

**Declaration of Participation in Industrial Action FORM**

The University and College Union (UCU) has informed the University that they intend to take renewed industrial action in relation to the New JNCHES pay outcome for 2022-23.

***Industrial action has been called for by the University and College Union (UCU) and will commence on Thursday 20 April 2023. The action will be continuous action short of a strike consisting of members working to contract; not undertaking any voluntary activities; not covering for absent colleagues; removing uploaded materials related to, and/or not sharing materials related to, lectures or classes that will be or have been cancelled as a result of strike action; not rescheduling lectures or classes cancelled due to strike action; and undertaking a marking and assessment boycott.***

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| As your employer we are obliged to inform you that:   * Participating in any industrial action, including action short of strike (ASOS), is considered to be a breach of the contract of employment.  As a result, the University will make a deduction to salary of staff who participate in industrial action. A deduction to salary is in lieu of damages for a breach of the contract of employment and does not in any way represent a punitive measure for participating in industrial action. * The University has published industrial action guidance and FAQs. Completion of the form below should be made in conjunction with the information given. * The University will deduct one day’s pay for each day that a member of staff participates in strike action. Pay will be deducted on the basis of 1/365th of an employee’s annual salary.  If the employee has a salary sacrifice arrangement in place, the notional salary will be used for calculating the deduction. * The University reserves the right to deduct one day’s pay for each day that a member of staff participates in Action Short of Strike (ASOS), at a daily rate of 1/365th of an employee’s annual salary, and to continue to withhold pay until the employee resumes their contractual duties in full. * If you wish to participate in industrial action, you must understand your pension scheme rules to be aware of the implications for membership. |

**Part A - Participation in ASOS, NOT including the marking and assessment boycott**

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I confirm that I will be part in ASOS, NOT including the marking and assessment boycott

with effect from …………………………………………………………2023 *(insert date).*

We will consider your participation in ASOS, not including a marking and assessment boycott, is continuous until such a time that you confirm your participation has ceased by completing part C of this form and returning it, the industrial action mandate expires, or the UCU call off their action.

**Part B – Participation in ASOS, including the marking and assessment boycott**

Whilst we acknowledge that colleagues may have different approaches to managing their workload, if you engage in the action and therefore opt not to carry out marking and assessment work, then you are participating in a boycott of marking and assessment activities.

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I confirm that I will be taking part in ASOS, consisting of a marking and assessment boycott, which commenced on 20 April 2023, with effect from/on the following day/dates ……………………………………………………………………………………………………..

Any pay adjustments will be made in the next available payroll run and where continuous until such a time that you confirm your participation has ceased by completing part C of this form and returning it, the industrial action mandate expires, or the UCU call off their action.

**Note:**

During continuous participation in the marking and assessment boycott if you are contractually entitled to full pay as a result of an approved paid leave of absence e.g. Annual Leave, Sickness absence, Closure/public holiday etc then please email details to [payrollservices@lincoln.ac.uk](mailto:payrollservices@lincoln.ac.uk), copying in your line manager. This will ensure the correct pay adjustments will be made.

**Part C – Cessation of** **participation in ASOS**

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My participation in ASOS, NOT including the marking and assessment boycott, ceased on ………………………2023 *(insert date you resumed full contractual duties)* (Reference section A)

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My participation in ASOS, including the marking and assessment boycott, ceased on ………………………2023 *(insert date you resumed full contractual duties)* (Reference section B)

**Part D – Pension**

In relation to your pension, please tick all boxes as applicable:

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I am a member of Teachers’ Pension Scheme (TPS). Contributions will be taken based upon reduced pay in the period.

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I am a member of Universities Superannuation Scheme (USS) and wish pension contributions to be made in respect of my deducted contractual pay as a result of industrial action.

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I am a member of Universities & Colleges Retirement Savings Scheme (UCRSS) and wish to be contacted regarding these contributions.

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I am making Additional Voluntary Contributions (AVCs) in respect of my pension membership and wish to be contacted regarding these contributions.

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| I understand pay deductions will be made from my salary, on the next available payroll run, for each day/period I participated in industrial action, in line with the University published guidance. I have read and understood the rules appropriate to my pension scheme membership.  PRINT NAME: ……………………………………………….……..… DEPT: …………………..………..  SIGNED: ………………………………………………..………..…… DATE: ………………..…..……… |

Completed forms should be returned **by** **the close of business on your next working day** **upon commencement or cessation of industrial action as referred to on this form.**

**Forms should be sent to** [payrollservices@lincoln.ac.uk](mailto:payrollservices@lincoln.ac.uk)