

# HR Updates

## Additional annual leave – Friday 26 June

On 8 June, the VC announced in her all-staff e-mail that staff should “enjoy a long weekend” by taking Friday 26 June as an additional day of annual leave.

This long weekend is to recognise the concentrated efforts of colleagues throughout the University at this time, and to reflect the absence of the traditional UAS staff garden party and other end-of-year celebrations.

If it is operationally impossible for you to take leave on 26 June, or if you are already on annual leave or take sick leave on that date, you should agree with your line manager an alternative day as close as possible to 26 June - ideally the following Friday, 3 July.

If you do not usually work on Fridays, you should agree with your line manager whichever day as close as possible to 26 June will extend your weekend. If you have any further queries, please contact your line manager or local HR team.

## Black Lives Matter

Further to recent events in the US, the EDU have posted some new resources on their [website](#).

These include:

- Sources of support for staff and students affected by the current situation;
- A summary of actions that the University is taking to address racial inequality;
- Resources for those wanting to know more about, or take action to address, racism in higher education.

## Priority Candidate Support Scheme

The Priority Candidate Support Scheme (PCSS) was launched on 26 May. It aims to support the redeployment of priority candidates who are those individuals who are at risk of redundancy, who are coming to the end of a fixed-term contract, or for whom redeployment is being sought.

The PCSS will offer guidance to individuals on how best to represent transferrable skills and will provide support with identifying current vacancies that match their skills and experience. Further information can be found on the PCSS [webpage](#), including details on how to register.

## Coronavirus Job Retention Scheme

The Government has announced that the Coronavirus Job Retention Scheme (‘furlough’) has been extended until October, with a tapering of the financial support available to employers over the next few months. We will, however, continue to pay 100% of the monthly salary to all staff on furlough.

From 1 July, employers will be able to bring back furloughed employees part-time. This will only apply to employees/workers who have completed a period of full-time furlough (21 days) prior to 30 June.

Full details may be found on the [webpage](#).

## Internal Jobs Board

In support of the University’s recruitment freeze and focus on redeploying internal candidates wherever possible, a new Internal Jobs Board went live on 6 May. From that date, the Internal Jobs Board is the **only** place where both internal and external job opportunities are advertised.

Internal candidates who are looking for a new job either because they are priority candidates or because they are seeking career progression should use the Internal Jobs Board rather than the Jobs pages, since the Jobs pages will no longer include internal-only vacancies.

The Internal Jobs Board is accessed via HR Self Service, so staff will need to be connected to the VPN before they can log in with their SSO. Once logged in candidates will be presented with an unfiltered list of job titles. By clicking on the ‘advanced’ option at the top of the page, candidates can use the filtering facilities which are used on the main jobs pages. We hope that this will benefit employees as well as allow greater mobility between departments.

For more information visit the [FAQ](#) site or e-mail [recruitment.protocol@admin.ox.ac.uk](mailto:recruitment.protocol@admin.ox.ac.uk).

# HR Updates

## Immigration guidance

On 22 May the Home Office updated their [immigration guidance relating to coronavirus](#). This confirms a further extension (until 31 July 2020) for those whose visas are expiring but are unable to leave the UK. This only applies to those who would be leaving the UK if they were able to travel, so those who have always intended to extend their current visa should follow the normal processes.

The guidance now states that anyone with 'leave' (i.e. a visa) which expires between 24 January 2020 and 31 July 2020 can request an extension of their visa until 31 July 2020. However, those who have already been granted an extension to 31 May do not need to submit a request as their visa will automatically be extended to 31 July.

Those who are unable to leave the UK and are requesting an extension for the first time must complete and submit an [online form provided by the Home Office's 'Coronavirus Immigration Team'](#) listing their personal details and details of their visa. For more information, refer to the [SIT news article](#).

## Re-opening of visa centres

Home Office guidance has been updated to include a list of UK VCAS centres which re-opened as of 1 June. There is likely to be a very high demand for appointments once these centres re-open.

The Staff Immigration Team understands that those who had booked an appointment before the UK VCAS centres closed may be contacted with the offer of a new appointment. Those who applied after the centres closed will need to log back into their account to look for and book an appointment.

