## Foreword:

This information brief has been prepared to introduce you to ATU Donegal and to acquaint you with conditions, benefits and entitlements relating to your employment as a member of the University.

The information contained in this information brief is of a general nature and is not a contract document. Specific conditions of an individual's terms and conditions of employment are set out in their contract of employment.

## 1. How is the University governed?

Letterkenny Institute of Technology merged with Galway-Mayo Institute of Technology and IT Sligo on 1 April 2022 to form Atlantic Technological University (ATU).

President of the ATU, Dr Orla Flynn along with the ATU Governing Body oversee the governance of the ATU as outlined in the Technological Universities Act 2018.

There are three Human Resource Managers across the campuses:

ATU Donegal, Human Resource Manager, Ms Helen McGrandles.

ATU Sligo, Human Resource Manager, Mr Rod Toner.

ATU Galway-Mayo, Human Resource Manager, Ms Sinead Donnellan.

## 2. What is the role of Atlantic Technological University?

Atlantic Technological University (ATU) is a Technological University (TU) for the west and north-west of Ireland. "Atlantic" conveys power, strength, inspiration, creation, vast horizons - a distinctive geography, rich history and shared heritage. ATU offers almost 600 academic programmes from pre-degree to doctoral level to a student population of 20,000+ students supported by over 2,200 staff.

ATU Donegal offers a modern and inclusive working environment, in which equality and diversity are embraced. ATU Donegal is a member of the Athena SWAN Charter and is working towards achieving gender equality.

### **3. Employment Guidelines**

#### **Confidentiality**

The University is obliged to maintain confidentiality in certain aspects of its work. You are required to maintain confidentiality regarding information to which you have access in the course of your work. Proceedings of University Committees are confidential to members of those committees and communication should be through official sources. It is the duty of all employees to observe such confidentiality. This restriction shall continue to apply after the termination of an appointment.

In the case of contact with the media, staff are advised to contact the President's Office in the first instance.

#### **Equal Opportunities Policy**

Atlantic Technological University Donegal as an employer and as an Educational Institution is committed to the provision and promotion of equality of opportunity on the basis of individual merit, and without regard to gender, marital status, family status, sexual orientation, religious belief, age, disability, race, or membership of the travelling community. The commitment of the University to achieving equal opportunity requires a firm commitment from all staff to ensure that fair and equitable treatment is accorded to all people.

The University is committed to identifying what forms of discrimination exist and to implement effective strategies to ensure they are discontinued. This commitment is in the context of existing legislation. The implementation of equal opportunity principles assists in the creation of a fair and just society by eliminating discrimination and, in accordance with the spirit of the Employment Equality Act and the Equal Status Act, by taking positive steps to redress recognised disadvantages. The merit principle is the basis for appointment and advancement in employment.

Equal opportunity is consistent with sound management and educational practice. It involves proper recognition of the skills and talents of individuals and contributes to the development of the most efficient workforce and student population.

The commitment of the University to achieving equal opportunity requires a firm commitment from all staff to ensure that fair and equitable treatment is accorded to all people.

All staff are requested to read the Equal Opportunities Policy, which is available on the Human Resources website under HR Policies and Procedures <https://www.lyit.ie/Staff-Hub/Policies-Procedures>

### **RESPECT & DIGNITY AT ATU DONEGAL POLICY (PROCEDURES FOR THE RESOLUTION OF INTERPERSONAL DISPUTES)**

It is the policy of Atlantic Technological University Donegal that all employees are free to perform their work in an environment, which is free from threat, harassment, intimidation and any behaviour, which adversely affects the dignity of people in the workplace. Incidents of harassment will be regarded seriously and can be grounds for disciplinary action, which may include dismissal.

The workplace is defined for the purposes of these guidelines as at work, associated events such as meetings, conference and office parties whether on the premises or off-site. There is a responsibility on each person to ensure that their behaviour respects the rights of others in this regard. All staff are requested to read the Respect and Dignity Policy, which is available on the Human Resources website under HR Policies and Procedures <https://www.lyit.ie/Staff-Hub/Policies-Procedures>

### **CODE OF CONDUCT FOR EMPLOYEES**

Atlantic Technological University Donegal is charged with maintaining best practice behaviour in all our interactions and has developed this Code of Conduct as a way of ensuring that appropriate standards of conduct are adhered to by our employees. The University encourages the highest standard of conduct to ensure that our actions are lawful, ethical, honourable and transparent. Everyone to whom this Code applies is expected to operate at all times in all settings in a manner that positively reflects on and enhances the reputation of themselves and the University. All staff are requested to read the Code of conduct policy, which is available on the Human Resources website under HR Policies and Procedures <https://www.lyit.ie/Staff-Hub/Policies-Procedures>

#### **4. Contract of Employment**

Contracts of employment will be issued upon verification of satisfactorily references, birth certificate, garda vetting, qualifications and medical clearance.

