

## NUI Galway Retired Staff Policy

### 1. Policy Statement

Retired staff constitute a vital part of the NUI Galway University community. As staff approach retirement, and thereafter, the University wishes to treat them in a fair and consistent fashion, maintaining and encouraging a mutually beneficial relationship. Retired staff who wish to continue to contribute to the work of the University will be encouraged and facilitated in doing so.

### 2. Scope

Staff may leave the University in a number of ways including retirement, resignation, the ending of a fixed term or fixed purpose contract or by virtue of dismissal.

The policy outlined below applies to those staff of the university who **retire** from the University.

### 3. Contractual Position

#### 3.1 New Entrants to the Public Service

For members of staff who are 'new entrants' (as defined in the [Public Services Superannuation Miscellaneous Provisions Act, 2004](#)) on or after 1<sup>st</sup> April 2004, the situation is as follows:-

- Staff employed between 1<sup>st</sup> April 2004 and 31<sup>st</sup> December 2012 have no compulsory retirement age
- Staff employed after 1<sup>st</sup> January 2013 have a compulsory age of 70 years.

#### 3.2 Non-new Entrants to the Public Service (staff employed before 1<sup>st</sup> April 2004)

The Public Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age from 65 to 70 for pre-2004 public servants. The increase in retirement age applies to employees who joined the public sector pre-6 April 1995 to 31 March 2004.

#### 3.3 Notice of Retirement

Staff who were employed prior to 1<sup>st</sup> April 2004 and who wish to retire between the ages of 60 and 65 i.e. before the retirement age of 65, must notify the University of their intention to retire and provide appropriate notice in accordance with their terms and conditions of employment.

- Academic Staff are normally required to give three months' notice (such notice to expire on the last day of the semester) in writing to the Deputy President and Registrar unless they have the special permission of the President to do otherwise.
- Administrative, Research, Technical and Library Staff are normally required to give one month's notice in writing to the Director of Human Resources unless otherwise stated in the employment contract.

- Weekly paid staff (General Operatives, some Library staff and short-term appointments) are normally required to give one week's notice in writing to the Director of Human Resources.

### **3.4 Notice of Non-Retirement**

If a staff member wishes to continue working past age 65 they are requested to provide three months' notice of their intention. The following is the process for notice:

Academic Staff – Notice to HoS, College Dean, HR Office and Pensions Office

Support and Technical Staff – Head of Unit, Responsible UMT Member, HR Office and Pensions Office

Staff who work beyond age 65 who must retire at age 70 are not required to give notice of their intention to retire at age 70.

*NB: Membership of the Voluntary Life Assurance Scheme and Income Continuance Scheme ceases at age 65*

## **4. Retirement Procedure**

The University will ensure that all staff will be contacted at least 3 months in advance of their 65<sup>th</sup> birthday by the Human Resources Office to confirm their status in respect of retirement and to be provided, as appropriate, with a copy of the University's Retired Staff Policy.

All staff retiring will be offered an opportunity to attend a pre-retirement training course organised by the Human Resources Office.

Prior to their retirement, all staff will be provided with precise information on their pension entitlements by the Pensions & Investments Office.

### **4.1 Responsibilities**

The responsibilities for implementing this procedure are as follows:

The Human Resources Office is responsible for:

- 4.1.1** Establishing, maintaining and publishing the HR procedures required to give effect to this policy.
- 4.1.2** Maintaining a record of employment history of persons engaged by the University on contracts of employment, including start and end dates of service and including the earliest and, where applicable, latest allowed dates of retirement.
- 4.1.3** Ensuring equitable, consistent and timely handling of all matters relating to early retirements, extensions of service etc.
- 4.1.4** Providing an opportunity to retiring staff to attend a pre-retirement training course organised by the Human Resources Office.
- 4.1.5** Maintaining a list of known forthcoming retirees and their scheduled dates of retirement and making it available to Heads of Schools and Units, to the Buildings Office, to the Payroll Office, to ISS and to other relevant service providers.

