STAFF MANUAL

Date for review: September 2024

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Dundalk Institute of Technology

Introduction

This manual has been prepared by the Human Resource Department of Dundalk Institute of Technology as a guide for staff to the Institute's main policies and procedures.

Please note that this is not meant to be an exhaustive document and it should be read in tandem with other relevant documentation relating to staff such as contract of employment, collective agreements, custom and practice and the day to day regulations of the Institute.

The organisational structure of the Institute, and a list of the Human Resources Department staff are contained within this manual. Any of the staff mentioned herein, will be more than happy to answer any queries you may have in relation to any the information contained in this manual or any other aspect of your employment.

I hope you will find this manual manageable and informative and I would be delighted to receive feedback in the form of comments and suggestions on how we can improve its format so as to plan better for future editions.

Mr Gerald O'Driscoll
Human Resources Manager

Section 1

<u>Introduction to DkIT</u>

Overview of Dundalk Institute of Technology

1.1   Background to DKIT

Dundalk Institute of Technology was founded in 1970. It seeks to provide higher technical education to the highest international standards across a wide range of disciplines. The Institute's history has been one of development, expansion and increasing student enrolment.

During the past 5 years, significant progress has been achieved in the introduction of new programmes across a range of disciplines, both traditional and new. In 2000 there were in the region of 40 programmes being offered with 2,600 full-time students together with a part-time programme catering for just under 500 additional students. 2006 saw these figures grow to full-time students in excess of 3,500 and part-time students to 1,500.

Since 2000 the campus has also experienced a significant physical transformation with a €60 million capital investment programme delivering major new facilities such as the Learning and Information Resource Centre (dedicated to Dr. T.K. Whitaker in 2001), the Student Services Building (dedicated to Mr. Padraig Faulkner in 2002), the PJ Carroll's building and site (acquired in 2002) and the Nursing, Midwifery, Health Studies & Applied Science building completed in 2005. A major capital review completed by the Higher Education Authority in 2004 envisages a further capital investment programme for the Institute to tackle the growing requirement for learning and support facilities. The landscape of the Institute has further changed with the addition of the Wind Turbine in 2005, which is operated by the Centre for Renewable Energy at DKIT (CREDIT). A new Restaurant catering for 700 students and staff and Theatre block opened in March 2007 and the opening of the PJ Carroll building in 2010 which houses the School of Informatics and Creative Media.

The most recent addition to the College Campus is the former JJB building adjacent to the Institute which houses the DkIT Sport Fitness Centre and Sports Arena. This opened on 29 June, 2015 and is a state of the art leisure complex for students, staff and the public to use and includes the following facilities:
·   A fully equipped gym
·   A 20m swimming pool
·   Steam Room & Jacuzzi
·   10 indoor football pitches
·   Team strength and conditioning area
·   450 parking spaces

The team training strength and conditioning facility design is based on what you would see used by professional teams all over Europe and teams will be travelling far and wide to train in these extremely modern facilities.

1.2   Governance

Under the terms of the Regional Technical Institutes Act 1992, the Institute has, since January 1993, been set up as an autonomous body. Prior to the commencement of the Act the Institute came within the ambit of the local Vocational Education Committee. The Act stipulates that the principal function of the Institute is to "provide vocational and technical education and training for the economic, technological, scientific, commercial, industrial, social and cultural development of the State with particular reference to the region served by the Institute". The Act also permits the Institute to "engage in research, consultancy and development work".

1.2.1   Governing Body

The Governing Body manages and controls the affairs of the Institute. This Body is composed of representatives from industry and business, professional associations, Institute staff and students and the Vocational Educational Committee. The Governing Body is the policy making body of the Institute. The President is responsible to the Governing Body for controlling and directing the activities of the Institute and its staff. The President is an ex-officio member of the Governing Body and of the Academic Council.

1.2.2   President

The President controls and directs the activities and staff of the Institute according to the provisions of the IoT Act. He is responsible to the Governing Body for the efficient and proper running of the Institute. The President is an ex-officio member of the Governing Body, Academic Council and all sub-committees of these bodies.

1.2.3   Academic Council

The Academic Council is appointed by the Governing Body to assist in the planning, co-ordination, development, implementation and supervision of the education work of the Institute. At least one member of the Academic

Council is a registered student of the Institute. The Academic Council is chaired by the President. An up to date list of the Academic Council can be found on the DkIT website.

1.2.4   Leadership Team

The Leadership Team report to the President and is made up of the following members of staff:

President	-	Mr Diarmuid O'Callaghan
Vice President of Academic Affairs & Registrar		Dr Sheila Flanagan
Vice President of Finance, Resources and Diversity		Mr Hugh Nolan
Vice President of Strategy Planning, Communications & Development	-	Ms Irene Mc Causland
Head of School Health & Science		Dr Edel Healy/Interim Dr. Moira Maguire
Head of Engineering School	-	Dr Breda Brennan
Head of Business & Humanities School	-	Dr Patricia Moriarty
Head of Informatics & Creative Arts	-	Prof. Fergal Mc Caffery

See Section Organisation Chart for an illustration of the current broad areas of responsibility of members of the Leadership Team with Institute-wide functions.

1.3   Central Services

The Managers of Central Services each report to a member of the Senior Management Team as follows:

Reporting to:	Position:
Vice President of Academic Affairs & Registrar	Academic Administration & Student Affairs Manager: *Ms Linda Murphy*
	Assistant Registrar – *Dr Brendan Ryder*
	Librarian - *Mr Frank Brady*
	Research Manager – *Dr Tim Mc Cormack*
Vice President of Finance & Corporate Affairs	Human Resources Manager – *Mr Gerald O'Driscoll*
	Finance Manager – *Ms Marie Madigan*
	I.T. Manager – *Mr James McCahill*
Vice President of Strategic Planning, Communications & Development	Estates Manager – *Mr Conor Lait*
	Innovation & Business Development Manager – *Mr Aidan Browne*
	Marketing & Communications Manager – *Ms Lynda Mc Quaid*
	Life Long Learning Manager –*Mr Anton Barrett*

1.4   Administration Services

Administrative services in the Institute are located centrally under the President, Vice President of Academic Affairs & Registrar, Vice President of Finance, Resources and Diversity and Vice President of Strategic Planning, Communications & Development. Administrative functions are also devolved to Schools.

Responsibility of:	Function:

Administration & Student Affairs Manager	Examinations Office / Admissions / International Officer / Careers Officer / Access Officer / Learning Support Centre / Student Services Office / Fees and Grants / Student Health Unit.
Finance Manager	Salaries & Wages / Procurement, Order Entry and Creditors Payments
HR Manager	All aspects of HR including Recruitment, Staff Training, Industrial Relations, Staff Welfare & Pension administration. Academic Timetabling Freedom of Information Offices & Data Protection Office
Estates Manager	All aspects of buildings and estate maintenance.
External Services Manager	Liaison with industry re research and training.

1.5 Academic Affairs

The Vice President for Academic Affairs & Registrar has special Institute-wide responsibilities for academic and student affairs. (See further detailed section on Academic Affairs & Registrar's Office). The Academic Council works with the Heads of Schools and Departments and the staff of the Institute to maintain and further develop the academic standards and programmes of the Institute. The Institute is divided into four Schools;

- · School of Business and Humanities
- · School of Engineering
- · School of Health & Science
- · School of Informatics & Creative Arts

Each School is divided into Departments as follows:

School of Business and Humanities

Head of School: **Dr Patricia Moriarty**

Department of Financial, Management and Professional Studies
(Head of Department: Mr Shane Hill)

Department of Business Studies
(Head of Department: Prof Colette Henry/Interim Dr Brian Boyd)

Department of Humanities:
(Head of Department: Dr Annaleigh Margey)

Department of Hospitality Studies
(Head of Department: Ms Brianain Erraught/Interim Dr Kevin Burns)

School of Engineering

Head of School :   **Dr Breda Brennan**

Engineering Trades
(Head of Section: Mr Peter Cunningham)

Department of Electronic & Mechanical Engineering
(Head of Department: Mr Paul Mac Artain)

Department of Built Environment
(Head of Department: Mr. Noel McKenna)

Department of Engineering Trades
(Head of Department: Mr Pat McCormick)

School of Health & Science

Head of School: Dr Edel Healy/Interim Dr Moira Magure

Department of Agriculture, Food & Animal Health
(Head of Department: Dr Siobhan Jordan)

Department of Life & Health Sciences
(Head of Department: Dr Arjan Van Rossum)

Department of Nursing, Midwifery & Early Years
(Head of Department: Dr Briege King)

Head of Midwifery Section
Dr Jill Atkinson

School of Informatics & Creative Arts

Head of School: Prof. Fergal Mc Caffery

Head of Department of Creative Arts, Media & Music:
Dr Adele Commins

Department of Computing & Mathematics
Head of Department: Dr. Fiona Lawless

Department of Human & Visual Centred Computing
Head of Department: Dr Martin Mc Hugh

Centre for Learning & Teaching

The Centre's overall aim is to promote excellence in teaching and specifically so in the context of student-focused and inclusive learning and teaching. A wide variety of help is available for academic staff in the areas of teaching, assessment and feedback, best practice guides to name a few.   The Centre offers the opportunity for continuing professional development in the form of the MA Learning and Teaching (MALT) and the new PG Certificate in Learning and Teaching.

The MA Learning and Teaching (MALT) was officially launched in Dundalk Institute of Technology on January 29th 2015, with 19 DkIT staff members taking part in the programme. These 19 DkIT colleagues are the 5th MALT cohort, bringing to over 90 the number of DkIT staff who have who are enrolled on, or have completed, the programme.

Building on the success of MALT internally, this year the PG Certificate in Learning and Teaching opened to external applicants for the first time. Participants are teachers, lecturers or involved in training and staff development and are drawn from our NEFHEA partners, local VECs and the HSE. DkIT was delighted to welcome 20 external colleagues to the PG Certificate in Learning and Teaching on February 2nd 2015.

The Head of the Centre for Learning & Teaching is Dr Moira Maguire/Interim Dr Gerry Gallagher. For further information please see
http://www.dkit.ie/celt/contact

1.6   Finance Office
The Finance Office is under the authority of the Vice President for Finance, Resources and Diversity and is responsible for the management of the financial function of the Institute and all its enterprises, to plan and implement appropriate budgetary control systems in accordance with the Institutes of Technology Acts 1992 to 2006 and other relevant Acts and Regulations and in accordance with Institute policy and procedures.   The Finance Office is also responsible for liaison with Institute Bankers, Department of Education and Skills, Comptroller and Auditor General, Public Accounts Committee, and other relevant external bodies.

1.7   Human Resources Office

The Human Resources Function is under the domain of the Vice President of Finance and Corporate Affairs. It is responsible for all aspects of HR management in the Institute and all its enterprises. These include the development, implementation, co-ordination of policies and programmes relating to employee relations, staff training and development, recruitment, superannuation, staff welfare, personal administration and industrial relations in accordance with Institute policy and procedures. Reception and Timetabling falls under the responsibility of the HR Manager.

1.8   I.T. Services

The Computer Services Function in the Institute co-ordinate the IT facilities available throughout the Institute. Computing facilities in the Institute are modern and constantly upgraded to ensure students and staff is well equipped with the IT skills they will need in our Institute environment. This function is responsible for all computing, software, hardware and network related issues within the Institute, two of which most staff will be aware of, is the email and internet services. An email service is available to all students registering at the Institute. Students are able to access their personal email internally and externally on the World Wide Web.

Section 2

Academic Support Functions

Section 2 : <u>Vice President of Academic Affairs & Registrar</u>

2.1   Vice President's Office

The Vice President has Institute-wide responsibility for academic affairs through a statutory Academic Council. This function works directly with the Heads of Schools, Departments and Functions to promote the quality and development of the programme of courses as run by the Institute. The following Functions also fall within the scope of responsibility for the Vice President:

- ❖   Admissions Office
- ❖   Examinations Office
- ❖   Library
- ❖   International Office
- ❖   Computer Services
- ❖   Student Services   -   Access Office
                                -        Disability Awareness Office
                                -        Careers & Placement Office
                                -        Fees & Grants Office
                                -        Health Unit
                                -        Counsellor
                                -        Alumni
                                -        Clubs & Societies

2.1.1   Admissions Office
The principal functions of this office is to

-                organise student admissions and registration
-                organise all student recruitment activities
-                co-ordinate all matters relating to the administration of the Institute's policies and procedures regarding Admissions
-                maintenance of student records.

2.1.2   Examinations Office
The Office also has responsibility for organising the Examination Timetables and Centres and operates the Examinations Appeals process.

2.1.3   Library
The primary focus of the Library is as an education and information resource for the Institute's students and staff. It also provides this service to communities in the North-East region. It's also

- ❖   Organises library material in respect of cataloguing and classifying
- ❖   Participates in literature searching for the academic community as appropriate
- ❖   Identifies and disseminates information concerning the availability of material in subject fields relevant tot he research and teaching of the Institute
- ❖   Promotes and participates in both internal and external user education programmes
- ❖   Participates in the delivery of an information enquiry service to the Institute community and regional interests.

