



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 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
- 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.
- Frequently Asked Question website for staff, www.nuigalway.ie/faqs/ Accessed on Staff page on University website, there is a provision for feedback, to suggest improvements and new questions.
- Staff Induction webpage is available at www.nuigalway.ie/human-resources/staff/starting-employment features welcome videos from UMT members, guidelines for Heads and Induction Coordinators and other relevant information for new staff members.



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.

University Structure

The three pillars of the organisational structure of NUI Galway are Údarás na hOllscoile, the Academic Council and the University Management Team.

Údarás na hOllscoile, the University's governing authority, is responsible for managing and controlling all of the affairs of the University. Its membership for the five-year period up to 31st January 2021 is as follows: Independent Chairperson, the President, the Registrar and Deputy-President, 5 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, 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 Centre for Adult Education and Professional Development and Stiúrthóir na Gaeilge Labhartha; its present total membership is about 155. 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
- Rúnaí na hOllscoile
- Bursar
- Vice-President for Innovation and Performance
- Vice-President for the Student Experience
- Vice-President for Research
- Vice-President for Equality and Diversity
- Chief Operating Officer

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

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

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

College of Arts, Social Sciences and Celtic Studies

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

College of Business, Public Policy and Law

- J.E. Cairnes School of Business and Economics
- School of Law
- Shannon College of Hotel Management

College of Engineering and Informatics

- School of Engineering and Informatics

College of Medicine, Nursing and Health Sciences

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

College of Science

- School of Mathematics, Statistics, and Applied Mathematics
- School of Natural Science
- Division of Physical Sciences, which shall incorporate
 - School of Chemistry
 - 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 Bursar is the Chief Financial Advisor to the President, the Governing Authority and its Financial Resource Committee and is responsible for the overall Financial Planning and Financial Management of the University. For further details on the Office of the Bursar, please go to www.nuigalway.ie/bursar/



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 gender, civil status, family status, sexual orientation, religious belief, age, disability, nationality or ethnic or national origin, or membership of the travelling community. and this commitment is reflected in the University's Equal Opportunities Policy.

Further information on the policy is available on 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 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.

Further information on the policy is available on the HR website: <http://www.nuigalway.ie/human-resources/formanagers/policies-procedures/>

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/human-resources/formanagers/policies-procedures



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.

Academic Staff PC scheme

This scheme allows academic staff to acquire a new computer and printer (maximum value of €1,200 including VAT) at no cost to them for on-campus office use. New permanent academic staff and new academic staff on contracts of a minimum three years' duration are entitled to the scheme, which is administered by the Registrar's Office. Existing academic staff with a computer that is five years or more older are also eligible.

For further information, go to following web link:
www.nuigalway.ie/information-solutions-services/servicesforstaff/desktopsupport/staffcomputerscheme/application

Campus Account

Campus Account provides staff members access using a single User ID and Password to Email, Staff desk, Core portal, Online payslips (via Employee Self Service -ESS), PC suites, WiFi, Library systems, Blackboard, Staff Intranet, Parking, Site Manager, IRIS - Institutional Research System) Staff can go online to <https://cass.nuigalway.ie/> and activate their Campus Account.

Further information can be found at
www.nuigalway.ie/staff-faqs/computersupport/campus-account

Employment Permits, Visas, Immigration

Employment Permits

If you are from a non-EEA nation, otherwise known as a 'Third Country', you will require permission to work in Ireland. There are various types of work authorisations for different types of posts and some categories are not open to non-EEA nationals. Non-EEA nationals who have a stamp 4 are eligible to work without employment permit.

At NUI Galway we apply for the following work authorisations for certain categories of posts.

1. General Employment Permit - Certain academic posts, joint medical appointments, some foreign language assistants.
2. Critical Skills Employment permit - Academic posts with salary in excess of €60,000 per annum and posts specifically listed on the Highly Skilled Eligible Occupations List.

3. Hosting Agreements - All research posts, Academic posts with 70% research activity.

More detailed information is available on the website of the Department of Jobs, Enterprise and Innovation
<http://www.djei.ie/labour/workpermits/>

NB: There are minimum salary requirements associated with all of the above permits.

Visas

Countries whose nationals are visa required:

Nationals of the states or territorial entities listed on the website of the Irish Naturalisation and Immigration Service (INIS) are subject to an Irish visa requirement for the purposes of travelling to the State.

<http://www.inis.gov.ie/en/INIS/Pages/Countries%20who%20nationals%20are%20visa%20required>

Application for entry visa

When you have received your employment offer from NUI Galway and relevant employment permit you can start the process of applying for your entry visa. You must use the online AVATS application facility of INIS. You will be given a visa application reference number and can track your application.