Heads of Schools and Units are responsible for:

- 4.1.6** Ensuring a smooth transition for the individual and for the remaining staff/students.
- 4.1.7** Manpower planning for their unit.
- 4.1.8** Promptly notifying the HR Office once it comes to their attention that an individual in their unit intends to retire.

*See also Appendix 1.*

Individuals intending to retire are responsible for:

- 4.1.9** Promptly notifying their Head of Unit of their intention to retire, taking account of the contractual notice period.

*See also Appendix 1.*

The Pensions & Investments Office is responsible for:

- 4.1.10** Providing individual information on pension entitlements.
- 4.1.11** Issuing an annual declaration form to be completed by the pension recipient.
- 4.1.12** Providing a point of contact through which retired staff or their legal representatives may make contact with the University.

The Payroll Office is responsible for:

- 4.1.13** Payment of pension.
- 4.1.14** Adjustment and cessation of payment on the death of a retired staff member, or their dependents, in receipt of a pension from the University, following appropriate authorisation.

The Director of Physical Resources is responsible for:

- 4.1.15** Retrieving and/or disabling keys, swipe cards, parking permits and the like.
- 4.1.16** Reallocating vacated accommodation.

## **5. Benefits and Courtesies for Retired Staff**

Retired staff who wish to continue to make an active contribution to the work of the University will be facilitated in doing so. All retired staff will be afforded the following benefits and courtesies:

- (i) A Retired Staff ID card which will be issued on request and which will allow them to access the following facilities of the University:
  - o The Library
  - o Computer Suites

and enable them to avail of the Staff discount scheme.

- (ii) Membership of the Retired Staff Association and the University Staff Club.
- (iii) An ISS account which will give the retired person access to such ISS facilities as may be determined by the University from time to time.

- (iv) Continued use of their University e-mail account under specified terms and conditions.
- (v) Eligibility to join and participate in University Clubs and Societies.
- (vi) A copy of Ollscéala providing they request it in writing from the Marketing and Communications Office.
- (vii) Discounts from the University Bookshop at the same rates as staff.
- (viii) Membership of the University Sports Centre, Kingfisher Club at the Staff rate.
- (ix) The University will maintain a Retired Staff e-mail list. All staff issuing notices in the University will be advised of the availability of the list in order that retired staff may be appropriately copied on relevant e-mails.
- (x) Qualifying Pensioners appointed prior to 1<sup>st</sup> October 1992 are entitled to a Fee Concession Scheme.
- (xi) Údarás na hOllscoile, on the recommendation of the Academic Council, has the power to confer the title of Emeritus Professor upon any Professor of the University, or the title of Emeritus Lecturer upon any Lecturer of the University, on or after his/her retirement, in recognition of his/her services to the University. The title may be conferred only so long as the Professor or Lecturer in question does not hold another office of a similar character. An Emeritus Professor or Emeritus Lecturer shall not be entitled to perform any administrative or executive functions as a member of the Academic Council or otherwise, but shall be permitted to perform such administrative function as the President may, with the approval of Údarás na hOllscoile, request from time to time.

Retired staff are not:

- Entitled to any allocation of University Office or Laboratory Space. The University may at its discretion provide retired staff with limited office facilities.
- Entitled as of right to a University Parking Permit, but may apply for one in particular circumstances.
- Authorised to act in the name of the University and are not permitted to utilise University stationery without the express written permission of the President.
- Permitted to manage any university budget.

Other policies may apply in circumstances where retired staff continue to make an active and significant contribution to the work of the University.

## **6. Authorisation and Review**

This policy has been approved by Údarás na hOllscoile.

The Director of Human Resources is responsible for reviewing and maintaining this policy.