Two copies of the contract are issued and should be signed and returned to the Human Resources Office. One copy will be returned to you when countersigned by the Human Resources Manager, Ms Helen McGrandles. This contract summarises details of the main terms and conditions of your employment.

Kate McGlone, Ext: 6043, Human Resources will set you up on the HR Core System and issue you your contract.

#### **5. Probationary period**

A probationary period normally applies to all staff joining the University. It ensures that there is ample opportunity for:

- The University to assess the performance of the member of staff in the job;
- The member of staff to fully understand the role and his/her responsibilities.

The first few months in a new organisation is a critical time for a new member of staff. A great deal of effort is needed to help that individual learn essential tasks and adapt to the University environment. The length of the probationary period will vary depending upon the nature of the job and is specified in your contract of employment. If necessary, the probationary period may be extended for a limited period.

#### **6. Hours of Work for Professional Management Support Staff**

The general hours of work are from 9.00am to 1.00pm and 2.00pm to 5.00pm, a total of 35 hours per week.

Please contact Cathleen McMurrough, Ext: 6047 for further details

## **7. Hours of Work for Technical/Attendant Staff**

**Technical Staff:** The general hours of work for Technicians are 36.5 hours per week. For Attendants the general hours of work are 39 hours per week.

Please contact Cathleen McMurrough, Ext: 6047 for further details.

## **8. Hours of Work for Caretakers**

The general hours of work are 39 hours per week.

Please contact Cathleen McMurrough, Ext: 6047 for further details.

## **9. Hours of Work for Academic Staff**

Hours of work for Academic staff vary depending on your contract.

Refer to Academic Calendar

<https://www.lyit.ie/About/Academic-Calendar-Opening-Times>

## **10. Getting Started**

Please call to the Human Resources Department for guidance on the following:

- Visit Human Resources (HR) to complete your employment paperwork. Computer Services cannot provide any ICT services until HR have enrolled you onto the HR system with a Staff ID/Employee No.
- Computer Services Helpdesk will schedule a time, once you contact them, to get your staff ID card taken. Staff members will require a staff ID card to access various rooms and services.
- New staff members will be scheduled for an ICT induction training session with a member of Computer Services staff. Please contact the helpdesk at [helpdesk@lyit.ie](mailto:helpdesk@lyit.ie) .

## **Computer Services Helpdesk: ATU Donegal**

Computer Services Helpdesks: Located on the 2nd floor,  
Helpdesk 1 – Room PR2285,  
Helpdesk 2 – Room PR2254 and  
Helpdesk 3 – Library Computer Suite.

**Email:** [Helpdesk@lyit.ie](mailto:Helpdesk@lyit.ie)

**Telephone:** 074 91 86050

**Opening Times:** 8.30am – 9.45pm (Monday – Thursday)

8.30am - 8.45pm (Friday) 9.30am - 4:00pm (Saturday)

## **Computer Services Helpdesk: Killybegs Campus**

Computer Services Helpdesks: Located on the ground floor, Main Building,  
Helpdesk – Room OB111,

**Email:** [TCKHelpdesk@lyit.ie](mailto:TCKHelpdesk@lyit.ie)

**Telephone:** 074 91 86650

**Opening Times:** 9.00am – 5.30pm (Monday – Friday)

## ***Estates Department- Office Allocation/Door Access queries***

Lorraine Kessack

Phone 6112, Email: [Lorraine.kessack@atu.ie](mailto:Lorraine.kessack@atu.ie)

Located on ground floor behind main reception.

## ***Library Account***

Staff using the library's electronic resources will require a library user account.

New staff members should make contact with the Library directly to facilitate the creation of a Library user account.

## **11. Blackboard - For Academic Staff only**

Blackboard is the Virtual Learning Environment (VLE) used here in ATU Donegal. It is used by lecturing staff to structure and deliver learning resources, and the main technology used by students to support their studies.

The Blackboard is accessible via the following link <http://vle.lyit.ie>

You will access the Blackboard using the credentials provided to you by the helpdesk.

You will be advised on the modules you are teaching and be assigned instructor access to them. [Module Title and Course Year]. An overview on how to use Blackboard will be organised at a time convenient to you by Dan Friel, [dan.friel@atu.ie](mailto:dan.friel@atu.ie), Ext: 6953.

