

PERSONNEL SERVICES

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



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

cc: heads of division and divisional secretaries, Mr Morgan,
 Ms Coldstream, Mrs Johnson, Director of the Conference of Colleges
 Secretariat

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

20 August 2019

Revision of University salary scales 2019: all non-clinical staff

The 2019 national pay award for non-clinical staff has been approved for implementation. The uplift is a 1.8% increase on salaries with effect from 1 August 2019 save for the first 11 spine points of the University's salary and grading structure where larger increases of up to 3.53% apply.

The uplift will be implemented in the September payroll and backdated to 1 August 2019.

A full communication regarding the uplift will be circulated to members of staff in early September, so we are not asking you to disseminate this news to your colleagues.

The trade unions remain in dispute over the pay offer but the Universities and Colleges Employers Association has advised that staff should receive the pay increase as soon as possible.

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/

The revised hourly rates for casual workers will be published on the Personnel Services website by 6 September 2019.

1. Action required of departments

Departments are asked to:

- 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, which will be published on the Personnel Services website by 6 September 2019, 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.

A full communication regarding the uplift will be circulated to members of staff in early September.

2. Implementation of the national pay award increase

The 2019 national pay award for non-clinical staff will be implementation in the September 2019 payroll and backdated to 1 August 2019.

The uplift is a 1.8% increase on salaries with effect from 1 August 2019 save for the first 11 points of the University's salary and grading structure where increases of up to 3.53% apply:

National pay spine point	% increase	August 2019 salary	Apprentice Grade	Grade 1	Grade 2	Grade 3
16	1.82%	22,417				6
15	1.87%	21,814				5
14	1.92%	21,236			9*	4
13	1.97%	20,675			8*	3
12	2.03%	20,130			7*	2
11	2.14%	19,612	4**		6	1
10	2.38%	19,133	3**		5	
9	2.86%	18,709			4	
8	3.33%	18,342	2**		3	
7	3.45%	18,009		6*	2	
6	3.53%	17,682	1**	5	1	

From August 2019, the University pay spine will start at point 6 of the national salary spine. The salary at point 6 is greater than the current Living Wage.



Academic staff

The increase of 1.8% from 1 August 2019 is reflected in the revised scales for the main Associate Professor grade (annexed at B). The 1.8% has been split between the college and the University in line with usual practice.

The increase of 1.8% in relation to professorial salaries is reflected in Annexe C.

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

01-Aug-18	01-Aug-19
£6,405	£6,520
£3,205	£3,263
£2,377	£2,420
£791	£805

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.

ALC6 and RSIV

Staff on individual salaries in these grades will receive a 1.8% increase from 1 August 2019.

Closed grades

Details of any 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:

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 £287; the broadband connection payment has increased to £314. 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

JD/SJK

*Replaces existing circular: PERS(18)04
Copy for noticeboards: No*