

PERSONNEL SERVICES

University Offices, Wellington Square, Oxford OX1 2JD
 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, Mr Smith (Director of the Conference of
 Colleges Secretariat)

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

16 December 2013

August 2013 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 2013 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 on salaries with retrospective effect from 1 August 2013. It will be implemented in the January 2014 payroll, together with back pay.

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Circular PERS(13)01, which provided details of the previous pay award and salary scales for all non-clinical staff, is superseded.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.
- where applicable, adjust relevant standby and call out allowance calculations in CoreHR as described in point 6 below

Departments and, in the case of academic staff, divisions are reminded that the pay award for August 2013 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 their HRBP (HR Business Partner) from Personnel Services.

2. Academic staff

The increase of 1 per cent from 1 August 2013 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 2012 | 01 Aug 2013 |
|-------------|-------------|
| £5,869 | £5,928 |
| £2,937 | £2,966 |
| £2,178* | £2,200* |
| £725 | £732 |

For details of these rates, please see the Secretary of Faculties' circular of 14 June 2000, which is available at <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/> under 'Documents'.

*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 2013.



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 Liz Mitchell for details (liz.mitchell@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

Where applicable, allowances will be automatically uplifted by 1 per cent. However, departments need to take action in Core prior to the January payroll deadline to amend standby and call out payments which have been calculated as an average of the salaries of those individuals participating in the rota, or an average salary for the level of work required. The allowance is called "standby and call out pay cash"; departments should recalculate the value of the allowance based on the uplifted salaries and refer to QRG CH4 "Manage Changes: New & Changes to Permanent Allowances to set up a new allowance".

7. Leavers

Members of staff who left the University between 1 August 2013 and 31 December 2013 and are eligible for the pay uplift will automatically receive any back pay they are owed. Payroll will use the most recent bank details they have on record in order to make the payment. It is the responsibility of the individual to inform Payroll if these details have changed.

JULIAN DUXFIELD

Replaces existing circular: PERS(13)01

Copy for noticeboards: Yes

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

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