As 'Life in the UK' and English language test centres in the UK are still closed, those applying for ILR will need to wait until they reopen to pass their tests before booking a UK VCAS appointment to continue their application.

Home Office guidance also states that UK Visa Application Centres (VACs) outside the UK are starting to resume services but as this will depend on local restrictions applicants will need to check the status of VACs in the country where they are applying through the websites of the companies which run these centres.

Please refer to the [SIT news article](#) for more information and the list of UK VCAS centres which re-opened as of 1 June. The [Staff Immigration Team](#) will continue to advise and assist applicants and their department/faculty/college.

Students should contact the [UAS Student Immigration](#) team for information and advice.

## Return to on-site working

We are now in the next phase of the gradual return to on-site working, with more labs and some library facilities starting to re-open over the next few weeks for work which cannot be done remotely.

A [RTOSW hub website](#) is now available, which contains comprehensive guidance covering all aspects of the planning process.

The safety of staff and students is paramount and underpins all the University's work in this area.

## Big White Wall

All staff and students at the University can now register for free with Big White Wall (BWW). BWW is an online peer-to-peer global welfare community and wellbeing service which is available on a 24/7 basis.

BWW provides a safe space for staff and students to help self-manage mental health and wellbeing issues such as struggling to sleep, feeling low, stressed or unable to cope, through online conversations, resources and self-learning courses.

In registering you choose a pseudonym and use this to engage with on-line discussion groups. All contributors are anonymous, but forums and discussion groups are moderated by healthcare professionals who will contact individuals through the website, in confidence, to offer support where they feel appropriate.

The University is not informed when staff register with BWW, or of any activities undertaken on the service unless there are very serious concerns for an individual's safety or welfare.

A short introductory film about the service is available on [Youtube](#).

Go to <https://www.bigwhitewall.com/?lang=en-us> and register by selecting the option "I'm from a university or college".

*N.B. At the time of going to press, a name change for BWW has been considered in response to the Black Lives Matter campaign. More information is available on their [website](#).*

# HR Updates

## Who owns the intellectual property of recorded lectures?

We are aware that questions over the ownership of the intellectual property inherent in recorded lectures remain a point of concern and confusion for many departments.

It has been clarified that the lecturer who makes the recording owns the intellectual property (copyright) which protects that recording. The relevant University Statute is [Statute XVI, Part B: Intellectual Property](#). Further guidance is available from the following [site](#).

## 2020/21 Diversity Fund

Applications to the 2020-21 Diversity Fund are now open. The fund provides small grants to initiatives aimed at furthering the University's commitment to promoting equality, diversity and inclusion.

The Diversity Fund is open to all members of University staff. Bids will be assessed in a gathered field exercise by an inter-divisional Steering Group, and are expected to demonstrate that they:

- ❖ contribute to the institution's equality and diversity priorities outlined in the Strategic Plan;
- ❖ will have a wide breadth of impact, through benefit to staff across a number of departments/divisions, and/or clear plans for good practice to be applied more widely, and/or clear plans for external influence;
- ❖ will sustain impact beyond the initial funding period.

In the current climate, applicants are also asked to:

- ❖ ensure that they have read the University's recruitment protocol;
- ❖ consider which activities they can realistically expect to implement whilst social distancing measures remain in place.

The deadline for applications is **Friday 24 July** (please note this is extended from the originally advertised deadline)

Full criteria and the Diversity Fund application form are available on the [EDU website](#).

## Outstanding annual leave

It is very important for you to take leave which you have already booked, and to use your remaining annual leave before the end of this holiday year as you normally would - even if you are unable to go away on holiday.

Firstly, it's important for all of us to re-charge our batteries and take a break after this busy and stressful period.

Secondly, it is vital to ensure that annual leave is evenly spread out amongst teams. It will be important to avoid too many staff being absent on leave at any one time and overloading those staff members left behind, for example if many staff try to cancel leave booked for earlier in the summer and move it to September in the hope that travel restrictions may ease later in the year.

Please note that the normal rules on carrying over a maximum of 5 days holiday will apply in most cases. To find out more read the guidance on [holiday entitlement](#).

