



NUI Galway
OÉ Gaillimh



Staff Handbook

developing growing learning



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Introduction

In this handbook you will find the answers to some of the most frequently asked questions for new employees of NUI Galway. The information has been obtained and copied from various internal sources i.e. college or school websites and from external sources, i.e. government websites.

It is only a guide and does not represent official University policy. It may be necessary to use other documents, websites and publications for more current information.

Other sources of information are listed below:

- The University's staff homepage: www.nuigalway.ie/staff contains the University profile, information on Údarás na hOllscoile, Academic Council as well as maps of the campus and history of the University.
- The NUI Galway Campus Directory is updated monthly and available to download from the NUI Galway staff homepage, www.nuigalway.ie/staff
- Academic Information such as term dates, college calendars, academic records and registration, conferring information is also available on the NUI Galway staff homepage, at: www.nuigalway.ie/staff
- The University's Human Resources Policies are available to staff and may be downloaded from the Human Resources website at: www.nuigalway.ie/hr/pol_pro
- Information is also available from The Press and Information Office which is located at the Archway of the Quadrangle or the office website at www.nuigalway.ie/press/
- The Staff Intranet, also available on the NUI Galway staff home page, provides for up-to-date internal communications. The key features of the intranet includes updates on campus news, a section highlighting alerts, an interactive calendar and diary of University events, and community content such as social and personal information (new appointments, retirements, births, marriages and deaths). Staff also have the opportunity to contribute to discussions on various University topics via the discussion board feature.



About the University

Established in 1845 as Queen's College Galway, NUI Galway is one of Ireland's foremost centres of academic excellence. This section will cover the University's constitution, authorities, structures and finance.

Constitution

National University of Ireland, Galway was established in 1845 as Queens College, Galway, by Charter under the Queen's Colleges (Ireland) Act. Under the Irish Universities Act, 1908, it became a Constituent College of the National University of Ireland established under that Act, and a new Charter was issued, changing its name to University College, Galway. Under the Universities Act, 1997, the College (together with the other Constituent Colleges) was reconstituted as a constituent University of the National University of Ireland, and its title was changed to National University of Ireland, Galway/Ollscoil na hÉireann, Gaillimh.

The legal standing of the University derives from the Irish Universities Act 1908; its Charter issued under that Act, the University College Galway Acts 1929 and 2006 and the Universities Act 1997. The provisions of these instruments are further developed in Statutes and Regulations, made in accordance with those Acts and Charter. The University's general relationships with the State are mainly conducted through the Higher Education Authority.

Authorities

The Charter and relevant legislation provide for two authorities, Údarás na hOllscoile (The University Governing Authority) and the Academic Council.

Subject to the provisions of the relevant Acts and Charter, Údarás na hOllscoile is empowered to manage and control all the affairs of the University. Its membership for the four-year period up to 31/01/2013 is as follows: Independent Chairman, the President, the Registrar and Deputy-President, 4 Professors/Associate Professors, 5 other academic staff, 3 other employees, 2 elected officers of Comhaltas na MacLéinn, 1 postgraduate student, 4 graduates, 7 elected by the local authorities of the region, 2 nominees of the NUI, 3 nominees elected from external organisations (including business and industry), the President of St Angela's College, Sligo, 1 person representative of artistic and cultural interests and 3 nominees of the Minister for Education and Science.

The Academic Council is the chief academic authority and, subject to review by Údarás na hOllscoile, controls the academic affairs of the University, including the curriculum, instruction and education provided by the University. Its members are the President, Registrar and Deputy-President, Deans of College, the Professors (including Personal/Associate Professors), the other Heads of discipline and other members drawn from the other academic staff grades and the student body, the Librarian, Director of Adult and Continuing Education and Stiúrthóir na Gaeilge Labhartha; its present total membership is about 125. The President is entitled to preside at all meetings of the Council.



The University Management Team

The University Management Team comprises:

- President
- Registrar and Deputy-President
- Rúnai na hOllscoile
- Bursar
- Vice-President for Innovation and Performance
- Vice-President for Capital Projects
- Executive Director of Operations

The University's Management team is led by the President who is head and chief officer of the University and appointed for a 10 year period. Acting under the President, the various members of the University Management Team (UMT) each have a specific area of responsibility.

Academic Structure of the University

The academic structure of NUI Galway is as follows:

Colleges

- The College of Arts, Social Sciences and Celtic Studies
- The College of Engineering and Informatics
- The College of Medicine, Nursing and Health Science
- The College of Science
- The College of Business, Public Policy and Law

The Schools & Divisions of each of the above Colleges are:

The College of Arts, Social Sciences and Celtic Studies

- The School of Geography and Archaeology
- The School of Humanities
- The School of Languages, Literatures and Cultures
- The School of Education
- The Division of Behavioural and Social Sciences, which shall incorporate
 - The School of Psychology
 - The School of Political Science and Sociology

The College of Business, Public Policy and Law

- The J.E. Cairnes School of Business and Economics
- The School of Law

The College of Engineering and Informatics

- The School of Engineering and Informatics

The College of Medicine, Nursing and Health Sciences

- The School of Medicine
- The School of Nursing and Midwifery
- The School of Health Sciences

The College of Science

- The School of Mathematics, Statistics, and Applied Mathematics
- The School of Natural Science
- The Division of Physical Sciences, which shall incorporate
 - The School of Chemistry
 - The School of Physics

Dean of the College

Each of the Colleges shall have a Dean as executive officer, who shall be responsible to the Registrar and Deputy-President for the academic and administrative affairs of the College, in accordance with the policy of the University and following due consultation with the Heads of the Schools or Divisions of the College.

