

News Archive (October 2011 – December 2017)

2017

Changes to the EJRA (3 October 2017)

A circular has been distributed to Heads of Department, Faculty Board Chairs and Departmental Administrators regarding the changes to the University's EJRA. The changes came into effect on 1 October 2017. You can find the updated webpages here: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/ejra/. Please see

Contract template revisions (4 September 2017)

The contract templates (non-Core versions) have been updated to reflect changes to the EJRA as well as a number of other recent changes including: changes to OSPS, clarification of methodology for calculating a day's pay for part-month payment. The Core versions are being updated but in the meantime the revised versions can be seen at www.admin.ox.ac.uk/personnel/recruit/newstart_arrange/contracts/templates/. The revised apprenticeships contract is available on the [templates and forms](#) web page.

Revision of University salary scales 2017: all non-clinical staff (21 August 2017)

The 2017 national cost of living increase for non-clinical staff has been approved for implementation. The uplift will be implemented in the September payroll and backdated to 1 August 2017. For further information see [PERS\(17\)04](#).

2017-18 Holiday calculator now available (27 June 2017)

An updated holiday calculator is now available for the [2017/18 annual leave](#) year.

Launch of My Family Care (13 June 2017)

The University has launched a new employee benefit - access to My Family Care services. This new benefit is available to all employees and is aimed specifically at people with caring responsibilities. It includes access to information, advice and back-up care services for both childcare and adult/elder care. For more information, visit www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/

2017 Salary increases for clinical academic and related staff (24 May 2017)

The 2017 national pay uplift for clinical staff has been approved for implementation in the June payroll. For further information see [PERS\(17\)03](#)

New Finance page: Personal Services Companies (8 March 2017)

The Finance Division have some new web guidance on Personal Services Companies www.admin.ox.ac.uk/finance/news/psc/ including an FAQ and some template letters.

Mandatory gender pay gap reporting (17 February 2017)

In January 2017 the government published draft regulations on mandatory gender pay gap reporting for public sector employers, including universities, in England. The regulations will come into force on 31 March 2017 and cover all employers with 250 or more employees. For more details see [PERS\(17\)02](#)

New Grading Arrangements (17 February 2017)

Following feedback from the 2016 HR Audit and Uniforum, the Reward team conducted a review of grading procedures with a view to reducing the time taken to process staff requests. See [PERS\(17\)01](#)

2016

The Living Wage: Change to Grade 1 of the salary and grading structure (20 December 2016)

As a result of an increase to the Living Wage in November 2016 to £8.45 per hour, the lowest point of grade 1 (ie grade 1, point 4) is now lower than the Living Wage. The hourly rate of grade 1, point 4 is currently £8.42. Personnel Committee has approved an uplift in the lowest point of grade 1 to the Living Wage rate (an increase of 3p per hour) from 1 January 2017. See [PERS\(16\)09](#)

Off-payroll workers / Changes to tax legislation (20 December 2016)

The Chancellor of the Exchequer's Autumn 2016 statement confirmed that from April 2017 the Government will introduce tax changes which will result in increased responsibilities on public sector organisations who engage Personal Service Company (PSC) contractors. The new legislation aims to ensure that individuals who work through their own company pay employment taxes in a similar way to employees, where they would be employed by the public sector organisation were it not for the PSC or other intermediary that they work through.

From April 2017, where the University (or one of its subsidiaries) engages a contractor through a PSC, the University (or its subsidiary) will be responsible for assessing whether the off-payroll rules (often known as IR35) apply and will be liable and responsible for operating


payroll and paying the correct taxes to HMRC if they do. The changes will apply to contracts entered into, or payments made, on or after 6 April 2017.

The generally accepted definition of a PSC is a limited company that typically has a sole director, the contractor, who owns most or all of the shares. The contractor's PSC generally supplies professional services to end user clients, either directly or via an agency. The professional services are delivered by the contractor who is also the owner and director of the business.

The University has created a working group of relevant stakeholders to consider the impact that these changes will have and communicate with those affected. Further guidance will be forthcoming in the New Year.