The Millennium software system makes their collection very accessible. You can search their catalogue from any computer with a web browser at http:dkitlibs.dkit.ie or via the Library link on the Institute's Home Page.

The Library, located in the Dr. T.K. Whitaker building, provides an attractive learning environment with designated areas for both group work and individual study and over 120 PCs available for student use.

2.1.4   International Office
The International Office is responsible for the recruitment and pastoral care of International Students at DKIT. The office is broken into two functions, 1. International Marketing Office, which recruits students from outside the EU and 2. the International Office (Socrates) which looks after the needs of exchange students from partner European Institutes and also assists DKIT students to study abroad on exchange programmes.

The number of EU and non-EU students studying at DKIT is increasing every year and the International Office, with the help of all DKIT staff; try to ensure the best possible experience for all International Students.

2.2 Student Affairs Office

Student Affairs provides non-academic services to students and support staff in relation to student problems mostly of a non-academic nature.

2.2.1 Access Office / Equal Access Participation Policy / Disabilities Officer
The Access Officer promotes access to third level education within the Institute in particular to groups that heretofore were under represented. This function also supports their progress through Institute and ensures that the Institute has adequate resources and systems to facilitate them.

2.2.2 Alumni Association
The Alumni Association was established to enable graduates to keep in touch with the Institute and each other. The Association offers registered members a number of benefits; these include assistance in organising reunions, invitations to special events, worldwide branches of the DKIT Alumni Association and access to DKIT facilities (library, careers information, sport complex). Membership is free of charge. The Alumni website is http://www.dkit.ie/alumni. **E-mail:** alumni@dkit.ie

2.2.3 Careers& Placement Office
The Institute Careers Office works to encourage students to take responsibility for researching opportunities best suited to their particular skills, abilities and preference. Support and advice is available on such issues as career and further study options, CV preparation, interview techniques and the use of Internet based guidance.

2.2.4 Counsellor
The Institute Counselling Service provides support for students who have personal and emotional problems arising from academic, social, personal or family experiences. The service also helps to put in place Institute-wide strategies to help students make a successful transition into life at Institute. Confidential support is also available through the Health Unit and the Chaplaincy.

2.2.5 Fees & Grants
This function organises the payment of student fees and grants. It offers assistance with grants and tuition fees to Institute students and answers queries by potential students of the Institute.

2.2.6 Health Unit
The Health Unit houses the Institute Nurse and Doctor. The Nurse is available in the Student Services building without appointment between 9.00 am and 5.00 pm daily. The times of attendance of the Doctor are available at the Health Unit.

2.2.7 Pastoral Care Coordinator
The Pastoral Care, which is located on the first floor of the Student Services Building, provides for the pastoral care of students and staff. The Pastoral Care Coordinator is Mr Alan Conlon. The Presbyterian Chaplain, Rev. Stanley Millen, can be contacted on **042- 93 21520**.

2.3 Research Office/Post Graduate Studies

Research activity at the Institute has undergone profound changes since the first Strategic Plan was initiated in 2001. These changes have occurred through a deliberate and measured approach adopted by the Academic Council and implemented through the Research Sub-committee. The current Research Strategy, as developed in 2001 and as reviewed annually by the Research Sub-committee, contains ambitious targets and deliverables together with support measures, policies and a clear vision on how the Institute is to achieve this vision. Each review of the Strategy since 2001 has in fact revised upwards the outcomes foreseen as research activity has out-stripped the figures first projected in 2001.

From 2001 the Institute has embarked upon a significant investment programme in building up its research base. The aim of these measures has been to support staff to develop their own research; to build up research training and awareness and to embark upon a deliberate recruitment policy to attract world-class researchers to the Institute. In this period over €1m of the Institute's budget has been allocated to support research interventions. This has resulted in research income from national, European and International sources and programmes rising from less than €0.5m in 2001 to in excess of m in 2005.

Dundalk Institute of Technology

Through this period a total of five Research Centres have been established within the Institute. These are The Centre for Software Technology (StoRC) and the Centre for Entrepreneurship Research (CER), (both of which have been formally designated). Three emerging centres have also been established: the Centre for Smooth Muscle Research, the Centre for Renewable Energy (CREDIT) and the National Centre for Freshwater Studies.

Increasing numbers of staff numbers either hold or are pursuing, PhDs, and Master's Degree. . In addition, there are postgraduate research students studying at the Institute and plans have been under consideration for providing a dedicated research building to accommodate the growing space requirement to support researchers and research centres. It is important that the Institute continues to grow its staff numbers at PhD level, both through ongoing supports to existing staff and through selective recruitment.

While research activity has obviously grown throughout the Institute it would be incorrect to assume that all staff will become research active. New challenges in their teaching function are equally important in ensuring that the learning experience of the student is also maximised through interventions and innovation. The challenges for the future is to ensure that the Institute recognises and caters for staff aspirations in pushing the boundaries of knowledge through research and integrating it to a greater extent into new teaching and learning methodologies.

Dundalk Institute of Technology is one of the leading research intensive Institutes of Technology. The vision of DkIT, as set out in its most recent strategic plan 2011-2016 "Towards a Sustainable Future", is to provide university-level higher education to its graduates whilst being fully committed to its role in the economic, social and cultural development of the region.

The establishment of the DCU-DKIT Graduate School (based on the DkIT campus) will ensure greater progression opportunities for all learners. Students who wish to pursue a Masters' Degree or a PhD by research can do so in DkIT and receive a DCU accredited award. As such DkIT students can now draw on and benefit from the breadth of expertise and research activities undertaken by DCU. This strategic Partnership strengthens the positions of both institutions as key players in Ireland's Eastern economic corridor through the consolidation of cutting edge research and innovation as both Institutions share common approach to structured PhDs, which not only instils in research students a deep understanding of their discipline but also helps them to translate their research outputs in the world of work.

DkITs strategic research focus is in three key areas - ICT, Health & Ageing; Energy & Environment; and Creative Arts. Research is undertaken by the Institutes Research Centres and Research Groups each of which is characterised by the required critical mass of world class researchers whose research outputs are internationally benchmarked; interdisciplinary research of a translational nature; using state of the art infrastructure and facilities.

For the period **2014-2016** the Institute will concentrate on the following six strategic imperatives:

- Drive Research Excellence in our prioritised areas

- Focus on research led by global needs that has societal and economic impact

- Ensure the learning and teaching agenda remains research informed

- Engage and Support Researchers

- Identify and Build Strategic Partnerships

- Enhance the visibility and impact of our research

The Research Office:

The Research Office provides staff and students with advice, guidance and support covering a broad range of issues and activities associated with conducting research in the Institute. The services provided by the Research Office staff include:

- Guidance on preparing both internal and external grant applications

- Advice on potential funding sources both nationally and internationally and guidance on how to best utilise the funding database "Research Professional"

- Approval and submission of all external funding application through utilisation of the Institute's research management system

- Staff and researcher career development through provision of structured training programmes

- Principal point of contact for all external stakeholders requiring further information with respect to the institute's research activities

- Guidance on all matters relating to the finance aspects of a proposal

- Principal point of contact for national and international funding authorities

- Guidance and advice, in collaboration with the individual academic schools, concerning ethical issues related to the research

- Provision, review and institutional approval of all research agreements with external stakeholders

Please see http://www.dkit.ie/research-office/policies-procedures for further information and https://www.dkit.ie/system/files/DKIT_%20Research%20Strategy%202014_2016_Final.pdf to view DkIT Research Strategy 2014-2016

The Research Manager is Dr Tim McCormac.

Section 3
Campus Development Activities

3.   Regional Development Centre (RDC)
Responsibility of Vice President for Strategic Planning, Communications and Development

3.1   General
As part of its on-going strategy, the Institute has developed an enterprise, research and innovation eco-system through the work of the Regional Development Centre. These make available the expertise, facilities and resources of the Institute for the wider benefit of the regional economy and provide extensive enterprise support that is supplemented through ongoing research. The work of the RDC ranges from the promotion of entrepreneurship to students, supporting knowledge based start-up businesses and providing specialised supports to meet the needs of established business through innovation and applied research projects. These projects are incubated through their early stages at the Centre. The facility now provides 26 incubator units of varying size and is currently one of the largest campus-based incubator units in Ireland. The Regional Development Centre is one of the critical functions within DkIT and provides an essential link between the Institute and its engagement partners for the benefit of the regional and national economies.

3.2 Estates Office
The Estates Office has responsibility for the physical environment of the Institute, e.g.

* Physical development of the campus
* Procurement of new buildings together with the management and upkeep of the existing buildings
* Management and use of space
* Grounds development and upkeep including; sporting facilities, car parking and landscaping.

The Institute aims to provide the highest quality infrastructure and facilities which are commensurate with the delivery of excellence in teaching and research. The Institute currently has 75000 sq. m. of buildings and occupies 90 acres. A strategic ongoing priority for the Estates Office and the Institute is to maintain and continuously improve the condition, use, amenity and aesthetic qualities of the Institute's physical estate.

Maintenance and building requests can be logged on line with the Estates Office. See website www.dkit.ie for further information. The Estates Manager is Mr Conor Lait.

3.3   Lifelong Learning Centre
The Institute's Lifelong Learning Centre is a key resource in the provision of part-time courses for the whole community of the Northeast playing an ever-increasing role in its contribution to the region. The Centre co-ordinates all the flexible part-time and modular professional development and lifelong learning programmes. These programmes are particularly suitable for those working to study new topics and course areas, update their skills or add to their qualifications. Accredited courses are offered in the areas of Business, Hospitality, Computing, Science, Engineering and Nursing. Non-accredited skills courses and customised programmes for industry are also available. The Lifelong Learning Centre is located in the T.K. Whittaker building and is managed by Mr Anton Barret.

3.2 Communications Office
Key to the success of the Institute is its on-going communications both internally with staff and students and externally with its stakeholders and the community and region which it serves. The DkIT Communications' Office manages, inter alia, the external communications of the Institute and supports the Schools and non-academic functional areas in implementing their communications' strategies. The Communications' Office is also responsible for the DkIT brand. The DkIT Times is published weekly on the Institute webpage during term time. The Communications Office is managed by Ms Lynda Mc Quaid.

3.3 Strategic Planning
Strategic Planning plays a key role in supporting the development of the Institute's strategy and in monitoring the strategy implementation. This function includes the provision of information for decision-making based on analysis of internal and external comparators at Institutional, School and Departmental levels. It also involves monitoring and highlighting national and internal trends in higher education to ensure decisions and policies in the Institute are consistent with best national and international practice. Current Strategic Plan was approved by the DkIT Governing Body on the 17th December 2012 and officially launched on the 11th and 12th of March 2013 by Minister Fergus O Dowd, Minister of State at the Department of Communications, Energy & Natural Resources and Environment. It covers the period 2011 -2016 and was updated in 2012 to reflect DkIT's strategic position in the National Higher Education Landscape.

Section 4
<u>Human Resources</u>

Section 4.1:   Recruitment and Selection

Employment Equality Policy Statement
It is the policy of the Institute to ensure that the best and most suitable candidate will be recruited to all positions. Dundalk Institute of Technology recognises that its success depends on its ability to develop and utilise the talents and abilities of all members of the campus community. The Institute is therefore fully committed to the provision of equality of opportunity and is opposed to all forms of unlawful and unfair discrimination and recognises that positive action is necessary to promote equality. Our policy is designed to ensure that Institute procedures and practices operate in a manner that is consistent with our commitment to equality of opportunity and do not discriminate against individuals on grounds such as gender, marital or family status, sexual orientation, religious belief, age, disability, race or membership of the Traveller community.

Freedom of Information
The Institute comes under the terms of the Freedom of Information Act, 1997 to 2014. The Acts confer on individuals a legal right of access to their own personal information held by the Institute and to their own employment records. It also gives individuals a legal right to have made known to them, in writing, the reasons for decisions made by the Institute that have materially affected them. The Chairperson of every Selection Board will be required to document the reasons for the decision made by the Selection Board in respect of each candidate, both at short listing and final selection stage, for release to candidates on request.

Post Interview Process (including internal promotions)
 This will include:
- Seeking Referee Reports
- Completing Garda Vetting process
- Pre-Employment Medical Examinations (where appropriate)
- Verification of Qualifications
- Offering Appointment

Selection Board members cannot commit the Institute to an appointment or to a specified salary.

- Candidates may be told only that the salary will be within the advertised scale range although it may make notes of any comments candidates wish to make in regard to salary.
- The successful applicant will be contacted by the HR Office as soon as possible.
- Offer of appointment is conditional to the approval of the Governing Body of Dundalk Institute of Technology.
- A start date will be agreed mutually between the Institute and the candidate.
- A staff induction day takes place usually in early September although can take place also at various times throughout the year depending on intake of new staff. All new staff are expected to attend induction.