The Head of School or Division

Each of the Schools and Divisions shall have a Head, who shall be appointed in a manner to be set out in Regulation.

The Head of the School or Division shall be responsible to the Dean of the relevant College for the academic and administrative affairs of the School or Division, in accordance with the policy of the University and following due consultation with the members of the School or Division.

All members of the academic staff of the School or Division shall carry out their teaching and other duties under the direction of the Head of the School or Division. All members of the technical, administrative and ancillary staff appointed for duty in the School or Division shall carry out their duties under the direction of the Head of the School or Division.

Finance

The University is its own financial authority. The Finance website is updated regularly and may be accessed at the following: www.nuigalway.ie/administration_services/financial_accounting/

Employee Relations

To promote positive and productive relationships between the University and its staff and staff representatives, to manage industrial relations activities with recognised trade unions across the University, and to develop and implement proactive Human Resource policies and procedures which foster positive employee relations and collaborative management practices.

Trade Unions

NUI Galway recognises a number of trade unions who have the right to represent particular categories of staff.

- The Academic staff category is represented by SIPTU and IFUT.
- The categories of Administration, Library, Technical and General Operative staff are represented by SIPTU.
- Craft workers are represented by UCATT, UNITE the union and TEEU.

Further information is available on the following website: www.nuigalway.ie/hr/documents/trade_unions.pdf

Partnership

Partnership is *'an active relationship based on recognition of a common interest to secure competitiveness, viability and prosperity of the enterprise. It involves a continuing commitment by employees to improvements in quality and efficiency; and the acceptance by employers of employees as stake-holders, with rights and interests to be considered in the context of major decisions affecting their employment. Partnership involves common ownership of the resolution of challenges involving the direct participation of employees/representatives and an investment in their training, development and working environment'*.

The Partnership model has been successfully adopted by the University with the establishment of a Partnership Committee, the role of which is to effectively manage and steer the process of change throughout the University.

The Partnership Committee achieves this by:

- creating a forum for the sharing of ideas and information and identifying opportunities for change and development through partnership
- endeavouring to achieve a consensus approach to the management of change with cognisance of the University's strategic goals and its obligations under Social Partnership

The Partnership Committee adopts a strategic role rather than addressing, in detail, operational issues.

The Partnership Committee does not replace established industrial relations procedures and practices but rather operates in parallel with, and complements, the existing industrial relations machinery.

Further information is available on the Partnership website:

www.nuigalway.ie/partnership/index.html





Policy Overview

This section provides an overview of some of NUI Galway's policies. Policies are an integral part of any Organisation to provide guidance, transparency, fairness and consistency in decision making, dealing with people, etc.

An Gaeilge - Our special role

A unique aspect of NUI Galway's role as a University is its strategic commitment to the provision of University education through Irish. That commitment was set out initially in the University College Galway Act 1929. It was elaborated in the University's Strategic Plan 2003-08 in expanded and more flexible terms. On the proposal of the University, it was accorded renewed recognition by the State in the University College Galway (amendment) Act 2006 as an essential continuing element of the University's strategic development planning. The over arching policy aim in exercising this leadership role is that the University will respond in an effective and realistic way, with the support of the relevant State agencies, to the totality of the needs - education, economic, developmental and cultural - of the Irish-speaking community as a living community, in the Gaeltacht and in the country at large.

The University has procedures relating to the Irish requirement for the recruitment of academic, academic support and in academic support posts in Acadamh and Scoil na Gaeilge. In the event that a post is determined to have a competence in Irish as an essential criterion for the post, An Coiste Seasta Um Cháilíocht Teanga determines the appropriate level of linguistic requirement necessary (based on the Common European Framework of reference for Language Learning), an Bord Gailege is also nominated to conduct the Irish examination. On the successful completion of the Irish examination, candidates are short listed and invited to interview.

Information will be sent to candidates where a post is determined to have a competence in Irish as an essential criterion for the post.

Irish Language classes are offered throughout the academic year to University staff; please contact Áras na Gailege for further details, www.acadamh.ie

Equal Opportunity Policy

NUI Galway is committed to equality of opportunity for all staff and students irrespective of sex, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin, membership of the travelling community or perceived political belief or affiliation and this commitment is reflected in the University's Equal Opportunities Policy.

Further information on the policy is available on the Equality website:
www.nuigalway.ie/equality/policies.html

Harassment and Sexual Harassment Policy

NUI Galway is committed to the principle that every student and staff member is entitled to work and study in an environment free from harassment and sexual harassment. It is the responsibility of every individual to ensure that harassment does not occur at any level within the University, and to treat colleagues with respect and dignity.

Further information on the policy is available on the Equality website:
www.nuigalway.ie/equality/policies.html

Health and Safety Policy

The University prepares and implements a detailed safety management plan known as the Safety Statement. This gives specific details on workplace hazards, how they are to be managed and by whom. In NUI Galway there is a main safety statement policy document, and each College/School/Research Institute/Support Service prepares its own area specific safety statement. All employees need to be familiar with the sections of the Safety Statement that applies to them. A staff handbook "Safety Essentials" is available which gives more detail on NUI Galway safety arrangements.

For further details on these and other NUI Galway workplace safety services see
www.nuigalway.ie/healthsaf/

Anti-Bullying Policy

NUI Galway encourages the promotion of a working, learning and social environment where all staff work positively and harmoniously together. The University believes that the work environment should give all employees the freedom to do their work without having to suffer bullying or intimidation from any fellow employee. Bullying is not a trivial matter and can manifest itself on a regular basis in all shapes and forms.

