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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 MBEDirector of Human Resources |
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| 14 January 2015 |  |
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| Dear Colleague |  |
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**Industrial action commencing 16 January 2015**

The University has been advised that the University and College Union (UCU) intends to call on its members to participate in action short of a strike in the form of an assessment and marking boycott with effect from 16 January 2015. This action is being taken in relation to potential changes to the Universities Superannuation Scheme (USS).

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, Academic-Related and Research staff.

**The University’s approach**

The University considers that participation in the notified industrial action would constitute a breach of your contract of employment. The University hopes that you will continue to fulfil your duties in full. If you are only prepared to perform limited duties, then I must advise you that legally we are not obliged to pay you any salary. However, at the present time, we are adopting the approach to limit deductions to 25% of pay for each date that you specify you will be participating in action, without prejudice to the University’s right to deduct 100% of pay. We will keep the percentage of the deduction under review.

Consistent with the University’s previous treatment of industrial action USS pension contributions will be maintained (with both employer and employee contributions at 100%) and therefore death in service cover will remain in place even if you participate in the action. The remainder of pay withheld will be allocated to the student hardship fund.

**Notifying the University if you intend to participate in industrial action**

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 strike by completing the attached pro-forma.If it is necessary to submit multiple forms to report your participation in the industrial action you are asked to limit this to one submission per month. You may wish to make copies of the attached form for this purpose.Please note that where it is not possible to administer adjustments to pay by the payroll cut-off point for a particular month, the deduction may be made in a subsequent month.

If you work normally throughout the period of the industrial action no deductions will be made from your pay. You will be aware that negotiations continue at the USS Joint Negotiating Committee and that both sides have accepted that benefit reform is necessary. I very much hope that a negotiated settlement will be reached.

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

Yours sincerely



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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**Pro-forma: Self-report of participation in action short of strike**

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

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

I confirm that I will be taking part in action short of strike on the dates set out below (please complete section below and continue on an additional sheet if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)

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