

PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(94)16	Guidelines for dealing with problems of persistent absence	07/06/94
(95)05	Formal authorisation to offer employment and issue letters of appointment for academic-related and non-academic staff, and to dismiss non-academic staff	17/03/95
(95)06	Employment of academic-related staff and non-academic staff beyond the normal age of retirement	03/03/95
(96)20	New provisions for the appointment of senior academic-related staff to departmental committees	28/08/96
(97)07	University policy on the payment of future Whitley Council pay awards to non-academic and associated staff in clinical departments	10/02/97
(97)08	The re-constitution of the Clinical Non-academic Staff Subcommittee (CNASS) as the Clinical Staff Sub-committee (CSS)	13/02/97
(97)24	The EC Working Time Directive and its implication for annual leave entitlement for term-time only employees	30/06/97
(97)43	Personal staff appraisal for all non-academic staff in clinical departments	12/12/97
(98)03	Guidelines on recruitment and selection of non-academic and academic-related staff	03/02/98
(98)16	Appointment of confidential advisers on harassment	19/10/98
(98)17	Appointment of confidential harassment advisers – information for colleges	19/10/98
(99)15	Public interest disclosure (whistle blowing) and Academic integrity in research	24/06/99
(99)17	The Working Time Regulations 1999	12/07/99
(99)27	Revisions to the probationary procedures for academic-related and non-academic staff	01/10/99
(99)30	Changes to unfair dismissal legislation	01/10/99
(99)32	Teaching and Higher Education Act 1998 (Right to time off for study or training)	15/10/99
(99)34	Employment status in the University	2/11/99
(99)35	Waiver clauses for fixed term appointments; new contractual terms; maximum unfair dismissal awards; and revised procedures for staff approaching the end of fixed-term contracts	5/11/99
(00)04	The Sex Discrimination (Gender Reassignment) Regulations 1999	20/01/00
(00)08	Parental leave and time off for dependants	14/04/00
(00)21	A new service for contract research staff – CVs.ac.uk	31/07/00
(00)22	Trade union membership and staff representation	24/08/00
(00)31	Reduction in service threshold affecting eligibility for ex gratia termination payments	23/11/00

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(00)33	CVs.ac.uk – launch of candidate search facility	03/12/00
(01)02	Writing and taking up of job references	15/01/01
(01)06	College advertising on the jobs.ac.uk website	16/03/01
(01)12	New procedures for seeking approval to hold outside appointments	19/06/01
(01)13	Flexibility in salary arrangements for lecturers to permit additional payments in exceptional circumstances	26/06/01
(01)14	Refilling vacant posts with unchanged job descriptions	13/06/01
(01)24	Employment beyond the normal age of retirement: cleaning and janitorial staff	24/07/01
(01)25	Representative accommodation	27/07/01
(01)26	Part-Time Workers Regulations	14/08/01
(01)27	Guidance on the use of Whitley Council Clinical Research grades and the appropriate university job titles	13/08/01
(01)28	Outcome of the University's submission of its Human Resources Strategy to HEFCE	13/08/01
(01)31	Merit awards for academic-related departmental administrators	05/09/01
(01)36	UNISON recognition for ancillary, and gardens and parks staff	18/10/01
(01)37	Recruitment and selection briefings	22/10/01
(02)02	Staff benefits handbook	24/01/02
(02)03	Support for Contract Research Staff	24/02/02
(02)04	Grading of clerical and library posts and Whitley Council clerical posts	24/02/02
(02)05	Parental leave	25/01/02
(02)08	New ULNTF scheme	14/02/02
(02)09	Revised Equal Opportunity Policy and Code of Practice	18/02/02
(02)11	Bridging support scheme: revised rules for initial three-month grant	25/02/02
(02)13	Clinical research nurses: honorary contracts with the Oxford Radcliffe Hospitals NHS Trust	05/03/02
(02)14	The introduction of discretionary super-scale points for nurses and radiographers	05/03/02
(02)15	Using the Criminal Records Bureau for the screening of prospective employees	18/03/02
(02)17	Pensionable status of recurrent additions to salary for temporary additional responsibilities	22/03/02
(02)19	The Working Time (Amendment) Regulations 2001: leave arrangements for casual workers	12/04/02
(02)21	Staff representation in circumstances other than those covered by the University's formal procedures	07/05/02