It is the responsibility of every individual to ensure that bullying or intimidation does not occur at any level within the University. All employees should be aware that bullying, which affects the dignity of people at work, is unacceptable and can be grounds for disciplinary action. NUI Galway provides a mediation service to enable staff resolve interpersonal disputes at the earliest opportunity in an informal manner.

For further information, please refer to the Human Resources website:
www.nuigalway.ie/hr/pol_pro/conduct.html

Disciplinary Procedures

The objective of this procedure is to ensure consistent and equitable treatment of employees who become liable to disciplinary action. The procedure will only be invoked after informal action has been exhausted. Disciplinary action should primarily be corrective and provide the employee with the opportunity where necessary to improve conduct and/or job performance up to a standard acceptable to the University. Disciplinary action is appropriate when an employee fails to meet satisfactory standards with regard to, for example, conduct, job performance, attendance, time keeping and the observance of University rules and regulations.

Further information on the policy is available on the HR website:
www.nuigalway.ie/hr/pol_pro/conduct.html



Commencing Employment in NUI Galway

As a new staff member of NUI Galway, you may have many questions. This section hopes to provide answers to many of the frequently asked questions.

New Staff Induction

A centralised Induction is organised annually (usually September) for new staff appointments to the University. The programme provides new staff with the opportunity to understand the University structure, governance and strategy. It is also an opportunity to meet new colleagues, members of the UMT, Heads of Colleges and Schools and Senior Management within the University.

Induction Coordinator

An Induction Coordinator has primary responsibility within their School/Unit of assisting and coordinating the local induction of new staff members at the Discipline, School and Unit level.

A local induction should be conducted for each new staff member so that the new appointee can familiarise him/herself with their role and responsibilities, their place within the school or unit, their colleagues, and the practical details when starting a new position, i.e. office/desk space, location of photocopier, etc.

Human Resources

When commencing employment in the University, you are advised to speak with a member of the Human Resources office to clarify questions you may have regarding your appointment, for information on HR policies and procedures, etc.

P45

On commencing employment in the University, please submit your Form P45 from your last employment to the Human Resources office. When you leave your employment, your employer must give you a form P45. Your P45 shows your pay, tax and PRSI deductions from the start of the tax year to the day you leave your employment.

Personal Public Service Number (PPS)

If you have not been previously employed in Ireland or if you have been in temporary unemployment, you will need to obtain a personal public service number. This is your unique reference number for all your dealings with the Public Service, including Social Welfare, tax, education and health services.

You may already have a PPS number, if you are an Irish National and:

- Were born in Ireland after 1971
- Registered for tax after 1979
- Were in receipt of a Social Welfare payment
- Were issued with a Social Services Card

If you do not hold a PPS Number, you must register with the Department of Social Protection by:

- Calling in person to a Department of Social Protection Local Office. The local Social Welfare office in Galway is based in Hynes Building, Augustine Street, which is located beside the city library. The contact number is **091 500800**.
- Completing a PPS Number application Form REG 1 and
- Presenting documentary evidence as requested in the application form to verify your identity (long version of birth certificate, passport or your driving licence). Non-Irish Nationals will be required to provide their 'green card'. You will be notified of your PPS Number by the issue of a Social Services Card.

Hosting Agreements

To assist with the recruitment of researchers, the EU issued the COUNCIL DIRECTIVE 2005/71/EC, third-country nationals for the purposes of scientific research. NUI Galway is an accredited research organisation and as such can form agreements with third country nationals (non-EEA nationals) for the purpose of conducting research within the University.

For further information on the Council Directive, please see www.deti.ie/science/technology/accreditation.htm

The hosting agreement replaces the need for researchers and the University applying for annual work permits as the agreement is valid for the duration of the employment contract. The hosting agreement has the same benefits as the Green Card, for example, immediate family re-unification and application for residency after two years.

Procedure when applying for a Hosting Agreement

As an accredited research organisation, NUI Galway must ensure that certain conditions are fulfilled in order for a valid hosting agreement to be signed.

The Hosting Agreement applies to:

1. Non-EEA nationals employed in research
2. Academic staff involved in research
3. Visiting researchers / over 3 months stay

The Hosting Agreement does not apply to:

1. Foreign Language Assistants
2. Fixed-term Lecturers

The hosting agreement is valid for the duration of the employment contract. Contracts must have duration of 3 months or more. The salary on offer must be €30,000 or more per annum.

Hosting Agreement Process

Step 1

Upon receipt of an approved post proposal form and recruitment paperwork, the HR office will send an offer letter, contract and hosting agreement template (part 4) to the proposed employee via e-mail.

Step 2

The proposed employee must;

- Complete sections 1 and 2 of the hosting agreement
- Sign as 'researcher' on page 3
- Include photo(s)
- Sign the employment contract
- Return both the employment contract and hosting agreement to NUI Galway.

Step 3

Upon receipt of signed contract and hosting agreement

- Assign a unique reference number to the hosting agreement
- Complete section 3 with input from Principal Investigator/Head of Dept.
- Have hosting agreement signed by University Secretary/Director HR
- Endorse Hosting Agreement with University stamp.

Step 4

The HR office submits the request for the hosting agreement to the Irish University Association (IUA) Mobility Office. The IUA mobility office forwards the information to the Dept. of Justice – allow 7 working days for

Step 5

The HR office sends the original hosting agreement, original signed contract of employment and other recruitment information via courier to the proposed employee. Proposed employees from visa-required countries must make an application to the Irish Embassy for a visa to enter Ireland. The visa process can take 2 – 4 weeks.