## **12. Banner System – Student results– For Academic Staff only**

Banner is a system used by Academic Staff to record student results online, i.e., assessments and exam results.

Training on this system will be provided to all new staff.

**Contact:** Claire McLoone, Examinations Officer, Ext: 6124

## **13. How do you get paid?**

Payment is made by electronic transfer to your specified bank account.

**Monthly payroll for full-time employees, pro rata employees, fixed term employees:**

This is paid in two equal instalments, mid and end-month. Not set dates: “Last business day before due date”, e.g., due on 14<sup>th</sup> of month, but previous business day if 14<sup>th</sup> is not a business day.

Online Pay slips can be accessed via the **Core Portal Employee Self Service (ESS)**

[https://my.corehr.com/pls/coreportal\\_lyitp](https://my.corehr.com/pls/coreportal_lyitp)

### **Part-time hourly paid staff**

Claim forms should be submitted for part-time hourly paid staff and any exam marking, Project work etc. These claim forms can be retrieved from the school secretary or payroll office and must be approved by Head of Department and submitted to Payroll Office by 1<sup>st</sup> of month.

**All claim forms should be submitted on a monthly basis.**

The claim form should have clear indication of where chargeable to (e.g., Research project code, School etc.). All claim forms must state the hours worked and be signed by the Head of Department / School and yourself and submitted to the School Secretary for processing.

**Payroll Queries please contact: Marian Kerr, Payroll Officer, Ext. 6037, Room 1159 (Accounts/Finance office).**

<b>14. What deductions are made from pay?</b>
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#### **14.1 Statutory Deductions**

##### ***(a) Income Tax***

The University is obliged to deduct income tax from salaries, wages and allowances paid to its employees. The Inspector of Taxes determines the amount of tax credits due to each employee and this is notified to both the employee and employer by means of a “tax credits certificate.” The rate at which tax is deducted is also indicated on the certificate. Tax must be deducted at emergency rates until a tax credit certificate is received.

- Statutory (PAYE/PRSI/USC)
- Public Service (Pension/SPSPS)

The University’s registered Employer’s Number for tax purposes is 3929854RH. If you wish to organise your tax affairs contact the Inspector of Taxes, Inland Revenue, High Road, Letterkenny. Any tax queries should be directed to Ms Marian Kerr, Payroll Officer, Ext: 6037.

## **(b) Pay Related Social Insurance**

PRSI contributions are deducted from your salary. Since 5 April 1995 all new appointees pay the full rate of P.R.S.I. - the A1 rate.

### **15. Superannuation Schemes**

**Staff who are not eligible to join the pension scheme**, for example part-time hourly paid lecturers or self-funded research posts, are offered a PRSA. A PRSA is available through New Ireland Assurance. Please contact Marian Kerr, Ext: 6037 for further details.

There are mandatory deductions in respect of all Superannuation schemes as outlined below. Explanatory booklets on all pension schemes are available from the HR Intranet website under Pension Schemes <https://www.lyit.ie/Staff-Hub/Human-Resources/Pensions>.

Angela Boyle is the Pensions Officer and will advise you on any aspect of the scheme you will be contributing to [angela.boyle@atu.ie](mailto:angela.boyle@atu.ie), Ext: 6046.

These booklets are tailored to scheme members depending on the class of PRSI you pay and the date of joining the Scheme.

#### **1. The main scheme is known as the Education Sector Superannuation Scheme**

There are 5 categories of staff described in the booklets below, within the Education Sector Superannuation Scheme, a brief description of each is set out below.

##### [Explanatory Booklet 1](#)

Revision Scheme: Non Officers Paying Full (Class A) PRSI who are not New Entrants i.e. those who joined the Public Sector before 1st April 2004 and have remained in public sector employment since their start date

##### [Explanatory Booklet 2](#)

Revision Scheme: Non-Officers Paying Full (Class A) PRSI who are New Entrants i.e. those who joined the Public Sector on or after 1st April 2004

### [Explanatory Booklet 3](#)

Revision Scheme: Officers Paying Full (Class A) PRSI who are not New Entrants i.e. those who joined the Public Sector between 6th April 1995 and 31st March 2004 and have remained in public sector employment since their start date

### [Explanatory Booklet 4](#)

Revision Scheme: Officer Paying Full (Class A) PRSI who are New Entrants i.e. those who joined the Public Sector on or after 1st April 2004

### [Explanatory Booklet 5](#)

Revision Scheme: Officers Paying Modified (Class D) PRSI who are not New Entrants i.e. those who joined the Public Sector before 6th April 1995 and have remained in public sector employment since their start date

The non officer booklets apply to the majority of maintenance staff and the officer booklets apply to all other staff.