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(02)24	HESA data collection exercise – Standard Occupational Classification	05/06/02
(02)27	2002 edition of the Handbook for Non-academic Staff, reprinted 1999 edition of the Handbook for Academic-Related Staff	09/07/02
(02)28	Changes to Statement of Pensions Policy	01/08/02
(02)29	Changes to Statement of Pensions Policy: information for employees	01/08/02
(02)30	Awarding additional increments to academic-related and non-academic staff on promotion	27/08/02
(02)32	Work Permit Desk: notification of staffing change	28/08/02
(02)42	Complying with the Data Protection Act 1998: Recruitment and Selection	08/10/02
(02)46	Employing overseas nationals and work permit procedures	12/11/02
(02)48	Arrangements for bereavement leave and for special and compassionate leave in cases involving dependants	03/12/02
(03)01	University procedures for dealing with cases of fraud and suspected fraud	06/01/03
(03)03	Migration of university lecturers	06/02/03
(03)05	Recruitment and selection briefings	21/02/03
(03)06	Revised joint appointment procedures	01/03/03
(03)09	Work permit charges	20/03/03
(03)10	Flexible working	20/03/03
(03)11	New university provisions for family-related leave and pay (maternity, paternity, adoption)	20/03/03
(03)12	Joint Committee of the Elected Representatives of the Clerical, Library, Ancillary, Parks, and Gardens Employees (JCER): Election of Representatives	24/03/03
(03)13	University Wellcome Trust non-clinical fellowship salary scales – effective 1 August 2002	24/03/03
(03)15	Complying with the Data Protection Act 1998: employment records	31/03/03
(03)17	Work permit charges	15/04/03
(03)19	Guidance for departments on dealing with unsatisfactory performance at work: capability	19/05/03
(03)25	Whitley Council Grades – Salary scales for nurses and radiographers, administrative and clerical and technical (PTB) staff – effective 1 April 2003	25/07/03
(03)31	Extensions and amendments to contracts of employment for academic-related and non-academic staff	09/10/03
(03)32	Amended pro-forma contract of employment for ‘casual teaching’	18/09/03

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(03)35	Joint Consultative Committee for Non-academic Staff in Clinical Departments - Notice of Election	28/10/03
(03)33	Good practice in the recruitment and selection of academic staff	05/11/03
(03)34	Good practice in the recruitment and selection of academic staff	05/11/03
(03)42	Joint Consultative Committee for non-academic staff in Clinical Departments – Election of representatives	18/12/03
(04)01	Access to the Personnel Services website	19/01/04
(04)02	Technicians' Annual Review of Gradings 2004	27/01/04
(04)03	Salary deduction for academic and academic-related staff taking part in industrial action on 24/25 February 2004	19/02/04
(04)04	Non-clinical academic and academic-related pay award from 1 August 2003, and related issues	16/03/04
(04)05	Notice of election JCER Committee	29/03/04
(04)06	Amendments to the Asylum & Immigration Act 1996	21/04/04
(04)07	The use of discretionary salary points to recruit and retain non-academic and academic-related staff and to reward merit.	06/05/04
(04)09	Joint Committee with the elected representatives of the clerical, library, ancillary, parks and gardens employees: Election of Representatives	25/06/04
(04)13	The Statutory Dispute Resolution Regulations: (i) revised individual grievance procedure for non-academic staff; (ii) the application of the Regulations to all university staff groups	19/07/04
(04)14	University Wellcome Trust non-clinical fellowship salary scales – effective 1 August 2003	02/08/04
(04)17	Arrangements for considering the premature termination of non-academic contracts of employment on the grounds of redundancy	01/10/04
(04)18	Devolution of authority: grading, use of discretionary ranges, and the employment of non-academic staff beyond the retirement age	12/11/04
(04)19	Arrangements for considering the premature termination of contracts of employment on grounds of redundancy	01/12/04
(05)03	Changes to the University's Relocation Expenses scheme	17/01/05
(05)04	Non-academic staff employed on Whitley Council Grades: Agenda for Change – leave entitlements effective from 1 October 2004	09/03/05
(05)06	Arrangements for informing and consulting employees	22/04/05
(05)09	Personnel Services Website – Password Change	28/07/05