Work Permits

The employment of candidates from outside the European Economic Area (EEA) requires that the University satisfy the work permit conditions established by the Department of Enterprise, Trade & Innovation. The EEA comprises of the members of the European Union, in addition to: Norway, Iceland, and Lichtenstein. Please note: Swiss Nationals do not require Work Permits to work in Ireland. Work permits are not required for staff who are married to Irish nationals (Please refer to Enterprise, Trade and Innovation website). The Human Resources office in NUI Galway obtains work permits for people who have successfully obtained employment in the University.

Information regarding work permit requirements may be found on the Department of Enterprise, Trade & Innovation website at: www.deti.ie

Procedure when applying for a new or renewal work permit

The Human Resources office, when applying for a new work permit or a renewal work permit on behalf of a perspective employee, will work with the relevant Head of School and applicant to ensure that all the necessary material is enclosed with the work permit application form.

Without the relevant material enclosed, the Department of Enterprise, Trade and Innovation will NOT process the application and it will be returned to the University, thereby creating further delays.

Please note: upon arrival in Galway all employees in possession of either a work permit or hosting agreement must register with the Gárda National Immigration Bureau (GNIB) in the Liosban Industrial Estate, Galway.

Pre-Employment Medical

The University requires the recommended candidate to complete a pre-employment medical check by a General Practitioner (nominated by the University) which will be forwarded to the Human Resources Office, prior to issuing a contract of appointment by NUI Galway.

Personnel Number

A personnel number is your unique identifying number for access to University services. You will be allocated one when your contract of employment is confirmed and you have submitted all personal details (i.e. PPS number, bank details etc.) to the Human Resources office. Therefore it is essential that you submit all details as soon as possible as otherwise your access to services may be delayed. You may contact the HR office at Ext. 2151 to obtain your personnel number.

Staff Identification Card

This policy sets out guidelines for the production and distribution of all staff identification (ID) cards. The following categories of staff are entitled to an ID card:

- Permanent Staff
- Temporary Staff with a contract for at least 6 months

Purpose of Staff Identification Card

The ID card proves that you are an employee of the National University of Ireland, Galway. The ID card gives employees access to University facilities such as the library, sports facilities and ISS.

An ID card is issued once a new employee's personnel number is generated (see above). A passport sized photograph should be provided or alternatively your photograph can be taken at the Human Resources reception desk. The ID card must be signed for in person once issued.

ID Cards are issued by the Human Resources office. To contact the office, please telephone 091 492151.

Lost or stolen ID cards

ID cards should not be left unattended on desks or carried in such a manner as to be susceptible to loss or theft. The HR office should be informed if the staff ID card is lost or stolen. An ID card may be replaced if lost or stolen but a charge of €13.00 will apply. A staff member may have only one valid ID card in his or her possession. Duplication of an ID card is strictly forbidden.





Card Care

Do not punch holes in the ID card.

Amendments to the staff ID card

There is no charge for corrections or amendment to the ID card. The correction/amendment must be shown on the staff member's personnel records before a new ID card will be issued.

Return of card on leaving employment

The ID card is the property of NUI Galway and must be returned to the Human Resources office upon termination of employment with the University. The Library and other relevant centres will be informed when a staff member is removed from Payroll and the ID card will be destroyed

Payment of Salary

Monthly salary payments at NUI Galway are made on the third last working day of each month by direct debit into your bank account. Up-to-date bank details must be given to the Human Resources office to facilitate making the appropriate payment and withholding appropriate deductions. A payslip with your earnings and deductions is posted to you each month.

Weekly salary payments at NUI Galway are made each Thursday by direct debit into your bank account. The main deductions from your salary are tax and social insurance. It is the individual staff member's responsibility to ensure that information given to the HR office is current at all times.

You must inform the Human Resources office of the following details:

- Name and Address of Bank branch
- Account number
- Sorting code
- Name(s) in which account is held.

Salary Scales

To access the pay scales on-line please use the following web link:

www.nuigalway.ie/financial_accounting/services/payroll.html

Relocation Expenses (Removal Expenses)

It is University policy to assist its new appointees with the costs of moving to Galway on first appointment to an academic staff* post or to a senior administrative staff* post (A.O or above). *Staff = permanent employees and their comparators as defined in relevant legislation

For further information, please refer to the following website:

www.nuigalway.ie/financial_accounting/policies_procedures.html

Academic Staff PC scheme

Information Services and Solutions (ISS) in conjunction with the Human Resources office administers a Staff PC scheme. This is only relevant to new academic staff. New Permanent academic staff and contract staff being appointed for a minimum of three years duration are entitled, under a scheme administered by the Human Resources office, to a new PC and a printer on appointment. The Human Resources office will advise ISS of all new appointments. ISS will then contact the appropriate Head of School and/or the new staff appointee to ascertain relevant details. A standard PC and printer will be supplied. ISS will pre-configure the PC with MS office, SPSS, Internet browsers and Mailers.

Please note that if the staff member requires any non-standard features, which increase the cost beyond the standard specification, this additional cost will have to be met from School funds. Existing academic members of staff with a PC older that is 5 years or older are also eligible Note: In all other cases Schools are responsible for costs incurred in the issue or replacement of PC's.

General information when coming to live in Ireland



Registering for Taxation

When commencing employment in the University, you are advised to speak with a member of the Human Resources office with regard to documentation required for payroll purposes, the Irish taxation system' or to clarify any questions which you may have regarding your appointment.

Upon notification of your PPS number from the Department of Social Protection, you should give the number to your employer and also complete the Revenue Form 12A (Application for a Certificate of Tax Credits and Standard Rate Cut-Off Point).

The Form 12A is available to download from the Revenue website at www.revenue.ie or from your local Tax office.