## **2 Members of the Single Pension Scheme**

### [Single Scheme Booklet](#)

Staff members who joined the public sector for the first time (or rejoined the public sector after a 26 week break in service) after 1st January 2013 will join this new scheme.

This scheme booklet can be located at <https://www.lyit.ie/Staff-Hub/Human-Resources/Pensions>.

## **16. When do you have to retire?**

Staff employed before 1<sup>st</sup> April 2004 are required to retire not later than their 70<sup>th</sup> birthday.

Staff employed on or after 1<sup>st</sup> April 2004 and before 1<sup>st</sup> January 2013 are classed as new entrants and have a minimum retirement age of 65 but no compulsory retirement age.

All members of the New Single Pension Scheme have a retirement age of 70 currently.

**Please contact Angela Boyle for further details, Ext: 6046**

## **17. Voluntary Deductions from Pay**

### **(a) Trade Union Subscription**

The University recognises the rights of its employees to join or not to join Associations and Unions. The University negotiates with recognised trade unions, staff associations and organisations representing different groups of employees. The following are the recognised unions for each staff category:

- Professional Management Support Staff - FORSA
- Senior Management - SIPTU /FORSA
- Academic Staff - TUI
- Technical Staff – UNITE
- Caretakers - SIPTU

Please advise Marian Kerr, Payroll Officer, Ext: 6037 if you wish to join the union and deduction will be taken from your pay each month.

### **(b) Private Health Insurance**

A group scheme for VHI, Laya, Hospital Saturday Fund or Irish Life Health is in operation for employees of the University. There are group subscription rates. If you require any further information on any of these contact Marian Kerr, Payroll Officer, Ext: 6037.

### **(c) Cycle to work Scheme**

If you require any further information please contact Marian Kerr, Payroll Officer, Ext: 6037.

## **18. Who decides what pay you are entitled to?**

You will be placed on the relevant point on the salary scale in accordance with the conditions laid down by the Minister for Education & Skills. The rates of pay, allowances and other pay related conditions are determined from time to time by the Minister for Education & Skills with the approval of the Minister for Finance.

## **19. Annual increments**

All incremental credit is subject to satisfying the conditions laid down by the Department of Education & Skills.

Where eligible, most increments of salary shall become payable on completion of one year's satisfactory service. Depending on your start date it may fall on the month preceding this date. For Academic Staff there are only 4 incremental months in each year, January, April, July, and October.

## **20. The payment of travel expenses and subsistence?**

In specific approved circumstances if you are required to travel on official business on behalf of the University you may be paid travel and subsistence rates approved by the Department of Education & Skills. Details are available from the Payroll section.

Travel on behalf of the University must be approved by the Head of Function in advance. Where approved travel is undertaken, staff may claim a travel and subsistence allowance. Staff are required to travel by the cheapest mode of transport.

Claims should be submitted within **one month** of expenses being incurred. Always identify chargeability (e.g. Home dept., Research Project etc.).

The University's full travel policy document is available on the staff intranet at the following link: <https://www.lyit.ie/About/Policies-Publications/Policies>

Claims for **travel expenses and subsistence** are now entered by each individual through the Core Portal Employee Self Service (ESS) system.

**Please contact Frances Patton, Finance for guidelines on how to make a claim.**

## **21. Annual Leave**

Annual leave for Academic Staff is in accordance with the Academic Calendar  
<https://www.lyit.ie/About/Academic-Calendar-Opening-Times>

The annual leave year for Professional Management Support and Technical staff and other categories of staff begins on the 1st January and ends on 31st December each year.

Requests for annual leave must be submitted through Core Portal ESS

[https://my.corehr.com/pls/coreportal\\_lyitp](https://my.corehr.com/pls/coreportal_lyitp)

Please submit your annual leave request at least two weeks before it is proposed to take leave. This request will go to the appropriate Head of Faculty/Function, for approval.

In the case of Technicians, Craft Assistants and Attendants, annual leave will normally be taken during the last half of July and the month of August. In all other cases the requirements of the University will be considered before approval is given.

**Annual leave must be taken within the year to which the entitlement applies.**

## **22. What should you do if you cannot attend for work?**

If you are unable to attend work due to illness or other reasons you should notify your Manager and where possible Cathleen McMurrough, Human Resources ext. 6047 as soon as possible on the day.

