

## 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

21 January 2014

### Industrial Action on 23, 28 January and 10 February 2014

*The University and College Union (UCU) has notified the University that its members will be taking industrial action on 23 January, 28 January and 10 February 2014 in support of their ongoing dispute with the University in relation to the 1% pay offer, which is being implemented in the January payroll. This will take the form of a two-hour strike on each date, as follows:*

- *Thursday 23 January 11am-1pm*
- *Tuesday 28 January 2pm-4pm*
- *Monday 10 February, 9am-11am*

*Deductions of two hours' pay will be made from those taking part in each part-day of strike action. Departments and divisions should ensure that all those who participate in strike action complete the attached payroll deduction form.*

*The UCU has advised that if this action fails to produce an acceptable solution, members will be asked 'to begin a marking boycott'. The University reserves its right to withhold a full day's pay in respect of future partial performance (one day's pay is calculated on the basis of 1/337 of annual salary).*

*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 23 and 28 January and 10 February 2014;
- (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 the above days are aware of their responsibility to complete and return a salary deduction form.

## **2. Background**

One of the unions recognised by the University of Oxford, the UCU, has called its members out on an on-going series of two-hour strikes, in support of their ongoing dispute with the University in relation to the 1% pay offer, which is being implemented in the January payroll. The UCU has advised that if this action fails to produce an acceptable solution, members will be asked 'to begin a marking boycott'.

The union is 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 during these walk-outs 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 advice from the University Security Service.

## **3. Deduction of salary for those who take strike action**

Members of the UCU who take strike action for the assigned two hours on 23 and 28 January and 10 February 2014 will have two hours' pay deducted from their salary on each occasion that they participate in industrial action.

The University's reserves its right to withhold a full day's pay in respect of any future partial performance (one day's pay is calculated on the basis of 1/337 of annual salary).

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

## **4. Planning for 23 and 28 January and 10 February 2014**

As this industrial action is targeted to coincide with the busiest periods of the week to maximise disruption to institutions, 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 23 and 28 January and 10 February 2014.

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.

## **5. Seeking further advice**

Any questions about the industrial action can be directed to [sarah.thonemann@admin.ox.ac.uk](mailto:sarah.thonemann@admin.ox.ac.uk) or to [john.dickson@admin.ox.c.uk](mailto: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 has notified the University that they intend to call its members out on an on-going series of two-hour strikes on 23 and 28 January and 10 February 2014. 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).

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

### Deduction for strike action on 23 and 28 January and 10 February 2014

I authorise you to deduct from my next available salary payment, before tax and National Insurance, pay equivalent to two hours salary for the two hours of strike action I have taken.

I took strike action on *(please indicate)*

23 January       28 January       10 February 2014

\*In order to maintain my pensionable service, I also authorise you to deduct the employer's pension contribution at 16% (USS members), or 21.5% (OSPS members) of my hourly rate of pensionable salary in respect of the above hours 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:**.....

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