To complete Form 12A you need the following information:

- Your Personal Public Service Number (PPS No.)
- Your employers PAYE Registration Number (NUI Galway's number is 0022578J)

The completed Form 12A should then be sent to your local Revenue Office. Following receipt of your Form 12A, Revenue will send you a Certificate of Tax Credits and at the same time issue a Certificate of Tax Credits to your employer so that correct deductions of tax can be made from your salary. Failure to obtain a 'Certificate of Tax Credits and Standard Rate Cut-off Point' prior to commencing employment will result in you paying emergency tax. Emergency tax results in excessive tax deductions. It is in your interest to obtain your Certificate of Tax Credits and Standard Rate Cut-Off Point and avoid having too much tax deducted.

A Revenue publication, *Employee's Guide to PAYE - IT11*, its purpose is to give PAYE taxpayers a basic understanding of the system under which they pay their tax.

The guide deals with such matters as:

- How to get a Personal Public Service (PPS) number
- How to get Tax Credit Certificate
- What you must do when starting work for the first time
- Returning to work with a previous employer

All forms and publications are available from:

- the revenue website, www.revenue.ie
- Revenue's forms and leaflets service at LoCall **1890 306 706**
- Any Revenue office
- A local Revenue office

Galway falls into the Border, Midlands and West Region, the region is sub-divided into revenue districts. Each district is responsible for Customer Service, compliance, and audit functions for the taxes and duties for persons living in and businesses managed and controlled in its geographical area.

Border, Midland and West Regional PAYE LoCall Number for employees **1890 777 425**

The local office in Galway is located:
Geata na Cathrach, Fairgreen, Galway.
Hours: 08:30a.m. - 4:00p.m. Monday to Friday
Tel: **091 547700**

Tax Calculation

For information on how your tax is calculated, please refer to the Irish Revenue website at www.revenue.ie/en/personal/faqs/how-do-i-work-out-my-tax.html.

Pay Related Social Insurance (PRSI)

The PRSI contribution, normally payable by the employer and employee, is a percentage of the employee's reckonable earnings (i.e. gross pay less superannuation and Permanent Health Insurance contributions, deducted under a net pay arrangement by the employer, which are allowable for income tax purposes). The PRSI contribution is made up of Social Insurance and the Health Contribution.

For further information on PRSI, please refer to the Department of Social Protection website at: www.welfare.ie/EN/Pages/default.aspx

Banks and Currency

Information on banks and banking in Galway is available on the following website:
www.galway.net/galwayguide/service/finance/bank/

Bank Branches close to the University campus include:

- Bank of Ireland,
National University of Ireland, Galway
Tel: **091 524555**, Fax: **091 527671**
- Allied Irish Bank,
Distillery Road, Newcastle, Galway
Tel: **091 524466**, Fax: **091 524095**
- Ulster Bank, Newcastle Road, Galway
Tel: **091 529013**, Fax: **091 529015**

There are two Bank of Ireland ATMs on campus: there is one located opposite Áras Uí Chathail and the other is located at the east end of the Main Concourse building.

The Allied Irish Bank (AIB) ATM is located at the front of the Bank at Distillery Road.

Opening a Bank Account

Legislation requires the banks to check the identity of all new customers. When opening a bank account, you need to submit formal identification documents with your application e.g. a current full driving license or a valid passport and one of your most recent household bills, such as a telephone or electricity bill that is not more than 3 months old to show your residence. (One should have your photograph on it and the other one should show your home address in your own country.) To open an account prior to arrival, contact your own bank, which may be able to facilitate this. It may take up to two weeks for international money transfers so allow for delays when deciding how much currency to bring with you to meet expenses on arrival.

Non Irish Nationals

In order to open an account, the Bank would require a proof of identification, such as a full Driver's Licence or a Passport, and a current proof of permanent address. This can include:

- A recent utility bill (Gas, electricity, phone, cable), less than three months old.
- A statement from another financial institution
- A tax-free allowance certificate
- Insurance documents

As providing a proof of address can often be a problem for those who have just arrived into the country, the Bank may accept a letter from the employer stating that the employee has recently arrived in the country and so cannot provide the proof of address. In this instance, the employee can open an account in the same branch as the employer.

Some branches also require a letter of reference from the employer or that the customer's salary is mandated to the bank account.



Employee Benefits

This section provides an overview of the benefits available to NUI Galway staff members:

Childcare Facilities on campus

The University crèche is located off campus at No. 50, Upper Newcastle Road, Galway close to Corrib Village. The crèche caters for 45 children and facilities include a baby room, a toddler room and Montessori and play rooms. For information, please contact: **091 493 739**.

Conference Loan Fund

The main purpose of the Conference Loan Fund is to provide interest-free financial support for the payment of up-front costs related to the hosting of national and international conferences by staff of NUI Galway. The Conference Loan Fund aims to encourage staff to host conferences at NUI Galway. Further information is available on the Staff Intranet page.

Employee Assistance Programme (EAP)

The University provides an Employee Assistance Programme; the purpose of the EAP is to provide employees with easy access to confidential counselling and information services to assist in coping with personal, work, financial or legal issues.

Through EAP, the following services are available:

- Specialist information service
- Face-to-face counselling
- Telephone counselling

Telephone: **1800 300 061** Email: eap@vhics.ie

For further information, please refer to:
www.nuigalway.ie/hr/empl_assistance

Grant-in-aid of Publication Fund

The purpose of the Fund is to assist academic staff of NUI Galway with subvention towards publication costs of scholarly work, normally books and monographs, already accepted for publication by a reputable external publisher. Costs associated with the development or publication of journals and the publication of conference proceedings will not normally be subvented by the Fund. However, applications in respect of peer-reviewed publications resulting from conferences or special/celebratory editions of journals will be considered. Further information is available on the Staff Intranet page.

