

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 Director of Human Resources



To: heads of departments and institutions, and faculty board chairmen

Ref. EMS/6,
 EMS/33

Copies to: heads of division, divisional secretaries, departmental administrators and faculty board secretaries, Mr Shaw, Principal Administrator of the Conference of Colleges

22 October 2013

Industrial Action on 31 October 2013

The three unions recognised by the University of Oxford, the University and College Union (UCU), Unison and Unite, have called members out on strike on 31 October 2013, in support of their disputes with the University in relation to the 2013-14 pay offer.

Deductions at the rate of 1/337 of the annual salary will be made from the pay of those taking part in strike action. Departments and divisions should ensure that all those who participate in strike action complete the attached payroll deduction form.

The UCU has also called on its members to take part in action short of a strike, by 'working to contract' from 1 November 2013.

Departmental and divisional managers may ask staff in advance whether they intend to take strike action, so that arrangements for cover may be made. However, staff are not obliged to state whether or not they intend to go on strike in advance of any such action.

The industrial dispute is between the unions and the University only: industrial action should not be taken by college-only employees nor by those holding joint appointments, except in respect of their university duties.

1. Action required of departments and divisions

Departments and divisions are asked to:

- (a) review contingency plans to ensure that, as far as practicable and consistent with safe working, key services continue to operate on 31 October;
- (b) ensure that line managers are aware of the guidance provided in this circular; and
- (c) ensure that staff who take part in the strike action on 31 October are aware of their responsibility to complete and return a salary deduction form.

2. Background

The three unions recognised by the University of Oxford, the UCU, Unison and Unite, have called members out on strike on 31 October 2013, in support of their disputes in relation to the



2013-14 pay offer. The UCU have also called on their members to take action short of a strike, by 'working to contract' from 1 November 2013.

This follows a ballot in relation to the pay offer for 2013-14. The unions are in dispute with the University, and the industrial action should not be joined by college-only employees. Holders of joint appointments may only take action in respect of their university duties.

We have not been notified of any planned pickets but the University Offices and/or other buildings may be picketed. Members of staff should make all reasonable efforts to continue business as usual, subject to any further advice from the University Security Service.

3. Deduction of salary for those who take strike action

Members of unions who take strike action on 31 October will not be paid for that day. The deduction will be 1/337 of the annual salary (i.e. 365 days less 28 days' statutory paid leave).

The attached salary deduction form may also be downloaded from the university web site at <http://www.admin.ox.ac.uk/finance/processes/forms/payroll/>.

4. Planning for 31 October

Departments and divisions are asked to review their contingency plans to ensure that, as far as practicable and consistent with safe working, key services continue to operate on 31 October.

Departmental and divisional managers may ask staff in advance whether they intend to take strike action, so that arrangements for cover may be made. However, staff are not obliged to state whether or not they intend to go on strike in advance of any such action.

Departments may wish to minimise the approval of any outstanding leave requests for 31 October. If an employee who has not received advance approval for leave finds it necessary to take leave on 31 October to look after dependants, departments may authorise, retrospectively if necessary, unpaid leave under the policy on Time Off for Dependants (<http://www.admin.ox.ac.uk/personnel/during/leave/time/>). Approval should only be given if the department is satisfied that the request arose from a genuine emergency.

5. Seeking further advice

Any questions about the industrial action can be directed to sarah.thonemann@admin.ox.ac.uk or to john.dickson@admin.ox.c.uk.

If you wish to discuss the contingency arrangements for your own department or to seek advice on individual issues arising from the action, please contact your HR Business Partner.

Mr Julian Duxfield

JD/SJT



DEDUCTING SALARY FROM STAFF TAKING PART IN INDUSTRIAL ACTION

The UCU, Unison and Unite have notified the University that it intends to call its members out on a one-day strike on 31 October 2013. Any member of staff who participates in this strike is asked to complete the form below (or a photocopy of it) and send it to the Payroll Office. The appropriate deduction from salary will be made in the next available payroll (normally, the following month).

To:
 Payroll Office
 23-38 Hythe Bridge Street
 Oxford
 OX1 2ET

Deduction for strike action on 31 October 2013

I authorise you to deduct from my next available salary payment, before tax and National Insurance, pay equivalent to 1 day (1/337 of annual salary) for the one day of strike action I have taken.

I took strike action on **31 October 2013**.

*In order to maintain my pensionable service, I also authorise you to deduct the employer's pension contribution of 0.043835% (USS members), or 0.058904% (OSPS members) of pensionable salary per day in respect of the above day(s) of action, in addition to my normal employee's pension contribution and any AVC payments I normally make.

**This paragraph may be deleted if you do NOT want to maintain pensionable service for the period when you were on strike. In this case neither the employer's nor the employee's contributions will be payable for this period.*

My details are:

SURNAME:.....INITIALS:.....

EMPLOYEE NUMBER:.....

(7 digits as shown above the employee's name on the front of the payslip, or in the bottom, left-hand box on the inside)

and/or NATIONAL INSURANCE NUMBER:.....

Signed:..... **Date:**.....