Full details on the process are contained on
[http://www.inis.gov.ie/en/INIS/Pages/Apply for a visa](http://www.inis.gov.ie/en/INIS/Pages/Apply%20for%20a%20visa)

Re-Entry Visas

If you are a visa required national residing in Ireland with a valid permission to remain (GNIB card), you will need a re-entry visa to return to the State if you leave for a short period. A re-entry visa is necessary for travel purposes only. If you are not travelling, you are not required to have a re-entry visa. It is strongly advised that you obtain a re-entry visa before you leave Ireland if you intend to return. Full details are available on
<http://www.inis.gov.ie/en/INIS/Pages/Re-Entry%20Visas>

Immigration/Registration (all non-EEA nationalities)

Upon arrival in Ireland the immigration officer at the airport/port will advise you that you must register with your local immigration office within 7 days. In Galway, the Garda National Immigration Bureau (GNIB) office is located in



Unit 3 Liosbán Industrial Estate, Tuam Road. You will be issued with a **Registration Card** for a 12 month period, (subject to compliance with conditions of that office). You will need to bring with you your passport, contract of employment, hosting agreement/work permit. Evidence of address in Ireland is required for all newcomers who must bring a letter from hotel/B&B until you have a more permanent address. You can fax your new address to GNIB when you have made arrangements. (Fax no. is 091 768003)

Opening hours:

Mon. – Thurs. 0730 – 1400. Fri. 0730 – 1230 only. There is a **charge of €300** for the annual registration card. This fee may be paid by laser/credit card. Cash/Cheque is not acceptable. Payment by bank giro is also possible.

NEW: Cards now being printed in Dublin and you will be asked to return and collect your new card on a specific date, (normally within two weeks).

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.

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.

Induction (Centralised induction for new staff)

A centralised induction is held on a quarterly basis for new staff members to the University. The programme provides new staff with the opportunity to hear about the University's structure, governance and strategy. It aims to be an informative and engaging event for new staff with the opportunity to meet new colleagues and ask questions of existing staff.

The HR office provide new staff with an induction pack at 'post offer' stage of the recruitment.

For further information, please go to:
www.nuigalway.ie/human-resources/staff/starting-employment/

Induction (Local induction for new staff)

The local induction is held at Unit/School level and is provided to new staff members by their local induction coordinator (details above) on their first day. The local induction is to assist the new staff member in familiarising him/herself with their new work environment, colleagues, and the practical details when starting a new position, i.e. office space, location of photocopier, etc.

P45

On commencing employment in the University, please submit your Form P45 from your last employment (in Ireland) 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.

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. To access your payslips online you need to login to Online Payslips (Employee Self Service) CorePortal.

Weekly salary payments at NUI Galway are made each Thursday by direct debit into your bank account.

Further information can be found on:
www.nuigalway.ie/payroll/payrollfaqs/

Personal Public Service Number (PPS)

Your Personal Public Service Number is a unique reference number that helps you access social welfare benefits, public services and information in Ireland.

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

- you were born in Ireland during or after 1971
- you started work in Ireland after April 1979
- you are receiving a Social Welfare payment
- you are participating in the Drugs Payment Scheme

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

To Obtain a Personal Public Service Number (PPS no.)

Every individual must register for their PPS number and you cannot be paid or access social services without this number. You cannot apply for a PPS Number before your arrival in Ireland as you must do so in person.

Once you know your arrival date in Galway you can book your appointment online with the INTREO (PPS/welfare office) or you can call in person to the office. See link:

www.mywelfare.ie/Account/Login

You will need to bring with you; 1. Passport, 2. Letter from NUI Galway stating reason for application, for example, employment and 3. Evidence of address (the office will accept your NUI Galway postal address until you have secured more permanent accommodation). Contact HR for a supporting letter in advance of going to the Social Welfare Office.

The Galway office of the Personal Public Service Number Registration Centre is located at:

Sean Duggan Centre, Fairgreen Road, Galway

Phone: (091) 500800 **Fax:** (091) 500808

Opening Hours: Mon - Wed 9:15 - 17:00, Thu 10:30 - 17:00 & Fri 9:15 - 16:30

Intreo Centre: Yesswsastro@iol.ie www.welfare.ie

Note: Non-Irish employees with families should also ensure that their spouses and children obtain an individual PPS number.

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. Please contact hr@nuigalway.ie or HR Helpdesk at 2151.

Pre-Employment Medical

All prospective employees are required to undertake a pre-employment medical questionnaire prior to taking up appointment at NUI Galway. The pre-employment medical is managed by an external medical consultancy practice. Some prospective employees may be required to attend in person and the practice staff will contact the individual personally to arrange an appointment. Staff may not commence employment until the HR office has received confirmation of fitness to work.