## **23. What is the position regarding sick leave and medical certificates?**

Medical certificates must be submitted to the University immediately. In the case of lengthy illness, a doctor's medical certificates should be submitted weekly following submission of the initial certificate. Along with the doctor's medical certificate, claim forms (called "IB1") and medical certificates (called "MED1") for the illness and Injury Benefit schemes should be completed.

### **How to Apply**

Your doctor will give you an IB1 claim form and a MED1 medical certificate. You fill out the IB1 form and your doctor completes the MED1 certificate. The IB1 form and MED1 certificate are only available from your doctor. If you become ill or injured and go straight to hospital instead of your doctor, see 'Hospital Visit' section below.

You will need to get a completed MED1 certificate from your doctor to claim for each additional week you are ill or injured unless you are told otherwise.

You are not required to pay for each MED1 certificate you receive but you may have to pay for the doctor to examine you.

**Hospital Visit:** If you become ill or injured and go straight to hospital instead of your doctor, ask the doctor in the hospital for a letter confirming your visit. Please bring this letter to your GP who will give you the IB1 application form to complete, and a completed MED1 certificate, free of charge. A nominated person can do this on your behalf if you are admitted to hospital for a longer stay.

Please apply for Illness Benefit within 3 days of becoming ill or injured. Delaying your claim for more than 3 days may cause you to lose part of your payment. If you delay making your claim, and feel you have a valid reason, please complete part 3 of the IB1 Illness and Injury Benefits application form.

Please send completed forms by freepost to Illness Benefit Section at: **Social Welfare Services, P.O. Box 1650, Dublin 1.**

Please note that sending forms to your local Intreo Centre or Branch Office may delay your payment.

If you need assistance completing the IB1 form. **Please contact Ms Cathleen McMurrough in HR, Ext: 6047 who will assist in the filling in of the form.**

#### **24. What sick leave are you entitled to?**

New Sick Leave Scheme since 1<sup>st</sup> September 2014, Circular Number: 0064/2014

**Contact: Cathleen McMurrough in HR, Ext: 6047**

#### **25. Maternity Leave and Paternity Leave**

##### **MATERNITY LEAVE**

A female staff member is entitled to take twenty six consecutive weeks Maternity Leave. Please submit to HR a medical certificate confirming pregnancy and stating the expected week of confinement. You must give ATU Donegal written notice of your intention to take leave no later than four weeks before your leave begins. A minimum of two of these weeks must be taken before the end of the week when the baby is due and a minimum of four weeks must be taken after the birth.

The policy at Atlantic Technological University Donegal extends full pay to all employees during the period of maternity leave. Female staff on fixed term contracts are covered until the expiry of their contract. For those staff paying PRSI at the A1 rate, in order to receive full pay during the period of Maternity Leave, the claim form for Maternity Benefit (MB10) must be completed in full and submitted to Social Welfare at least 6 weeks before commencement of maternity leave.

An additional period of *sixteen week's unpaid leave* may be taken immediately following the Maternity Leave period. You must give ATU Donegal written notice that you intend to take additional maternity leave either when you give notice of maternity leave or not later than four weeks before the end of your return date. Please note that no Social Welfare Benefit is payable during this period to employees.

HR will send a confirmation letter to the employee in relation to their maternity leave which will include details of the return-to-work date. For further information, please contact Cathleen McMurrough at ext 6047 in the Human Resources Dept.

### **PATERNITY LEAVE**

Paternity Leave is a period of two consecutive weeks paid leave available to the other relevant parent on the birth/adoption of a child, where the date of birth/day of placement falls on or after 1st September 2016. You may qualify for Paternity Benefit from the Department of Employment Affairs and Social Protection if you have sufficient PRSI contributions.

**Please contact Cathleen McMurrough at ext. 6047 for further information.**

## **26. What arrangements are there for special leave?**

### ***College Business***

Staff may be paid (depending on the contract of employment) salary in respect of period of absence in connection with his/her attendance at a training / conference / meeting of instruction in accordance with conditions approved by the Minister.

### ***Marriage***

Staff may be granted (depending on the contract of employment) seven consecutive days special leave of absence with pay on marriage, including the day of marriage. A further seven consecutive days of leave of absence without pay immediately following the special leave of absence with pay may also be granted if requested. Application for such leave should be made in writing in good time.

### ***Compassionate***

Staff may be paid (depending on the contract of employment) salary in respect of a period of absence normally not exceeding five days necessitated by the illness or death of a near relative. Salary in respect of absence in excess of five days may be paid in exceptional circumstances subject to the approval of the University and the sanction of the Minister.

