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Upcoming HR Briefings

Please see below to book your place for the upcoming HR briefings. This term's briefings will cover a variety of current and upcoming projects.

Briefing in town

Thursday 7 February 2019

11:30 – 12:30

The Cube, Law Faculty,
St Cross Building

[Register](#)

Briefing up the hill

Thursday 14 February 2019

10:00 – 11:00

Lecture theatre, Richard Doll Building,
Old Road Campus

[Register](#)

Message from Julian Duxfield, HR Director

2019 is set to be a busy year for those within central HR teams, as I know it will be for those of you across the University with HR responsibilities. Work continues on the HR Futures programme, with several exciting projects starting to come out of the four work-streams. One of the most significant is the University's first conference for HR staff. You can find out more about this inaugural event on page 2.

In other news, I am pleased to announce that Adrienne Hopkins has been appointed as Head of the Equality and Diversity Unit. As many of you know, Adrienne has made a tremendous contribution to the EDU for many years as Senior Equality Advisor, and more recently as interim head of the unit. I hope you will join me in congratulating Adrienne on her appointment.

This edition also includes important updates from several teams, including information from HR Systems on the CoreHR upgrade (p.3), the extension of the visa loan scheme from Staff Immigration (p.3), and amendments to the No Smoking Policy from the Policy team (p.2).

The HR newsletter will return later in Hilary term with a special edition about the HR Futures programme.

Staff changes in Central HR

HR Operations

UAS Personnel welcomes **Michelle Rice** to the team as HR Business Partner. The team also welcomes **Karla Taylor** as HR Officer. Karla is covering for **Julie Philpott**, who has been seconded to the Focus programme.

Equality and Diversity Unit

In addition to Adrienne's appointment, we wish to welcome **Machilu Zimba** back from maternity leave to her role as Race Equality Advisor. Many thanks to **Dorian Singh**, who covered the role in Machilu's absence.

Senior Appointments

Welcome to **Helen Johnson**, who has taken over from **Ruth Kinahan** as Senior Appointments Recruitment Manager. Helen will be assisting Phil Taylor with recruitment projects more broadly in addition to leading the Senior Appointments team.

Didn't get this
newsletter by
email?

If you or your HR colleagues didn't receive this newsletter by email, please contact the **[HRIS Data Services team](#)**. They will send you a form to complete in order to be added to the mailing list.

Save the date! Conference for University HR staff

We are pleased to announce the first conference for HR staff in the University of Oxford context. Hosted by the Director of HR and his Senior Management Team, the conference will be held on **Tuesday 9 April 2019** at the Blavatnik School of Government.

The idea for the conference has come out of the HR Futures programme, and it is specifically designed for HR staff across the University. The conference aims to bring together HR colleagues to share and develop best practice, participate in professional development, and take part in a valuable networking experience. The full-day event will include workshops covering a wide range of topics, a keynote address, and a networking lunch.

Invitations will be sent in early March to those who have expressed an interest in attending. **If you would like to be sent an invitation, please respond to pa.hrdirector@admin.ox.ac.uk by Friday 15 February.** We would also welcome suggestions for workshop topics if you have particular interests or issues you would like to see covered.

Updates for staff

This month's HR newsletter summary for staff in your departments and faculties includes a variety of updates and reminders. In response to feedback from colleagues, these are posted on our website [here](#).

Coming soon: Hours on payslips

Legislation is coming into force in April that will require changes to payslips for some staff. Specifically, all employers across the UK will be required to:

- provide payslips to all workers (not only employees); and
- show hours on payslips where the pay varies by the amount of time worked.

A project is underway centrally to ensure the University is compliant by April. We will keep you informed of updates on this issue.

UCU industrial action balloting (2018-19 pay round)

UCU has confirmed the dates for its re-ballot for industrial action over the 2018-19 pay round. The national ballot is taking place from **15 January to 22 February 2019**. We will keep you informed of developments on this issue.

University named among 100 top LGBT inclusive employers

We are thrilled to be named among the UK's 100 top employers for LGBT staff by the charity Stonewall in its Workplace Equality Index 2019. This is the first time that the University has placed



on Stonewall's Top 100 Employers list, which is an annual audit of LGBT inclusion by employers across workplaces, services and communities throughout the UK.

Our special thanks and congratulations go to the EDU for preparing the University's submission, and to the LGBT+ Advisory Group, who coordinate much of our activity around LGBT inclusion.