Section 4.2: Terms & Conditions of Appointment

4.2.1   Positions may be appointed on a

(a)   Permanent basis

(b)   Temporary basis

(c)   Pro-rata basis

(d)   Casual Part-time basis

Note on Contract of Indefinite Duration:

If an employee is employed on 2 or more successive fixed term contracts in continuous employment for a period of 4 years, then they may be eligible for an award of Contract of Indefinite Duration. The period of eligibility for academic staff has been shortened to 3 years by the Haddington Road Agreement.
As defined in the Protection of Employment Fixed Term Work Act, 2003, if the employer can justify the award of a further fixed term contract on objective grounds then there is no breach of this Act and no entitlement to a contract of indefinite duration.

4.2.2   Remuneration

Salary and allowances are authorised by the Minister for Education and Skills from time to time. An up-to-date copy of salary scales for all grades of staff may be viewed by logging on to the Department of Education and Skills/Government website: www.irlgov.ie

Payment for salaried staff is paid at the end of the month with a mid-month advance (i.e. all calculations or changes to salary e.g. overtime payments, will be applied to the end of month payment only). Payment is via paypath to a bank of your choice.
Casually hourly paid academic staffs are paid in the last working week of each month on submission of timesheets signed by Head of School or Department. Please contact your relevant Administration Office to ascertain the monthly closing date for submission of these.

Queries of Taxation, PRSI, and Pension Levy etc. should be addressed directly to the Payroll Office

Deductions from Salary

In addition to the Statutory deductions, the following deductions may be made on your behalf:

i.   Voluntary Health Insurance contributions -VHI
ii.   Additional Voluntary Contributions (for pension purposes)
iii.   Income Continuance
iv.   Notional Service
v.   Trade Union subscriptions
vi.   Irish Life AVC's
vii.   AXA Insurance Premiums
viii. Friends First AVC's

It is the responsibility of staff members to ensure that the details on the Tax Free Allowance Certificate are up-to-date and correct. If you wish to organise your tax affairs please contact: Inspector of Taxes, Millennium Centre, St. Alphonsus Road, Dundalk. **Tel. No. 1890 777 425.**

Placement on Salary Scale on Appointment
Staff recruited with effect from 1st November, 2013 will placed on the relevant salary scale in line with the conditions as outlined in the Haddington Road Agreement.
The conditions of Circular Letter No IT 01/05 apply to certain staff that has Public Sector employment in the same grade.

Conditions for the award of incremental credit to Staff
▪   The normal expectation is that appointees will be admitted to the relevant salary scale at the minimum point of the scale.
▪   Only in exceptional circumstances, should entry above the minimum point of the scale be allowed.
▪   If it is felt that entry at a higher point is justified, a formal proposal must be submitted to the HR Manager for approval before any offer is made to the prospective appointee.
▪   Claimed earnings must be supported by confirmation from the Revenue Commissioners.
▪   Existing assimilation arrangements will continue to apply.

Progression from Assistant Lecturer to Lecturer
As per Circular Letter No IT 03/05 Please see http://www.dkit.ie/hr/policies-procedures

Assistant Lecturers may progress to the grade of Lecturer –

•   on completion of one years' service after having reached the maximum of the Assistant Lecturer scale
•   subject to a minimum of five years continuous service in the grade
•   subject to ability, experience, academic qualifications, scholarship and demonstrated performance
•   Possession of an appropriate defined post graduate qualification or equivalent shall normally be considered an essential requirement.

Institutes may award incremental credit for previous service in the Assistant Lecturer grade in another Institute or University. The Institute may require five years service in the Institute before progression is considered.

An Assistant Lecturer with a Ph.D. and relevant research experience may be considered for progression after three years continuous service.
If successful, such an Assistant Lecturer may be placed on the first point of the Lecturer Grade scale and remain on that point until five years service has been completed. Progression for Assistant Lecturers shall be irrespective of whether a new post of Lecturer has been established or a vacancy at Lecturer level has occurred.

Acting-up Allowances –
As per Circular Letter No IT 16/02

Arrangements concerning allowances payable to employees who are authorised to perform acting duties at a higher level will receive either:

a)   an honorarium equivalent to the additional amount the lecturer would have received in salary if he/she had been permanently appointed to the higher post for the period in question

or

b)   an allowance per annum, whichever is the greater.

▪   Only in exceptional circumstances, and subject to 10% reduction in pay Circular, should entry above the minimum point of the scale be allowed.

4.2.3   Terms and Conditions of Employment

Annual Leave

Please see http://www.dkit.ie/hr/policies-procedures

Annual Leave will be allocated to all Non Academic staff in line with the new annual leave arrangements as of 1st January 2014.

Payment for annual leave will be made in accordance with the terms of the Organisation of Working Time Act 1997. Under the Act, part-time employees are entitled to 1/3 of a working week per calendar month in which they work at least 117 hours or 8% of the hours worked in a leave year subject to a maximum of 20 days.

If the full-time comparator has an annual leave entitlement greater than the 20 days prescribed in the legislation the part-time employee is entitled to a pro-rata increase on the 8%.

Public Holidays

All full-time employees are entitled to benefit from public holidays. Bank Holidays are

Jan 1st – New Years Day
Feb 5th – St Brigid's Day
March 17th – St Patrick's Day
Easter Monday - April 1st 2024
Early Spring May Day Public Holiday – May 6th 2024
June 3rd Public Holiday 2024
August 5th- Summer Public Holiday 2024
October 28th – Public Holiday 2024
December 25th – Christmas Day
December 26th – St Stephens Day

Part-time Workers / Pro-rata

Qualification – Part-time casual employees who have worked at least 40 hours in the five weeks ending on the day of the public holiday will qualify for the public holiday or part there of.

Sick Leave

All employees covered by the Haddington Road Agreement may be granted sick leave in accordance with the national arrangements as issued by DPER. Please see Appendices for details on the sick leave policy.

A staff member paying the higher rate of PRSI –A class – (commenced in the Public Sector after April 1995) is entitled to payment from the Department of Social Protection in respect of sick leave and maternity leave. Illness Benefit is paid directly to the employee by Social Welfare. For the first six days of illness there is no change to pay. The Single Person's Allowance is deducted from pay (currently €198.00) without being subject to PRSI. If a staff member is not entitled to illness benefit, social welfare will send notification to the staff member who in turn should forward copy to Human Resources. Therefore, deductions will automatically be made from the salary for the Illness Benefit by the Payroll Office in the week following the commencement of r sick leave. Please note that the option for illness payment paid to the employer should NOT be selected on the MC1 form. In all circumstances staff should select for payment to be made directly to themselves.

Deductions will continue to be made from the staff members salary by Payroll until the HR Office have been advised of the staff members' return to work. It is the responsibility of the staff member who was on sick leave to ensure that the completed Form MC2 'Final Certificate of Incapacity for Work' has been received by the HR Office, which will in turn ensure that salary is resumed in a timely fashion.

Arrangement for partial resumption of duty by staff member in cases of serious illness/major surgery

Employees recovering from a particular prolonged serious illness or recovering from major surgery **may**, in certain circumstances, be permitted to partially resume duty for an agreed period of time. At the end of this period it is to be expected that the employee shall have reached a state of medical fitness sufficient to allow him/her to undertake full duties.

Flexi-Time Administrative / Library / Technical Staff

Please see http://www.dkit.ie/hr/policies-procedures

The flexible working hours scheme will apply to most non-academic staff and such other staff as may be agreed. Because of the nature of the duties performed by some staff it will be necessary or appropriate to exclude them.

The attendance of staff employed on Administrative, Technical and Library duties will be monitored by means of the CORE automated attendance monitoring system through the Human Resources System. Please see Flexi-Time Policy for more detailed information.

4.2.4   Promotional Procedures

Filling of Short Term Posts
These arrangements are intended to operate where the duration of the vacancy is anticipated to be of less than one year duration.

> I)   The vacancy should be filled by the most suitable person – within three grades - from within the functional area (functional areas to be agreed locally) by means of interview.
> II)   For periods in excess of one year the position will be advertised globally within the Institute.

4.2.5   Transfer of Service
There is provision for staff who wish to transfer service from approved bodies or to purchase additional notional service. For further details on this, please contact the Human Resource Manager or any member of the HR Office staff. Please note that membership of the Superannuation Pension Scheme is compulsory once you are a permanent/ temporary member of staff.

4.2.6   Probationary Periods
Every person appointed to a position in Dundalk Institute of Technology is subject to a probationary period. This probationary period ensures that there is plenty of opportunity for the new staff member and their Head of

Department or Function to get to know one another, the responsibilities involved in the position and the suitability of the post itself to the new staff member.

For permanent members of staff this probationary period can be up to 1 year before appointment is confirmed in a permanent capacity if probationary period has been satisfactory. For temporary members of staff on a one year contract, this probationary period is four months duration. After successful completion of probationary period then appointment is confirmed for the duration of the contract.

If probationary period has not been satisfactory, the staff member may be continued on probation for a further period or at any time during the probationary period the appointment may be terminated in accordance with Institute policy and the provisions of the Institutes of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

Review Meetings During Probationary Period
It is important that, at least each month, the Head of Department or Function meets with the new staff member to check out how they are coping with the job and to discuss informally any issues which may have arisen in the previous few weeks. It is also necessary to have more formal review meetings held regularly between the Head of Department or Function and the staff member. These should be held at then end of

- three months
- six months
- nine months
- twelve months.

Should any issues arise during the probationary period, the HR Manager should be informed so as to try to resolve any concerns the staff member should have early on. Should training or additional support be required, these can be addressed at this stage

At the final review meeting stage, a report should be furnished to the HR Office by Head of Department or Function to confirm that probationary period was completed satisfactorily or otherwise.

Remember, the meetings are designed to assess how you, as a new staff member is settling into the Institute environment and coping with your responsibilities but also it gives you the opportunity to voice any concerns you may have with regard to expectations or any part of your employment.

Guide to help you get the most from your Probationary Period
- Go through the job description and ensure you understand the tasks and responsibilities of the job. Liase with your Head of Department, Function or HR Office if necessary.
- Agree any particular objectives you as an employee and the Institute as an employer are expected to meet.
- Identify any training and support you may need initially and in the longer term.
- You should participate fully in all aspects of the induction programme which will help you to meet the key people and departments you may be dealing with on a regular basis.

4.2.7 Notice Periods/Termination of Employment
To resign from your employment with the Institute, you should notify your Head of Department formally in writing as well as holding a discussion with him/her. This letter of resignation will then be passed to the HR Department.

Notice period may vary depending on the specific nature of the job and your individual terms and conditions of employment and you should check your Contract of Employment in this regard. The Minimum Notice and Terms of Employment Act 1973-1991 will apply in all cases except for:

- Employees normally expected to work less than 8 hours per week and
- Employees with less than 13 weeks continuous service with the Institute.

4.2.8 Retirement
The current retirement age depends on your start date and is as follows:

Commencement in the Public Sector prior to 2004 – compulsory retirement – 31st August following your 65th birthday.

Commencement in the Public Sector between 1st April 2004 and 31st December 2012 – currently no compulsory retirement age.

Commencement in the Public sector since 1st January 2013 – compulsory retirement in line with State Old Age Pension which is currently 66 rising 67 in 2021 and 68 in 2028.

4.3   General Terms (Working hours, leave etc. per grade)

For Permanent Whole-time members of Staff

Academic Staff Grades:

(a) Assistant Lecturer   (b) Lecturer   (c) SLI(T)   (d) SLII   (e) SLIII

Probationary Period	:	Up to 1 year
Working Hours/class contact*	:	18 hours, 16 hours, 16 hours, 3 hours+, 3 hours+ respectively*
Annual increments	:	Increments are paid in January, April, July and October. If an employee commences in January then the date they will receive their increment is 1st April the following year.
Annual Leave	:	As per Academic Calendar
Sick Leave	:	refer to Sick Leave Policy
Christmas & Easter	:	Standardised
Other days:		Public and bank holidays. As per National Public Holidays.

* As amended by Circular Letter 0026/11 which covers the Croke Park Agreement for IoTI Lecturing staff and affects the normal weekly class contact hours up to 18 and 20 hours per week respectively. This however, will not affect the salary which will remain to be paid at 16 and 18 hours class contact per week.

Administration & Management:

Probationary Period	:	Up to 1 year
Working Hours	:	35 hours per week
Annual increments on	:	Awarded on completion of 12 months e.g. employee commences
		15 January, increment date each year will be 1st February and payment included in end of month salary payment.
Annual Leave	:	As agreed with DOES
Sick Leave	:	refer to Sick Leave Policy
Christmas	:	A minimum of 4 days are reserved from your annual leave entitlement to cover the closure at Christmas
Other days:		Public and bank holidays.

