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| Heads of Schools, Secretaries of School Chairs of Faculty Boards, Secretaries of Faculty BoardsHeads of Department Departmental Administrators |  |
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Dear Colleague

**Industrial action commencing 6 November 2014**

The University has been notified that the University and College Union (UCU) has secured a mandate to call on its members to take action short of a strike in the form of an assessment and marking boycott commencing from 6 November 2014. Additionally, the UCU has advised employers that it may call on its members to take additional strike action at any time. This action is being taken in relation to potential changes to the Universities Superannuation Scheme (USS).

I am writing to inform you of the University’s approach to the expected industrial action by the UCU. I can confirm that the action being called would involve a breach of an individual’s contract and therefore deductions to pay will be applied to staff who participate in the action as set out below.

The HR Committee at its meeting on 30 October 2014 agreed the following approach:

1. **Action short of a strike (ASOS) – assessment and marking boycott**

The University will view participation in action short of strike as constituting partial performance of contractual duties and reserves the right to make a 25% deduction from basic pay for the period partial performance is reported. Additionally, the University reserves the right to review the proportion of pay to be deducted in respect of ASOS and will advise staff of any change in the level of deduction accordingly, stating the date from which such a change would take effect.

To enable institutions to plan properly and safely, staff members have been asked to advise their Departmental Administrator, or equivalent, in advance if they intend to participate in the action by completing Form A, which is attached to their letter. Any adjustment to their salary will continue until the University is notified by the UCU that the industrial action has concluded. Should staff members wish to cease their participation at an earlier stage, they have been asked to notify their Departmental Administrator in writing or by email. Departmental administrators are asked to email the industrial action inbox at industrialaction@admin.cam.ac.uk with full details. The staff member’s salary will then be reinstated to their normal contractual rate from the date on which they return to normal working. Please note that where it is not possible to administer adjustments to pay by the payroll cut-off point for a particular month, the proportion of pay withheld may fall into the subsequent month.

1. **Additional strike action**

Staff who participate in additional strike action will have pay withheld at the rate of 1/260th of annual salary in respect of each day on which they participate in strike action. This is consistent with the University’s previous position.

Staff have been asked to advise their Departmental Administrator, or equivalent, in advance of any intended strike action by completing the attached ‘Form B: Self-report of participation in additional strike action.’

In the case of either ASOS and/or strike action, the following approach will be taken:

* pension contributions will be continued by the University in order to preserve an employee’s death-in-service benefits, notwithstanding the withholding of pay;
* the remainder of the pay withheld will go into student hardship funds.

When returning to work following industrial action individuals will be expected to resume their full duties.

You will appreciate that we have limited knowledge of which of our employees are members of the UCU and a communication will therefore be sent to all members of Academic, Research, and Academic-Related staff today.

**Institutions are asked to send hard copies of signed participation forms to Nicola Mister at Human Resources, the Old Schools, Trinity Lane, Cambridge, CB2 1TT, or to send scanned copies to** **industrialaction@admin.cam.ac.uk****.**

Institutions are advised to consider the implications of the industrial action for their areas and to put in place contingency arrangements as required. The attached guidance on industrial action also includes advice on managing the impact of the boycott on student experience and staff management. If you have any queries regarding examinations at the University, please direct these to Catherine Fage, Head of Student Registry, either at Catherine.Fage@admin.cam.ac.uk or on 01223 332303.

Updates concerning the industrial action and examinations will be posted on the latest news section of the HR Division homepage at <http://www.hr.admin.cam.ac.uk>. Further information concerning the dispute can be found on the UCEA website [www.ucea.ac.uk](http://www.ucea.ac.uk).

Kind regards



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Enc. Guidance for Institutions

Template letter to staff (to be circulated by Human Resources)