### ***Parental Leave***

The Parental Leave Act 1998 entitles parents of children of the qualifying age, up to 26 weeks unpaid parental leave to take care of his/her child subject to certain conditions. To apply for Parental Leave you must fill out the Parental Leave Form and return to HR Dept. The form is available from Cathleen McMurrrough, Ext. 6047. Parental leave cannot be reckoned for pension purposes.

### ***Force Majeure Leave***

The Parental Leave Act 1998 provides for force majeure leave for all employees which is paid leave that is afforded to an employee in the event that a member of his/her family (family i.e. parent, spouse, child or adoptive child, partner, brother, sister, grandparent) has suffered an illness or injury, and the employee's presence is indispensable. This entitles the employee to take three days in a year to take care of a family member, subject to a maximum of 5 days over a 36-month period. To apply for Force Majeure Leave you must fill out the form and return to HR Dept. The Force Majeure form is available from Cathleen McMurrrough, Ext. 6047.

### ***Other***

In exceptional circumstances, a member of staff may be paid salary in respect of occasional brief absences owing to reasonable causes other than those mentioned above, subject to approval of the University.

## **27. Term Time Leave Scheme**

The Term Time Leave Scheme provides for unpaid leave for the purpose of allowing working parents or carers match their working arrangements to the main summer holidays of their children, or to care for a family member who has a disability that gives rise to the need for care on a continuing or frequent basis. The period of term time leave shall be **unpaid special leave**.

For Term Time Application Forms and for further details on this scheme please contact Cathleen McMurrrough in Human Resources, Ext: 6047.

## **28. Career Break Scheme**

Permanent whole-time members of staff who have not reached 60 years of age may be granted special leave without pay for a career break. Staff seeking career breaks must

forward their applications in writing to the University authorities at least three months prior to the proposed date to commence the break. The application should contain precise details of the duration of the career break and indicate the purpose for which it is required.

Members of staff intending to take up alternative employment within the state should submit a copy of any offer of employment in support of the application for a career break. Full details of the career break scheme are available from the Human Resources Office.

## **29. Training and Development**

The University management recognises that its staff are its biggest asset and since it is the staff who will fundamentally differentiate this university from all others, it is committed to a policy of continuous staff development via training, research and consultancy activities.

The success of the University is dependent on the quality of its staff and the alignment of the individual's performance with the overall strategic objectives of the University. Typically, this process involves the determination and setting of individual objectives which support the achievement of overall business strategies, performance appraisal and organisational capability review.

The importance of staff development has been highlighted in the University's Strategic Plan 2019-2023. Staff development is also identified as essential in our Quality Assurance Procedure.

A committed, highly motivated staff cannot perform effectively if the staff do not have the required skill. The primary aim of the Staff Development Plan is therefore, to put in place systems which will identify the training/development required, which will channel resources to carry out that training/development and which, within the context of funding limitations, will incorporate the individual's desires for personal development.

A Staff Development Policy is available from the Human Resources Office.

Please contact Cathleen McMurrough, Ext: 6047.

### **30. Training and Development – Fees**

University support for training and development will be subject to the appropriate approval having been received before commencement of the course and within the annual budget provided.

The following will be the general guidelines in relation to funding of approved training/development:

The University will refund the fee on successful completion of each year of the course. A receipt for payment and appropriate documentation verifying successful completion of the course will be necessary. PhDs may be paid in advance, subject to agreement with the appropriate Head of Faculty.

*Continuing Education courses provided by the University.* On receipt of the necessary approval staff will not be required to pay all or part of the course fee. This is subject to the overriding requirement that Continuing Education courses are self-financing.

*Professional seminars.* The fee for attendance will be paid by the University, subject to the approval of the appropriate Head of Faculty.

*Training/development specifically required by the University.* The fees and normal travelling and subsistence expenses will be paid.

Please contact Cathleen McMurrough with any queries on the payment of fees, Ext: 6047.

### **31. Garda Vetting**

It is a legal requirement that you obtain Garda Clearance in order to be employed in this University. All new staff will be Garda Vetted. Ms Sheral Hetherington, Human Resources, ext: 6044 will liaise with you and provide the necessary documentation to process your application accordingly. Please ensure you read the guidelines on the Vetting Invitation Form and ID Validation checklist carefully.

There are three things to do;

1. Provide adequate identification
2. Complete and return the Garda Vetting Invitation form to the HR Office
3. Complete the online Garda Vetting Form which will be submitted by the National Garda Vetting Bureau to your email address.

### **1. Identification**

Your ID Documents you submit to HR must score 100 points. An original up to date passport and birth certificate are the most effective in this case. However, there are other forms of acceptable ID – a list of all acceptable ID will be provided by SHERAL in HR.

