



**Comhairle Contae
Ros Comáin**
Roscommon
County Council

Terms & Conditions of Employment

Paid Student Work Placement

ROSCOMMON COUNTY COUNCIL

TERMS AND CONDITIONS OF PAID STUDENT WORK PLACEMENT

1. Name and Address of Employer

Roscommon County Council
Áras an Chontae
Roscommon
Co Roscommon

2. Name and Address of Student

Ms Kate Tynan
Milltown,
Ballinlough,
Co. Roscommon

3. Position

Student Work Placement – paid

4. Period of paid Placement

Thursday 19th June 2025 to Friday 29th August 2025 inclusive

5. Place of Work

You will be based in the Environment Department, Áras an Chontae, Roscommon Town, Co. Roscommon

6. Garda Vetting/References/Policy for the Protection of Children

Your placement may be subject to you having successfully passed the Garda Vetting Process and Reference checks. If you fail to pass the Garda Vetting Process/Reference Checks Roscommon County Council will terminate your employment with immediate effect. Your placement is also subject to the provisions of Roscommon County Council's Policy and procedure for the protection and safeguarding of children.

7. Reporting Arrangements

You will report directly to the appropriate supervisor or to other such person as may be determined from time to time.

8. Hours of Work

Your normal hours of work per week will be 35 hours from Monday to Friday of each week. You will be required to work a shift pattern at the discretion of your Line Manager.

You may avail of flexible working hours which are between 8.30am - 10am and 4pm - 6.30pm. Core attendance hours are 10am - 12.30pm and 2.30pm - 4pm. Flexi leave does not apply to this placement.

9. Remuneration

You will be paid fortnightly by pay path (by means of a credit transfer to a financial institution of your choice), at the Council's discretion. Statutory deductions will be made as appropriate.

Your rate of pay will be €13.50 per hour i.e. minimum wage.

10. Superannuation

You are required in respect of superannuation to contribute at the rate of 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) for the purposes of schemes made under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and you are liable to pay the Class A rate of PRSI contributions.

11. Performance Management

There will be an ongoing review of your performance during the period of your work placement.

12. Annual Leave Allowance

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Roscommon County Council's holiday year runs from 1st January to 31st December.

13. Sick Leave

In the event of absence from work through illness, you will be required to contact your Supervisor on the first morning of your illness before 10.00 a.m. A certificate from a qualified Medical Practitioner must be submitted on the third day of a continuous absence, and on a **weekly** basis thereafter.

14. Confidentiality

You shall not discuss or disclose any information of a confidential nature relation to Roscommon County Council or its business or in respect of which the County Council owes an obligation of confidence to any person during or after your work placement except in the proper course of your work placement or as required by law.

15. Council Records/Property

You shall not remove any records or property belonging to Roscommon County Council from the premises at any time without proper advance authorisation.

You will return to the County Council upon request and, in any event, upon the termination of your work placement, all records and property belonging to the County Council which are in your possession or under your control.

16. Code of Conduct

You will be expected to abide by the staff rules and codes of conduct as laid down by Roscommon County Council from time to time.

17. Human Resources Policies & Procedures

Roscommon County Council and the main negotiating unions through the Workplace Partnership Process have agreed Human Resources policies & procedures, which will apply to your work placement including the following:

- Code of Conduct for Employees
- Grievance Policy and Procedure
- Disciplinary Policy and Procedure
- Dignity at Work – Staff Policies and Procedures
- Equality and Diversity Management – Policy and Procedure
- Attendance Management Policy and Procedures
- Communications Policy
- Employee Assistance Programme
- Policy for the Protection of Children
- Social Media Policy
- Protected Disclosures Policy and Procedure - Internal Reporting in the Workplace
- Protected Disclosures Policy and Procedure - External Reporting to Chief Executive of a Local Authority as a prescribed person under SI 367 of 2020
- Right to Disconnect Policy

Copies of the above Policy Documents are available from the Human Resources Department. They may also be viewed on Roscommon County Council's Intranet Site.