Read the full story at: www.ox.ac.uk/news/2019-01-21-oxford-university-named-among-100-top-lgbt-inclusive-employers.

Vaping added to No Smoking Policy

Since March 2006, the University's No Smoking Policy has prohibited all forms of smoking in all University-owned buildings and vehicles.

In recent years, electronic cigarettes have become more widely used, and Council has therefore approved an updated No Smoking Policy to address the issue of the use of electronic cigarettes or similar devices (vaping) in the workplace. The policy has been updated to prohibit the use of electronic cigarettes, or similar devices, in all the same locations and areas as are covered by the no smoking rules.

For full details, please see circular [PERS\(19\)01](#).

Update on CoreHR upgrade

As previously advised in the [HRIS Bulletin](#) and communications to all CoreHR users, the technical upgrade to version 26 of the CoreHR system, originally scheduled for January, was postponed due to some unresolved issues in the upgraded system.

The Upgrade Project team are currently working with CoreHR and key internal stakeholders to establish the earliest possible alternative dates for the switchover. While a February switchover is unconfirmed at this time, it is under consideration and **departments are therefore asked to avoid closing vacancies for the period 22 February - 1 March inclusive.**

We recognise that this delay is not ideal and are grateful for your continued support and patience whilst we work to deliver a system that meets the needs of all our users. We will update all stakeholders as soon as the revised timetable has been confirmed.

*News from
the Staff
Immigration
Team*

Visa Loan Scheme extended to cover British Citizenship applications

Following a consultation, we are pleased to announce that the existing Visa Loan Scheme, launched in September 2018 for international employees and their dependents, will be extended to include:

- applications to become a British Citizen by naturalisation;
- applications to become a British Citizen by registration (for children under 18 born in the UK).

This new category will be added to the loan scheme from 1 January 2019 and is open to both EU/EEA employees and international employees.

Details of the Visa Loan Scheme can be found on the SIT website at:

www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/

CoreHR Upgrade 2019

If you would like any advice on the impact of this change on your recruitment timelines, please email the project team at corehrupgrade@admin.ox.ac.uk.

Reward and Recognition

Departments have been asked to record all of their nominations for awards for excellence in CoreHR by the end of February. As noted above, CoreHR may be unavailable from 22 February - 1 March. If this is the case, the deadline for recording nominations in the system will be extended to 7 March. Contact reward@admin.ox.ac.uk with any questions.

Next phase of EU Settlement Pilot Scheme

The Home Office has launched the next phase of the Settled Status pilot scheme for EU citizens and their families, which extends who can apply for the scheme.

The pilot is now available to:

- citizens of the European Union;
- family members of someone from the EU that have a residence card with a biometric chip and 'EU right to reside' on the back.

You must still use the Home Office's 'EU Exit: ID Document Check' Android app to confirm your identity. Please direct relevant staff to use the following link to apply:

<https://apply-for-eu-settled-status.homeoffice.gov.uk/start/eu-settlement>.

Further information about the fees for settled/pre-settled status will be communicated once the government position on the costs of the scheme is clarified. Please contact the SIT if you have any concerns about this.

This scheme is not yet open for non-EU EEA countries and Swiss citizens, but the Home Office has confirmed that non-EU EEA countries and Swiss citizens will be able to apply once the system becomes fully available on 30 March 2019. Alternatives to using the Android app to apply will also become available by that time.

2019 University Apprenticeships Expo and Awards

This year's Apprenticeships Awards ceremony and Expo Event is taking place on **12 March** in the Sheldonian theatre.

In addition to recognising the fantastic achievements of our apprentices and managers, this year's event goes even further. Our Apprenticeship Training Providers will be on hand to tell you about what they do and how Apprenticeships can help your department. Apprenticeships are a great way to attract new staff from the local community into the University, and to provide skills and knowledge that can assist teams in your department.

Already managing an apprentice? You can highlight their outstanding work in this year's awards. Nominations are due by **12 February**.

To find out more about the nomination process, and about this year's awards and expo event, please visit our website at: www.apprenticeships.ox.ac.uk/apprenticeship-expo



*News from
Childcare
Services*

New: 4-day nursery booking pattern

We are pleased to announce that as of January 2019 we will offer a four-day nursery booking pattern to parents who work either on 0.8FTE contracts or full time. The booking pattern would cover Mondays, Tuesdays, Thursdays and Fridays. If this is something that you are interested in, please don't hesitate to contact us or simply update your application online at: www.admin.ox.ac.uk/childcare.