Housing Loan Scheme Policy

It is University policy to support staff in meeting the minimum deposit required to raise home loans from financial institutions i.e. to meet the differences between the proportion of cost usually advanced by finance houses and the total costs involved in first home purchase /build in the Galway area.

For details of the scheme, please refer to the Financial Accounts website:

www.nuigalway.ie/financial_accounting/policies_procedures.html

Income Protection Scheme

Income Protection is a plan whereby a monthly benefit is paid, following a pre-determined period of absence, to a member who is unable to perform the duties of their occupation as a result of an accident or illness.

For details of the scheme, please refer to the Pensions and Investment website:

www.nuigalway.ie/pensions_investment/

Pension

New entrants from January 2005 are entitled to pension benefits as outlined in the Model Scheme. Eligible staff recruited prior to this date will be entitled to benefits as outlined in the Joint Pension Scheme. The Joint Pension Scheme and Model Scheme are both Defined Benefit (DB) Pension Schemes.

For further details on pension schemes, please refer to the Pensions and Investments website:

www.nuigalway.ie/pensions_investment/

Staff Discount Scheme

A Staff Discount scheme is available to NUI Galway staff; in order to avail of the discounts/benefits being offered, you must present a current valid staff ID card at the time of purchase. Staff ID cards may be obtained from the Human Resources office. For a list of the Discounts available, please refer to

www.nuigalway.ie/administration_services/office_vicepresidents/strategic_initiatives_external_affairs/internal/staff_discounts

Travel and Subsistence

It is University policy to reimburse employees and authorised contractors for properly authorised and reasonable travel and subsistence expenses incurred in the performance of their University duties, while temporarily away from their normal place of work, in accordance with the policy.

Further information is available on the Financial Accounts website:

www.nuigalway.ie/financial_accounting/policies_procedures.html



Employment Development

The University is committed to supporting and investing in the ongoing development of its staff.

Organisation and Staff Development

NUI Galway recognises that engaging and developing staff at all levels and strengthening our culture of innovation, responsiveness and excellence in performance and service delivery is critical to the achievement of the University's strategic priorities. The Organisational Development Strategy's main objective is to enable the University deliver on the vision, aims, objectives and priorities as set out in its Strategic Plan (2009 - 2014). The strategy is the framework that will support the continued development of a *culture which encourages and rewards innovation, flexibility and achievement, promotes good governance and performance accountability, embeds a consciousness of individual responsibility for community success, and develops ability to assess and manage risk in the University's operations.* (Strategic Priorities 2009 - 2014, 5.3 Organisation and Staff).

The Training and Learning programmes available to staff are listed on our website: www.nuigalway.ie/staffdevelopment. A staff member's learning and development needs should arise from their PMDS review. The performance management development system (PMDS) is a review process designed to identify and meet the career development needs of staff members, and enhance the effectiveness of NUI Galway by agreeing on work objectives which are clearly linked and relevant to the School/Unit's operational plan which plays a role in the achievement of the University's goals as set out in the Strategic Plan. It is recommended that staff undertake an annual review.

For further information on the PMDS scheme, please refer to www.nuigalway.ie/hr/pmds

Centre for Excellence in Learning & Teaching (CELT)

CELT's aim is to promote active learning by students through high quality and innovative teaching practices, supported by technology where appropriate. To achieve these goals we have responsibility for coordinating a number of areas of activity and technical supports including: Audio-visual (AV) services; Learning Technologies (including the pedagogical use of the university's Blackboard learning environment); the Language Laboratory service (An Teaglann). Our educational mission is also pursued through the provision of workshops, conferences, seminars, credit-bearing postgraduate courses and research into higher education policy and practice. We offer a Postgraduate Certificate in Teaching & Learning in Higher Education which can lead to a PgDip or MA in Academic Practice.

We are responsible for promoting the university's civic engagement strategy and do so through the ALIVE student volunteering programme, service (or community-based) learning and other associated work of the Community Knowledge Initiative (CKI) based in CELT.

Our informal, lunchtime 'Conversations on Learning & Teaching' seminar series is open to all staff and the programme is made available on our website at the start of each semester.

Each June we hold an annual symposium on a theme of critical importance to higher education and typically have around 200+ participants from Ireland and beyond with invited keynotes, workshops, etc, and recordings of previous events are available on our website.



Finally, CELT offers supports on teaching, learning, assessment and curricular design to meet the needs of individual schools and colleges, whilst at the personal level providing confidential consultation on any relevant issues. All events and training courses are free to NUI Galway staff, but places are limited and there is usually a high demand. Events are advertised on the CELT website: www.nuigalway.ie/celt

FEP (Further Education Policy) Scheme

NUI Galway is committed to supporting staff undertaking education programmes to enhance their professional and personal development. This commitment is in accordance with the strategic aims of the University to maximise the potential of staff, to support the recruitment and retention of staff and to ensure a positive commitment to equal opportunities.

Staff are invited to make applications for funding support to the FEP scheme annually; staff can apply under either Mode A or Mode B;

Mode A: This mode is for staff where a further qualification is deemed necessary to carry out their role in the University or is deemed desirable by the individual staff member and the University/College/School or office. Applications which fall into this category will receive either internal or external funding support as appropriate.

Mode B: This mode is for staff who wish to obtain a further academic or vocational qualifications to support their personal and/or professional development. Application which fall into this category are eligible for internal fee concession for programmes offered by NUI Galway. For external programmes, a business case should be presented.