### **2. Garda Vetting form**

The completed 'Garda Vetting Invitation Form' should be returned to SHERAL HETHERINGTON, Human Resources, ATU Donegal, Port Road, Letterkenny, Co. Donegal as soon as possible. This form must be completed in full using ball point pen and BLOCK CAPITALS and writing must be clear and legible. Please remember to enter your email address, Eircode/Postcode in full and tick the consent box – if these details are not included your Vetting Invitation will be returned and will significantly delay your clearance.

### **3. E-vetting**

The submission of your completed Garda Vetting Invitation along with the appropriate ID to HR gives ATU Donegal consent to initiate the Garda Vetting process on your behalf. The next step in the process is that the Garda National Vetting Bureau will then forward a link to your email address, requesting you to enter the form online through their e-vetting system. All requested details must be entered. When this is complete **remember to print out a completion page**, you will need to produce this as proof of your E-vetting on-line completion.

### **Overseas Clearance – addresses outside of Ireland**

**Please note:** Garda clearance will only cover addresses in the Republic of Ireland and Northern Ireland. If you have resided in countries outside of the Republic of Ireland / Northern Ireland for a period of 6 months or more, it will be **mandatory** for you to furnish ATU Donegal with a Police Clearance Certificate from those countries stating that you have/have not convictions recorded against you while residing there.

**\*Please ensure you apply for this as soon as possible as no person can commence employment without full satisfactory clearance\***

Any queries in relation to the Garda Process please contact SHERAL HETHERINGTON in HR, Ext: 6044 or refer to <https://vetting.garda.ie>

## 32. Official Languages Act

ATU Donegal is committed to ensuring that the general regulations and commitments pertaining to *The Official Languages Act* and to the enhancement of services through Irish at ATU Donegal are adhered to by all staff.

### **Directly applicable provisions of the Official Languages Act, 2003:**

#### **STATIONERY/SIGNAGE/ANNOUNCEMENTS:**

State organisations must comply with regulations regarding the use of Irish in **signage, stationery, advertising and oral announcements** (per Section 9 of the Act). These regulations came into effect from 1 March 2009.

N.B. Please remember that under the legislation **all temporary signage must also be bilingual** e.g. directional signage for events, temporary notices regarding registration, induction, grants, open days, class cancellations, examinations in progress, office opening hours etc.

Simply forward the text you need by email to the HR Department and they will send it back as soon as possible. All new translations should be routed through HR to ensure consistency and accuracy across the University. The practice of staff members doing their own translations is discouraged as it often leads to discrepancies.

Public bodies must ensure that headings or any pre-printed text on specific classes of stationery are compliant. Stationery generated by a computer programme should have been compliant by 1 March 2013. **A copy of the regulations relating to signage, stationery etc. may be accessed at <https://www.coimisineir.ie/treoirleabhar-dacht-na-dteangacha-oifigiula?lang=EN>**

#### **CORRESPONDENCE:**

State organisations must respond in a timely manner to correspondence received in Irish in the same language, whether in writing or by electronic mail. If you receive correspondence in Irish and don't know how to respond, please contact the HR Department in the first instance.

## **MAILSHOTS:**

Information (e.g. mailshots) sent by post or email from state organisations to the public must be either in Irish or bilingual (Irish and English). Again, if you're in doubt as to whether something could be considered a mailshot, please contact the HR department.

## **General Commitments which apply to all areas of the University:**

### **OFFICIAL PLACE NAMES:**

The official place names of Gaeltacht areas (as declared by the Minister in the Place names [Ceantair Ghaeltachta] order 2004) are to be used by the University for official purposes e.g., **on the ATU Donegal website, in databases, in documentation, on stationery, on signage, in recorded oral announcements, in correspondence** or for any other official University purpose. For example, "Gaoth Dobhair" should be used, rather than "Gweedore". If you are unsure as to whether a placename should be in Irish or not, please contact the HR department for confirmation.

### **PAMPHLETS/BROCHURES:**

All leaflets/pamphlets/brochures/flyers must be published bilingually, e.g. course details pamphlets, factsheets etc.

### **INVITATIONS:**

Invitations to all University events are to be prepared/printed in bilingual format, whether electronic or hard copy.

### **MEETINGS IN GAELTACHT/GAELSCOILEANNA:**

Any targeted meetings in the Gaeltacht/Gaelscoileanna are to be conducted through Irish.

