

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
Acting Director of Personnel and Related Services



To: all heads of department and institutions, faculty board chairmen,
departmental administrators, and faculty board secretaries

Copies: heads of division and divisional secretaries, Mr Morgan,
Ms Coldstream, Mrs Kinahan, Ms Pack (Acting Director of the
Conference of Colleges Secretariat)

Ref.EMS/5,
EMS/5/A,
EMS/5/J,
EMS/5/TP,
EMS/6,
EMS/10

14 January 2013

August 2012 revision of university salary scales: all non-clinical staff

The Personnel and Planning and Resource Allocation Committees have approved the implementation at Oxford of the 2012 national uplift to the single pay spine for university non-clinical staff. This is on the recommendation of the Universities and Colleges Employers Association following extensive national negotiations.

The uplift is a 1 per cent increase for each full-time employee (pro rata for part-time staff) with retrospective effect from 1 August 2012. It will be implemented in the January 2013 payroll, together with backpay.

The revised scales reflecting the 1 per cent increase are annexed at A.

Additional information regarding academic staff is set out in section 2, and the revised main lecturer salary scale is annexed at B.

Tables setting out revised salaries for senior academic and academic-related staff whose salaries are outside the main salary and grading structure are annexed at C.

The revised hourly rates for casual workers are available along with guidance on the use of casual letters of engagement on the Personnel Services website at <http://www.admin.ox.ac.uk/personnel/recruit/background/employstatus/casual/>

Departments are asked to display this circular on notice boards. Annexes A, B and C will also be at <http://www.admin.ox.ac.uk/personnel/reward/salaryadmin/>

Circular PERS(12)02, which provided details of the previous pay award and salary scales for all non-clinical staff, is superseded.

1. Action required of departments

Departments are asked to:

- put a copy of this circular on their departmental notice board;
- refer to the revised new salary scales annexed at A, B, and C when making new appointments; and



- refer to the revised hourly rates for casual workers on the Personnel Services website when making casual appointments of less than 12 weeks' duration.

Departments and, in the case of academic staff, divisions are reminded that the pay award for August 2012 will not apply to any staff continuing to be paid on off-scale salary points (i.e. grade codes ending in 90). These scales are not available for new appointments. Departments and divisions wishing to award a salary increase to any employee on an off-scale point should contact the relevant officer from Personnel Services.

2. Academic staff

The increase of 1 per cent from 1 August 2012 is reflected in the revised scales for the main lecturer grade (annexed at B). The 1 per cent has been split between the college and the University in line with usual practice.

The increase of 1 per cent in relation to professorial salaries is reflected in Annexe C.

Following discussion with the Conference of Colleges Secretariat, the standard rates for buy-outs are increased as follows:

01 Aug 2011	01 Aug 2012
£5,811	£5,869
£2,908	£2,937
£2,156*	£2,178*
£718	£725

For details of these rates, please see the Secretary of Faculties' circular of 14 June 2000, which is annexed at D.

*Note that these rates assume that a full buy-out of a CUF is a 12-hour one. If a full buy-out is less, consult the Chairman or Secretary of the Estates Bursars' Committee over the appropriate rate to use.

3. ALC6 and RSIV

Staff on individual salaries in these grades will receive a 1 per cent increase from 1 August 2012.

4. Closed grades

Details of the pay scales associated with grades no longer open to new appointments are available on application to Personnel Services. Please contact Sarah Rowles for details (sarah.rowles@admin.ox.ac.uk).

5. Wellcome Trust fellows

From April 2006 the Wellcome Trust introduced a system of fellowship supplements in the form of fixed sums (see Annexe C to PERS(08)08). These additional payments are awarded at the discretion of the Wellcome Trust and are paid as a clearly identifiable salary supplement. These fellowship supplements are pensionable, but are **not** to be increased by 1 per cent.



6. Allowances

Allowances have been uplifted by 1 per cent.

ALISON CROSS

Replaces existing circular: PERS(12)02

Copy for noticeboards: Yes

Website: <http://www.admin.ox.ac.uk/ps/staff/noticeboard/index.shtml>

AC/AJWD/SMR