Leave entitlements (New Entrants):

Grade III	22 days
Grade IV	23 days
Grade V	25 days
Grade VI	27 days
Grade VII	29 days
APO	30 days

Technical & Ancillary

(a)	Technician	(b)	Technical Officer	(c)	Senior Technical Officer
(d)	Attendant	(e)	Caretaker	(f)	ClassAide

Probationary Period	:	Up to 1 year
Working Hours: Under review		36.5 and 39 hours per week

Annual increments		Paid on 1st of month on yearly basis (Caretakers due first increment after 6 months service and then each year thereafter)

Leave entitlements (New Entrants):

Caretaker/Technician/Class Aide /Attendant	:	23 days
Technical Officer	:	27 days
Senior Technical Officer	:	30 days
Sick Leave	:	refer to Sick Leave Policy for criteria
Christmas	:	A minimum of 4 days are reserved from your annual leave entitlement to cover the closure at Christmas
Other days	:	Public and bank holidays.

4.4   Consultancy or Work Outside of the Institute

Applications to conduct extern work must be made in writing through your Head of School or Function to the HR Manager for approval and copies forwarded to the President. Permission may be granted to staff to conduct extern work where the following conditions are met:

a)   That the work is of such a nature as not be prevent other people from gaining employment;
b)   That the work would be of benefit in keeping abreast with modern trends.
c)   That the work would not in any way interfere with the efficiency of the duties carried out in the Institute.
d)   That the facilities of the Institute are not used for the purpose of conducting extern work. (Institute facilities includes the use of such facilities as reprographics, post, telephone, computer etc).
e)   That a report should be made as requested to the HR Manager on the extent of the work involved.
f)   That there is no conflict of interest for the Institute.

Staff who engage in extern work without prior Institute permission are in breach of their Conditions of Service. Permission **MUST** be sought on an annual basis for each application.

4.5   Travel and Subsistence

Travel on behalf of the Institute must be pre-approved by the Head of Department or Function in advance. Where approved travel is undertaken, staff may claim a travel and subsistence allowance. Details of up-to-date rates and procedures for claims can be found in each School Office and the Finance Office.

Use of Private Motor Vehicle on Institute Business:
Where a staff member wishes to use their car on Institute business and claim expenses for same, they must provide evidence of cover under their Private Motor Policy to include business use and an indemnity to the Institute as an employer. It will not be possible to sanction payment until the insurance policy has been verified. The additional cost of insurance involved is allowed for in the mileage allowance. In some circumstances where use of the vehicle for business purposes is limited, the additional cost of insurance can be prohibitive. The Institute has agreed with Irish Public Bodies Mutual Insurances to provide the cover at a cost of €75 per annum. If you are interested in availing of this cover, please notify Terese Dunne at Extn 2784 in the Finance Office for further information.

4.6   Overtime :
As agreed and revised under Haddington Road Agreement

(a)   For those salaries of up to €35,000 (inclusive of allowances in the nature of pay), overtime will be paid at time and a half at the first point of the appropriate scale. This formula will not apply to any scale where this provision would result in overtime being paid at less than time at any point on the scale. In the case of such scales, the formula set out in (b) below will apply.
(b)   For those salaries (inclusive of allowances in the nature of pay) of €35,000 or greater, overtime will be paid at the rate of time and a quarter at the individual's scale point.

Divisors for the calculation of overtime will be adjusted to take account of any additional hours provided for above.

A staff member working overtime <u>must be approved in advance from the Head of School / Department / Function</u>. Approved overtime **must be claimed for in a timely fashion** i.e., within the month.

Academic Staff
Time worked over and above normal timetabled hours should be claimed via part-time teaching claim forms which may be obtained in School Administration Offices. Such time must be approved in advance by the Head of School / Department in conjunction with the Human Resource Manager.

4.7   Fees for marking examination scripts

Payment arises only in respect of official end-of-session examinations leading to Institute and other approved awards. Other modes of assessment such as continuous assessment and in-term examinations will not attract payment. Rates and further details on this are available from School Offices, and Finance/Payroll Office.

4.8   Staff Training and Development

Staff who are requested to deliver papers at or those wishing to attend conferences, seminars and so on, should contact their Head of School/Function for approval to attend same and ascertain financial aid available. Staff wishing to attend training courses or pursue further educational opportunities should contact the Training Officer in the HR Office – Loretto Gaughran Ext 2631 for further information on the Institute's Fees Assistance Programme. All training/further education should be identified through the Performance Management Development System (PMDS) annual meeting where objectives are agreed between the individual staff member and Head of School / Department / Function and noted on the Personal Development Plan (PDP) which should then be forwarded to the HR Office for action.   Please refer to the Institute's Staff Training and Development Policy for further detailed information. See http://www.dkit.ie/hr/policies-procedures for full policy

4.9   Changes in personal information

It is the responsibility of each staff member to notify the HR Office of any changes to name, address, telephone number, next of kin, children, educational qualifications, and bank account details (for paypath purposes). Notification of changes should be made in writing. This will ensure that all records including those relating to your remuneration and pension are kept up-to-date.

Organisation Chart Human Resource Office

Ms Eileen Quinn
Pensions Administration

Ms Elizabeth O'Neill
Reception

Ms Loretto Gaughran
Freedom Information Officer

Ms Paula O'Flaherty
Academic Timetabling

Ms Raywina Pickering
Senior Staff Officer

Mr Gerald O'Driscoll
Human Resource Manager

Ms Margaret Halpenny
Recruitment & Onboarding

Ms Jenny Litchfield
Room Bookings
Timetabling Office

Ms Michelle Fitzgerald
Academic Timetabling

Ms Annemarie Gillespie
Protective Leave and Time & Attendance

Ms Patricia McDonnell
Sick Leave Arrangements

Section 5
Leave Policies and Procedures

Sick Leave Policy

New Public Service Sick Leave Scheme in Brief

From **September 1st 2014**, the new Public Service Sick Leave Scheme provides for the payment of the following financial support to staff during periods of absence from work due to illness or injury:
1. A maximum of 92 calendar days (includes Saturdays & Sundays) on full pay in a year

2. Followed by a maximum of 91 calendar days (includes Saturdays & Sundays) on half pay

3. Subject to a maximum of 183 calendar days (includes Saturdays & Sundays) paid sick leave in a rolling four year period.

As has always been the case, sick leave records will continue to be reviewed over a rolling 4 year period. This means that an individual who has exceeded 183 days sick leave in a rolling 4 year period and is absent on sick leave again after the new Scheme commences on 1 September 2014 may find themselves without pay or in receipt of Temporary Rehabilitation Remuneration(TRR), if applicable.
Temporary Rehabilitation Remuneration (TRR) was formerly referred to as Pension Rate of Pay (PRP) and will be calculated in the same way. TRR will apply to all employees who have at least 5 years' service (pension rate of pay only applied to officer grades). It will only be payable when there is a realistic prospect of an individual returning to work. The key change in the move from PRP to TRP is that the maximum period for which TRR can be paid is 548 days under ordinary sick leave arrangements. There will be access to a maximum of 1095 days TRR under the CIP (Critical Illness Protocol).

How will Sick Leave payment be calculated?
Step 1: Determine whether the individual has access to paid sick leave
The individual's sick leave is reviewed over the 4 year period from the current date of absence. If 183 days paid sick leave have not been exhausted over that 4 year period, access may be granted to paid sick leave.

Step 2: Determine whether full pay, half pay or TRR apply
If step 1 indicates that the individual has access to paid sick leave, their sick leave record is then reviewed over the 1 year period from the current date of absence to determine the rate at which sick leave may be paid. This is referred to as **Dual Look Back**. If the initial 92 day limit at full pay has not been exhausted, full pay may be awarded until the limit of 92 days is reached. Thereafter, the amount paid will be calculated based on half pay or TRR, as appropriate.

Step 1: How to calculate if an employee can avail of paid sick leave

Scenario 1
Angela has taken 83 certified sick days (including Saturdays & Sundays) from 30 May 2010 to 30 May 2014. She has also taken 2 uncertified sick days during this same period.
Therefore 83 + 2 = 85 total number of sick days taken in 4 years.
Angela is entitled to 183 paid sick leave days over a four year period.
Therefore 183 - 85 = 98 total number of paid sick days Angela may now avail of.
Step 2: How to calculate the rate of pay if an employee is entitled to paid sick leave.
Having ascertained that Angela is currently entitled to paid sick leave it is necessary to work out the rate of pay based on rules for the new Public Service Sick Leave Scheme.
1. A maximum of 92 calendar days (includes Saturdays & Sundays) on full pay in a year
2. Followed by a maximum of 91 calendar days on half pay
3. Subject to a maximum of 183 calendar days paid sick leave in a rolling four year period.
Look back for 1 calendar year to ascertain the number of sick days taken in the last 12 months.
Angela has taken 30 sick leave calendar days (incl Sat & Sun) in the last 12 months. Therefore as Angela is entitled to 92 calendar days on full pay, she can still avail of 62 paid sick leave days at full pay.
92 – 30 = 62
The remaining 36 days will be at half pay.

Scenario 2
Mary has taken 90 paid sick days to date in the last 4 years. All 90 days were taken in the last 12 months. Today she has supplied a sick cert for 5 days.
To calculate how much she will be paid (use the rules from step 2 above);
92 (total number of full paid sick days entitlement) – 90 (total number of sick days taken in 12 mths) = 2 days on full pay. Mary will now only receive full sick pay for 2 days and half pay for the remaining 3 days.

Transitional Arrangements
If an individual has begun a period of absence due to sick leave that continues after 01 September 2014, that individual will continue to avail of the current sick leave provisions for that sick leave absence, i.e., a maximum of 12 months on full pay. When that individual returns to work any future sick leave absence will be dealt with under the terms of the new Public Service Sick Leave Scheme.

Critical Illness Provisions
Additional support for staff that are critically ill has also been agreed. The criteria for assessing whether someone is eligible for extended sick leave as a result of critical illness or serious physical injury are set out in the Critical Illness Protocol (CIP) which will be available from the HR Department.
If someone becomes critically ill or has a serious physical injury and is eligible for support under the CIP they may have access to:

1. A maximum of 183 calendar days on full pay in a year

2. Followed by a maximum of 182 calendar days on half pay

3. Subject to a maximum of 365 calendar days paid sick leave in a rolling four year period.

If you have exhausted 365 days extended paid sick leave under the CIP, you may be considered for a maximum of 12 months Temporary Rehabilitation Remuneration in the first instance. Management may then consider paying TRR for a further period of time not exceeding 730 days. This is subject to 6 monthly reviews and may only be granted where the occupational health physician has confirmed there is a reasonable prospect of a return to work.

Please note : On your return to work you should present yourself to your manager for a return to work discussion.

How to claim for Sick Leave Pay
All Staff who pay PRSI at the class rate A1 are entitled to claim Social Welfare payments as they pay the normal rate of PRSI contributions. In order to claim paid Sick Leave, you should:

Note: Only PRSI Classes A, E, H and P count towards Illness Benefit. D Class PRSI is NOT entitled to any illness benefit from the Department of Social Protection.

11.1   Illness benefits are gratuated according to earnings in the relevant tax   year. The current earnings band can be found on the Department of Social Protection website (**www.welfare.ie**)

11.2   For sickness absences of more than three days, the staff member should request their doctor to complete page 1 (of Part 1) of the **Form MC1** 'First Certificate of Incapacity'. This is the initial claim for Illness / Injury Benefit and may only be obtained from your GP. A GP's Sick Certificate should also be submitted in order for Human Resources to determine the GP practice concerned. The staff member should complete all relevant parts **including their own bank details** and forward completed Form to your local Social Welfare Office or by post to Social Welfare Service, PO Box 1650, Dublin 1.

11.3   For each subsequent week of sickness absence, the staff member should send a completed **Form MC2**, 'Intermediate Certificate of Incapacity for Work' as above to Social Welfare and a copy to Human Resources. The staff member and doctor should have each completed those parts of Page 1 of this form, relevant to them. Incomplete forms will be returned from the Social Welfare Office to the staff member and will result in a delay in payment of social welfare.

11.4   For the final week, the staff member should send **Form MC2 'Final Certificate of Incapacity for Work'**, as above to Social Welfare and copied to Human Resources. The staff member and doctor should each have completed those parts of Page 2 of this form, relevant to them.

11.5   **Illness Benefit is paid directly to the employee by Social Welfare**. For the first three days of illness there is no change to your pay. The Single Person's Allowance is deducted from pay (currently €198.00) without being subject to PRSI. If a staff member is not entitled to illness benefit, social welfare will send notification to the staff member who in turn should forward copy to Human   Resources. Therefore, deductions will automatically be made from your salary   for the Illness Benefit by the Payroll Office in the week following the commencement of your sick leave. Please note that the option for illness payment paid to the employer should NOT be selected on your form. In all circumstances staff should select for payment to be made directly to themselves.

Deductions will continue to be made from the staff members salary by Payroll until the HR Office have been advised of the staff members' return to work. It is the responsibility of the staff member who was on sick leave to ensure that the completed **Form MC2 'Final Certificate of Incapacity for Work' has** been received by the HR Office, which will in turn ensure that salary is resumed in a timely fashion.

11.6   Staff who are entitled to more than the standard payment for Illness Benefit (due to children etc.) should notify the Payroll Office so that the correct deduction can   be made to their salary. You can do this by forwarding a copy of the correspondence and/or the remittance advice note attached to the cheque you have received from the Department of Social Protection to the Payroll Office.

