

## HUMAN RESOURCES

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



To: To: all heads of department and institutions, faculty board chairs, departmental administrators/heads of administration and finance, HR leads

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

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

10 August 2022

### Revision of University salary scales 2022: all non-clinical staff

*The 2022 national pay award for non-clinical staff has been approved for implementation.*

*The pay award is a 3.0% increase on salaries with effect from 1 August 2022, except for points 11-19 of the University's salary and grading structure where larger increases of up to 5.5% apply. The lowest point on the University's pay structure is the Oxford Living Wage point. This point also will be uplifted by 5.5%.*

*The pay award will be implemented in the September payroll and backdated to 1 August 2022.*

*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 Associate Professor 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: <https://hr.admin.ox.ac.uk/circulars-0>*

*The revised hourly rates for casual workers will be published on the Central Human Resources website by 12 August 2022.*

#### 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 Central Human Resources website by 12 August 2022, when making casual appointments of up to 12 weeks' duration; and

- familiarise themselves with the information on how pay awards apply to allowances and take action as necessary.

Departments and, for academic staff, divisions are reminded that this award 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 communication regarding the pay award has been published in the University Bulletin and on the Staff Gateway.

## 2. Implementation of the national pay award

The 2022 national pay award for non-clinical staff will be implemented in the September 2022 payroll and backdated to 1 August 2022.

The uplift is a 3.0% increase on salaries with effect from 1 August 2022, except for points 19 and below on the University's salary and grading structure where increases of up to 5.5% apply. These points are shown in the table below.

National Spine Point	Percentage Increase	August 2022 Salary	Apprentice Grade	Grade 1	Grade 2	Grade 3	Grade 4
19	3.10%	£25,642				9*	4
18	3.20%	£24,948				8*	3
17	3.40%	£24,285				7*	2
16	3.80%	£23,715	7*			6	1
15	4.00%	£23,144	6*			5	
14	4.50%	£22,662	5*		9*	4	
13	4.80%	£22,149	4*		8*	3	
12	5.00%	£21,630	3*		7*	2	
11	5.50%	£21,197	2*		6	1	
OLW	5.50%	£21,150	1*	6	5		

From 1 August 2022, the University salary scale will reflect the national salary spine from point 11. The bottom salary point is the Oxford Living Wage point, which the University has increased by 5.5%, the same as national salary spine point 11.

The rate of the 2022/23 Oxford Living Wage will be announced at the end of September and further adjustments made in a future payroll as necessary.

### Apprentices

The apprentice grade has been revised to allow intermediate apprentices to progress when they reach development milestones. It has also been extended so that higher apprentices can be appointed on point 3 and progress through the higher points of the grade. For further information about apprenticeships contact [apprenticeships@admin.ox.ac.uk](mailto:apprenticeships@admin.ox.ac.uk).



### **Academic staff**

The increase of 3.0% from 1 August 2022 is reflected in the revised scales for the main Associate Professor grade (annexed at B). The 3.0% has been split between the college and the University in line with usual practice.

The increase of 3.0% in relation to professorial salaries is reflected in Annexe C.

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

<b>Buy-out Rates</b>	
<b>01-Aug-21</b>	<b>01-Aug-22</b>
£6,618	£6,817
£3,312	£3,411
£2,456	£2,530
£817	£842

For more details of buyout rates, please see the [Senior Tutors' Register of Payments](#) (weblearn login required).

\*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 3.0% increase from 1 August 2022

### **Closed grades**

Details of any pay scales associated with grades no longer open to new appointments are available from [hr.reporting@admin.ox.ac.uk](mailto:hr.reporting@admin.ox.ac.uk).

### **Allowances and supplements**

Information on how pay awards apply to allowances can be found at: <https://hr.web.ox.ac.uk/allowances-and-premiums>

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" as the allowances will be amended automatically. The flat-rate payment has increased to £300; the broadband connection payment has increased to £329. 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.

PETER BROOK

PB/SJK

Replaces existing circular: PERS(21)05  
Copy for noticeboards: No

Based on national 51 point pay spine excluding national points 1 to 10 and with additional points added at the top for Oxford  
 The bottom pay spine step is the Oxford Living Wage (OLW) point and not a national spine point, it was uplifted by 5.5% w.e.f. 1 August 2022.