## Checklist of Actions for Staff retiring from NUI Galway and their Heads of Schools/Units

Actions required of Staff retiring from the University	√
Confirm intention to retire to the appropriate authority, in line with terms and conditions of employment.	
Attend a 'handover' meeting with Head of School/Unit and complete necessary handover tasks, as directed by the Head.	
Ensure that all outstanding annual leave is taken prior to the last day of work, in accordance with normal University procedures.	
Ensure that you have submitted online any outstanding expenses before your access to the web expenses system is terminated.	
Attend a pre-retirement planning course, organised by Human Resources.	
If you availed of the Cycle to Work Scheme, contact <b>Human Resources</b> to arrange repayment.	
If you availed of the Housing Loan Scheme, and part of the loan remains unpaid, contact the Pensions & Investment Office to make arrangements for repayment.	
Notify Human Resources if your correspondence details are changing.	
Notify Human Resources if you require a Retired Staff Card, which will allow access to the Library, computer suites and other University facilities.	
Notify the ISS HelpDesk if you wish to be copied on relevant University emails.	
Notify the Payroll Office if you require subscriptions (such as health insurance, credit union, bank or others) to continue to be deducted from your monthly pension.	
Notify the Office of the Chief Operating Officer if you wish to apply for an annually renewable carparking permit on a concessionary basis—this applies in situations where a retired staff member continues to make a significant contribution to the University, as deemed by the Chief Operating Officer.	
Notify Security, Buildings Office, if you wish to arrange access to the shared office space for retired staff in Room 103, Áras na Coiribe.	
Return your Staff ID Card to Human Resources.	
Return keys and swipe cards to Security, Buildings Office.	
Return Carparking Permit to the Parking & Information Office.	
Return other University property/equipment to the Head of School/Unit (e.g. laptop, mobile phone, data devices, laboratory material, etc.).	
Ensure that your office is vacated on the official date of retirement.	

Actions required of Heads of Schools/Units when members of staff retire	√
Co-ordinate handover process with retiring staff member.	
Check status of ongoing projects and ensure procedure notes for retiring staff member's areas of responsibility are up-to-date.	
Transfer areas of supervision, projects and responsibilities of retiring staff member, as appropriate.	
Where relevant, transfer budget responsibility from the retiring staff member's remit— advise Management Accounting, Research Accounts and Financial Accounting, as appropriate.	
Ensure that the retiring staff member has returned all University property/equipment (e.g. laptop, keys, security/access items, carparking permit, etc.).	
Ensure all outstanding annual leave is taken by the retiring staff member by the planned end date, in accordance with normal University procedures; submit annual leave sheet to the Human Resources Office (if not on Core Time).	
Agree with the Buildings Office how the office space being vacated by the retiring staff member is to be reallocated.	
Instruct the Buildings Office as to whether the retiring staff member's telephone is to be disconnected or reassigned.	
Ensure that all actions required of the retiring staff member are completed before the last day of employment.	



## 1. Ráiteas Polasaí

Is sciar lárnach de phobal OÉ Gaillimh na comhaltaí foirne atá imithe ar scor. Nuair a dhruideann comhaltaí foirne le haois scoir, agus ina dhiaidh sin, is mian leis an Ollscoil caitheamh leo ar bealach cothrom agus comhsheasmhach, agus caidreamh a rachaidh chun leas an dá thaobh a chothú agus a spreagadh. Maidir le comhaltaí foirne atá ar scor agus ar mian leo leanúint ar aghaidh ag cur le hobair na hOllscoile, molfar agus spreagfar dóibh déanamh amhlaidh.

## 2. Scóip

Féadfaidh comhaltaí foirne an Ollscoil a fhágáil ar bhealaí éagsúla lena n-áirítear dul ar scor, éirí as, deireadh a bheith tagtha le Conradh sainchuspóra nó Conradh ar théarma socraithe, nó d'fhéadfaí iad a dhífhostú.

