

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 personnel administrators

cc: heads of division and divisional registrars, 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

24 July 2020

Pay awards and implementation of the Oxford Living Wage

As part of University financial planning in light of the uncertain financial situation, on 22 June 2020 Council considered what pay mitigations might be put in place and a decision was made to put all discretionary pay exercises for all staff groups on hold until further notice.

As part of its considerations Council approved the University continue with its implementation of the Oxford Living Wage for University staff and casual employees. The Oxford Living Wage is currently £10.21 per hour. It will take effect from 1 August 2020, following the incremental progression of University support staff.

1. Action required of departments

Departments are asked to:

- note the further detail on the pay mitigations
- advertise with the revised Oxford Living Wage rate with immediate effect and refer to the new salary scales annexed at A when making new appointments (see annexe A and <https://hr.admin.ox.ac.uk/circulars-0>); and
- refer to the revised hourly rates for casual workers, which have been increased in line with the Oxford Living Wage and will be published on the HR Support website by 6 August 2020 (<https://hr.admin.ox.ac.uk/casual-workers-and-casual-teachers>).

2. Pay mitigations

In light of the uncertain financial situation presented by COVID-19 the University's Personnel Committee was tasked with identifying possible pay mitigations, which could be put in place for the next financial year. Personnel Committee made recommendations to Council, ensuring that any mitigations would be applied equitably across all staff groups and that the salaries of the lowest paid staff would be protected.

Discretionary pay exercises

At its meeting on 22 June, Council considered the recommendations and made a decision to put all discretionary pay exercises for all staff groups on hold until further notice.

This applies to the following pay exercises:



Reward and Recognition Scheme – including the annual Awards for Excellence and Recognition Scheme (£200 awards, which can normally be made at any time of year). It is acknowledged that suspension of the Recognition Scheme comes at a time when many staff are working exceptionally hard and therefore a non-financial recognition scheme will be introduced in its place, which will be announced in the coming weeks.

ALC6/RSIV salary reviews - the biennial salary review for staff on grades ALC6 and RSIV (for those without professorial title) was scheduled to take place in September this year.

Professorial Merit Pay (PMP) - the biennial PMP exercise was scheduled to launch in May this year.

Recognition of Distinction – The 2019/20 exercise continues but on a revised timetable with awards of title announced in October. The allowance awarded for successful eligible (those on the Associate Professor grade) applicants under this exercise is postponed for at least the next financial year.

These measures only apply to new awards. Any awards granted under previous exercises for which an individual is already in receipt remain in place.

Any pay activity not listed above continues to operate, including automatic incremental progression, allowances for additional responsibilities, regradings and increments/salary supplements for recruitment and retention purposes.

Council also approved that a consultation on removing the payment of exam and supervision fees for those with a contractual duty to examine should be taken forward for the academic year 2020/21. This process will commence in Michaelmas Term.

The pay bill will be monitored on a monthly basis along with monitoring of the impact of the recruitment protocol. The financial situation is being kept under close review and further deterioration may mean the University has to consider what other pay mitigations need to be put in place.

As part of its considerations Council approved the University continue with its implementation of the Oxford Living Wage, further details of which are provided below, and the pay award for clinical staff below the level of consultant on which further information will be provided by the end of the month.

2020/21 pay award for non-clinical staff

The University is committed to participating in the national pay negotiations for non-clinical staff. These negotiations are taking place in an uncertain financial climate against a backdrop of all Higher Education Institutions facing significant financial pressures.

Discussions have taken place between UCEA and the trade unions and UCEA has made its final offer on pay, which is that there will be no pay award in 2020/21. Further information and updates can be found at: <https://hr.web.ox.ac.uk/ucea-statement-on-pay-negotiations>

3. Implementation of the Oxford Living Wage

In recognition of the high cost of living in the city and in line with our objective of protecting the salaries of our lowest paid employees, the University is continuing with its commitment to implement the Oxford Living Wage. Set by Oxford City Council at 95% of the London Living Wage the current Oxford Living Wage is £10.21 per hour.

University support staff will receive their incremental progression on 1 August 2020. Then a new spine point will be added to reflect the Oxford Living Wage which will replace current spine point 10 (ie an annual FTE salary of £19,379). All University staff whose salary remains below the Oxford Living Wage will be lifted to point 10 as in the table below.

Before implementation			After implementation		
Oxford Living Wage			Oxford Living Wage		
Apprentice grade			Apprentice grade		
15	£21,814		15	£21,814	
14	£21,236		14	£21,236	
13	£20,675		13	£20,675	
12	£20,130		12	£20,130	
11	£19,612	4**	11	£19,612	4**
10	£19,133	3**	10	£19,379	1** 2** 3**
9	£18,709		9	Not Applicable	
8	£18,342	2**	8		
7	£18,009		7		
6	£17,682	1**	6		
Grade 1			Grade 1		
15	£21,814		15	£21,814	
14	£21,236		14	£21,236	
13	£20,675		13	£20,675	
12	£20,130		12	£20,130	
11	£19,612		11	£19,612	
10	£19,133		10	£19,379	5, 6*
9	£18,709		9	Not Applicable	
8	£18,342		8		
7	£18,009	6*	7		
6	£17,682	5	6		
Grade 2			Grade 2		
15	£21,814		15	£21,814	
14	£21,236	9*	14	£21,236	9*
13	£20,675	8*	13	£20,675	8*
12	£20,130	7*	12	£20,130	7*
11	£19,612	6	11	£19,612	6
10	£19,133	5	10	£19,379	1,2,3,4, 5
9	£18,709	4	9	Not Applicable	
8	£18,342	3	8		
7	£18,009	2	7		
6	£17,682	1	6		

*From 1 August 2020, the University pay spine will start at an Oxford Living Wage point. Point 10 on the University of Oxford scale is therefore not national spine point 10.



The Oxford Living Wage is linked to the Real Living Wage. Revised rates are announced annually in November and the University will have 6 months to implement. In line with the approved implementation of the OLW, further changes to the grading structure to allow for progression between grades will be made in due course. However, consideration as to what changes are necessary and a timeframe for implementation will not take place until the OLW rate for 2020/21 is announced. The main pay and grading structure has been revised to take account of the Oxford Living Wage and the revised structure is annexed at A.

The annexe is also available at: <https://hr.admin.ox.ac.uk/circulars-0>

The revised hourly rates for casual workers, which have been increased in line with the Oxford Living Wage will be published on the HR Support website by 6 August 2020 (<https://hr.admin.ox.ac.uk/casual-workers-and-casual-teachers>)

The Schedule of Examiners' and Supervisors' Fees will be amended to reflect the Oxford Living Wage for the academic year 2020/21. In the meantime, a revised payment process will be put in place to ensure all casual staff receive the Oxford Living Wage for any work undertaken from 1 August onwards. A communication on this will follow.

Allowances and supplements

In the majority of cases no action is required by departments to uplift allowances and supplements for staff receiving an increase to the Oxford Living Wage. However, payments under the allowance "standby and call out pay cash" do need to be updated by departments.

Further information on how uplifts in pay apply to allowances can be found at: <https://hr.admin.ox.ac.uk/allowances-and-premiums>

The introduction of the Oxford Living Wage was included in the all staff communication on pay awards. If departments wish to notify their members of staff direct, they may do so.

If you have any questions about the pay mitigations or implementation of the OLW please email reward@admin.ox.ac.uk and a member of the Reward team will answer your query.

JULIAN DUXFIELD

JD/SJK

*Replaces existing circular: No
Copy for noticeboards: No*