Compliance audit 2016 (19 December 2016)

The Personnel Services annual compliance audit is now open and should be completed by Friday 3 February 2017.

The survey should be completed via the online survey tool at <https://oxford.onlinesurveys.ac.uk/psaudit2016> but a PDF of the survey (for academic departments) is also available so that departments may collate their responses in advance if wished [2016 Compliance audit](#)  (379kb)

Recruitment pages updated (12 December 2016)

The recruitment pages have been substantially reviewed. Whilst the changes are implemented some of the live links may temporarily be unavailable. Please let us know if you have any difficulties finding anything in the revised structure and guidance.

Introduction of a Voluntary Redundancy Scheme (24 October 2016)

The University is introducing a limited-term Voluntary Redundancy Scheme. A website setting out the details is available at www.admin.ox.ac.uk/personnel/vrs/vrsdepts/. For further information see [PERS\(16\)08](#)

Revision of University salary scales 2016: all non-clinical staff (20 October 2016)

The 2016 national cost of living increase for non-clinical staff has been approved for implementation. See [PERS\(16\)07](#)

Outside appointments – 30 day rule (7 October 2016)

The University has revised Council Regulation 5 of 2004 and is introducing improved reporting procedures for the holding of outside appointments or consultancies, effective from 1 October 2016. Information can be found in [PERS\(16\)06](#)

UAS offices fixed periods of closure (17 August 2016)

Information on University Administration and Services Offices fixed period of closure to Christmas 2021 can be found in [PERS\(16\)05](#)

Recoding miscellaneous pay and the introduction of new allowances (21 July 2016)

Information on recoding miscellaneous pay and the introduction of new allowances can be found in [PERS\(16\)04](#)

Industrial Action (22 June 2016)

Information on the planned industrial action by the University and College Union (UCU) on 22 June can be found in [PERS\(16\)03](#).

2016 Salary increases for clinical academic and related staff (20 June 2016)

The Personnel and Planning and Resource Allocation Committees have approved the implementation of the 2016 national pay uplift for clinical staff. Further information can be found in [PERS\(16\)02](#)

Industrial Action (11 May 2016)

Information on the planned industrial action by the University and College Union (UCU) on 25 and 26 May 2016 can be found in [PERS\(16\)01](#).

Non-Core employment contract templates updated (16 March 2016)

All the [non-Core employment contract templates](#) have been updated to reflect the pension-related changes taking place from April 2016. Changes include: updates to the USS employee and employer contribution rates, removal of references to contracting out of a State Pension and update to the Pension Office address.

New 'Guide to Staff Development' website

A new website providing guidance on Staff Development at Oxford for professional and administrative staff is available at www.staffdev.ox.ac.uk.

2015

Revision of university salary scales: all non-clinical staff (7 December 2015)

Revised salary scales and further information can be found in [PERS\(15\)07](#).


New Marie Curie contracts (3 December 2015)

New pro-forma contracts for Horizon 2020 are now available on the contract templates page.

Awards for Excellence Scheme for 2015/16 (3 December 2015)

The Personnel Committee has approved the launch of the Awards for Excellence Scheme for 2015/16. The Scheme, which is mandatory, should take place in departments in Hilary term 2016 and departments are encouraged to make arrangements for their review panels as soon as possible. Awards should be implemented in the April 2016 payroll. For further details see: <http://www.admin.ox.ac.uk/personnel/reward/rewardandrecognitionsscheme/>

2015 Compliance Audit - now open (1 December 2015)

This year's compliance audit is open for submission between 1 December and 15 January 2016 at <https://oxford.onlinesurveys.ac.uk/psaudit2015>. Submissions for most departments will be through the Bristol Online Survey Tool (UAS and NDM departments are compiling combined responses and will be emailed separately) but before going to the online survey you may wish to review the questions by downloading this pdf of the questions - [2015 Compliance Audit](#)  (284kb)

New visitor agreement (13 October 2015)

A new visitor agreement is now available for use [Visitor Agreement - July 2017](#)  (34kb)

Variation of duties scheme (12 October 2015)

Information about the new scheme for Variation of Academic Duties can be found in [PERS\(15\)06](#)

New Safeguarding Code of Practice (1 October 2015)

A new [Safeguarding Code of Practice](#) has been approved by Council to take effect from 1 October 2015.