Baineann an polasaí thíos le comhaltaí foirne na hOllscoile a imíonn **ar scor** ón Ollscoil.

## 3. Seasamh Conarthach

### 3.1 Iontrálaithe Nua sa tSeirbhís Phoiblí

I gcás comhaltaí foirne ar 'iontrálaithe nua' iad (arna mhíniú san [Acht um Aoisliúntas na Seirbhíse Poiblí \(Forálacha Ilghnéitheacha\), 2004](#)) ar an 1 Aibreán 2004, nó ina dhiaidh sin, seo a leanas an staid reatha:

- Níl aon aois éigeantach scoir i bhfeidhm do chomhaltaí foirne a fostaíodh idir an 1 Aibreán 2004 agus 31 Nollaig 2012
- Is é 70 bliain d'aois an aois éigeantach scoir i gcás comhaltaí foirne a fostaíodh tar éis an 1 Eanáir 2013.

### 3.2 Iontrálaithe eile sa tSeirbhís Phoiblí (comhaltaí foirne a fostaíodh roimh an 1 Aibreán 2004)

Déantar foráil san Acht um Aoisliúntas na Seirbhíse Poiblí (Aois Scoir), 2018 an aois éigeantach scoir a ardú ó 65 bliain go 70 bliain i gcás seirbhísigh poiblí a fostaíodh roimh 2004. Baineann an t-ardú seo san aois scoir le fostaithe a chuaigh isteach sa tseirbhís phoiblí roimh an 6 Aibreán 1995 suas go dtí an 31 Márta 2004.

### 3.3 Fógra Scoir

Ní mór do chomhaltaí foirne a fostaíodh roimh an 1 Aibreán 2004 agus ar mian leo dul ar scor idir 60 agus 65 bliain d'aois i.e. roimh an aois scoir 65 bliain, an Ollscoil a chur ar an eolas go bhfuil sé i gceist acu dul ar scor agus fógra cuí a thabhairt de réir théarmaí agus choinníollacha na fostaíochta.

- Éilítear ar chomhaltaí foirne acadúla go hiondúil fógra trí mhí a thabhairt (agus a leithéid d'fhógra ag dul in éag ar lá deiridh an tseimeastair) i scríbhinn don Uachtarán Ionaid agus Meabhránaí, mura bhfuil cead speisialta faighte acu ón Uachtarán gan déanamh amhlaidh.
- Éilítear ar chomhaltaí foirne Riaracháin, Taighde, Theicniúil agus Leabharlainne fógra míosa a thabhairt i scríbhinn go hiondúil don Stiúrthóir Acmhainní Daonna mura bhfuil a mhalairt luaite sa chonradh fostaíochta.

- Éilítear ar chomhaltaí foirne a íoctar go seachtainiúil (Oibrithe Ginearálta, roinnt comhaltaí foirne Leabharlainne agus ceapacháin ghearrthréimhseacha) fógra seachtaine a thabhairt i scríbhinn go hiondúil don Stiúrthóir Acmhainní Daonna.

### 3.4 Fógra nach bhfuiltear ag dul ar Scor

Ní mór do chomhaltaí foirne ar mian leo leanúint ar aghaidh ag obair i ndiaidh dóibh 65 bliain a bheith slánaithe acu fógra trí mhí a thabhairt go bhfuil sé sin ar intinn acu roimh an dáta scoir. Is é seo a leanas an próiseas atá ann maidir le fógra a thabhairt:

Comhaltaí Foirne Acadúla – Fógra a thabhairt don Cheann Scoile, Déan an Choláiste, Oifig AD agus Oifig na bPinsean

Comhaltaí Foirne Tacaíochta agus Teicniúla – Ceann Aonaid, an Comhalta Freagrach den UMT, Oifig AD agus Oifig na bPinsean

Maidir le comhaltaí foirne a leanann ar aghaidh ag obair tar éis 65 bliain a bheith slánaithe acu agus nach mór dóibh dul ar scor ag 70 bliain d’aois, ní éilítear orthu sin fógra a thabhairt go bhfuil siad ag dul ar scor ag 70 bliain d’aois.

