

HUMAN RESOURCES

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

28 January 2021

Increase to the Oxford Living Wage

The Oxford Living Wage will increase to £10.31 per hour. It will take effect from 1 April 2021 for University employees and casual staff by raising the bottom point of the salary scale to £19,568.

1. Action required of departments

Departments are asked to:

- note the increase in the Oxford Living Wage from 1 April 2021;
- advertise with the revised Oxford Living Wage rate with effect from 26 March and refer to the new salary scales [annexed at A](#) when making new appointments; and
- refer to the revised [hourly rates for casual workers](#), which will be increased in line with the Oxford Living Wage and will be published on the HR Support website by 5 April 2021.

2. Detail

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 staff, the University is an accredited Oxford Living Wage employer.

Oxford City Council sets the Oxford Living Wage at 95% of the London Living Wage. It is reviewed annually in November and rates are effective from 1 April the following year. In April 2021, the Oxford Living Wage will increase by almost 1%, from £10.21 to £10.31 per hour.

The bottom spinal point of the University's salary scale will be revised to reflect the increased Oxford Living Wage. Salaries for all University employees on the lowest spinal point will be automatically uplifted to an annual salary of £19,568 (for 1FTE) with effect from 1 April 2021. Casual workers should be paid at the revised rates for work undertaken with effect from 1 April 2021.

JULIAN DUXFIELD
 Director of Human Resources

AJWD/SJK

*Replaces existing circular: Yes
 Copy for noticeboards: Yes*