Revised EJRA - pro-forma documents now available (August 2015)

The model letters and forms relating to the revised EJRA procedure are now available to be [downloaded from the website](#).

Salaries for clinical academic and related staff (10 June 2015)

The 2015 salary arrangements for clinical academic and related staff have been approved on behalf of the Personnel Committee and the Planning and Resource Allocation Committee, and will be implemented at Oxford in the June 2015 payroll. See [PERS\(15\)04](#) for details.

EJRA- Revised procedure (4 June 2015)

With effect from 30 September 2015 a REVISED procedure applies for considering requests to work beyond the EJRA. The revisions, and background to them, are explained in the [Gazette of 4 June](#). The revised procedures are to be used by those wishing to apply to work beyond the EJRA for cases from 30 September 2015 and are available [here](#). The current provisions will continue to apply in some circumstances until 30 September. If you are unclear which procedure applies, please contact your HR Business Partner.

Social Media Guidelines (25 February 2015)

New guidance has been published on the use of social media, which sets out the expected behaviours of all staff members and provides links to other relevant policies and guidelines. Further information can be found at <http://www.admin.ox.ac.uk/personnel/during/socialmedia/>.

Revised procedure for ending fixed-term contracts (29 January 2015)

The procedure for managing and ending fixed-term contracts has been revised. Circular [PERS\(15\)03](#) explains the changes and interim arrangements and the new guidance can be found at www.admin.ox.ac.uk/personnel/end/red/endftc/

Briefing sessions on the revised arrangements will be held as part of this term's HR briefing, full details can be found in the circular [PERS\(15\)03](#).

Shared parental leave (22 January 2015)

Information about shared parental leave can be found in [PERS\(15\)02](#)

Living Wage Accreditation (21 January 2015)

It has been decided that the University of Oxford will become an accredited Living Wage employer, taking the 'phased accreditation' implementation route by May 2015. Further information can be found in [PERS\(15\)01](#)

New website for International Staff (12 January 2015)

A new Oxford website for international staff has just been launched <http://www.admin.ox.ac.uk/personnel/staffinfo/international/>. It provides advice on issues to consider when planning a move to the UK, such as immigration, relocation and finances, together with useful information for the first weeks after arriving in Oxford, such as finding accommodation, registering with a GP and opening a bank account. It also provides information on schools and childcare and links to existing University and other websites on relevant topics.

The site complements more generic websites for overseas academics, such as the [British Council/Euraxess](#) pages, by providing more Oxford-specific information as well as

complementing the [New to the University](#) webpages. (It replaces www.internationalstaff.ac.uk which closed last year)

We are updating the pro-forma offer letters and our web pages so that they direct people to the new site. Please bring it to the attention to new appointees and potential applicants both in individual communications with them and in the more general information provided to new arrivals such as welcome packs and brochures.

2014

University Policy and Procedure on Harassment (3 December 2014)

A revised University policy and procedure on harassment has been developed. Information can be found in [PERS\(14\)11](#).


Shared Parental Leave (2 December 2014)

The new Shared Parental Leave and Pay system will enable eligible parents (including adopters) to share a period of leave and pay following the birth or placement of their child. The new provision came into force on 1st December 2014, and applies to parents whose children are due to be born or adopted on or after **5th April 2015**. SPL may be taken by each parent separately or together at the same time.

A new policy and guidance on SPL will be published as soon as possible. Employees must give a minimum of eight weeks' notice if they wish to opt into SPL, and requests can be submitted immediately. Departments should contact [Tonya lasisen-Kandola](#), if requests or queries are received from employees before the guidance is published.

[Additional Paternity Leave](#) will be replaced by the new arrangements from 5th April 2015. The existing statutory rights to [maternity leave](#), [ordinary paternity leave](#) and [parental leave](#) will remain unchanged.