For those who are furloughed annual leave continues to accrue during the period of furlough, and the normal carry-over rules apply regardless of any furlough period.

## Staff-student relationships policy

After consultation, Personnel Committee has approved a revised version of the staff-student relationships policy.

The policy has been amended to clarify what is meant by having "responsibility" for students, and to stress that any relationship between staff and students should be declared as soon as it starts, or is likely to start. The revised version of the policy has now been published on the HR Support [webpage](#).

## Online learning from POD

People and Organisational Development (POD) have launched a new [eLearning page](#) where you can find a wide range of online learning opportunities, guides and resources including: personal development toolkits, a 'delegating work' guide, a 'leading remote teams' workshop and 1:1 coaching via Teams.

POD also encourage all managers to [sign up](#) for their people manager mailing list to receive updates with opportunities and resources to support managers and teams.

# HR Updates

## Payslips and P60s are now paperless!

The transition to online-only payslips and P60s is now complete. Please continue to direct employees to the HR Self-Service website for support or to log in to their account via [www.ox.ac.uk/hrss](http://www.ox.ac.uk/hrss).

For queries related to recording exceptions in advance of the June payday, please e-mail [corehrupgrade@admin.ox.ac.uk](mailto:corehrupgrade@admin.ox.ac.uk).

## Autumn 2020 EJRA Timetable

The timetable for the autumn 2020 EJRA (Employer Justified Retirement Age) extension application round has now been published. The deadlines are as follows:

1. Deadline for applicant to submit EJRA1A form – **30 September 2020**
2. Deadline for departments to submit EJRA1A and EJRA2A forms to division – **26 October 2020**
3. Deadline for Head of Division to submit EJRA1A, EJRA2A and EJRA3A forms to Director of Human Resources – **16 November 2020**
4. Deadline for applicants to respond to the departmental and divisional submissions – **24 November 2020**

The EJRA is the 30<sup>th</sup> September prior to the employee's 69<sup>th</sup> birthday. You can read the full EJRA policy and access all relevant forms [here](#).

## Revised Equality Policy

Revisions to the University's Equality Policy were approved by Council at the end of Hilary term. The main changes to the policy, which came out of a process of widespread consultation, are designed to:

- make the policy more positive and proactive and fully reflect the University's aspirations with regard to promoting inclusion as well as equality and diversity;
- clarify the relationship between the policy and the University's responsibility to uphold freedom of expression;
- provide further clarification on the application of the policy, on the responsibilities of different groups and on how to submit a complaint.

The revised policy may be consulted in full [here](#).

## IRIS - new incident reporting system

On 1 June, a new online system was introduced to record health, safety, and environmental incidents. The Incident Reporting and Investigation System (IRIS) replaces paper forms, enabling staff and students to log incidents securely online. To report an incident or for more information, please visit the [Safety Office website](#).

## Changes to sickness policy

As you will be aware, if you fall ill during annual leave you can claim back affected leave entitlement (excluding any bank holidays) on your return to work subject to providing evidence of the illness. This has now been extended so that illness on fixed closure days (which are part of the contractual entitlement) is included.

For full information see the [support staff handbook](#) and the [academic-related staff handbook](#). This change takes immediate effect but does not apply retrospectively.

## Podcasts you may be interested in:

### Annual Disability Lecture

The Annual Disability Lecture Series celebrates the achievements of disabled people. This year's lecture, 'Why Disabled People Drop Out', took place on 28 May and was delivered by Dr Kate West, a neurodiversity student-turned-academic. The [podcast](#) is now available.

### Managing Stress and Overcoming Anxiety

We circulated details of this talk being given on 21 May as part of Experimental Psychology's 'Our Mental Wellness' series of talks. A [video](#) of the talk is now available from the University's Podcast site or you can watch it on [YouTube](#).

## My Family Care - Work + Family Space

Feedback from staff using the 'Speak to an expert' phone advice service available through the Work + Family Space has been very positive. Recently staff have also been using this to help them with issues related to caring through the Coronavirus crisis.

A library of Webinars covering COVID-19 related subjects, such as caring during lockdown at a distance, and balancing childcare and work are also available. The service is free to employees – you just need your SSO and employee number. If you haven't already registered you can find out more [here](#).