New: out-of-hours childcare provider

We have recently started working with a new out-of-hours childcare provider: Oxford Sitters. Oxford Sitters supplies local, qualified childcare professionals, with first aid training, for evening and weekend babysitting roles. All sitters are recruited using Oxfordshire safer recruitment procedures and are personally interviewed and reference-checked by the company owner. University of Oxford employees receive discounted rates – please use the code 'oxforduni' when making reservations. For details, please see: www.oxfordsitters.co.uk.

'The advice was really practical'

Two members of staff in the Medical Sciences Division have shared their experiences of using the **Speak to an Expert** phone line in the upcoming edition of *Blueprint* magazine. Available through **My Family Care**, the phone line is free to all University staff and offers advice on a wide range of caring issues.

Look out for the next edition of *Blueprint*, out in February, to read how the service can help with issues like finding the right kind of eldercare or dealing with a child's sleeping difficulties.

You can also find out more about Speak to an Expert at: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/

Additions to family leave guidance

PI Guide: a new guide is available on our website that aims to help Principal Investigators and Research Group leaders support their staff through family leave. Please visit: www.admin.ox.ac.uk/personnel/during/family/piguide/

Framework for the management of family leave for research and academic staff: this framework aims to minimise the impact of an extended period of family leave on a research project and wider team, and to ensure the University is able to deliver on its research and teaching commitments. The framework was put together by the EDU with the agreement of all the divisions. See: www.admin.ox.ac.uk/personnel/during/family/framework/

Maternity guide for employees: the EDU have compiled a downloadable guide to maternity leave for employees. This is intended to supplement, not replace, the web guidance on family leave. It can be downloaded at: www.admin.ox.ac.uk/personnel/during/family/framework/. Please do not attach this document to your own websites as there are pending updates to the maternity guidance which will need to be reflected in this guidance soon.



University signs up to Technician Commitment

The Technician Commitment is a national university and research institution initiative which aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. The University is a signatory to the Technician Commitment scheme and has now submitted its action plan to the national steering group.

We would like to celebrate the achievements of our technicians and have created a new webpage at www.admin.ox.ac.uk/personnel/staffinfo/technicians where you can share news stories about technicians in your department (preferably as a link to an existing item on your local website or social media channels).

The Science Council has kindly offered to facilitate a workshop on the professional registration process for technicians. We hope to arrange a workshop in Oxford later this term. If any staff in your department would be interested in attending, and for any other enquiries about the Technician Commitment, please contact Sue Morris in Personnel Services on sue.morris@admin.ox.ac.uk.

Global Mobility Pilot Programme

As part of the University's commitment to ensuring best practice and compliance in tax and personnel areas, Personnel Services and the Finance Division are working alongside PwC on piloting a new programme addressing global mobility.

The pilot is investigating the challenges that departments face when engaging the services of an employee overseas. Four departments from across the academic divisions are taking part in the pilot.

Typical areas of concern include social security compliance, immigration, corporate tax, VAT, pensions, and employment law, all of which vary from country to country.

We will review the findings at the end of the pilot to consider how we might make a service available across the University.

Coming soon: self-assessment and data collection exercise for 2018

We are preparing to send out the self-assessment checklist and data collection exercise (formerly the HR audit) for 2018. Although normally circulated in the New Year, last year's exercise was circulated in the spring due to extenuating circumstances. But we are back on track now and will be circulating the questionnaire to all departments and faculties shortly.

Last year we trialed a new format that split the exercise into an offline self-assessment checklist and an online data collection survey. Feedback on this new approach was very positive, although there were a few concerns about duplication of effort. We have taken these into account and have revised the questions to make the process quicker and simpler.

The exercise will be sent to DAs and HAFs in the coming weeks.

Accessplanit

From Hilary term 2019, the Oxford Learning Institute is moving to a new learning management software: Accessplanit. The software, which is also known as CoSy, has been used by Finance and IT Services for the past few years. It offers the opportunity to showcase face-to-face, online and just-in-time learning resources, take bookings for workshops, automate reminders, and create training records. Individuals are able to see a training dashboard which lists the training they have completed (where it's been managed through Accessplanit).



In addition, training reports for departments will move to a new approach using SharePoint to take account of GDPR requirements.

More information on these changes will be made available later this term. Please email pdadministrator@learning.ox.ac.uk if you have any questions in the meantime.