*NB: Tagann deireadh le ballraíocht den Scéim Árachais Saoil Deonaigh agus den Scéim do Leanúnachas Ioncaim ag 65 bliain d’aois.*

## 4. Nós Imeachta Scoir

Cinnteoídh an Ollscoil go ndéanfaidh an Oifig Acmhainní Daonna teagmháil le gach comhalta foirne trí mhí ar a laghad sula sroichfidh siad 65 bliain d’aois chun a stádas a dheimhniú i ndáil le dul ar scor agus chun, de réir mar is cuí, cóip den Pholasaí do Chomhaltaí Foirne ar Scor a thabhairt dóibh.

Tabharfar an deis do gach comhalta foirne atá ag dul ar scor cúrsa oiliúna réamhscoir a dhéanamh arna eagrú ag an Oifig Acmhainní Daonna.

Sula n-imeoidh siad ar scor, tabharfaidh an Oifig Pinsean & Infheistíochtaí eolas beacht do gach comhalta foirne maidir lena dteidlíochtaí pinsin.

### 4.1 Freagrachtaí

Seo a leanas na freagrachtaí a bhaineann leis an nós imeachta seo a chur i bhfeidhm:

Tá an Stiúrthóir Acmhainní Daonna freagrach as:

- 4.1.1** Na nósanna imeachta Acmhainní Daonna a theastaíonn chun an polasaí seo a chur i bhfeidhm a leagan síos, a choinneáil agus a fhoilsiú.
- 4.1.2** Stair fostaíochta na ndaoine úd atá fostaithe ag an Ollscoil ar chonarthaí fostaíochta a choinneáil, ar a n-áirítear dátaí tosaithe agus críochnaithe na seirbhíse agus na dátaí is luaithe agus, nuair is cuí, is deireanaí a fhéadfaidh siad dul ar scor.
- 4.1.3** A chinntiú go ndéileálfar ar bhealach cothrom, comhsheasmhach agus tráthúil le gach ní a bhaineann le luathscor, síneadh a chur le seirbhís etc.



- 4.1.4** An deis a thabhairt do chomhaltaí foirne atá ag dul ar scor cúrsa oiliúna réamhscoir a dhéanamh arna eagrú ag an Oifig Acmhainní Daonna.
- 4.1.5** Liosta a choinneáil de na daoine a bheidh ag dul ar scor go luath, agus dá ndátaí scoir sceidealta, agus é a chur ar fáil do Chinn Scoile agus Aonaid, d'Oifig na bhFoirgneamh, don Oifig Párolla, do ISS agus do sholáthróirí seirbhíse eile cuí.

Tá Cinn Scoile agus Cinn Aonaid freagrach as an méid seo a leanas:

- 4.1.6** A chinntiú go ndéanfar an t-athrú chomh héasca agus is féidir don duine féin agus don chuid eile den fhoireann/de na mic léinn.
- 4.1.7** Acmhainní daonna a phleanáil don aonad.
- 4.1.8** An Oifig AD a chur ar an eolas go pras a luaithe a chuirtear ar a súile dóibh go bhfuil sé i gceist ag duine san aonad dul ar scor.

*Féach Aguisín 1 chomh maith.*

Tá daoine a bhfuil sé i gceist acu dul ar scor freagrach as an méid seo a leanas:

- 4.1.9** An Ceann Aonaid a chur ar an eolas go bhfuil sé i gceist acu dul ar scor, agus tréimhse fógra a thabhairt de réir mar atá sonraithe ina gconradh.