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(05)13	Non-academic staff: change of staff group name	9/08/05
(05)14	Publication of staff handbooks on the Personnel Services website	11/08/05
(05)15	New contractual arrangements and salary increases for clinical academic and related staff holding honorary consultant contracts with NHS Trusts	16/09/05
(05)17	Consultation on outline proposals for a new pay and grading structure for university staff: a communication from the Personnel Committee	04/11/05
(06)01	Technicians' Annual Review of Gradings 2006	04/01/06
(06)02	Withholding salary from academic and academic-related staff who have taken part in industrial action on 7 March 2006	08/03/06
(06)03	Proposals for a new pay and grading structure for university staff: progress report, with particular reference to university support staff.	06/04/06
(06)06	Wellcome Trust Non-clinical fellowship salary scales – effective 1 August 2005	02/05/06
(06)09	National Framework Agreement: updates to contracts of employment for academic-related staff, support staff in non-clinical departments and Departmental Lecturers, associated guidance notes, and staff handbooks	14/07/06
(06)10	Introduction of revised pre-employment health assessment questionnaire	21/07/06
(06)13	Implementing the Employment (Equality) Age Regulations 2006	02/08/06
(06)14	Arrangements to request a review of the grade on assimilation for individual academic-related and support staff	04/08/06
(06)17	Recruitment and selection: introduction of on-line course	15/09/06
(07)02	Consultation on outline proposals for the implementation of the National Framework agreement for university staff employed on 'Whitley Council' clerical, technical, and nursing grades	26/03/07
(07)03	Fixed-Term Employee Regulations	26/03/07
(07)04	Whitley Council grades, salary scales for nurses and radiographers, administrative and clerical and technical (PTB) staff – effective 1 April 2007	30/05/07
(07)06	No Smoking Policy	04/06/07
(07)08	Recruitment and selection of academic staff: requirements for those chairing selection committees to have received a briefing on good practice	23/07/07
(07)09	Grading procedures for academic-related and university support staff posts	27/07/07
(07)12	Rewarding and Developing People at Oxford: Human Resources Strategy to 2009	01/08/07

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(07)13	Divisions and departments are reminded that the Oxford Mobility Incentive Scheme (OMIS) is available until 31 December 2007.	11/10/07
(07)15	No Smoking Policy	07/12/07
(08)01	Grievance procedure for academic and academic-related staff	19/03/08
(08)03	Revised procedure for confirming an appointment – new regulations on prevention of illegal working	18/04/08
(08)05	Salary Exchange for Pension Contributions: changes to contracts of employment (and staff handbooks)	19/05/08
(08)06	New University Recruitment Advertising Agency - Tribal	29/05/08
(08)07	Arrangements for pre-employment screening for academic-related and university support staff	30/06/08
(08)08	Assimilation of staff employed on Wellcome Trust research fellow grades to the University's salary and grading structure	30/06/08
(08)10	Standby and call-out arrangements for university academic-related and support staff providing business-critical services	18/07/08
(08)11	Intellectual property: changes to contracts of employment (and staff handbooks)	18/07/08
(08)12	Long Service Allowance for university support staff	01/08/08
(08)14	Revised University policy on the prevention and management of work-related stress	11/09/08
(08)15	Holiday pay for casual workers	20/10/08
(09)01	Points-based Migration System	26/01/09
(09)02	Re-introduction of the Oxford Mobility Incentive Scheme (OMIS) for a fixed-term period until 31 October 2010	17/04/09
(09)03	Points-based Migration System: consequences of non-compliance and employers' responsibilities	07/04/09
(09)04	Holiday pay for casual staff	22/04/09
(09)05	Pensionability of additional salary payments	22/04/09
(09)06	Recruitment protocol	05/05/09
(09)09	Arrangements for high-level pre-employment security screening	20/07/09
(09)10	Revised University Policies on Conflict of Interest and Freedom of Speech	06/10/09
(09)11	Revision to voluntary severance arrangements	09/11/09