2014 Compliance (1 December 2014)

The annual personnel compliance audit is now open and can be found at <https://www.survey.bris.ac.uk/oxford/psaudit2014>. Departmental administrators have been circulated with the details and a pdf of the questions can be downloaded here [[2014 Compliance Audit](#)  (326kb)] so that departments can prepare their responses before going to the online survey. The closing date for submissions is 16 January 2015. If you have any questions please contact Kate Butler (89925).

Unauthorised absence (23 October 2014)

New guidance on [unauthorised absence](#) is available, which explains what needs to be done in case of unexpected absence of staff members of the University.

Internships (15 October 2014)

New guidance on [paid internships](#) is available, which explains how to set up internships, and clarifies that these may not be offered on an unpaid basis.

Salaries for clinical academic and related staff - April 2014 (22 August 2014)

Information on the salary arrangements for clinical academic and related staff can be found in [PERS\(14\)10](#)

Support staff – revision of the disciplinary, grievance and redundancy appeals procedures (30 July 2014)

The University is introducing revised support staff disciplinary, grievance, and redundancy appeals procedures, which will come into effect on 1 August 2014. Information can be found in [PERS\(14\)09](#)

Staff – Student Relationships Policy (30 July 2014)

The University has introduced a new Staff – Student Relationships Policy, which will come into effect on 1 August 2014. Information can be found in [PERS\(14\)08](#)

August 2014 salary scales (17 July 2104)

Information on the August 2014 revision of university salary scales: all non-clinical staff can be found in [PERS\(14\)07](#)

Pre-employment health assessment: new process and questionnaire (1 July 2014)

The new process for the pre-employment health screening is now live. Click [here](#) to view the revised process and to download the new CoreHR pre-employment health questionnaire template, which should be saved in the 'Coreapps' folder on the C drive. Please ensure that older versions of the pre-employment health questionnaires are not used. To ensure that the latest content is displayed, click 'Ctrl' and 'F5' to refresh your browser.

Flexible working (26 June 2014)

Information on changes to the University's procedures for considering requests to work flexibly can be found in [PERS\(14\)06](#)

Arrangements for pre-employment screening for employees of the University (6 June 2014)

Information on the changes to the pre-employment screening guidance can be found in [PERS\(14\)05](#).


The EJRA (17 February 2014)

Information on changes to the Procedure for considering requests to work beyond the EJRA can be found in [PERS\(14\)03](#)

Industrial action (21 January 2014)

Information on the planned industrial action by the University and College Union (UCU) on 23, 28 January and 10 February 2014 can be found in [PERS\(14\)02](#)

Immigration Compliance presentation 9 and 14 January

You can download the recent presentation here: [Immigration Compliance presentation 9 and 14 January](#)  (297kb)

Change to Grade 1 of the salary scale to reflect the Living Wage (8 January 2014)

For full information see circular [PERS\(14\)01](#)

2013

Revised University procedures on sickness absence, and induction and probation (18 December 2013)

The University's policies and procedures on sickness absence management and induction and probation have been reviewed and updated.

The revised procedures and associated guidance may be found at: [Sickness](#), [Induction](#), [Probation](#)

Academic titles and merit pay (18 December 2013)

The resolutions concerning titles and merit pay were published in the *Gazette* on 17 October 2013, and have now been declared carried. The legislative changes needed to establish the grade of associate professor were published in the *Gazette* on 28 November 2013, and they too have now been declared carried. The grade of associate professor comes into effect from 1 January 2014. Full details are available [here](#).

August 2013 salary scales (16 December 2013)

[August 2013 revision of university salary scales: all non-clinical staff](#)

Audit 2013 (12 December 2013)

Departments and faculties are now asked to complete the on-line self-assessment questionnaire for 2013. Divisional offices are also required to submit a response in relation

to the personnel areas for which they have lead responsibility. Julian Duxfield's message to administrators and a pdf version of the survey can be downloaded [here](#).