For further information, please refer to: www.nuigalway.ie/staff





Campus Facilities and Services

Accommodation Information

The University website has an accommodation page at:
www.nuigalway.ie/student_services/accommodation_office/index.html

It deals with mainly on-campus student accommodation but has useful links and advice on searching for accommodation. The Galway Advertiser is a local newspaper, which is available on-line. It contains a comprehensive list of private accommodation for both long and short term renting and also contains contacts for accommodation agencies. Its website address is www.advertiser.ie

For information on purchasing a house, the following are useful websites: www.myhome.ie or www.daft.ie

Art Gallery

The University Art Gallery is located in the Quadrangle and hosts a variety of visually stimulating exhibitions during the academic year. Students, staff and the wider community are invited to visit the Gallery and enjoy its varied visual programmes. The Art Gallery is located in the Quadrangle.

Audio Visual Services

The Audiovisual service is located within CELT and provides and maintains the basic audiovisual equipment installed in lecture theatres and other selected venues across the campus.

In addition, the Audiovisual service has a small equipment pool for the loan of data projectors, camcorders, video players and other hardware. To contact the service for further information or booking, please email audiovisual@nuigalway.ie or website www.nuigalway.ie/celt

Buildings Office

The Buildings Office is responsible for the planning, development, maintenance and management of the university estate (buildings and grounds). The services provided by the Buildings office can be divided into the following broad categories:

- Environment
- Planning & Development
- Maintenance Operations & Projects
- Facilities Management

Facilities Management includes space management (booking of meeting rooms), security, stewarding services, move management, event management, etc. In each School or Office, there is an appointed Buildings Liaison person who deals directly with the Buildings office.

You may discuss your requirements with this person or view the Building's office website for further information: www.nuigalway.ie/buildings

Bookshop

The University bookshop is located in the basement under the James Hardiman Library. It carries most of the course books needed but if you need more just ask and they can be ordered. The shop also carries a large selection of trade, academic books and paperbacks. Payment can be made by cash, credit card, or, for institutional items, by invoice.

The bookshop can be contacted at Ext. 2599.

Campus Dining Facilities

There are 15 dining facilities on campus operated by four different caterers.

Restaurant operated by Campbell Catering:

- An Bhialann
- EcoGrounds/Subway
- Nuns Island
- Arts Millennium Building
- Rush

Contact Details: Tel 091 492590

Email: bbates@campbellcatering.ie

Restaurants operated by Masterchef:

- Moffetts
- Coffee on Line
- Clinical Sciences
- Staff Club

Contact Details: Tel 091 525423

Email: info@nuig.mhm.ie

Restaurants operated by Student Union Catering:

- SU Bar Catering
- Smokey Joe's
- Áras na Gaeilge
- The Wall Cafe

Contact Details: Tel 091 493577

Email: yvonne.kieran@nuigalway.ie

Restaurants operated by Cafe Togo:

- Friars
- DERI

Contact Details: Tel 091 583816

Email: galway@cafetogo.ie

For further information on the University's catering facilities, please refer to:

www.nuigalway.ie/catering/restaurants.html

Conference Facilities

NUI Galway is an ideal location for conferences and events, with a variety of rooms to accommodate small and large size events, catering facilities and accommodations facilities. The University's conference office staff can assist with event planning and organisation, the office can be contact at:

Tel: 091 492 264

Fax: 091 494 512

Email: conference@nuigalway.ie

Health & Safety Office

It is the policy of NUI Galway to provide a safe and healthy work environment, through a range of measures and by the active commitment of all staff and students to safety considerations in all their activities. This is for the direct benefit of all university staff and is legally required by the Safety, Health and Welfare at Work Act 2005 and associated regulations. To make this a reality these are a summary of the main measures:

- The University prepares and implements a detailed safety management plan known as the Safety Statement. This gives specific details on workplace hazards, how they are to be managed and by whom. In NUI Galway there is a main safety statement policy document, and each College/School/Research Institute/Support Service prepares its own area specific safety statement. All employees need to be familiar with the sections of the Safety Statement that applies to them.
- The University as a workplace needs to assess how serious the hazards are and are they being managed adequately. This is called risk assessment and is part of the Safety Statement. In addition specific risks such as chemicals, handling loads need to be specifically risk assessed e.g. if you work regularly on a computer your workstation should be assessed soon after starting and you should also arrange for your eyes to be tested (see "Vision Screening" on web-site).
- The University is a relatively safe environment, but because of the numbers of people and range of hazards, emergencies can arise. All staff need to know what to do in advance of a fire or medical emergency, and in specialist environments staff need to be prepared for chemical spills, etc. Much of this information is publicly displayed as Fire Procedures, Safety Contact posters, and there are further details on the website

- Safety Training – It is necessary to provide information, training and instruction to ensure the safety, health and welfare of employees at work. The training programmes available to staff are listed on the Organisation and Staff Development web site, www.nuigalway.ie/staffdevelopment
- Safety Representatives represent employees in consultation with NUI Galway as the employer on matters of safety, health and welfare at the place of work. Within NUI Galway there are 8 Safety Representatives and they have specific functions as set out in Section 25 and 26 of the Safety, Health and Welfare at Work Act 2005. In many cases there are already systems in place to sort out safety issues or answer safety queries (see www.nuigalway.ie/healthsaf/), but in other circumstances you may wish to discuss the issue with your local Safety Representative.
- A staff handbook “Safety Essentials” is available which gives more detail on NUI Galway safety arrangements.

For further details on these and other NUI Galway workplace safety services see www.nuigalway.ie/healthsaf/

Health Insurance Information

Private Health Care - Anyone can avail of private health care provided they pay for it or are covered by an appropriate Health Insurance Scheme. It is recommended that one should take out some form of private health insurance.