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(10)02	Revised University Policy and Procedure on Harassment and Bullying	01/02/10
(10)03	Revised incremental dates for incoming academic staff	31/03/10
(10)04	Introduction of Statements of Fitness for Work ('Fit notes')	31/03/10
(10)05	Right to request time off for training	06/04/10
(10)06	Suspension of the merit review scheme for university support and academic-related staff	16/04/10
(10)07	Advertisement of academic posts	30/04/10
(10)08	New University Code of Practice on the Employment and Career Development of Research Staff	07/05/10
(10)09	Recruitment Protocol	21/05/10
(10)11	The Vetting and Barring Scheme and Independent Safeguarding Authority Registration Scheme	09/07/10
(10)12	Gifts to employees on retirement after 40 or more years' service	02/08/10
(10)14	Phasing out of the default retirement age (DRA)	06/10/10
(10)15	The Equality Act 2010	06/10/10
(11)02	Additional bank holidays in 2011 and 2012	01/02/11
(11)03	Industrial Action by the UCU on 22 and 24 March 2011	18/03/11
(11)04	Additional Paternity Leave and Pay Guidelines	18/03/11
(11)05	Universities Superannuation Scheme (USS): update on recent developments	31/05/11
(11)06	Recruitment Protocol	16/06/11
(11)07	Universities Superannuation Scheme (USS): changes effective from 1 October 2011	04/07/11
(11)08	Clinical Academic Salaries April 2011	06/07/11
(11)09	Relocation allowances for newly appointed employees	01/08/11
(11)10	Changes in holiday arrangements	01/08/11
(11)11	Guidelines for employing agency workers	26/08/11
(11)12	Retirement age for university support staff	26/09/11

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PERSONNEL SERVICES

List of circulars in date order

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Circular ref. PERS	Title	Date
(11)13	Changes to the template for contracts of employment for academic-related and university support staff	30/09/11
(11)14	Employer justified retirement age	28/10/11
(11)15	Industrial Action on 30 November 2011	22/11/11
(11)16	University Administration and Services Offices: fixed periods of office closure to Christmas 2016	14/12/11
(11)17	Revised pay scale for clinical academics below the level of consultant	15/12/11
(12)01	August 2011 revision of university salary scales: all non clinical staff	01/02/12
(12)02	Circular from The Registrar	08/02/12
(12)03	Guidelines for the Olympics	08/03/12
(12)04	Flexible retirement	23/03/12
(12)05	University of Oxford Staff Pension Scheme (OSPS): Consultation on proposed changes	17/04/12
(12)06	Clinical Academic Salaries April 2012	26/06/12
(12)07	Disclosure and Barring: changes to the Criminal Records Bureau screening service	30/08/12
(13)01	August 2012 revision of university salary scales: all non-clinical staff	14/01/13
(13)02	Pensions: Auto-enrolment	29/01/13
(13)03	The living wage: change to grade 1 of the salary and grading structure	15/03/13
13(04)	Retirement and pensions update	00/04/13
13(05)	Introduction of a reward and recognition scheme for academic-related and support staff	30/05/13
13(06)	Revised guidance for the recruitment and selection of academic staff	13/06/13
13(07)	2013 salary increases for clinical academic and related staff	16/07/13
13(08)	Revisions to the grading and regrading procedures	18/09/13
13(09)	Launch of the Reward and Recognition Scheme	3/10/13
13(10)	Industrial action on 31 October 2013	22/10/13