Once you are ready to complete the online questionnaire, please go to <https://www.survey.bris.ac.uk/oxford/psaudit2013> and follow the instructions.

Non clinical pay uplift (20 November 2013)

An update on the 2013-14 non clinical pay uplift can be found in circular [PERS\(13\)11](#).

Industrial Action (22 October 2013)

Information regarding the industrial action planned for 31 October 2013 can be found in circular [PERS\(13\)10](#).

Launch of the Reward and Recognition Scheme (3 October 2013)

The Reward and Recognition Scheme has been launched. Details can be found in circular [PERS\(13\)09](#).

Revisions to the grading and regrading procedures (18 September 2013)

The grading and regrading procedures have been revised. Details can be found in circular [PERS\(13\)08](#).

Working in hot weather

As the hot spell continues you may like to be aware of the following University guidance:

- The Occupational Health service have guidance on "[Working in a Heatwave](#)". This also links to the HSE website on working in high temperatures which can be downloaded for free.
- There is no national regulation on 'maximum working temperatures' (see [HSE guidance](#)) however the Safety Office can advise departments on any specific problems with working environments that local Safety Officers are unable to answer.
- Our [severe weather policy](#) is not primarily intended to cover hot weather but gives some guidance on practical adjustments.

You may also like to be aware of the advice issued by Public Health England (PHE), which states:

"During very hot weather, pregnant women and people who have chronic illnesses, including cardiovascular, respiratory, renal conditions, diabetes or Parkinson's disease, may experience discomfort if indoor temperatures are particularly hot and in using public transport. Employers should ensure indoor areas are kept cool and consider allowing these individuals to travel to or from their place of work during cooler, or less busy, times of the

day. For those working or exercising outdoors, strenuous physical exertion during the hottest part of the day should be kept to a minimum." (see the full [advice issued by PHE](#))

2013 salary increases for clinical academic and related staff (16 July 2013)

2013 revision of salary scales for clinical academic and related staff. Details can be found in circular [PERS\(13\)07](#).

Revised guidance for the recruitment and selection of academic staff (13 June 2013)

Guidance for the recruitment and selection of academic staff has been revised. Details can be found in circular [PERS\(13\)06](#).

Reward and recognition scheme - introduction (30 May 2013)

Introduction of a reward and recognition scheme for academic-related and support staff. Details can be found in circular [PERS\(13\)05](#).

Retirement and pensions update (21 May 2013)

Changes have been made to the University's policy and procedure on the Employer Justified Retirement Age (EJRA). Details can be found in [circular PERS\(13\)04](#).

Staffing figures 2011/12 (13 May 2013)

Latest staffing figures are [available](#).

New International staff website now available (25 April 2013)

<http://www.internationalstaff.ac.uk/> is a website which provides information to help new staff moving to UK Universities. The site has been customised with local links, including how to find accommodation and schools in the Oxford area as well as lots of information to help new starters settle into living and working in Oxford. We will be linking many webpages for new starters to this site in the coming weeks.

Change to grade 1 of the salary and grading structure to reflect the "Living Wage" (19 March 2013)

Adoption of the current "Living Wage" as the minimum rate of pay for university employees. For full information see [circular PERS\(13\)03](#).

Change to length of unpaid parental leave (8 March 2013)

Each parent can now take up to 18 weeks' unpaid leave for each child. Full details are available in the [parental leave](#) area of the web.

Latest maternity tables (7 March 2013)

The maternity tables showing important dates for SMP and maternity leave has been updated for 2013/2014. This can be found in the [maternity section](#).

Auto-enrolment for pensions (1 March 2013)

A [circular](#) is available explaining how the new auto-enrolment for pensions regulations will be implemented across the University.

The [Pensions website](#) now has information about auto-enrolment. There is a [web page for managers](#), which includes the slides from the recent briefings together with downloadable copies of the recent communications to staff.

Casual pay spine with equivalent grades (17 January 2013)

A revised chart of hourly rates is available

See also guidance on [casual workers](#).