- It is usual for Health Insurance companies to apply waiting periods if joining health insurance for the first time.
- If you are living abroad and are covered by private health insurance you may be able to transfer to one of the health insurers in Ireland. Contact your local insurer abroad to check.
- Since April 2001, standard rate income tax on private health insurance is deducted at source. This means you will no longer have to claim your tax relief at the end of the year.
- VHI Health
Contact Details:
Tel: **1850 44 44 44**
Website: www.vhi.ie
- Quinn-Healthcare
Contact Details:
Tel: **1890 89 1890**
Website: www.quinn-healthcare.com:
- Aviva Health Insurance
Contact Details:
Tel: **1890 717 717**
Website: www.avivahealth.ie

Information Services and Solutions (ISS Service Desk)

The ISS Service Desk is a service provided for all staff and students, both undergraduate and postgraduate. It offers a "one-stop shop" for all your computing related problems/queries. The Service Desk is open from 9.15a.m. to 5.00p.m. each day and is located in Room 128, Information Services and Solutions (ISS), Arts & Science Building. Contact details: **Ext 5777** or Email: servicedesk@nuigalway.ie

James Hardiman Library

The Library is your gateway to information on many topics, whether you visit in person or online. There are over 440,000 printed books and 350,000 in electronic format, along with 31,000 e-journals and a range of other information sources, including newspapers, DVDs, government publications and archives. More than 1500 reader places are provided, with wireless access throughout the building to support the use of laptops and other mobile devices. Online collections can be accessed from home using the off-campus access service.

Help is always at hand when using the Library. Please ask the staff at the Customer Services Desk when you are in the Library; you can also call extension 3005 or email library@nuigalway.ie if you need any assistance. For more specialist enquiries there are teams of subject and research support librarians. The Library offers a range of training and information skills events and programmes. These can vary to meet different needs, with sessions available to groups or individuals and also offered online. Training includes the use of online information sources and effective resource discovery, as well as how to manage your references. Further information and staff contact details are available on the Library website at www.library.nuigalway.ie

Mail Services Centre

A university-wide mail service is provided from the Mail Services Centre, which is situated beside Áras Uí Chathail. The services provided include franking, delivering and the collecting of mail.

Opening hours: Monday to Friday: 8:30a.m. – 5:30p.m.

Media Services Centre

The Media Services Centre is located on the Concourse and the opening hours are Monday to Friday 9:15a.m. - 5:00p.m. including lunchtime.

- Photocopying
- Colour Laser Printing
- Binding
- Laminating
- Scanning
- Fax Service
- Courier Service

Contact details:

Tel: **091 492 350**

Fax: **091 525 700**

Email: mediaservices@mis.nuigalway.ie

Website: www.nuigalway.ie/media_services

Mobility Management & Parking

The University operates a Parking Management System administered by the Buildings Office. There are several types of permits (for which there is a charge) and clamping is used as a method of enforcement between 0830 and 1730, Monday to Friday. Staff with a current formal written contract of employment may apply for a permit, and you can store two registrations on each permit.

Other group considerations:

- Staff of firms that are permanently on-site, with formal service level agreements with the University (e.g., cleaning or catering companies) may apply to the buildings Office through their supervisor.
- Drivers using the crèche, not in the above categories, may use the set down area adjacent to the crèche
- Visitors to the University may use pay-and display spaces for parking. (Please note: Any vehicle parked in a pay-and-display space must display a valid pay-and-display ticket, regardless of existence of a parking permit, and only the spaces marked with blue lines are P&D spaces)

If you are entitled to apply for a permit, you must complete an application form (available to download on-line or from the office below).

Further information on the Parking system is available on the following website: www.nuigalway.ie/parking

Sports & Recreation Facilities on Campus

Sport is central to life at NUI Galway; whether you are a professional athlete or an enthusiastic amateur, there is something for you. The University's Sports Centre which opened in September 2008 boasts the following facilities:

- 25m, 6-lane swimming pool, with moveable floor
- Main sports hall – three competition basketball courts (12 badminton)
- Squash and racquetball courts
- Climbing and bouldering wall
- Viewing/spectator area
- Poolside sauna and steam room
- Saunas and ice baths in each gym changing room
- Shower cubicles in each changing room
- Poolside changing village with family change cubicles
- Studios for dance, aerobics etc.
- Large gymnasium
- Refreshments area
- Conference facilities

Additional facilities include: water-based sports facilities at Earl's Island; tennis courts at College Park and Baile na Coiribe (Student Village); and the University Sports Grounds at Dangan.

Staff Club

The Staff Club is open to all staff members of the University and is located in the Quadrangle. It serves light refreshments and lunches daily.

Further information on the Staff Club is available on the following website: www.nuigalway.ie/staff_club

Staff Social Club

The Staff Social Club is open to all staff members of NUI Galway.

For further details, please refer to the website: www.nuigalway.ie/socialclub

Switchboard

Dial 0 for the switchboard. The switchboard operates during normal University hours from 9:15a.m. to 1:00p.m. and from 2:15p.m. to 5.15p.m

Translation Service (An tSeirbhís Aistriúcháin)

The Translation Service provides a translation and language consultancy/advice service to the University, ensuring it can fulfill its legislative responsibilities to bilingualism.

For further information on the services, please refer to the web site: www.acadamh.ie/seirbhisi_ar_line/seirbhisi_aistriuchain.html



Organisation and Staff Development | Forbairt na hEagraíochta agus na gComhaltai Foirne
Website/Láithreán Gréasáin: www.nuigalway.ie/staffdevelopment
Email/Ríomhphost: staffdevelopment@nuigalway.ie