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

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(13)11	Update on the 2013-14 non clinical pay uplift	20/11/13
(13)12	August 2013 revision of university salary scales: all non-clinical staff	16/12/13
(13)13	Revised University procedures on sickness absence, and induction and probation	18/12/13
(14)01	The Living Wage: Change to Grade 1 of the salary and grading structure	08/01/14
(14)02	Industrial action on 23, 28 January and 10 February 2014	21/01/14
(14)03	The EJRA	17/02/14
(14)04	The Senior Appointments Panel of the Personnel Committee	28/05/14
(14)05	Pre-employment screening	05/06/14
(14)06	Flexible working: changes to the University's procedure for considering requests to work flexibly	26/06/14
(14)07	August 2014 revision of university salary scales: all non-clinical staff	17/07/14
(14)08	Staff – Student Relationships Policy	29/07/14
(14)09	Support staff – revision of the disciplinary, grievance and redundancy appeals procedures	29/07/14
(14)10	Salaries for clinical academic and related staff – April 2014	22/08/14
(14)11	Revised University Policy and Procedure on Harassment	04/12/14
(15)01	Living Wage Accreditation	21/01/15
(15)02	Shared Parental Leave	22/01/15
(15)03	Revision of the procedure for ending fixed-term contracts	29/01/15
(15)04	Salaries for clinical academic and related staff – April 2015	10/06/15
(15)05	Personnel Committee guidance in relation to reviews of the initial periods of office of Associate Professors	01/07/15
(15)06	Variation of duties scheme	12/10/15
(15)07	Revision of university salary scales: all non-clinical staff	7/12/15
(16)01	Industrial Action - May 2016	11/05/16
(16)02	2016 Salary increases for clinical academic and related staff	02/06/16

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PERSONNEL SERVICES

List of circulars in date order

Last updated: May 2019

Circular ref. PERS	Title	Date
(16)03	Industrial Action – 22 June 2016	15/06/16
(16)04	Recoding miscellaneous pay and the introduction of new allowances	21/07/16
(16)05	University Administration and Services Offices: fixed periods of office closure to Christmas 2021	17/08/16
(16)06	Outside appointments – 30 day rule	07/10/16
(16)07	Revision of University salary scales 2016: all non-clinical staff	20/10/16
(16)08	Introduction of a Voluntary Redundancy Scheme (VRS)	24/10/16
(16)09	The Living Wage: Change to Grade 1 of the salary and grading structure	19/12/16
(17)01	New Grading Arrangements	16/02/17
(17)02	Mandatory gender pay gap reporting	16/02/17
(17)03	2017 Salary increases for clinical academic and related staff	24/05/17
(17)04	Revision of University salary scales 2017: all non-clinical staff	21/08/17
(17)05	Changes to the Employer Justified Retirement Age (EJRA)	03/10/17
(18)01	The Living Wage: Change to Grade 1 and Grade 1A of the salary and grading structure	22/02/18
(18)02	Updated retirement guidance, templates and EJRA forms	14/03/18
(18)03	Outside appointments – revised OA1 form	06/04/18
(18)04	Revision of University salary scales 2018: all non-clinical staff	28/08/18
(18)05	2018 Salary increases for clinical academic and related staff	24/10/18
(19)01	Revisions to the No Smoking Policy, to include vaping	04/01/19
(19)02	Hours on payslips	28/03/19
(19)03	Research funder policies and requirements on bullying and harassment	21/05/19

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