

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, Director of the Conference of Colleges
 Secretariat

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

17 July 2014

August 2014 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 2014 national uplift to the single pay spine for university non-clinical staff.

The uplift is a 2 per cent increase on salaries with effect from 1 August 2014 and will be implemented in the August 2014 payroll.

The revised scales reflecting the 2 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.

Annexes A, B and C are also available at

<http://www.admin.ox.ac.uk/personnel/reward/salaryadmin/>

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.

Circular PERS(13)12, which provided details of the previous pay award and salary scales for all non-clinical staff, is superseded.

Information on the national uplift to the clinical salary scales will follow in due course.



1. Action required of departments

Departments are asked to:

- put a copy of this circular on their departmental notice board;
- advertise with the revised rates with immediate effect, noting that the new rates take effect from 1 August 2014 e.g. Grade 5: £24,057 - £28,695 (salary effective from 1 August 2014);
- refer to the revised new salary scales annexed at A, B, and C when making new appointments starting on or after 1 August 2014;
- refer to the revised hourly rates for casual workers on the Personnel Services website when making casual appointments of less than 12 weeks' duration; and
- familiarise themselves with the information on how pay uplifts apply to allowances and take action as necessary.

Departments and, in the case of academic staff, divisions are reminded that the pay award for August 2014 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) in Personnel Services.

2. Academic staff

The increase of 2 per cent from 1 August 2014 is reflected in the revised scales for the main lecturer grade (annexed at B). The 2 per cent has been split between the college and the University in line with usual practice.

The increase of 2 per cent in relation to professorial salaries is reflected in Annexe C.

The standard rates for buy-outs are increased as follows:

01-Aug-2013	01-Aug-2014
£5,928	£6,047
£2,966	£3,025
£2,200	£2,244
£732	£747

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

*Note that these rates assume that a full buy-out of an associate professor where the college is the main employer 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 2 per cent increase from 1 August 2014.

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. Allowances and supplements

Information on how pay uplifts apply to allowances can be found on the Personnel Services website at www.admin.ox.ac.uk/personnel/reward/allowances/updatall/.

In the majority of cases no action is required by departments but departments do need to amend payments which have been set up as the allowance "standby and call out pay cash". Please refer to the website for further information.

Please note that pay uplifts do not apply to acting up allowances. The base salary (i.e. pay for their substantive grade) of those in receipt of acting up allowances will automatically increase on implementation of a pay uplift (they will also receive any increments on their substantive grade which are due during the period of acting up). If you currently have members of staff in receipt of acting up allowances who are expecting it to be increased in line with the pay uplift, please contact Sarah Kilgour, Reward Manager sarah.kilgour@admin.ox.ac.uk.

JULIAN DUXFIELD

Replaces existing circular: PERS(13)12

Copy for noticeboards: Yes

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

JD/SJK