*Féach Aguisín 1 chomh maith.*

Tá an Oifig Pinsean & Infheistíochtaí freagrach as an méid seo a leanas:

- 4.1.10** Eolas atá sainiúil don duine a sholáthar maidir le teidlíochtaí pinsean.
- 4.1.11** Foirm dhearbhaithe bhliantúil a eisiúint atá le comhlánú ag faighteoir an phinsin.
- 4.1.12** Pointe teagmhála a thabhairt don duine atá ar scor nó dá (h)ionadaí dlí le go mbeidh siad in ann teagmháil a dhéanamh leis an Ollscoil.

Tá an Oifig Párolla freagrach as an méid seo a leanas:

- 4.1.13** Pinsean a íoc.
- 4.1.14** Íocaíocht a choigeartú agus a stopadh ar bhás comhalta foirne ar scor, nó a c(h)leithiúnaithe, a bhfuil pinsean ón Ollscoil á fháil aige/aici, ach údarú cuí a bheith faighte.

Tá an Stiúirthóir Acmhainní Fisiciúla freagrach as an méid seo a leanas:

- 4.1.15** Eochracha, svaidhpcháirteá, ceadúnais pháirceála agus a leithéid a fháil ar ais agus/nó a chur as feidhm.
- 4.1.16** An chóiríocht oifige a fágadh a athdháileadh ar dhuine eile.

## **5. Buntáistí agus Cúirtéisí do Chomhaltaí Foirne ar Scor**

Déanfar éascaíocht do chomhaltaí foirne atá ar scor agus ar mian leo leanúint ar aghaidh ag cur le hobair na hOllscoile déanamh amhlaidh. Tabharfar na buntáistí agus na cúirtéisí seo a leanas do chomhaltaí foirne ar scor:

- (i) Cárta Aitheantais do Chomhalta Foirne ar Scor a eisiúint ach iarratas a dhéanamh. Tabharfaidh an cárta sin rochtain dóibh ar na háiseanna seo a leanas de chuid na hOllscoile:
  - o An Leabharlann

o Ríomhlanna

agus cuirfear ar a gcumas leas a bhaint as scéim lascaine na gComhaltaí Foirne.

- (ii) Ballraíocht de Chumann na gComhaltaí Foirne ar Scor agus de Chlub Foirne na hOllscoile.
- (iii) Cuntas ISS a ligfidh don duine atá ar scor a leithéid de shaoráidí ISS a úsáid a chinnfidh an Ollscoil ó am go ham.
- (iv) Leanúint le húsáid a gcuntas ríomhphoist Ollscoile faoi théarmaí agus coinníollacha áirithe.
- (v) I dteideal ballraíocht a bheith acu i gClubanna agus Cumainn Ollscoile, agus a bheith páirteach iontu.
- (vi) Cóip den iris Ollscéala ach iarratas a dhéanamh i scríbhinn ar an Oifig Margaíochta agus Cumarsáide.
- (vii) Lascaine ó Shiopa Leabhar na hOllscoile ag an ráta céanna le comhaltaí foirne.
- (viii) Ballraíocht d'Ionad Spóirt na hOllscoile, Kingfisher Club ag an ráta céanna le comhaltaí foirne.
- (ix) Coinneoidh an Ollscoil liosta ríomhphoist de na Comhaltaí Foirne ar Scor. Cuirfear comhaltaí foirne a sheolann fógraí amach san Ollscoil ar an eolas go bhfuil a leithéid de liosta ann ionas go bhféadfar comhaltaí foirne ar scor a chóipeáil go cuí ar ríomhphoist ábhartha.
- (x) Féadfaidh Pinsinéirí Incháilithe a ceapadh roimh an 1 Deireadh Fómhair 1992 leas a bhaint as Scéim Lamháltais na dTáillí.
- (xi) Tá se de chumhacht ag Údarás na hOllscoile, ar mholadh ón gComhairle Acadúil, an teideal Ollamh Emeritus a bhronnadh ar aon Ollamh san Ollscoil, nó an teideal Léachtóir Emeritus ar aon Léachtóir san Ollscoil, ar dhul ar scor dó/di nó ina dhiaidh sin, mar aitheantas ar a s(h)eirbhís don Ollscoil. Ní féidir an teideal seo a bhronnadh ach amháin mura bhfuil a leithéid d'oifig ag an Ollamh nó ag an Léachtóir cheana féin. Ní bheidh Ollamh Emeritus ná Léachtóir Emeritus i dteideal aon obair riaracháin ná feidhmiúcháin a dhéanamh mar chomhalta den Chomhairle Acadúil ná ar aon slí eile, ach féadfaidh sé/sí a leithéid d'obair riaracháin a dhéanamh a d'fhéadfadh an tUachtarán a iarraidh air/uirthi ó am go ham, le faomhadh Údarás na hOllscoile.

