

## 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

August 2017

### Revision of University salary scales 2017: all non-clinical staff

*The 2017 national cost of living increase for non-clinical staff has been approved for implementation. The uplift is a 1.7% increase on salaries with effect from 1 August 2017 save for the first twelve spine points of the University's salary and grading structure where larger increases of up to 2.24% apply.*

*The uplift will be implemented in the September payroll and backdated to 1 August 2017.*

*The main pay and grading structure has been revised to take account of the uplift and the revised structure is 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 annexes are available at: [www.admin.ox.ac.uk/personnel/circulars/](http://www.admin.ox.ac.uk/personnel/circulars/)*

*The revised hourly rates for casual workers are on the Personnel Services website at [http://www.admin.ox.ac.uk/personnel/recruit/non\\_empl/casual/](http://www.admin.ox.ac.uk/personnel/recruit/non_empl/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 and refer to the new salary scales annexed at A, B, and C when making new appointments;
- 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, for academic staff, divisions are reminded that this uplift does not apply to 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 2017 national cost of living increase for university non-clinical staff.

Consideration has been given to the implementation date of the uplift and it has been agreed that it will be implemented in the September 2017 payroll and backdated to 1 August 2017.

The uplift is a 1.7% increase on salaries with effect from 1 August 2017 save for the first twelve points of the University's salary and grading structure where increases of up to 2.24% apply:

National pay spine point	% increase	August 2017 salary	Apprentice Grade	Grade 1	Grade 2	Grade 3	Grade 4
16	1.72%	£21,585				6	1
15	1.77%	£20,989				5	
14	1.82%	£20,411			9*	4	
13	1.87%	£19,850			8*	3	
12	1.93%	£19,305			7*	2	
11	1.98%	£18,777	4**		6	1	
10	2.04%	£18,263	3**		5		
9	2.10%	£17,764			4		
8	2.15%	£17,326	2**		3		
7	2.19%	£16,983		6*	2		
6	2.24%	£16,654		5*	1		
5*	1.88%	£16,341	1**	4			

\*In January 2017 the University provided a further uplift to point 5 of the national pay spine in order to comply with the Living Wage. Point 5 of the national pay spine is now greater than the Living Wage and is therefore reinstated

### **Academic staff**

The increase of 1.7% from 1 August 2017 is reflected in the revised scales for the main Associate Professor grade (annexed at B). The 1.7% has been split between the college and the University in line with usual practice.

The increase of 1.7% in relation to professorial salaries is reflected in Annexe C.

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



01-Aug-16	01-Aug-17
£6,174	£6,279
£3,089	£3,142
£2,291	£2,330
£762	£775

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/](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 1.7% increase from 1 August 2017.

#### **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](mailto:liz.mitchell@admin.ox.ac.uk)).

#### **Allowances and supplements**

Information on how pay uplifts apply to allowances can be found at: [www.admin.ox.ac.uk/personnel/reward/paystructure/allowancesandpremiums/updatall/](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 £276; the broadband connection payment has increased to £302. 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.

JULIAN DUXFIELD

*Replaces existing circular: PERS(16)07*

*Copy for noticeboards: Yes*

*Website: [www.admin.ox.ac.uk/ps/staff/noticeboard/index.shtml](http://www.admin.ox.ac.uk/ps/staff/noticeboard/index.shtml)*

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