Please remember to factor translation time into the planning stage of any documentation that must be published bilingually in your area. Where an Irish version of a document exists, Irish and English versions must be published/distributed simultaneously. It is not acceptable to publish the Irish version after the fact.

Text for translation should be forwarded to the HR department electronically in editable format where possible, ready for translation. PDF files can't be overtyped and, as such, they can't be sent for translation. In such cases, the text requiring translation should be extracted and put into another format that can be overtyped e.g. a spreadsheet or Word document. Each department is responsible for covering the cost of their own translations. Short translations are provided free of charge.

Your co-operation in complying with the provisions outlined above would be greatly appreciated. Hard copies of the Universities current language scheme, outlining the commitments made by ATU Donegal with regard to service provision in Irish from 2015-2018, are available from the HR department upon request.

### **33. General Data Protection Regulation (GDPR)**

The [EU General Data Protection Regulation \(GDPR\)](#) came into effect on 25th May 2018. Atlantic Technological University Donegal is required by law to comply with the regulations and to engage in the process of compliance. From the 25 May 2018, organisations will be exposed fully to the legal risks of the enforcement and sanctions. Under these regulations, every employee within the organisation is responsible for protecting the personal data they process.

All new staff will be required to undertake a mandatory online learning module provided by Legal Island. Details of this awareness course on GDPR will be provided by Edel Hegarty, Governance and Compliance Specialist, Ext: 6021.

#### **Data Protection Policy**

ATU Donegal's Data Protection Policy is available from the ATU Donegal website under policies and publications >>> <https://www.lyit.ie/About/Policies-Publications/Data-Protection>.

### **34. Freedom of Information Act 2014.**

The Freedom of Information Act 2014 (the "2014 Act") as passed by both Houses of the Oireachtas was signed into law on Tuesday 14th October 2014. The Act has effect on and from this date.

#### **What is Freedom of Information?**

The Freedom of Information Act 2014 gives you the right to access records held by this University and all FOI bodies. The University must give you an explanation if you are not given what you asked for and the decision must normally be made within 4 weeks.

The main objectives of the Act are to foster and develop a culture of openness, transparency and accountability in public bodies. The Act is designed to allow public access to information held by public bodies which is NOT normally available through other sources. Access to

information under the Act is subject to certain exemptions and involves specific procedures and time limits.

### **The Freedom of Information (FOI) Act 2014**

Under Freedom of Information Legislation every person has the following legal rights:

- the right to access official records held by public bodies prescribed under the Act;
- the right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading; and
- the right to be given reasons for decisions taken by public bodies that affect them.

In general, members of the public are entitled to obtain official information from the Institute provided it does not conflict with the public interest and the right of privacy of individuals.

### **FOI Disclosure Log – non personal FOI requests**

The University has been disclosing all FOI requests on the Intranet since 2015. This includes a summary of any non personal FOI requests received in the University since 2015.

### **Freedom of Information Officer (FOI)**

Frances Wilson is the FOI Officer in ATU Donegal, Ext: 6021.

<b>35. Health and Safety</b>
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In accordance with the Safety, Health and Welfare at Work Act, 2005 it is the policy of Atlantic Technological University Donegal to ensure, in so far as is reasonably practicable, the health and safety while at work of all employees and students and the safety of others entering the precincts of the University. The Act makes it clear that every member of the University has a responsibility to participate in maintaining an effective Health and Safety policy for all who use the University. Staff will be provided with the appropriate Health and Safety training by the Health and Safety Officer, **Ms Keara Patton, Ext 6114**

There is an Employee Assistance Programme (EAP) available for staff. This is a free confidential service available to you 24 hours per day, 365 days per year. It provides professional support and information on a wide range of topics for example, health and illness, personal crises.

**36. What should I do about changes in personal information?**

Changes in name, address, phone number, contact in the event of an Emergency, educational qualifications etc. should be notified in writing to the Human Resources Office.

***If you have any queries in relation to any section of this document please contact a member of the Human Resources Department, as follows:***

***Ms Helen McGrandles, Human Resources Manager, Ext: 6040***

***Ms Kate McGlone, Senior Human Resources Officer, Ext: 6043***

***Ms Angela Boyle, Senior Human Resources Officer, Ext: 6046***

***Ms Una McMenamin, Staff Officer, Ext: 6045***

***Ms Sheral Hetherington, Assistant Staff Officer, Ext: 6044***

***Ms Cathleen McMurrough, Assistant Staff Officer Ext: 6047***

***Ms Leona Barron, Assistant Staff Officer***

***Ms Niamh Kavanagh. Clerical Officer, Ext: 6042***

***Ms Christina Cuffe, Clerical Officer***