Ní fhéadfaidh comhalta foirne ar scor:

- a bheith i dteideal Oifig Ollscoile ná Spás Saotharlainne. Féadfaidh an Ollscoil faoina rogha féin áiseanna teoranta oifige a chur ar fáil do chomhaltaí foirne ar scor.
- a bheith i dteideal Ceadúnas Páirceála Ollscoile, ach féadfaidh sé/sí iarratas a dhéanamh ar cheann i gcúinsí ar leith.
- a bheith údaraithe gníomhú in ainm na hOllscoile agus ní ceadmhach dó/di stáiseanóireacht Ollscoile a úsáid gan cead scríofa ón Uachtarán.
- Aon bhuiséad ollscoile a bhainistiú.

D'fhéadfadh polasaithe eile a bheith i bhfeidhm sa chás go leanfaidh comhaltaí foirne atá ar scor ag cur le hobair na hOllscoile ar bhealach gníomhach agus suntasach.

## 6. Údarú agus Athbhreithniú

Tá an polasaí seo faofa ag Údarás na hOllscoile.

## Seicliosta Gníomhaíochtaí do Chomhaltaí Foirne ag dul ar scor ó OÉ Gaillimh agus dá gCinn Scoile/Aonaid

Gníomhaíochtaí a éilítear ar Chomhalta Foirne ag dul ar scor ón Ollscoil	✓
A dheimhniú don údarás cuí go bhfuil sé i gceist aige/aici dul ar scor, de réir théarmaí agus choinníollacha na fostaíochta.	
Freastal ar chruinniú ‘aistrithe’ leis an gCeann Scoile/Aonaid agus na tascanna aistrithe riachtanacha a chríochnú, faoi mar a iarrann an Ceann.	
A chinntiú go dtógtar gach saoire bhliantúil atá fágtha roimh lá deiridh na hoibre, de réir ghnáthnósanna imeachta na hOllscoile.	
A chinntiú go bhfuil aon chostais atá ag dul duit éilithe agat ar líne sula ndéanfar an rochtain atá agat ar chóras gréasáin na gcostas a fhoirceannadh.	
Cúrsa oiliúna réamhscoir a dhéanamh leis an Oifig Acmhainní Daonna.	
Má bhain tú leas as an Scéim Rothaíochta chun na hOibre, téigh i dteagmháil le <b>hAcmhainní Daonna</b> chun aisíocaíocht a shocrú.	
Má bhain tú leas as an Scéim Iasachta Tithíochta, agus má tá sciar den iasacht le híoc i gcónaí, téigh i dteagmháil leis an Oifig Pinsean & Infheistíochtaí chun aisíocaíocht a shocrú.	
Cuir Acmhainní Daonna ar an eolas má athraíonn an seoladh poist atá agat.	
Cuir Acmhainní Daonna ar an eolas má theastaíonn Cárta Aitheantais do Chomhalta Foirne ar Scor uait, ionas go mbeidh rochtain agat ar an Leabharlann, ríomhlanna, agus áiseanna eile na Ollscoile.	
Cuir in iúl do Dheasc Eolais ISS más mian leat go ndéanfaí thú a chóipeáil ar ríomhphoist chuif Ollscoile.	
Cuir an Oifig Párolla ar an eolas más mian leat go leanfaí le hasbhaintí (cosúil le hárachas sláinte, comhar creidmheasa, banc nó eile) a bhaint as do phinsean míosúil.	
Cuir in iúl d’Oifig an Phríomhoifigigh Oibriúcháin más mian leat iarratas a dhéanamh ar cheadúnas páirceála ar féidir é a athnuachan go bliantúil a fháil ar bhonn lamháltais — sa chás go leanfaidh an comhalta foirne ar scor ag cur le hobair na hOllscoile ar bhealach suntasach, arna mheas ag an bPríomhoifigigh Oibriúcháin.	
Cuir an Oifig Slándála, Oifig na bhFoirgneamh, ar an eolas más mian leat go mbeidh rochtain agat ar an spás oifige roinnte do chomhaltaí foirne ar scor i Seomra 103, Áras na Coiribe.	
Do Chárta Aitheantais Foirne a thabhairt ar ais d’Acmhainní Daonna.	
Eochracha agus svaidhpchártaí a thabhairt ar ais don Oifig Slándála, Oifig na bhFoirgneamh.	
Ceadúnas Páirceála a thabhairt ar ais don Oifig Páirceála & Eolais.	
Maoin/trealamh eile de chuid na hOllscoile a thabhairt ar ais don Cheann Scoile/Aonaid (e.g. ríomhaire glúine, fón póca, gléasanna sonraí, ábhar saotharlainne, etc.).	
A chinntiú go bhfuil d’oifig fágtha agat ar do dháta oifigiúil scoir.	