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

Salary Scales

To access the pay scales on-line please use the following web link: www.nuigalway.ie/payroll/payscales

General information when coming to live in Ireland

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**

The Bank of Ireland ATM is located at the front of the Bank in the Arts/Science building (concourse).

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 require 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.

Education System in Ireland

Education is compulsory for children in Ireland from the ages of six to sixteen or until students have completed three years of second-level education.

To enrol your child in school, you should first check the list of primary and post primary schools in your area, web link:

<http://www.education.ie/en/Parents/Information/>

[A-Guide-to-the-Irish-Education-System.pdf](#)

For further information on the Irish Education system, please go to attached web link: [www.education.ie/en/](http://www.education.ie/en/The-Education-System/Irish-Education-System.html)

[The-Education-System/Irish-Education-System.html](http://www.education.ie/en/The-Education-System/Irish-Education-System.html)

Health Insurance in Ireland

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** Website: www.vhi.ie
- **Laya Healthcare** Website: www.layahealthcare.ie:
- **Aviva Health Insurance** Website: www.avivahealth.ie
- **GloHealth** Website: www.glohealth.ie
- **HSF Health Plan** Website: www.hsf.ie

Please refer to Page 13 of Employee Benefits for information on Health Insurance review scheme for NUI Galway staff.

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 www.welfare.ie/en/Pages/home.aspx

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, aims 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

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: 9:30a.m. – 1:00p.m. Monday to Friday

Tel: **091 547700** Email:

galwayroscommon@revenue.ie

Tax Calculation

For information on how your tax is calculated, please refer to the Irish Revenue website at

www.revenue.ie/en/personal/payee-tcc.html

Universal Social Charge (USC)

The Universal Social Charge is a tax payable on gross income, including notional pay, after any relief for certain capital allowances, but before pension contributions.

Further details: www.revenue.ie/en/tax/usc/



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.

Spraoui Early Learning Centre operates the crèche. Parents of children who are interested in enrolling children in the Crèche should contact spraoinuig@gmail.com

For further information please go to:

www.nuigalway.ie/creche

Cycle to Work Scheme:

NUI Galway through the Partnership process is committed to promoting sustainable travel initiatives for its staff and students. In 2009, the Partnership Group at NUI Galway introduced the 'Cycle to Work' Scheme which is open to all employees. Since then, 500+ employees have purchased bikes and accessories up to a value of €1,000, saving up to 52% of the price of a new bike and equipment.

Please see www.nuigalway.ie/environment/cycletoworkscheme.html for more information.

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

Freephone number: 1800 201 346

For further information, please refer to:

www.nuigalway.ie/human-resources/staff/employee-benefits

Grant-in-aid of Publication Fund

Information on this fund, including call dates, can be accessed on www.nuigalway.ie/research-office/funding/grant-in-aidofpublicationfund/index.html

Health Insurance Review

All NUI Galway staff can avail of a free health insurance review by Cornmarket Group Financial Services - contacting the Cornmarket health insurance team on 01 470 8091 Or submitting their details online via health.insurance@cornmarket.ie

This is a free confidential service available to NUI Galway staff where staff can have their policy reviewed across all four insurers to ensure that they are on the most appropriate level of cover at the lowest cost.

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 Continuance Scheme

Please refer to website:

www.nuigalway.ie/pensions_investment/welcome.html

or contact the Pensions & Investments office email:

pensions@nuigalway.ie

Pension

Please refer to website:

www.nuigalway.ie/pensions_investment/index.html

or contact the Pensions & Investments office email:

pensions@nuigalway.ie

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/mso/Staff_Discount_Scheme/staff_discount_index.html

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

Travel Pass Scheme

NUI Galway through the Partnership process is committed to promoting positive mobility management initiatives for its staff. As a result of Government policy which promotes the use of public transport there is a tax saving available to staff who forego (sacrifice) a portion of their salary and replace it with an annual commuter ticket purchased by NUI Galway for use on Public transport. For further information please visit www.nuigalway.ie/administration_services/partnership/travel_pass_scheme_intro.html



Employee Development

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

Organisation and Staff Development

NUI Galway recognises that the ethos of a university is defined by its people and NUI Galway is enriched by its staff diversity in delivering research, teaching, learning and community engagement. NUI Galway seeks to respect and actively respond to the developmental, professional and personal needs of its staff. The Organisational Development Strategy's main objective is to enable the University deliver on its vision, that is *to work together as a confident team, valuing excellence, partnership, commitment, professional development and leadership throughout our organisation* (pg 38 Strategic Plan 2015 – 2020).