August 2012 salary scales (14 January 2013)

[August 2012 revision of university salary scales: all non-clinical staff](#)

2012

Operational Compliance with HR policies and procedures - 2012 Audit (December 2012)

Departments and faculties are now asked to complete the on-line self-assessment questionnaire for 2012. Divisional offices are also required to submit a response in relation to the personnel areas for which they have lead responsibility. *Please note that only one submission should be made per department.*

The audit can be accessed at <https://www.survey.bris.ac.uk/oxford/psaudit2012>

The audit is open from 7 December 2012 until 21 January 2013. If you would like to read the questions before starting to complete the online survey the PDF version is available here:

[2012 compliance audit](#)  (100kb)

HR briefing sessions (12 November 2012)

The next termly HR briefing sessions for administrators and departmental HR staff will be held on:

- 6 December 11.00–12.30 in the Medical Science Teaching Centre (MSTC), South Parks Road
- 14 December 10.30–12.00 in Meeting room 3, University Offices, Wellington Square

The Agenda includes: round-up of current HR issues, senior appointments (ALC6/RSIV), EJRA/retirement update, support for research staff.

Disclosure and Barring: changes to the Criminal Records Bureau screening service (9 November 2012)

Circular [PERS\(12\)07](#) explained changes that have taken place to the Criminal Records Bureau (CRB) screening service and barring arrangements since September 2012, with the launch of a new Disclosure and Barring Service (DBS) which will merge the work of the CRB and Independent Safeguarding Authority (ISA) on 2 December 2012.

Holiday calculator 2012/2013 (1 October 2012)

The 2012/2013 holiday calculator is available in the [calculating holiday entitlement](#) section.

OSPS consultation (16 April 2012)

The University, Colleges and other associated employers who offer membership of the University of Oxford Staff Pension Scheme (OSPS) are consulting active members of the pension scheme. Full details of the OSPS consultation document are available.

New Flexible retirement pages and circular (23 March 2012)

Guidelines for the implementation of [flexible retirement](#) are now available. This allows an eligible employee to take partial retirement, whilst staying at work in a reduced capacity. Circular [PERS\(12\)04](#) give a short overview of the guidelines.

New Discounts pages (7 March 2012)

A number of external companies offer discounts to University employees and these have been put into some new [discounts for staff](#) webpages. These pages will be added to as we are made aware of further offers.

Olympic planning (7 March 2012)

Circular [PERS\(12\)03](#) provides guidance for departments of planning for the management issues associated with the forthcoming Olympics.

August 2011 revision of University salary scales: all non-clinical staff (1 February 2012)

The latest salary scales are now [available](#). The pay uplift is a consolidated, flat-rate increase of £150 for each full-time employee (pro rata for part-time staff) with retrospective effect

from 1 August 2011. It will be implemented in the February 2012 payroll, together with back pay.

Updated guidance on redundancy (January 2012)

Updated [guidance](#) on handling the termination of fixed-term contracts and redundancies is now available. The aim has been to simplify and clarify previous guidance rather than to make major revisions, but we have taken the opportunity to introduce a few changes, in particular to improve the working of the procedure for ending fixed-term contracts. You might therefore wish to familiarise yourselves with these procedures which come into effect immediately.

There are two procedures, the choice of which to use depends on the type of contract being terminated and the cause of the termination.

- 1) The [procedure for normal termination of a fixed-term contract](#) applies to the termination of a fixed-term contract at the expected date.
- 2) The [procedure for considering the termination of contracts on grounds of redundancy](#) applies to all academic, academic-related and support staff on permanent contracts, self-financing contracts, open-ended externally-funded contracts (for academic-related staff only), and fixed-term contracts (where the contract is being terminated prematurely).

2011

Introduction of Employer Justified Retirement Age (28 October 2011)

Council has adopted a retirement age for university academic and academic-related staff, including (in respect of university appointments) the holders of joint appointments. Council Regulations 3 have been amended accordingly.

All existing members of academic and academic-related staff are deemed, with effect from 1 October 2011, to have a retirement date of 30 September preceding the 68th birthday. This is the Employer Justified Retirement Age (EJRA). Where, under the Personnel Committee's procedures applying until 30 September 2011, a member of staff has a retirement date set by individual agreement, that retirement date will continue to apply.

