



### **MTU - Application and Scope of HR and other Non-Academic Policies and Procedures**

Munster Technological University ('MTU') is working on the adoption of new policies and procedures for key HR and other non-academic matters<sup>1</sup>.

Certain policies and procedures have already been approved in that regard, including the following:

- MTU Code of Governance;
- MTU Dignity & Respect Policy & Procedure.

A number of others are also expected to be approved as soon as practicable.

In the meantime, where no new MTU policy/procedure has been approved, and until such time as they are altered by way of amendment or replacement by MTU, MTU confirms that the HR and other non-academic policies and procedures that applied at Cork Institute of Technology, including CIT Cork School of Music, Crawford College of Art & Design, and the National Maritime College of Ireland, ('CIT'), immediately before the establishment of MTU on 01 January 2021 shall continue to apply in respect of MTU staff and facilities at those locations.

Equally, MTU confirms that the HR and other non-academic policies and procedures that applied at Institute of Technology Tralee ('ITT'), immediately before the establishment of MTU shall continue to apply to MTU staff and facilities at that location.

In the case of any MTU staff appointed from 01 January 2021, the policies and procedures that are applicable will depend on where the primary place of work is. If it is within the structures of CIT immediately before it was dissolved, the pre-existing CIT policies and procedures apply. If it is within the structures of ITT immediately before it was dissolved, the pre-existing ITT policies and procedures apply.

Where reference is made in any staff and non-academic policy and procedure to either CIT and/or ITT, it should be read as MTU and within the applicable scope as set out above. References to governing legislation should, as necessary and appropriate, be read as referring to the equivalent/relevant provisions of the Technological Universities Act 2018.

In the event that there is any doubt, uncertainty, or apparent conflict as to whether and/or how a particular policy or procedure applies in any given case, MTU has determined that any such questions will be resolved by consensus between the two Vice Presidents responsible for corporate affairs. Failing such consensus, the President of MTU shall determine the position.

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<sup>1</sup> Note: Student and academic regulations, policies and procedures are addressed separately

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# Document Information

## 1. Document Details

<b>Title:</b>	MTU Policy on Application and Scope of HR and other Non-Academic Policies
<b>Author(s):</b>	MTU Corporate Affairs Team
<b>Version No:</b>	1
<b>Status:</b>	Approved by MTU GB 1.1.21

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

## 2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
N/A			

Version Number 0 = first draft, 0.1,0.2 tracked changes, Version 1 = 1<sup>st</sup> approved, version 2 = 2.0

## 3. Relevant Existing/Related Documents

Title	Status	Relevance to this Document
All existing IT and ITT HR and other non-academic policies and procedure		

## 4. Consultation History

Name	Date	Details of consultation
CIT and ITT Corporate VPs	18.12.20	Review of First Draft – VPs happy with same
CIT and ITT Corporate VPs and CIT HOL	22.12.20	Final draft with outstanding details included

## 5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
MTU GB	01.1.21	GB Approval

## 6. Dissemination

Who needs to know about this document?

Name	Date	Details of Communication
GB and All Staff	11.1.21	Emailed to staff