

Green Templeton College University of Oxford

Salaries

Salary scales

Green Templeton College mirrors the salary scales of the University of Oxford for the majority of posts. Each new post within the College should be evaluated and graded within the salary scales according to the job description. Any percentage salary increase awarded for cost of living is paid from 1st August, but because pay awards are agreed nationally for all participating Universities, they are often not agreed until later in the year and in these circumstances will be backdated.

Annual Increments

Annual increments for staff on incremental scales normally operate from 1 August (for grades 1 to 5) or 1 October (for grades 6 to 10) each year, payment of the first increment normally being subject to the member of staff having had three months' service in the grade by that date.

Payment

Salaries are normally paid at calendar monthly intervals on the last working day but one of the month, payment being by credit transfer direct to a named bank or building society account. A payment slip showing deductions and net salary will be distributed shortly before the payment date.

Acting Up Allowance

In cases where individuals are asked to assume the full duties of a higher graded post during periods of extended absence of the postholder it is open to the College at its discretion to authorise temporary payments at the median salary point of the higher grade. To qualify for such payment, any such absence must exceed a continuous period of one month. Individuals concerned should have such arrangements confirmed in writing. Where possible this notification will be given in advance, but may have to be given retrospectively, e.g. in cases of unexpectedly lengthy sickness.

Employees receiving acting up allowance will continue to receive the allowance during their annual leave. In addition employees will continue to receive the allowance during any sick leave where this leave does not exceed two consecutive weeks. After two consecutive weeks of sick leave the allowance will cease. If, after return from sick leave, the acting up allowance is still payable, this will start immediately.

Employees receiving acting up allowance will cease to receive the allowance during any time when they are on maternity or paternity leave.

This allowance only applies where the full duties of the senior post are undertaken.

Income Tax, National insurance and other deductions

When you start work, you should bring your P45 Tax Form which is obtained from your previous employer. If you do not have a P45 and the time of starting work, is very important that you complete a P46 form instead, to ensure that you are taxed at the correct rate.

If you have not worked for an employer before, the College will advise you how to obtain a National Insurance number. The amounts statutorily due for Income Tax and National Insurance are deducted automatically from your earnings, as are superannuation contributions and any other deductions you may have authorised. At the end of the tax year you will receive a statement of your pay and tax during the year to 31 March (Form P60), which you should keep carefully since you may need to produce it for self-assessment purposes. You should note that the taxable salary shown on the P60 is after deduction of superannuation contributions.