18. Ethics

You are expected to adhere to codes of practice and ethical matters as laid out in legislation through the Local Government Act, 2001 and through other legislative enactments or regulations with relevance to the duties for which you are being placed.

19. Other Occupations

This Contract is subject to the provisions of the Organisation of Working Time Act, 1997 in respect of number of hours worked during a reference period.

20. Health and Safety Regulations

Roscommon County Council acknowledges its role in protecting the safety, health and welfare of all people employed in the authority. The authority is committed to implementing, controlling and maintaining a programme that ensure where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level. The authority will implement safe work systems and methods to ensure the safety, health and welfare of all. Roscommon County Council understands its legal obligations and its commitment to comply with the Safety, Health and Welfare at Work Act, 2005. All staff at Roscommon County Council also has a legal obligation in relation to Health, Safety and Welfare at work (Safety, Health and Welfare at Work Act 2005 – section 13) and are required to follow

guidelines contained in the Council's Safety Statement. You are obliged to familiarize yourself with the contents of the Council's Safety Statement and Policy & Procedures.

21. Equality

Roscommon County Council is committed to a policy of Equality of Opportunity in its work placement practices and has a positive action programme in place to realise this policy. Roscommon County Council is also committed to the maintenance of a working environment free of all forms of harassment including sexual harassment and harassment on the grounds of gender, marital status, family status, age, religion, race, disability, sexual orientation and membership of the Traveller Community.

22. Use of Electronic Equipment

The Authority provides many telecommunications, computing and network resources for use by staff in the pursuance of their duties. You are entitled to use telephones, the Internet, electronic mail, photocopiers and other equipment for work-related activities as appropriate and to facilitate the efficient exchange of useful information. You will be obliged to fully comply with organisational policy governing the use of all electronic equipment.

23. Intellectual Property

Any invention made by you shall belong to Roscommon County Council if it was made in the course of your normal duties, duties falling outside your normal duties but specifically assigned to you, or as a result of a particular responsibility given to you. If during your work placement you make, discover, devise or possess any process, secret, design, drawing, work or technological or technical information of any nature which belongs to Roscommon County Council as set out above which relates to or concerns any products, methods of production of or services supplied or controlled by Roscommon County Council, you must without delay and before publishing same give all available information to Roscommon County Council when the intellectual property and all copyrights or other rights therein and the benefit thereof will become the sole and absolute property of Roscommon County Council.

24. Freedom of Information

In your capacity on work placement, you should be familiar with provisions contained in the Freedom of Information Acts 1997-2014. Subject to limitations contained within these Acts a member of the public has a right to access information held by public bodies, to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading and to obtain reasons for decisions affecting him/her.

25. Data Protection

You are required to abide by the provisions of the Data Protection Acts 1998 – 2018, any regulations made thereunder or amending or superseding legislation and all County Council Data Protection policies and procedures. You must obtain the consent of the Data Controller, i.e. Roscommon County Council before processing any such records.

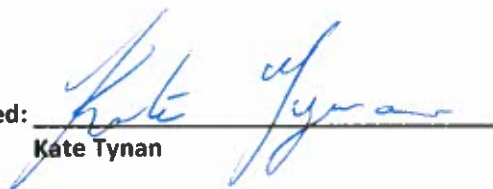
26. **Termination**

Subject to the terms of the Disciplinary Procedure, Roscommon County Council reserves the right to terminate your placement if you are unable to perform your role as a result of incapacity, incompetence or misconduct. In the event of such a termination, the Council undertakes to give you one weeks' notice or, at the discretion of the Chief Executive pay in lieu of notice. No notice will be given in circumstances justifying immediate termination of your placement.

Should you decide to leave the service of the Council before 29th August 2025, you are required to give one weeks' notice in writing.

Nothing in this agreement will prevent the giving of a lesser period of notice by either party where it is mutually agreed.

I accept and agree to be bound by the above terms and conditions during the period of my student work placement with Roscommon County Council.

Signed: 
Kate Tynan

Date: 19/6/2025.

Signed: 
On Behalf of Roscommon County Council

Date: 19/6/25

Position: SEO
Human Resources