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Na gníomhaíochtaí a iarrtar ar Chinn Scoile/Aonaid agus comhalta foirne ag dul ar scor	√
An próiseas aistrithe a chomhordú leis an gcomhalta foirne atá ag dul ar scor.	
Stádas tograí leanúnacha a sheiceáil agus cinntiú go bhfuil nótaí gnáis do réimsí freagrachta an chomhalta foirne atá ag dul ar scor cothrom le dáta.	
Réimsí maoirseachta, tionscadail agus freagrachtaí an chomhalta foirne atá ag dul ar scor a aistriú, de réir mar is cuí.	
Freagrachtaí buiséid a aistriú ón gcomhalta foirne atá ag dul ar scor, nuair is cuí — Cuntasaíocht Bhainistíochta, Cuntais Taighde agus Cuntasaíocht Airgeadais a chur ar an eolas, mar is cuí.	
A chinntiú go bhfuil gach maoin/trealamh de chuid na hOllscoile tugtha ar ais ag an gcomhalta foirne atá ag dul ar scor (e.g. ríomhaire glúine, eochracha, nithe slándála/rochtana, ceadúnas páirceála, etc.).	
A chinntiú go bhfuil gach saoire bhliantúil atá fágtha ag an gcomhalta foirne atá ag dul ar scor tógtha roimh lá deiridh na hoibre, de réir ghnáthnósanna imeachta na hOllscoile; bileog saoire bhliantúil le leagan isteach ag an Oifig Acmhainní Daonna (mura bhfuil an comhalta foirne ar Chroí-Am).	
Teacht ar chomhaontú le hOifig na bhFoirgneamh faoin gcaoi a ndéanfar an spás oifige atá á fhágáil ag an gcomhalta foirne atá ag dul ar scor a athdháileadh.	
Treoir a thabhairt d'Oifig na bhFoirgneamh maidir le huimhir theileafóin an chomhalta foirne atá ag dul ar scor a bheith le dínascadh nó le sannadh do dhuine eile.	
A chinntiú go bhfuil gach gníomh atá le déanamh ag an gcomhalta foirne atá ag dul ar scor déanta roimh lá deiridh na fostaíochta.	