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For Employees resident in Northern Ireland the process is:

▪ Obtain normal certificate from your doctor (white note version).
▪ Contact DKIT HR Office who will forward you the Social Welfare claim form for Disability/Injury Benefit for people non-resident in Republic of Ireland and complete as 11.2 above.

Please see http://www.dkit.ie/hr/policies-procedures

Maternity Leave as per the Maternity Protection Act, 1994, Amendment Acts 2004 and March 2007.

Maternity Leave is available to all female members of staff. However, in the case of temporary staff employed under a fixed term contract of employment, any entitlement to leave or other benefits lasts only as long as the contract of employment lasts.

How to apply for Maternity Leave
You should contact the HR Office in writing notifying them of the expected confinement period at least four weeks prior to the date you intend to start your confinement period. A Social Welfare doctor's note confirming this confinement period should be attached to your correspondence. A member of staff within the HR Office will then officially advise you of your maternity leave entitlements and any additional leave you may be entitled to. This will help determine a return to work date although this date can be altered should annual leave or unpaid leave be taken at the end of the maternity leave period.

Maternity Leave Entitlements
Increased Maternity Leave entitlements are being given by means of Orders under the Maternity Protection Act, 1994. You are entitled to 26 weeks' paid Maternity Leave, two of which **must** be taken before the birth and four of which must be taken after the birth.

Additional Leave- Unpaid
Sixteen weeks additional leave – which is unpaid – may be taken immediately following the 26 weeks Maternity Leave. This extra leave is called Additional Maternity Leave. Therefore, mothers may avail of up to 38 weeks leave on the birth of a child.

In order to avail of this Additional Maternity Leave, however, you must notify the HR Office of your intention to take such leave at least four weeks before the end of the scheduled Maternity Leave indicating the dates of the Additional Maternity Leave. You may, of course, if you so wish, notify the HR Office of your intention to take this additional leave upon first notifying them of your intention to take Maternity Leave.

Entitlements of Fathers to Maternity Leave in the case of the Death of a Mother
Entitlements of fathers to Maternity Leave and Additional Leave in the event of the death of the mother will also be increased in respect of fathers. Full details can be obtained from the HR Office.

Paternity Leave
Relevant members of staff in Dundalk Institute of Technology are entitled to ten working (10) days paid leave on the birth or adoption of a child. Paternity Leave with pay is available to permanent members of staff and contract staff with continuous service of twelve months or more. Leave must be taken within seven days of the birth of the child, except in special circumstances. The employee should apply in writing to the HR Office as soon as possible before the birth or adoption. While employees are not entitled under Irish law to either paid or unpaid paternity leave they may be entitled to Parental Leave which entitles both parents who qualify to take a period of up to 14 weeks unpaid leave from employment. (See Parental Leave).

Parents Leave-Unpaid
From 01 August 2024 Parent's leave entitles each parent to 9 weeks' leave during the first 2 years of a child's life, or in the case of adoption, within 2 years of the placement of the child with the family. This is unpaid leave and employees must apply directly to social.
You must give notice to your employer before you can take parent's leave.
You must:
Give your notice in writing
Tell your employer at least **6 weeks** before the leave is due to start
Include the start date, the way the leave will be taken and how long the leave will last

The leave period remains the same in the case of multiple births, for example if you have twins or if you adopt 2 or more children at the same time. Please see http://www.dkit.ie/hr/policies-procedures

Pay and Social Welfare Benefit while on Maternity Leave
Employees who pay class D1 PRSI the Institute will be paid their full salary during the 26 week's Maternity Leave and do not have to claim Benefit from Social Welfare.

Employees who pay A1 PRSI rate contributions **must** claim off Social Welfare for the 26 week period of Maternity Leave. Qualifying staff will be paid as normal by the Institute during this time so any Benefits received must be submitted to the Institute on a regular basis. (In the case of Temporary or contract staff, payments will be made for the duration of the contract only. (i.e., Institute payments will cease for Maternity Leave if the contract completion date falls within the period of Maternity Leave and therefore, Benefits received after such a time will be kept by the employee).

Ante- and Post-natal Medical Checks
Time off work is given for Ante- and Post-natal checks. Notification should, however, be given to your Head of Department or Function at least one week before the time of your medical appointment. You should, if requested, be able to produce an appointment card or other certification to validate such appointments.

For Babies born before or after the expected date
If your baby is born earlier than two weeks before the due date and before you have commenced Maternity Leave the 26 weeks' Maternity Leave will begin on the day of the birth. Regardless of the date of birth, you must take four week's Maternity Leave after the birth. If your baby is born so late that you have fewer than four weeks remaining in your Maternity Leave then you are nonetheless entitled and obliged to take four weeks' Maternity Leave after the birth. This extension of your Maternity Leave is called Extended Maternity Leave and is governed by the same criteria as is Maternity Leave. Availing of Extended Maternity Leave does not in any way affect your right to take Additional Maternity Leave as well.

Annual Leave and Maternity Leave
While on Maternity Leave, Extended Leave and Additional Leave, you accrue Annual Leave.

Public /Bank Holidays for Non-academic staff that fall during Maternity Leave

You retain your entitlements to public and bank holidays and these will be calculated and added to your Maternity Leave to give you your return to work date when you initially apply for leave through the HR Office.

Maternity Leave and your Contract of Employment
If you are a permanent member of staff then during any of the above periods of leave you will remain in the employment of the Institute. If you are a temporary staff member then your employment with the Institute will last until the expiry date of your contract.

You also have a right to return to work in the same or a similar job as you left, under the same employment contract. (Apart from staff members whose contract expired during any of the above periods).

Alternative employment can be offered only if it is not reasonably practicable for the Institute to allow you to return to work in the same job under the same or a similar contract of employment. The terms and conditions of this alternative employment cannot be substantially less favourable than those you previously held.

Dundalk IT reserves the right to extend periods of training or probation to take account of absence due to Maternity Leave.

Please see http://www.dkit.ie/hr/policies-procedures

Paternity Leave
Relevant staff employed in DkIT, who meet the requirements outlined below, are entitled to 2 weeks
(10 working days) paid leave on the birth of a child. Paternity Leave with pay is available to permanent and temporary staff members and those employees on fixed term contracts that satisfy the following criteria:

1. Applicants must have a contract of more than one year.
2. Applicants must have completed continuous service of more than twelve month. Job sharers will be treated on a pro rata basis.
3. Paternity Leave may be taken at the time of birth up to 4 weeks after the birth.
4. If you intent taking Annual Leave following Paternity Leave, this must be agreed in advance with the Head of Department/School.

The Paternity Leave Application form should be completed and returned to the Human Resource Office.
 Please see https://www.dkit.ie/human-resource/forms

Adoptive Leave as per the Adoptive Leave Act, 1995 and as Amended by the Adoptive Leave Act 2005 and 2006.

How to apply for Adoptive Leave
You should contact the HR Office in writing notifying them of the expected period of Adoptive Leave at least four weeks prior to the date you intend to start your Leave. A member of staff within the HR Office will then officially advise you of your Adoptive Leave entitlements and any additional leave you may be entitled to. This will help determine a return to work date although this date can be altered should annual leave etc be taken at the end of the Adoptive Leave period.

Adoptive Leave Entitlements
Under the Adoptive Leave Act 1995, as amended by the Adoptive Leave Act 2005 only the adoptive mother is entitled to avail of adoptive leave from employment, except in the case where a male is the sole adopter.

You are entitled to 24 weeks' adoptive leave. You are also entitled to take an additional 16 weeks' unpaid adoptive leave after your adoptive leave ends. Since 30 January 2006 if the adopted child is hospitalised, the period of leave or additional leave may be postponed, provided that the employer agrees.

Additional Unpaid Adoptive Leave
You are also entitled to take up to a further sixteen weeks' adoptive leave, but this period is not covered by Adoptive Benefit, nor is your employer obliged, unless otherwise agreed, to make any payment during this period.

Pay and Social Welfare Benefit while on Adoptive Leave
As per arrangements under Maternity Leave.

Annual Leave and Adoptive Leave
While on Adoptive Leave, Extended Leave and Additional Leave, you accrue Annual Leave.

Public /Bank Holidays for Non-academic staff that fall during Adoption Leave
You retain your entitlements to public and bank holidays and these will be calculated and added to your Adoptive Leave to give you your return to work date when you initially apply for leave through the HR Office.

Please see http://www.dkit.ie/hr/policies-procedures

Parental Leave Act 1998 & (Amendment) Acts 2006 and 2013

Parental Leave Entitlements
The Parental Leave Act 1998 as amended by the Parental Leave (Amendment) Act 2006 and 2013, allows parents in Ireland to take parental leave from employment in respect of certain children. A person acting in loco parentis with respect to an eligible child is also eligible. An employee who has one year's continuous service who is a natural or adoptive parent of a child born on or after June 3rd 1996 is entitled to 18 weeks (90 days) unpaid leave to enable him or her to take of his or her child.

Employees must have at least one- year continuous service before they can apply for Parental Leave.

Since 8th March 2013, leave can be taken in respect of children up to 13 years of age (was previously 8 years). The upper age limit can be extended in circumstances where an adopted child is involved. In the case of a child with a disability leave may be taken up to 16 years of age. In addition an extension may also be allowed where illness or other incapacity prevented the employee taking the leave within the normal period.

Parental leave is available for each child and amounts to 18 weeks per child. Leave is limited to 18 weeks per 12-month period where an individual has more than one child but can be longer if the employer agrees.

The 18 weeks per child may be taken in one continuous period or in separate blocks or periods.

If the parent becomes ill while on parental leave and is unable to care for the child the leave can be suspended for the duration of the illness. The parental leave resumes after the illness. During the illness the parent is treated as an employee who is sick.

Both parents have an equal separate entitlement to parental leave. Unless you and your partner work for the same employer, you can only claim your own parental leave entitlement (18 weeks per child). If you both work for the same employer and your employer agrees you may transfer your parental leave entitlement to each other.

You are not entitled to pay from your employer while you are on parental leave nor are you entitled to any social welfare payment equivalent to Maternity Benefit or Adoptive Benefit.

Taking parental leave does not affect other employment rights you have. Apart from the loss of wages, your position remains as if no parental leave had been taken. This means, for example that time spent on parental leave can be used to accumulate your annual leave entitlement. If your annual holidays fall due during parental leave, they may be taken at a later time.

How to apply for Parental Leave
Employees should contact their Manager or Supervisor to advise them of their intention to apply for Parental Leave, complete the appropriate form and submit to the HR Office. This application should be made at least 6 weeks before proposed start date and should be accompanied by a copy of the child's birth certificate. Leave may be taken in a block of weeks or with the agreement of Head of School / Department and HR Manager, may be broken down into pre-planned time off. For academic staff, this is done on a Semester basis and for non-academics in blocks of six months.

If approval is given, the HR Department will advise staff member in writing including Pay arrangements.

Employees will return to their normal post where possible and practicable or to an alternative post under the same terms and conditions of employment that are no less favourable than the contract of employment.

Academic staff who applies for Parental Leave must do so for the complete semester and not for periods of teaching only.

Alterations and Postponements of Parental Leave
Dundalk Institute of Technology has the right to postpone or alter the manner of Parental Leave where the leave could have a detrimental effect on the Institute. This will be discussed with the employee in full prior to any formal written notice. Notice of an alteration or postponement will be given to employee not later than 4 weeks prior to the proposed commencement date. Parental Leave can be postponed for up to 6 months if it is thought such leave could have an adverse effect on the Institute. For example if there are severe difficulties in finding a replacement or if there are a number of employees from the same Department or Function already on Parental Leave.

Force Majeure Leave

A staff member is entitled to leave with pay from the Institute for urgent family reasons owing to injury or illness of a child, the spouse of the staff member or a person with whom the staff member is living as husband or wife, a person to whom the staff member is in loco parentis, a brother or sister or a parent or Godparent. Force Majeure leave is paid leave and cannot be treated as part of any other leave, e.g., sick leave, adoptive leave, maternity leave, annual or parental leave to which the staff member is entitled. . The maximum Force Majeure leave that a staff member can avail of at one time is **one day** and alternative arrangements must be made for absence on any following days. A staff member may not be absent on Force Majeure leave for more than 3 days in any 12 consecutive months, or 5 days in any 36 months. Absence for part of a day is counted as one day of Force Majeure leave. Staff who believes they may be entitled to Force Majeure leave should complete the relevant form and apply to the HR Department who will review the request and advise on whether emergency leave can be granted. Entitlement of Force Majeure leave arises only in the case of unplanned emergencies. For further details, please contact the HR Office.

Employment Entitlement

You are entitled to return to your job after your parental leave unless it is not reasonably practicable for the employer to allow you to return to your old job. If this is the case you must be offered a suitable alternative on terms no less favourable compared with the previous job including any improvement in pay or other conditions which occurred while you were on parental leave.

Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Job-sharing/Work-sharing Schemes

Approval of Applications

When applying for job-sharing/work sharing, you must apply for a period of one year minimum at a time. Applications for job-sharing/working sharing, will be assessed and approved by your Manager in conjunction with the Human Resource Manager. The Institute will consider favourably applications received from all eligible staff. While applicants will be facilitated as far as possible some applications may have to be refused for operational purposes.

It is important that both management and those participating in the scheme adopt a flexible approach to its operation. The scheme places a challenge on management to adapt tasks and work practices that allow for flexible attendance patterns that facilitate the personal responsibilities or choices of those participating in the scheme while accommodating the needs of the Institutes in their delivery of service.

Notwithstanding a commitment to flexibility, **it may be difficult** to accommodate applicants, particularly in areas where there are small numbers of staff, or where the nature of the work **in some areas** is not suitable, with consequential reduced flexibility to adapt tasks and workloads.

While it is not a specific requirement of the work-sharing scheme to have a partner, with complementing attendance or otherwise, **it is acknowledged that the operating needs of a particular section in an Institute may require *a suitable partner/suitable partners* for some attendance patterns, with a complementing attendance, as a prerequisite to granting a request for work-sharing.** In considering an application to participate in the Work-sharing Scheme, it may be necessary to transfer an applicant to other duties that allow a more flexible attendance pattern than the applicant's current position. This will be recommended by line management in consultation with the staff member and approved by Human Resource Manager.

Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Shorter Working Year Scheme

This directive supersedes any previous Term Time Circular. The purpose of the shorter working year scheme is to permit public servants to balance their working arrangements with outside commitments, including the school holiday periods of their children. Under the terms of the scheme, special leave is available as a period of not less than 2 and not more than 13 consecutive weeks. The leave may be taken as one continuous period, or as a maximum of 3 separate periods each consisting of not less than 2 weeks and not exceeding 13 weeks in total. The period of leave shall be **unpaid special leave.** Those who wish to have their salary divided over the course of the year must apply for the Shorter Working Year, by close of the preceding year.

Eligibility to apply:
Employees on probation are not eligible to apply for a Shorter Working Year. A public servant on special leave retains his or her public service status and is subject to all relevant legislation and codes, including the code of conduct and the disciplinary code.

Annual leave and public holidays
Subject to the provisions of the Organisation of Working Time Act 1997 ("the Act"), the annual
leave allocation of a participant may be reduced to take account of the period of special unpaid leave.
The Act provides that an employee who works at least 1,365 hours in a leave year is entitled to an
annual leave allowance of 4 working weeks (20 days). In calculating how many days' holidays an
employee may be entitled under the Act, employers should include all hours worked including overtime, time spent on maternity (including unpaid maternity and adoptive leave), adoptive or parental leave, as well as holidays and public holidays taken during the calculation period. Further information can be obtained by contacting the HR Office.

Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Carers Leave

The Carer's Leave Act 2001 allows employees to temporarily leave their employment to provide care for someone in need of full-time care and attention. Under Carer's Leave, a staff member is entitled to only take care of one relevant person at any one time. However, where two relevant persons reside together, an employee can take a combined total of 130 weeks (that is 65 weeks in respect of each person).

Carer's leave from employment is unpaid but the Carer's Leave Act ensures that those who propose to avail of carer's leave **will have their jobs kept open for them for the duration of the leave**. (Eligibility for Carer's Benefit will not be a prerequisite for carer's leave entitlement but employees who meet the Department of Social and Family Affairs criteria will also be able to apply for Carer's Benefit). The person you are proposing to care for must be deemed to be in need of full-time care and attention by a deciding officer of the Department of Social and Family Affairs. (The decision by the Department is reached on the basis of information provided by the family doctor (GP) of the person whom you will be caring for).

Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Career Breaks

The objectives of the scheme are twofold, firstly to provide new employment opportunities in the education sector and secondly to facilitate serving employees who wish to take career breaks.

Permanent, temporary, CID or Pro Rata employees who have satisfactorily completed their probation and who have not reached 60 years of age may be granted special leave without pay for a career break. The duration of a career break may not extend beyond the end of the Institute year following the employee's 60th birthday. A career break shall consist of special leave without pay for a period of one year to a maximum of five. Please click on the following of Academic and Non Academic Career Break scheme.

Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Other Leave

Jury Service
Pursuant to Part II of the First Schedule to the Juries Act, 1976, academic staff on production of a certificate from the President, Head of School or HR Manager, may be excused from performing jury service. Non-academic staff that are called for Jury Service must produce documentary evidence to the HR office for the period concerned. If you are not selected you are expected to return to work.

Special Leave:

Attendance at Courses/Training
Staff member may be paid salary in respect of a period of absence in connection with his or her attendance at a course of instruction as approved by the Institute.

Marriage / Civil Partnership Leave
Staff members may be granted seven consecutive days (including Saturday & Sunday) special leave of absence with pay on the occasion of their marriage including the day of marriage itself. A further seven days consecutive leave of absence without pay may be granted following the initial leave of absence with pay.
Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Bereavement Leave
The Institute may grant Bereavement leave to employees to provide them with time away from work at a time of personal or family need especially where there is a death or critical illness in the family. Leave with pay will be available on the death of an immediate relative as follows:
- 5 days on the death of a spouse, mother, father, son or daughter
- 3 days on the death of a sister, brother, mother-in-law, father-in-law
- 1 day's leave on the death of family member not referred to above.

Arrangements for compassionate leave should be discussed and agreed with the relevant Head of School, Department or Function, a form completed and sent to HR for **approval** and entry on Core.
Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Exceptional Circumstances
In exceptional circumstances staff members may be paid salary in respect of occasional brief absences owing to reasonable causes other than those mentioned above subject to the approval of the Institute.

Alternatively, staff may be granted special leave without pay in respect of occasional brief absences owing to reasonable causes subject to the approval of the Institute. Special leave without pay does not reckon for pension purposes.

Study/Exam Leave
All members of staff can apply for study/exam leave when undertaking a recognised course of study. Staff should apply for this leave through their Departmental/Function Head in the normal manner and a copy of same should be forwarded to the Training Department. For further details on study leave please refer to the Staff Training and Development Policy.
Please see http://www.dkit.ie/hr/policies-procedures & https://www.dkit.ie/human-resource/forms

Section 6 :

Institute Policies and Procedures

Section 6
Policies and Procedures

The following is an overview of the main policies and procedures used in the Institute – for full wording of each policy please view them on the Institute website or contact the relevant function.
http://www.dkit.ie/hr/policies-procedures & **http://www.dkit.ie/policies**

Employment Policies
Each staff member is issued with individual terms and conditions of employment - contract. The information contained in this handbook is laid out in general terms only and in no way affects the specific conditions as set out in an individual's contract of employment. If you have a query or concern in relation to your own conditions of appointment then you should discuss this with the HR Manager.

Employment Equality Policy
The Institute is an equal opportunity employer and as such is committed to implementing employment policies, which do not discriminate on the grounds of sex or marital status or indirectly impede equality of opportunity.
http://www.dkit.ie/hr/policies-procedures

Absence Management Policy
For the Institute to run smoothly and operate effectively requires the regular attendance and good time-keeping of its entire staff. All absences from work should be approved in advance where possible. Any absence due to illness should be reported to the appropriate School Office or Function Head as early as possible on the morning of the first day of absence. When the staff member returns to work he/she should fill out the necessary absence report sheet and submit to Head of School or Function along with any medical certificates if appropriate. Medical certificates should be produced from the third day of continuous illness onwards. Employees returning to the Institute after a period of sick leave should present themselves to their Head of Department/Function for a return to work chat. http://www.dkit.ie/hr/policies-procedures

Alcohol Drug & Substance Abuse Policy
The Institute's Alcohol, Drug and Substance Abuse Policy is applicable to all Institute staff irrespective of the position they hold and where conduct and
performance of duty is, or may be, impaired as a result of substance abuse.
Please see http://www.dkit.ie/hr/policies-procedures

Health & Safety Policy
As per the Safety, Health and Welfare at Work Act 2005 it is the policy of Dundalk Institute of Technology to ensure in so far as it is reasonably possible, the health and safety of all employees, students and visitors while on the Institute campus. Every member of the Institute also has a responsibility to participate in ensuring their own safety and to take cognisance of the safety of others who use the Institute.

In 2003 the Senior Management Team of the Institute embarked upon a strategic review of the Institute's Safety Management Programme and Safety Statement. Arising from this review, a new devolved Health and Safety Management Programme was developed in 2004 with co-ordination through the Estates Office. The new programme adopted a new overall parent Safety Management Programme. The programme is overseen by an overall Safety Monitoring Committee with associated Safety Committees in each of the seven functional areas.

The Safety, Health and Welfare at Work Act 2005, places an onus of responsibility for health and safety on all members of the Institute, staff and students. It will require an ongoing review of procedures and in particular of Health and Safety documentation and risk assessment and measures to address and minimise risks.

Staff should make themselves familiar with the Safety Statement, which is available in each School and on the Institute webpage, and in particular, make themselves familiar with the specific safety statements that relate to their area of work. To safeguard employees and students and to minimise the risk of accidents any possible hazard should be reported to your Head of School. In the event of an accident, an incident report form (obtainable from the Estates Office) should be completed, a copy retained in the appropriate School and the original returned to the Estates Office.

Please refer to the Institute's Health and Safety Statement held on the DkIT website. See http://dkitestates.ie/index.php/emergency-information/

Employee Assistance Services Programme

Spectrum.Life is active to DkIT employees since 1st May 2024. It will give you access to fitness plans, recipes, and eLearning content related to remote working, sleep and mental health among other topics. In addition, you will have access to numerous health and wellbeing related rewards such as discounted Fitbit Fitness Trackers! The platform also gives you direct access to your Employee Assistance Service (EAS). What is the Employee Assistance Service (EAS)? The EAS is a confidential counselling service that provides support to company employees their partners and dependents over the age of 16. EAS is a free 24/7, 365 days a year confidential service covering numerous topics such as: Counselling, Mental Health support for worries around COVID-19, Infertility & pregnancy loss, elder care support, parent coaching, international employee support, legal information, financial information and more. It is designed to assist DkIT staff in dealing with personal or work-related problems you may be facing.

You can access through telephone, through an online chat function on the platform, or by requesting a call back.

Freephone IRE: 1800 814 243
WhatsApp/SMS : Text 'Hi' to 087 369 0010
Email: eap@spectrum.life

Smoking Policy

The objective of the Institute's smoking policy is to seek to guarantee non-smokers the right to work in air free of tobacco smoke. Under legislation the Institute is obliged to provide a working environment for employees that ensure the safety, health and welfare of all (Safety, Health and Welfare Act 1989, the Tobacco (Health, Promotion and Protection) Regulations 1990, and the Tobacco Smoking (Prohibition) Regulations, 2004) sets out the prohibition of smoking in public areas and facilities. http://www.dkit.ie/hr/policies-procedures

Equal Access Participation Policy

Dundalk IT is committed to equality of opportunity in education. This policy is predicated on the Equal Status Act 2000 and the Institute's Mission Statement 2000. The Institute recognises that a comprehensive equality of access and participation policy is essential to its efficiency and effectiveness as a provider of education.

