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| L:\Communications Services\Comms Services Projects\5. Brand\Templates, logos and guidelines\Development Area\Stationery template development\2014 May_new templates for web\university-generic-14\UC-col-14.png | Sheila Gupta MBE  Director of Human Resources |
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| 05 November 2014 |  |
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| Dear Colleague |  |
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**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 the salaries of staff who participate as set out below.

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

The University will view participation in action short of a strike as constituting partial performance of contractual duties and reserves the right to make a deduction from salary of 25% of 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 accordingly, stating the date from which such a change would take effect.

To enable institutions to plan properly and safely, you are asked to advise your Departmental Administrator, or equivalent, in advance if you intend to participate in action short of a strike by completing the attached Form A. Any adjustment to your salary will continue until the University is notified by the UCU that the industrial action has concluded. Should you wish to cease your participation at an earlier stage, please notify your Departmental Administrator in writing or by email. Your salary will be reinstated to your normal contractual rate from the date on which you 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.

**Additional strike action**

Consistent with the University’s previous position, in the event that you choose to participate in additional strike action, pay will be withheld at the rate of 1/260th of annual salary in respect of each day on which you participate in strike action. You are asked to advise your Departmental Administrator, or equivalent, in advance if you intend to participate in strike action by completing the attached ‘Form B: Self-report of participation in 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 your death-in-service benefits, notwithstanding the withholding of pay;
* the remainder of your pay withheld will be allocated to the student hardship fund.

When returning to work following industrial action you will be expected to resume your full duties.

You will appreciate that we have limited knowledge of which of our employees are members of the UCU and we are therefore writing to all members of Academic, Research and Academic-Related staff in preparation for the industrial action.

Further information concerning the dispute can be found on the UCEA website at www.ucea.ac.uk.

Kind regards



Sheila Gupta

Director of Human Resources

[title, initials and surname]

[address line 1]

[address line 2]

[address line 3]

[address line 4]

[address line 5]

[address line 6]

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**Form A: Self-report of participation in action short of strike**

This form should be completed and returned to your Departmental Administrator (or equivalent) as soon as possible if you intend to participate in action short of a strike.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Departmental Administrator or equivalent)

I confirm that **I will** be taking part in action short of strike from 6 November 2014

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PRINT) Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify below details of the work you will **not** be undertaking (continue on an additional sheet if necessary).

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**Form B: Self-report of participation in additional strike action**

This form should be completed and returned to your Departmental Administrator (or equivalent) as soon as possible if you intend to participate in additional strike action.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Departmental Administrator or equivalent)

I confirm that **I will** be taking part in additional strike action on the date(s) specified below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PRINT) Date of strike action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_ Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­