The Training and Development offerings are available to staff on website: www.nuigalway.ie/human-resources/staff-development/learning-development/ 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. For further information on the PMDS scheme, please refer to www.nuigalway.ie/human-resources/staff/staff-development/performance-management

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.

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 the Organisation and Staff Development office website:

www.nuigalway.ie/human-resources/staff/staff-development/funding-support

Scheme to assist Lecturers (above and below bar) undertake and complete a PhD programme

The University considers it important that members of academic staff normally have attained the degree of PhD or equivalent for the purpose of their personal research, towards enhancing their capability to supervise students undertaking research programmes and towards the development and provision of teaching programmes informed by research. To that end it has established a programme to support academic staff members holding the post of lecturer (above or below the bar) wishing to commence or continue a PhD or equivalent programme. The scheme will be organised and administered with a view to it not imposing undue burdens on other academic staff members, students or the University generally.

Participants on the PhD support programme will benefit from the Further Education Policy (FEP) scheme in respect of having their PhD fees paid, or a contribution being made towards them, in accordance with the terms of the FEP Scheme.

For further information, please refer to the Registrar and Deputy President's office website: www.nuigalway.ie/registrar/Forms.html





Campus Facilities and Services

Accommodation Information

The University website has an accommodation page at:
www.nuigalway.ie/student-life/accommodation/

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/teaching-with-technology/technologies

Blackboard

Blackboard is the University's Virtual Learning Environment. The VLE provides a medium for supporting teaching and learning activities, including assessment and examination.

To get started on Blackboard, please go to weblink:

www.nuigalway.ie/teaching-with-technology/blackboard

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 Aramark:

- An Bhiann
- Subway
- Arts Millennium Building Snackbar

Restaurants operated by Masterchef:

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

Restaurants operated by Student Union Catering:

- College Bar Catering
- Smokey Joe's Cafe
- Áras na Gaeilge
- The Wall Café
- The Hub

Restaurants operated by Cafe Togo:

- Friars Café and Restaurant
- DERI Café
- Zinc Cafe

For further information on the University's catering facilities, please refer to: www.nuigalway.ie/catering-services/campuscaterers/index.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, please refer to the website at: www.nuigalway.ie/conference

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/human-resources/staff-development/learning-development
- 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/

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.

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

Library and IT Service Desk

The Service Desk provides first level advice and support to students and staff on both Library and IT services. The Service Desk is located in the foyer of the James Hardiman Library.

Staff at the Service Desk can assist with your queries on the following topics –

- User ID / Passwords – Campus, email and Library Accounts
- Book Loans – Issuing and Renewals
- Printing / Copying / Scanning
- Support for NUI Galway Email (Student & Staff)
- WiFi Access (NUIWiFi / EduRoam) Blackboard queries
- Training on how to use the Library
- Software

Finding and using print and online information resources
Information on Library and IT Services

To raise a support request, please login to <https://servicedesk.nuigalway.ie>

Office Location: Foyer of the James Hardiman Library
Opening Hours: Library Opening Hours
Ext: 5777 Email Address: servicedesk@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

Mobility Management & Parking

The University operates a Parking Management System. 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 Pay-and-Display 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/buildings/parking.html

Pharmacy

Matt O’Flaherty’s pharmacy located in The Hardiman Building.

Printing Services

Print That is a one stop print and copy shop located on the Art/Science Building (beside Smokey Joes Cafe). Services include:

- general photocopying
- student handbooks
- binding
- laminating
- graphic design
- digital printing
- large format conference posters
- indoor and outdoor signage
- rollup banners

Contact details:

Tel: 091 492 350

Website: <http://printthat.nuigalway.ie/>

Security Services on Campus

The Security Service is a 24/7 service. Security personnel are in-house employees during the day and contract security firm employees for night time and weekend shifts. Security services include: opening and closing of buildings, foot and van patrols of the campus, the operation of CCTV systems, access control systems, traffic control for events, issuing keys and liaising where necessary with the Garda Síochána.

The service is based in offices at No. 14, Distillery Road. Security can be contacted at all times on the following numbers:

DDI line: 091-492198 Extension: 2198

Emergency: 3333

If Security staff are on patrol, extensions 2198 and 3333 hunt onto a mobile phone, this usually takes a few seconds to connect.

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 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

Student’s Union Shop

Located in the basement of Library Building.

Monday – Friday 8a.m. – 9p.m. (Friday 6:30p.m*.)

Saturday 10a.m. – 5p.m.

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







LITTER
BRUSCAR



Human Resources office | Oifig Acmhainní Daonna
Website/Láithreán Gréasáin: www.nuigalway.ie/hr
Email/Ríomhphost: hr@nuigalway.ie