The policy represents an acknowledgement on the part of the Institute of the social, economic, physical and cultural barriers which people often face in their attempts to access third-level education. Please see http://www.dkit.ie/policies

Acceptable Usage Policy for the users of the Institute's Computing & Network Resources

The Institute's computing resources are provided to facilitate a person's work as an employee or student of Dundalk Institute of Technology and/or for educational, training or research purposes. The provision of an efficient and reliable computing and networking service by Dundalk IT depends on the co-operation of all users. It is therefore essential that you are aware of your responsibilities to other users and to the providers of these services.   You must use the Institute's computer and network resources in a responsible manner and you must respect the integrity of computer systems, networks, software and data to which you have access and follow any rules and regulations governing their use. Please refer to the suite of Data Governance and IT policies contained on the Institute webpage located under Policies & Procedures /IT Policies http://www.dkit.ie/policies

Procedures for Resolution of Grievances/Disputes

This Grievance Procedure for all employees of the Institute of Technology sector was developed and agreed following discussions in a partnership manner between Management representatives from Institutes of Technology Ireland (representing all Institutes other than Dublin Institute of Technology), Dublin Institute of Technology and the Trade Unions SIPTU, IMPACT, UNITE and TUI representing employees in the Institute sector. The procedure was prepared taking account of the Labour Relations Commission's Code of Practice on Grievance Procedures and was formally agreed between the parties at national level on 21 November 2008.This Grievance Procedure supersedes all existing local procedures.
Please see http://www.dkit.ie/hr/policies-procedures

Dignity at Work Policy

Dundalk Institute of Technology is committed to providing a working and learning environment where staff and students are treated with dignity and respect regardless of their race, marital status, sexual orientation or disability. Sexual and racial harassment is unlawful behaviour. All Institute staff and students are required to demonstrate appropriate behaviour within their respective working and learning environments to accord with the principle of

dignity and respect. For further information, please refer to the DkIT Dignity at Work Policy which can be accessed on the Institute website Policies & Procedures /Dignity at Work policy or contact HR Office for further information. http://www.dkit.ie/policies

Code of Conduct & Disciplinary Procedures
This specifies what constitutes a breach of discipline and outlines procedures and penalties for dealing with them, as well as the appeal procedure. All students are expected to read and comply with the Code of Conduct and it is especially important at examination time that students make themselves familiar with the Regulations for the Conduct of Examinations as any breach of these can result in very serious consequences. Copies of the Code are available for reference in the Library, School/Departmental Office and the Students' Union. It is also contained in the Student Handbook produced yearly. Please see http://www.dkit.ie/policies

Academic Appeals and Review & Recheck
Academic staff are available to discuss examination results with students on the dates and times as indicated each semester. A Review is the reconsideration of examination material by an external reviewer. A review includes a recheck of the subject being reviewed. A Recheck is the administrative operation of checking the recording and calculation of examination marks. Information available from Schools/Departmental Office, and Exams Office. http://www.dkit.ie/policies

Library Code of Conduct and Regulations
All students and staff wishing to use the Library are expected to acquaint themselves with and observe all regulations in force in the Library. The purpose of these regulations is to protect the rights and needs of all users. The Library Code of Conduct is available for inspection in the Library, and is contained in the Student Handbook. http://www.dkit.ie/policies

Government and EU Public Procurement Procedures
The EU Treaties set out the principles of fairness and openness in public procurement. EU Public Procurement Directives establish particular legal obligations on Contracting Authorities where the value of the contract is over specified thresholds. The guiding principles of openness and fairness will always apply, however, irrespective of the value of the particular contract. These procedures can be inspected in the Finance Office or Estates Office if further details are required. Please see http://www.dkit.ie/procurement

Child Protection Policy
Whilst Dundalk Institute of Technology owes a duty of care to all its students, it also has a particular responsibility to safeguard 'the welfare of any individual under the age of 18 who under Irish law is determined as being a child, excluding a person who is married or who has been married' (Child Care Act 1991).
The Institute acknowledges that this responsibility applies whether the child is a student of the Institute or is otherwise under the care or supervision of Institute staff or students. This Policy is based on "Children First – National Guidelines for the Protection and Welfare of Children" (August 2011) and "Our Duty to Care – The Principles of Good Practice for the Protection of Children and Young People". Please see the full policy at the following link: https://www.dkit.ie/system/files/Child%20Protection_0.pdf

Garda Vetting Policy

All employees will be Garda Vetted to enable them to work in the Institute.

When a prospective employee is vetted by the Gardaí the details of all convictions and prosecutions are disclosed to the authorised liaison person in the registered organisation. The details will include all completed prosecutions whether or not they were successful and will also include any pending prosecutions. Details of the Garda vetting procedure are available on garda.ie and DkIT website.

Please click on http://www.dkit.ie/policies to view additional policies and guidelines on the following:

- Academic Integrity Policy and Procedures
- Academic Regulations for Postgraduate Students registered for QQI Awards
- Academic Regulations for Postgraduate Students registered for DCU Awards
- Approval, Monitoring and Periodic Review of Programmes and Awards Policy
- Assessment and Learning
- Collaborative Provision, Transnational Provision and Joint Awards
- Communicating Online and the Use of Social Networking Sites Policy

- Continuous Assessment Policy and Procedures
- Ethics Policy
- Exit Awards Policy
- External Examiners: Duties and Procedures
- Garda / Police Vetting Policy
- Marks & Standards
- Presidents Prizes for Conferring
- Programmatic Review Handbook
- Progression Policy for Undergraduate Student Nurses / Midwives
- Progression Policy for Higher Diploma in Midwifery Studies
- Quality Manual
- Recognition of Prior Learning (RPL) Policy and Practice
- Student Voice Policy
- Standards and Guidelines for quality assurance in the European Higher Education Area

Section 7:

Research in DkIT

Dundalk Institute of Technology

Dundalk Institute of Technology is one of the leading research intensive Institutes of Technology. The vision of DkIT, as set out in its most recent strategic plan 2011-2016 "Towards a Sustainable Future", is to provide university-level higher education to its graduates whilst being fully committed to its role in the economic, social and cultural development of the region.

The establishment of the DCU-DKIT Graduate School (based on the DkIT campus) will ensure greater progression opportunities for all learners. Students who wish to pursue a Masters' Degree or a PhD by research can do so in DkIT and receive a DCU accredited award. As such DkIT students can now draw on and benefit from the breadth of expertise and research activities undertaken by DCU. This strategic Partnership strengthens the positions of both institutions as key players in Ireland's Eastern economic corridor through the consolidation of cutting edge research and innovation as both Institutions share common approach to structured PhDs, which not only instils in research students a deep understanding of their discipline but also helps them to translate their research outputs in the world of work.

DkIT strategic research focus is in three key areas - ICT, Health & Ageing; Energy & Environment; and Creative Arts. Research is undertaken by the Institutes Research Centres and Research Groups each of which is characterised by the required critical mass of world class researchers whose research outputs are internationally benchmarked; interdisciplinary research of a translational nature; using state of the art infrastructure and facilities.

For the period **2014-2016** the Institute will concentrate on the following six strategic imperatives:

- Drive Research Excellence in our prioritised areas

- Focus on research led by global needs that has societal and economic impact

- Ensure the learning and teaching agenda remains research informed

- Engage and Support Researchers

- Identify and Build Strategic Partnerships

- Enhance the visibility and impact of our research

The Research Office:

The Research Office provides staff and students with advice, guidance and support covering a broad range of issues and activities associated with conducting research in the Institute. The services provided by the Research Office staff include:

- Guidance on preparing both internal and external grant applications

- Advice on potential funding sources both nationally and internationally and guidance on how to best utilise the funding database "Research Professional"

- Approval and submission of all external funding application through utilisation of the Institute's research management system

- Staff and researcher career development through provision of structured training programmes

- Principal point of contact for all external stakeholders requiring further information with respect to the institute's research activities

- Guidance on all matters relating to the finance aspects of a proposal

- Principal point of contact for national and international funding authorities

- Guidance and advice, in collaboration with the individual academic schools, concerning ethical issues related to the research

- Provision, review and institutional approval of all research agreements with external stakeholders

Please see http://www.dkit.ie/research-office/policies-procedures for further information and https://www.dkit.ie/system/files/DKIT_%20Research%20Strategy%202014_2016_Final.pdf to view DkIT Research Strategy 2014-2016. The Research Manager is Dr Tim McCormac.

Section 8:

Employee Communications

Section 8: Employee Communications

Employee Relations

The trade unions recognised in Dundalk Institute of Technology for the purposes of negotiations and consultations and representing the following categories of staff are as follows:

*	IMPACT	Administrative and Library Staff
*	UNITE	Technicians and Attendants
*	UNITE	Caretaking and Support staff
*	TUI	Academic Staff
*	SIPTU	Senior Management

Under Sustaining Progress a common IR Forum with management and union representatives was established. Common issues to all unions and management are addressed in this Forum. Issues particular and relevant to one union are dealt with under the individual Forums established for each union with management. Regular meetings are held with representatives from all of the trade unions and every attempt is made to resolve problems at a local level. On occasion, however, where no resolution is possible, an issue may be referred to the appropriate third party.

Not all members of staff may be in a union and in this regard, the Institute follows procedures which are advised by bodies such as the Labour Relations Commission and IBEC in handling staff relations. It benefits all concerned if procedures are adhered to and followed and it is highly desirable that attempts are made to resolve issues in a prompt and speedy manner and without having to involve a third party. Should you have any queries with regard to this topic, please contact the HR Manager. Please see http://www.dkit.ie/hr/policies-procedures for full Grievance Procedures.

Industrial Relations Framework for Staff in Institutes of Technology

Purpose

The purpose of the framework is to provide means acceptable to the parties concerned for dealing with claims and proposals relating to salaries and other emoluments and the conditions of service of academic staff and other education grades as specified in paragraph 3 below in the Institutes of Technology. The framework shall consist of a Negotiating Forum, facilitation under the auspices of the Labour Relations Commission and referral to the Labour Court where agreement has not been reached. Matters appropriate to the Forum will be dealt with exclusively through the Forum.

Parties to the Forum

The parties to the Forum will be:

i.   Minister for Education and Skills
ii. Minister for Finance
iii. Managerial authorities of the Institutes of Technology
iv. The Teachers' Union of Ireland

The parties at (i) to (iii) above shall be known as the Official Side and the Teachers' Union of Ireland shall be known as the Staff Side. Procedures to be implemented by the representatives of the Department of Education and Skills, Department of Finance and the Managerial Authorities in formulating, presenting, commenting on, negotiating and agreeing a response at the forum will be agreed by the parties concerned.

an official of the Department of Education and Skills agreed by the parties and their membership will reflect the membership of the forum.

The parties will select their own nominees to such sub-committees.

Subjects for Discussion

The subjects appropriate for discussion at the Forum will be:

• principles governing and claims relating to salaries, allowances, expenses and other emoluments of serving members of grades specified at paragraph 3 above;
• principles governing and claims relating to the express terms and conditions of employment of serving members of grades specified at paragraph 3 above;

- principles governing and claims related to the recruitment, promotion and grading of members of grades at paragraph 3 above and the proportion of part-time and temporary lecturing staff in service;
- principles governing and claims relating to superannuation;
- any subject, which all parties agree, is appropriate for discussion at the Forum.
  Where any doubt has arisen as to the interpretation of a recommendation or an agreement of the Forum the matter may be re-submitted to the Forum for clarification. A sub-committee of the Forum may be established to deal with such matters.

Individual Cases
Claims by or on behalf of individuals are excluded from the scope of the forum.

Labour Relations Commission
Issues on which disagreement has been recorded may be referred for facilitation to the Labour Relations Commission at the request of any party.

Labour Court
If issues which have been referred to the Labour Relations Commission cannot be resolve at that forum the Industrial Relations Officer may be requested by either party to submit the issue to the Labour Court for its consideration and recommendation.

Communications

With Dundalk Institute of Technology's ever expanding range of staff, currently in excess of 500 people employed in various roles across the Institute and at numerous locations, the need to be able to communicate effectively poses a challenge which we have tried to address using a variety of mediums including:

DkIT Times
A newsletter is published weekly by the Institute during term time which is distributed internally via email to staff and students to inform them of any current or upcoming issues of interest.

Email and Web Site Home Page
The use of email is the main method of internal communication for Management to communicate with staff and staff to communicate with each other. The Web Site also affords the opportunity to keep students and members of the public up to date with issues and events.

Staff Meetings
Each School will hold meetings regularly where a range of issues are discussed. These meetings are structured differently across the Institute and further information is available from your Head of Department or Function.

Generally staff are encouraged to raise issues with their Head of Department or Function in an attempt to clarify and deal with issues promptly and efficiently. Communications should operate both ways – it is very necessary that Management communicate with staff to enable them to get the business of the Institute done. It is equally important that staff communicate with Management to raise awareness of issues that staff feel need attention.

Section 9
General Information

Dundalk Institute of Technology

Section 9: General Information

Bank

Class Materials
Staff requiring class materials should contact the appropriate Technician or Administrative staff member within their School or Department for further assistance.

Institute Calendar
The Institute Calendar can be viewed on the Institute web site www.dkit.ie or contact your School, Department or Function Office for further details.

Common Room for Staff
A staff common room, located on the main corridor which connects the South Block (Business Studies) with the East Block (Engineering/Science), is available for use by all staff.

Freedom of Information Procedures

The Act in operation
Dundalk Institute of Technology is required under the Act (which became applicable to Third Level Institutions in October 2001) to produce two manuals: Section 15 which is a guide to the structure, functions, services and records of the Institute and Section 16 which contains the rules, procedures, guidelines etc used by DKIT in reaching decisions that affect the public. The Act further obliges us to provide assistance to people in exercising their rights under the Act and to advise them of their rights at each stage of the process.

The Act requires that we, as a public body, respond to requests from the public for access to any information (records) held by us. We are obliged to acknowledge the request within 2 weeks and make a decision on the request (whether to release information or not) within 4 weeks. If a response is not issued within 4 weeks the request is deemed to have been refused and the requester can proceed to the internal review stage. 9

A person who is materially affected by a decision may request reasons for that decision. The right to obtain reasons commenced on 1st October 2001. Reasons may be sought for any decision made on or after that date.

Can I access my personnel record without making an FOI request?
Yes. It is Institute policy to facilitate access to personnel records and every effort will be made to facilitate staff to access information contained in their personnel files. Access is provided (in accordance with Section 6 of the Act) by allowing inspection of the original record or by arrangement and consistent with the need to protect privacy and the public interest. Staff should apply in writing to the Personnel Office. Please note that no one else has the right to access your personnel records unless you give consent in writing. Anyone who makes a request for records is asked for proof of identity.

If you would like to know more you should contact Loretto Gaughran, Freedom of Information Officer, on Tel **Ext 2631** or Email loretto.gaughran@dkit.ie.

