



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Office of the National Director of Human Resources
Health Service Executive
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HSE HR Circular 020/2007

**To: Each National Director, HSE
Each Asst. National Director, HSE
Each Hospital Network Manager, HSE
Each Local Health Manager, HSE**

06th December 2007

Re: HSE Disciplinary Procedure

Dear Colleague,

The delivery of a high quality health service requires all employees to adhere to high standards of work performance, conduct and attendance. The purpose of this disciplinary procedure is to ensure that all employees adhere to the required standards by making them aware of any shortcomings and identifying how the necessary improvements can be achieved.

Line managers are responsible for making employees aware of the standards of attendance, work and conduct expected from them and for dealing with shortcomings promptly and fairly.

Please find enclosed a copy of the **Disciplinary Procedure** which came into effect on 1st January 2007. This disciplinary procedure was negotiated and agreed with health service unions. This procedure applies to all categories of employees in the HSE with the exception of hospital consultants. This procedure supersedes the Disciplinary Procedure for the Health Service (2004). The grievance procedure which was agreed in 2004 continues to apply to HSE employees.

Examples of conduct which may lead to disciplinary action under this procedure include:

- Persistent poor timekeeping
- Unsatisfactory attendance record
- Poor work standards
- Breach of health and safety rules
- Bullying, harassment or sexual harassment (following a complaint being upheld under the Dignity at Work Policy)
- Breach of internet/e-mail policy and other electronic communications policy
- Refusal to obey reasonable instructions
- Negligence
- Abuse of patient/client (following a complaint being upheld under the Trust in Care Policy)

I attach an explanatory note which was prepared by the HSE-EA to assist in the operation of the disciplinary procedure. If you have any queries regarding the disciplinary procedure, please contact Mr Brendan Mulligan, Ms Elva Gannon or Ms Anna Killilea in the HSE-EA or the Area Employee Relations Managers.

The disciplinary procedure may also be accessed on our *intranet* page <http://hsenet/>. Any request for additional copies should be addressed to clare.brady@mailt.hse.ie.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Martin McDonald', is written above a horizontal line.

Martin McDonald
National Director of Human Resources

Encl.