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| --- | --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL**  Name  Address |  | Ref. Personnel\_No  Post\_ID\_No  DD/MM/YYYY | Ref./ |

Dear Name

**Contract amendment - additional temporary responsibilities**

I am writing to confirm a period of additional temporary responsibilities from [date] until [date], paying an acting-up allowance of £XXX per month, pro-rata for part-time appointments. The reason for this allowance is [explain additional duties to be undertaken, and reason, eg absence of substantive postholder]. During this period the pay you receive against your substantive grade (grade X, scale point X) will increase with any automatic incremental progression which is due and general cost of living awards or changes to the Oxford University Weighting; your acting-up allowance will remain unchanged. At the end of this period of additional temporary responsibilities you will return to the substantive grade and salary for your post.

*[for* ***academic-related*** *staff include the following]*

Normal retirement date: the University’s Employer Justified Retirement Age arrangements were changed on 18 October 2022. For information about your retirement please see: <https://hr.web.ox.ac.uk/retirement>.

*[for posts in grades 1-10 include the following]*

Since the introduction of an Oxford University Weighting in August 2024, the salaries of staff in grades 1 to 10 are made up of two elements:

(a) a base salary which is based on the nationally negotiated pay spine. Your base salary is subject to any general increases applied to all base salaries of that grade based on the outcome of the annual, national pay negotiations;

(b) an Oxford University Weighting (OUW). This is a fixed-rate payment in addition to your base salary. The OUW element of your salary is not subject to any general increases applied to base salaries of that grade based on the outcome of the annual, national pay negotiations. Instead the OUW is reviewed regularly by the University through an internal process. Following a review, the OUW element of your salary may be increased or may remain unchanged. The University is under no obligation to increase the OUW following a review.

A table showing your base salary and your salary including OUW can be seen at <https://hr.web.ox.ac.uk/main-salary-and-grading-structure>.

All other terms and conditions included in your contract of employment dated XX/XX/XX and as amended and updated remain unchanged.

At all times your employment is subject to the presentation of original documentation to establish your right to work in the UK which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to present such documentation as and when requested from you.

I would be grateful if you could sign and return the enclosed copy of this letter as acceptance of the above.

Yours sincerely

Sign-off name

Sign-off title

Enclosure: copy of this letter

I accept the amendment to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..