Leisure Facilities

The Institute provides various facilities on campus which can, and is used by DKIT Clubs and Societies for the various activities they take part in.

DkIT Sport Fitness Centre and Sports Arena

A state of the art leisure complex is for students, staff and the public to use. Here, you can swim, train, play ball or relax. Facilities include

- A fully equipped gym
- A 20m swimming pool
- Steam Room & Jacuzzi
- 10 indoor football pitches
- Team strength and conditioning area
- 450 parking spaces

The team training strength and conditioning facility design is based on what you would see used by professional teams all over Europe and teams will be travelling far and wide to train in these extremely modern facilities.

Dundalk Institute of Technology

For enquiries about the facility please contact info@dkit.ie, dial 042 9396420 or visit www.dkitsport.ie

DkIT Indoor Facilities

The Institute offers the following Indoor Facilities:

- Multi Purpose Centre (Basketball,Volleyball and Badminton Courts)

- Fitness Suite

- Changing Rooms

- Conference Centre

- Meeting Rooms

DkIT Outdoor Facilities

Students have access to outdoor playing grounds, which consist of:

- Three full size GAA pitches

- Rugby pitch

- Soccer pitch

- Fully floodlit training pitch

- Jogging Lane (1.8 miles) that surrounds the outdoor facility

- Four outdoor Changing rooms

Local Facilities

The Institute has access to local facilities in the area, which are used by students on a regular basis.

- Muirhevna Mor Sports Complex
- O'Fiaich College Gym
- Hoey's Lane Pitch and Putt
- Dundalk Golf Course
- Dundalk Swimming Pool and Leisure Centre

Opening Hours of Institute
During Term time, the Institute is open as follows:

Monday to Thursday	08.00 am to 10.00 pm
Friday	08.00 am to 9.00 pm
Saturday	08.30 am to 5.00 pm
Out of Term	9.00 am to 5.00 pm

Personal Property
The Institute does not accept responsibility for loss or damage to employees' property including motor vehicles, bags, etc., while on Institute premises. All property lost or found should be reported to your Head of Department or Function.

Post
Post comes into the Institute Reception each morning and is sorted by School / Function and distributed on a daily basis to your Department / mail box. Outgoing mail should be left at Reception no later than 4.00 pm for ordinary mail Monday to Thursday and 2.30pm on Friday. For Registered mail or Swiftpost, mail should be left into

Reception before 12.00 noon each day for next day delivery. Reception cannot take any responsibility for post that is not left in on time.

Reception
Reception is open daily 9.00 am to 9.00 pm Monday to Thursday and 9.00 am to 5.00 pm Friday during Term time. (See also Visitors to the Institute). To phone Reception dial **500**.

Restaurants
There are a number of food outlets throughout the Institute at the following locations and the opening times of each during term times are indicated:

Restaurant (Ext 2385)	8.00 am – 9.00 pm
Coffee Dock (Ext 2133)	8.00 am – 4.30 pm (Monday – Thursday) 8.00 am – 4.00 pm (Friday)
The Well (Ext 2134)	8.00 am – 4.30 pm (Monday – Thursday) 8.00 am – 2.30 pm (Friday)
Development Centre	10.00 am – 2.00 pm (Monday – Friday)
Coffee Bar Nursing Building (Costa)	8.00 am- 4.00 pm (Monday – Thursday) 8.00 am – 2.30 pm (Friday)
Carroll Building (Starbucks)	8.00 am- 4.00 pm (Monday – Friday) 8.00 am – 2.30 pm (Friday)
Training Restaurant Booking essential –	12.30 pm – 2.00 pm (Monday to Thursday) via Susan Murphy at susan.murphy@dkit.ie

Safety
At certain time there may be minor or major building work taking place on the campus. For your own safety and that of others, do not enter any prohibited areas. Failure to observe safety notices could result in disciplinary action.

Campus Watch like its partner scheme, Neighbourhood Watch, is concerned with the safety and security of a local area, in this case, the campus and its community.

The scheme is run through the Campus Watch Committee which includes as its members staff who are explicitly involved in the day-to-day security of staff, students and buildings and belongings.

Telephone
The main Institute switchboard is located at Reception in the main foyer of Dr. T.K. Whitaker building. The Institute phone number is **042-93 70200**. All phones in the Institute operate on a voicemail system so when a staff member is unavailable to take a call, a message can be left by the caller on the voice mail. The Institute phone system houses the staff phone list – it can be accessed by selecting Phonebook Option on phone and entering Surname and choose as appropriate.

Transport
There is a bus stop located outside of the Institute on the main Dublin Road for services into and out of Dundalk. Staff should contact Bus Eireann for bus routes and timetables on **042-9334075** or Matthews Coaches who also offer a service to and from Dublin For train timetables and services contact Iarnrod Eireann on **042-9335522**. Timetables can also be obtained at the Reception desk.

TaxSaver Commuter Ticket
With TaxSaver Commuter Ticket from Iarnród Eireann, it's easy for employers and employees to make big savings on their tax bill. All employees qualify as long as their employer provides the ticket. Please contact Terese Dunne in Finance Office if you wish to avail of the TaxSaver Commuter Ticket and receive further information on the TaxSaver Commuter Ticket at ext 2662. You can also check out the website www.taxsaver.ie for additional information.

Bike to Work Scheme

The Bike to Work Scheme is a tax incentive scheme which aims to encourage employees to cycle to and from work. Under the scheme employers can pay for bicycles and bicycle equipment for their employees and the employee pays back through a salary sacrifice arrangement of up to 12 months. The employee is not liable for tax, PRSI or the USC on their repayments. For further information please contact Terese Dunne in the Finance Office on ext 2662.

Visitors to the Institute.

When arranging events involving members of the public visiting the Institute, you should advise Reception (by email or memo) at your earliest convenience, of the nature of the event being organised together with the date, time and room/location to be used. Visitors should sign the Visitor book held in Reception and they will be allocated a Visitors badge for the duration of their stay with us. All events / advertisements should be notified to Reception as soon as possible so that full information and details are at hand to give to callers.

Parking

A Pay parking system is operated on campus. There are dedicated staff car parking spaces and staff should ensure they have their 'virtual' parking disc – renewable on an annual basis – obtained from www.NCPS.ie. Illegally parked cars or cars parked without validation are liable to be clamped and only released on paying a fine to NCPS. There is a dedicated Visitor car park that can be pre-booked should you have visitors coming to the Institute. Please contact your School or Functional Administration Office for further details.

Data Protection

In order for Dundalk Institute of Technology (DkIT) to provide services to its staff and student users, the Institute needs to collect and use data relating to its staff and students to manage and administer day to day operations.

Record management of Staff and Student (referred hereafter as Customers) uses that include a sample of activities that require access to personal data are listed below.

- Staff Records

    o Employment Details,

    o Payroll & Processing information.

    o Provisioning access to DkIT Services. IT and physical services

    o Pension records

- Student Records management for Examinations activities

    o Access to DkIT services & facilities

    o Access to Online facilities

    o Addressing academic records for operational purposes e.g. transcripts etc.

    o Statistical reporting , government returns

The provision of other contact details (other than name and address) is necessary as this may be required for regulatory / communication purposes e.g. grants , using email or SMS services to communicate with such a large body of users. Examples are communications to customers including class cancellations, sports societies groups and emergency information.

In addition, data provided by the customer may be used for DkIT marketing/promotional purposes for students on campus facilities only.

Sensitive Personal Data

Customers may provide sensitive personal/medical information to DkIT for various operational reasons. DkIT will not disclose any sensitive data to any third party

Data Processing

Dundalk IT will keep the staff data permanently after the staff member ceases to be a staff member in order to fulfil staff pay & pension entitlements information following tenure at DkIT.

Dundalk IT may share some data with authorised agents or third parties who act on behalf of DkIT in connection with the activities referred to above, pursuant to a contractual relationship for service provisioning with Dundalk IT. Dundalk IT continues to be the Data Controller for this data and these authorised agents act as Data Processors on our behalf as outlined in the Data Protection Act 1988 & Data Protection (Amendment) Act 2003.

Such agents or third parties are only permitted to use the customer's data as instructed by Dundalk IT. They are also required to keep the customer's data safe and secure and remove data at the end of the relevant operation cycle an example being the academic year cycle for students.

Dundalk IT data centres are located in Ireland. Agents of Dundalk IT will be required to operate according to the Data Protection regulations.

Legal

Dundalk IT may also disclose customer's data if it is under a duty to disclose or share data in order to comply with any legal obligation. It will also disclose student data if it is required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other valid legal process.

Employees Responsibility:

Data Controllers

The Institute and all of its relevant Schools/Departments/Functions and their personnel are Data Controllers and must comply with certain important rules about how they collect and use personal information.

Data controllers can be either individuals or "legal persons" such as companies, Government Departments and voluntary organisations. Employees have a responsibility to ensure they handle the personal information of staff and students in a confidential and secure manner and adhere to Data Protection Legislation.

Dundalk Institute of Technology
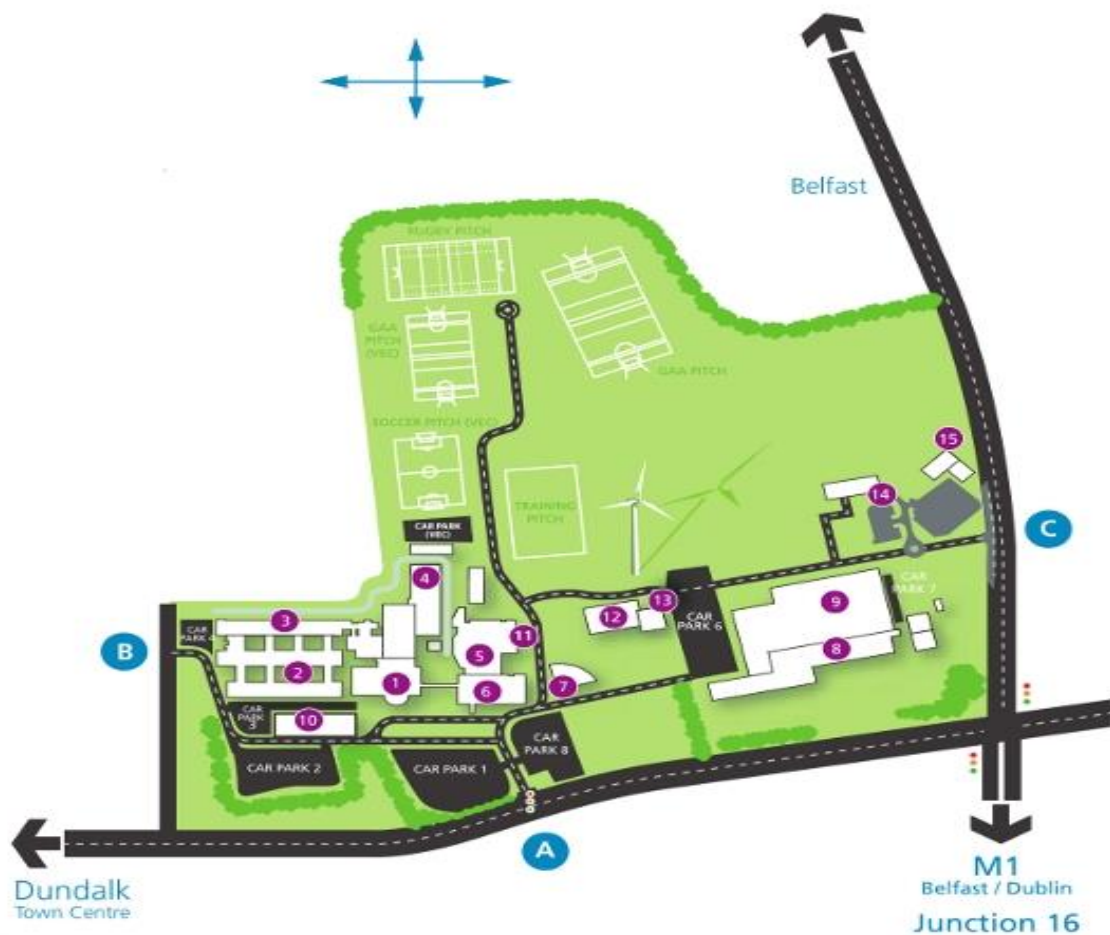
A Main Entrance: Dublin Road

B Hoey's Lane Entrance

C Crowne Plaza Hotel / Carroll's Entrance

1. Dr. T.K. Whitaker Building *(Reception, Lifelong Learning Centre, Library)*
2. School of Engineering *(North Building)*
3. Department of Applied Science *(North Building)*
4. School of Business and Humanities *(South Building)*
5. Faulkner Building *(Student Services and Multi-Purpose Centre)*
6. Hospitality Training Building
7. Nursing and Health Studies Building
8. Carroll's Building *(Apprenticeships and Bright Room)*
9. Carroll's Building *(School of Informatics and Creative Arts)*
10. Regional Development Centre
11. Campus Bar
12. Restaurant
13. Blackbox Theatre
14. Student Accommodation
15. Crowne Plaza Hotel