

PERSONNEL SERVICES

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



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

cc: 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

7 December 2015

Revision of university salary scales: all non-clinical staff

The Personnel and Planning and Resource Allocation Committees have approved the implementation of the 2015 national cost of living increase for non-clinical staff. The uplift is a 1% increase on salaries with effect from 1 August 2015 save for the first five points of the University's salary and grading structure where increases of 1.2% - 2% apply.

The main pay and grading structure has been revised to take account of the uplift; it also includes revisions to ensure the University pays the Living Wage and to introduce a grade for apprentices.

The revised main pay and grading structure is annexed at A and takes effect from 1 January 2016.

The uplift will be implemented in the January 2016 payroll and backdated to 1 August 2015. The changes to the structure to ensure the University pays the Living Wage are effective from 1 January 2016. The new apprentice grade will be available for use from 1 January 2016 and any existing apprentices will be assimilated to this grade.

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 annexes are available at <http://www.admin.ox.ac.uk/personnel/reward/salaryadmin/>

The revised hourly rates for casual workers are on the Personnel Services website at <http://www.admin.ox.ac.uk/personnel/recruit/background/employstatus/casual/>

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 for grade 1 take effect from 1 January 2016 eg Grade 1: £15,659 - £16,357 (salary effective from 1 January 2016);
- refer to the revised new salary scales annexed at A, B, and C when making new appointments starting on or after 1 January 2016;
- 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 this uplift does not apply to any staff paid on off-scale salary points (ie 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 HR Business Partner in Personnel Services.

2. Implementation of the national cost of living increase

The Personnel and Planning and Resource Allocation Committees have approved the implementation at Oxford of the 2015 national cost of living increase for university non-clinical staff. The uplift is a 1% increase on salaries with effect from 1 August 2015 save for the first five points of the University's salary and grading structure where larger increases of between 2% and 1.2% apply as follows:

National pay spine point	% increase	August 2015 salary	Grade 1	Grade 2
8	1.2	£16,776		3
7	1.4	£16,357	6*	2
6	1.6	£16,017	5*	1
5	1.8	£15,632	4	
4	2	£15,258	3	

Academic staff

The increase of 1% from 1 August 2015 is reflected in the revised scales for the main lecturer grade (annexed at B). The 1% has been split between the college and the University in line with usual practice.

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



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

01-Aug-2014	01-Aug-2015
£6,047	£6,107
£3,025	£3,055
£2,244	£2,266
£747	£754

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 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.

ALC6 and RSIV

Staff on individual salaries in these grades will receive a 1% increase from 1 August 2015.

Closed grades

Details of the pay scales associated with grades no longer open to new appointments are available on application to Liz Mitchell: (liz.mitchell@admin.ox.ac.uk).

Allowances and supplements

Information on how pay uplifts apply to allowances can be found at:

<http://www.admin.ox.ac.uk/personnel/reward/paystructure/allowancesandpremiums/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". The flat-rate payment has increased to £268; the broadband connection payment has increased to £294. Departments should adjust these payments, as well as payments made to staff who are in receipt of an on-call and standby allowance calculated as an average of salaries.

3. Living wage

The University became an accredited Living Wage employer in May 2015. This demonstrates commitment to all our employees, particularly those who are among the most diverse, and who find life most difficult in an expensive city, such as Oxford. Accreditation means that the University has committed to pay both employees and the staff of contractors and sub-contractors who work regularly on University premises at least the Living Wage.

The Living Wage is reviewed annually and the new non-London Living Wage rate is £8.25 per hour. In order to remain compliant with the Living Wage, from 1 January 2016, the lowest pay point of the University's main salary and grading structure will be taken out of use, and the second lowest pay point be increased by 1p per hour, in addition to the uplift.

All staff on grade 1, point 3 will be moved to grade 1, point 4 and the salaries of those on grade 1, point 4 will be uplifted. Grade 1, point 3 is closed to new appointments with effect from 1 January 2016.



If you use any of the University's cleaning or catering preferred suppliers, you will soon receive an updated 2016/17 quotation. Quotations will contain the **actual** living wage rate (rather than the previously forecasted rate) of £8.25 for August 2016 – April 2017 and the forecasted rate of £8.58 from May 2017 – July 2017.

You will need to contact any non-preferred suppliers of relevant services directly to ensure they will be paying the living wage.

The University has committed to pay sub-contracted staff the living wage by August 2016.

4. New grade for apprentices

The University is employing an increasing number of apprentices. Apprenticeships can last for up to four years and staff employed as apprentices follow a set path of salary progression which is set out in the [University Apprenticeship guidelines](#). In order to clearly illustrate apprenticeship salary progression and streamline the administration of the process in Core HR, a grade solely for the use of apprentices is being introduced. The new apprentice grade should be used from 1 January 2016. Departments with existing apprentices will be contacted in December with information about how these members of staff will be assimilated to the new grade. Further information on the University of Oxford Apprenticeships is available at: <http://www.apprenticeships.ox.ac.uk/>.

JULIAN DUXFIELD

Replaces existing circular: PERS(14)07

Copy for noticeboards: Yes

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

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