

## 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, HR 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 August 2021

### Revision of University salary scales 2021: all non-clinical staff

*The 2021 national pay award for non-clinical staff has been approved for implementation.*

*The pay award is a 1.5% increase on salaries with effect from 1 August 2021, except for points 11-21 of the University's salary and grading structure where larger increases of up to 2.45% apply. The lowest point on the University's pay structure is the Oxford Living Wage point. This point also will be uplifted by 2.45%.*

*The pay award will be implemented in the September payroll and backdated to 1 August 2021.*

*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 7 September 2021.*

#### 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 7 September 2021, 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 communication regarding the pay award has been circulated to members of staff in the Staff Gateway.

## 2. Implementation of the national pay award increase

The 2021 national pay award for non-clinical staff will be implementation in the September 2021 payroll and backdated to 1 August 20121.

The uplift is a 1.5% increase on salaries with effect from 1 August 2021, except for points 11 – 21 of the University's salary and grading structure where increases of up to 2.45% apply. These points are shown in the table below.

National Spine Point	Percentage Increase	August 2021 Salary	Apprentice Grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
21	1.54%	£26,341					6	1
20	1.63%	£25,627					5	
19	1.68%	£24,871				9*	4	
18	1.77%	£24,174				8*	3	
17	1.82%	£23,487				7*	2	
16	1.92%	£22,847				6	1	
15	2.02%	£22,254				5		
14	2.12%	£21,686			9*	4		
13	2.22%	£21,135			8*	3		
12	2.33%	£20,600			7*	2		
11	2.45%	£20,092	4**		6	1		
OLW	2.45%	£20,047	1,2 & 3**	6	5			

From August 2021, 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 2.45%, the same as national salary spine point 11.

### **Academic staff**

The increase of 1.5% from 1 August 2021 is reflected in the revised scales for the main Associate Professor grade (annexed at B). The 1.5% has been split between the college and the University in line with usual practice.

The increase of 1.5% in relation to professorial salaries is reflected in Annexe C.

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

Buy-out Rates	
01-Aug-20	01-Aug-21
£6,520	£6,618
£3,263	£3,312
£2,420	£2,456
£805	£817

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

\*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 1.5% increase from 1 August 2021

#### ***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](mailto: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/](http://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 £291; the broadband connection payment has increased to £319. 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 circulars: PERS(19)06  
 and PERS(21)01  
 Copy for noticeboards: No