Council has also adopted a procedure for considering requests from members of academic and academic-related staff who are due to retire on or after the EJRA, but who wish to extend their employment.

EJRA guidance

New website goes live (4 October 2011)

The content from our old website has been migrated into this new format. We hope that you will find the new format more user-friendly. In developing the new site we have responded to your feedback from the 2009 and 2010 Personnel audit forms and have worked hard to deliver on the requests for:

- improved navigation
- greater simplicity
- a section for pro-forma documentation
- information on the website, and not just in circulars
- clear indications of when information has changed
- printable versions of documents such as maternity leave packs.

Updating the website is a work-in-progress, and we will be making further improvements over the coming weeks, so you will find a few 'web page under construction' areas and your Sector Personnel Officer will be able to assist you in these areas until the guidance is available.

Until you are familiar with the new site the site-search facility at the top of each page should help you to find the content you are looking for. We have also put together an A-Z search and also grouped information into headings that we hope are intuitive to use. Unfortunately your bookmarks, aside from to the main landing page, will no longer work into the new site and will need to be reset.

We welcome your feedback, and any suggestions you have as to how we can build on the improvements to date as we work our way through to review all the content. Please contact [Kate Butler](#) with your comments.

New contract templates introduced for Academic-related and Support Staff (30 September 2011)

A revised format for contracts of employment for academic-related and university support staff has been introduced for use from 4 October 2011.

The new format is intended to make the completion of contracts more straightforward, and facilitate future updating. The template will also be compatible with the HR Information System (HRIS). [Full details.](#)

Changes to retirement age for Support Staff (26 September 2011)

The statutory Default Retirement Age is being abolished from 1 October 2011.

With effect from 1 October 2011 there will be no normal or fixed age at which university support staff must retire.

The University will no longer be able to request support staff to take retirement at a particular age or to suggest that they consider doing so. It will be for individual members of support staff to decide when they wish to retire and to communicate this to their managers. The University will, however, continue to be a source of information and support to staff in helping them make their decision.

The [support staff handbook](#) has been amended to take account of these changes.

Full information is available in the [Retirement web pages](#).

Relocation allowance scheme revised (1 September 2011)

Changes to the University's scheme for reimbursing relocation expenses will apply to appointments made on or after 1 September 2011. In future,

- departments and divisions will have discretion as whether to offer the relocation scheme in individual recruitment exercises;
- expenses will normally be capped at £8,000;
- in exceptional circumstances, when particular recruitment imperatives apply, more than £8,000 may be made available if authorised by the head of department;
- where a relocation allowance is offered, this should be stated in the further particulars for the post; and
- departments should notify the Finance Division of the amount authorised for each relocation allowance to before any payments are made.

Full details of the relocation scheme are available on the web at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

Agency Workers Regulations (26 August 2011)

The Agency Workers Regulations 2010 came into force on 1 October 2011. These give agency workers (primarily 'temps') an entitlement to the same or no less favourable treatment than direct employees of the University with respect to basic employment and working conditions. The Regulations require agency workers to be given access to collective facilities and information on job vacancies from their first day of work. Other entitlements come into effect if and when the agency worker completes a qualifying period of 12 weeks.

[Agency worker guidance](#)

Download the [circular](#).

Changes in holiday arrangements (1 August 2011)

The arrangements for carrying over leave and for dealing with holiday which is affected by sickness have been clarified. These changes, summarised below, also reflect recent developments in employment case law.

- The introduction of a cap of five days in the amount of leave that may be carried over from one leave year to the next.
- Amendments to the arrangements for untaken holiday for employees leaving the University.
- Clarification of the arrangements which apply when sickness interrupts or prevents a period of annual leave.
- Clarification of the arrangements for taking holiday during a period of sickness absence.

Following consultation with staff side representatives, the staff handbooks and this website have been updated to reflect these changes.

[before this date Personnel Services website was hosted on a different CMS without a Latest News section]