

## **An Post Policy on Voluntary Transfer for Working Locations – Mail and Parcels**

### **1 BACKGROUND**

- 1.1 Following the Labour Court Recommendation LCR21206, issued in April 2016 the Monitoring Group issued a Determination which recommended the Company review and revise the terms of the Transfer Scheme in Mails and Parcels to reflect changes required to ensure it is fit for purpose in a modern employment environment.
- 1.2 While it was not possible to reach agreement within the time scale provided agreement has now being reached on the details of the revised scheme.

### **2 PURPOSE**

- 2.1 An Post recognises that there are times when employees may wish to voluntarily transfer from an existing office to another office. The purpose of this policy, subject to the availability of suitable vacancies, is to provide the circumstances where this can happen providing it does not adversely affect the Company's ability to meet customer needs and provide service excellence and does not add to costs.

### **3 ELIGIBILITY**

- 3.1 Any employee, who is working in either a permanent or temporary capacity, can apply for a voluntary transfer provided they are not in a probation / trial period upon assignment /promotion.
- 3.2 Voluntary transfers are available for all operational grades up to and including the grade of Working Leader. Whilst voluntary transfers can generally only be made to the same or equivalent grade an individual at a higher grade may seek to apply for inclusion on a transfer list at a lower grade and accept the lower terms subject to suitability and management discretion.
- 3.3 The Company reserves the right to refuse a transfer from an employee whose record is seriously unsatisfactory.

### **4 APPLICATION PROCESS**

- 4.1 On satisfactory completion of their probationary period employees can apply for inclusion on the transfer lists.
- 4.2 Applications for inclusion on a transfer list for any particular area/office should be made on the appropriate application form to the relevant Regional HR Manager who will notify the appropriate members of management that the application has been made.

The Regional HR Manager will also advise the HRSU unit to add the person's name to the transfer list setting out their desired location for transfer and the date the application is made.

- 4.3 When a transfer is approved by the relevant Regional Manager, the local Human Resources Manager will confirm the details of the transfer to the employee and advise the HRSU. A copy of a letter of transfer should be signed by the applicant and returned to the Human Resources Manager prior to the transfer taking place.
- 4.4 In normal circumstances when an employee obtains a transfer as requested they do not have the automatic right to revert to their former position.
- 4.5 Any employee who is refused a transfer may appeal the decision not to grant a transfer in accordance with agreed grievance procedures.
- 4.6 Exceptionally, from time to time, opportunities may arise temporarily and management, at their discretion, may consider staff on the transfer list (e.g. to cover Maternity Cover, Career Break) for temporary assignment. While voluntary transfers will be on a permanent basis there may be times when temporary transfers may be offered to employees. Such transfers will be for a fixed duration and at the end of it the employee concerned will return to their original duty and office.

## **5 GENERAL**

- 5.1 The number of offices to which an employee can apply to transfer is limited to five.
- 5.2 Employees do not retain their seniority when availing of a voluntary transfer. They come in at the bottom of the list and their seniority within the office is determined by the date of transfer.
- 5.3 When determining whether a vacancy is filled by utilisation of the transfer list or the appointment of a temporary member of staff consideration will be given to the date of continuous employment of the temporary staff member and the date the employee applied for inclusion on the transfer list.
- 5.4 Where staff numbers are being reduced in a DSU or where such matters as disciplinary processes are involved collective agreement provisions will apply where they conflict with this Policy.
- 5.5 Seniority on a transfer list will be determined by the date of application for inclusion on the list.
- 5.6 If an employee refuses an offer of a transfer, they will immediately be taken off the transfer list for that office and will need to reapply to be included on that the list for that office.

5.7 Employees applying for transfers to DSUs or DSOs will be required to hold a full clean driving licence and to undergo the required medical assessments for driving.

## **6 TRANSITIONARY ARRANGEMENTS**

This Policy will take effect from 15<sup>th</sup> November 2021. Employees who have previously expressed an interest in transfer or who were on existing waiting lists for transfer will be required to reapply for inclusion on the transfer list before that date to retain their current position on the list.