Pay spine step	Salary	Apprentice Grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 10a
55	£73,787											9*	
54	£71,645											8*	
53	£69,563											7*	
52	£67,541											6	11
51	£65,578											5	10
50	£63,673									9*		4	9
49	£61,823									8*		3	8
48	£60,027									7*		2	7
47	£58,284									6		1	6
46	£56,592									10*	5		5
45	£54,949									9*	4		4
44	£53,353									8*	3		3
43	£51,805									7	2		2
42	£50,300									6	1		1
41	£48,841									5			
40	£47,423									4			
39	£46,047								11*	3			
38	£44,737								10*	2			
37	£43,414								9*	1			
36	£42,155								8				
35	£40,931								7				
34	£39,745							10*	6				
33	£38,592							9*	5				
32	£37,474							8*	4				
31	£36,386							7	3				
30	£35,333						10*	6	2				
29	£34,308						9*	5	1				
28	£33,314						8*	4					
27	£32,348						7	3					
26	£31,411						6	2					
25	£30,502						5	1					
24	£29,619					9*	4						
23	£28,762					8*	3						
22	£27,929					7*	2						
21	£27,131					6	1						
20	£26,396					5							
19	£25,642				9*	4							
18	£24,948				8*	3							
17	£24,285				7*	2							
16	£23,715	7**			6	1							
15	£23,144	6**			5								
14	£22,662	5**		9*	4								
13	£22,149	4**		8*	3								
12	£21,630	3**		7*	2								
11	£21,197	2**		6	1								
OLW	£21,150	1**	6	5									

Note 1: \* Discretionary point

Note 2: **Grade** **Apprentice**

**Grades** **1 - 5** Support staff grades

**Grades** **6 - 10** Academic-related staff grades

**Grade** **10 (a)** Associate Professor Grades

Note 3: Grade 10a shows model combined University and college stipend for holders of joint appointments

Note 4: \*\* Progression is linked to the achievement of milestones

## Associate Professor Grade (10a)

Annexe B to PERS(22)02

Salaries with effect from 01 August 2022

Scale point	Pay spine step for joint salary	Associate Professor			Associate Professor			Associate Professor			Associate Professor
		Grade 10a Tutorial Fellowship (University) (30S)			Grade 10a Tutorial Fellowship (College) (39S)			Grade 10a Tutorial Fellowship (Faculty) (38S)			Grade 10a Without Tutorial Fellowship (36S)
		University salary	Notional college contribution	Model combined annual salary	University salary	Notional college contribution	Model combined annual salary	University salary	Notional college contribution	Model combined annual salary	University salary
11	52	£56,647	£10,894	£67,541	£26,841	£40,700	£67,541	£33,771	£33,770	£67,541	£67,541
10	51	£55,000	£10,578	£65,578	£26,061	£39,517	£65,578	£32,789	£32,789	£65,578	£65,578
9	50	£53,403	£10,270	£63,673	£25,304	£38,369	£63,673	£31,837	£31,836	£63,673	£63,673
8	49	£51,851	£9,972	£61,823	£24,568	£37,255	£61,823	£30,912	£30,911	£61,823	£61,823
7	48	£50,345	£9,682	£60,027	£23,855	£36,172	£60,027	£30,014	£30,013	£60,027	£60,027
6	47	£48,883	£9,401	£58,284	£23,162	£35,122	£58,284	£29,142	£29,142	£58,284	£58,284
5	46	£47,464	£9,128	£56,592	£22,490	£34,102	£56,592	£28,296	£28,296	£56,592	£56,592
4	45	£46,086	£8,863	£54,949	£21,837	£33,112	£54,949	£27,475	£27,474	£54,949	£54,949
3	44	£44,747	£8,606	£53,353	£21,202	£32,151	£53,353	£26,677	£26,676	£53,353	£53,353
2	43	£43,449	£8,356	£51,805	£20,587	£31,218	£51,805	£25,903	£25,902	£51,805	£51,805
1	42	£42,187	£8,113	£50,300	£19,989	£30,311	£50,300	£25,150	£25,150	£50,300	£50,300

Note 1: Grade 10 (a) shows model combined university and college stipend for holders of joint appointments

Note 2: For an Associate Professor without Tutorial Fellowship in the new scheme the University salary is equivalent to the model combined salary for Associate Professors with Tutorial Fellowship (all kinds).

Note 3: Payroll grades are shown in parenthesis e.g. (30S)

Salaries with effect from 01 August 2022

Professor Grade A20	
01 August 2021	01 August 2022
£71,485	£73,630

Head of department allowance		
	01 August 2021	01 August 2022
Schedule I	£24,113	£24,836
Schedule IIa	£22,206	£22,872
Schedule II	£20,497	£21,112
Schedule III	£16,371	£16,862
Schedule IV	£10,853	£11,179
Schedule V	£8,200	£8,446

Professorial Merit Pay Effective from 1 August 2022			
01 August 2021	01 August 2022	PMP band	PMP level
£84,762	£87,305	Band C	12
£76,770	£79,073		11
£68,779	£70,842		10
£64,817	£66,762		9
£60,979	£62,808		8
£56,912	£58,619		7
£53,361	£54,962		6
£49,535	£51,021		5
£45,734	£47,106		4
£41,630	£42,879		3
£38,041	£39,182	2	
£34,253	£35,281	1	
£30,494	£31,409	Band B	5
£26,875	£27,681		4
£22,870	£23,556		3
£18,970	£19,539		2
£15,243	£15,700		1
£12,647	£13,026	Band A	4
£10,166	£10,471		3
£6,850	£7,056		2
£3,716	£3,827		1

Associate Professor with Title Allowance		
	01 August 2021	01 August 2022
Allowance	£2,846	£2,931