

Friday 6 November

Dear colleague,

**Re: Industrial Action on 13 November 2009**

The University has received formal notification of strike action by the academic staff trade union UCU in respect of their 'Dispute over Implementation of the National Framework Agreement'. UCU will be encouraging its members to take part in a one day strike action. This is due to take place on 13 November 2009.

The University takes the potential risk of disruption to students arising from industrial action very seriously and will ensure that, as far as possible, students will not be disadvantaged by any such action. The University does not know which staff are members of UCU, and so in view of the need to ensure that essential services can be maintained on the strike day, and so that managers have an accurate record of those individuals who wish to take part in the strike, we must ask all academic staff (whether or not you are a union member) to **complete a short form**.

The form can be completed online at [www.westminster.ac.uk/strike](http://www.westminster.ac.uk/strike), or you can print off a copy and send it to the HR department. **Your form must reach HR no later than 5.00pm on Thursday 12 November 2009.**

Please note that if you fail to respond by completing and returning the form as requested, it will be assumed that you will be taking part in the industrial action. You are reminded that the University of Westminster will regard non-performance or partial performance as unacceptable and, in such circumstances, pay will be withheld. It is University policy that, in the event of strike action, pay will be withheld at a rate of 100% for the period concerned. A day's pay for withholding purposes is calculated as 1/260th of annual salary.

You should also note that if you take part in a strike or other industrial action, you may be in breach of your contract of employment. Should you change your mind and decide not to take part in industrial action, it is incumbent on you to inform Human Resources.

For further information about concerns some staff may have about the implications of undertaking industrial action, you are strongly advised to read the "Frequently Asked Questions" information that can be viewed at [www.westminster.ac.uk/strike](http://www.westminster.ac.uk/strike), where we will also publish regular updates.

Yours sincerely,

Duncan Barratt  
Interim Director – Human Resources

**Form for Completion and Return to Human Resources**

<b>Industrial Action on 13 November 2009</b>	
<b>Name:</b>	
<b>Staff Number:</b>	
Please <u>select one</u> of the following:-	
1. <u>I will not</u> be taking part in industrial action	<input type="checkbox"/>
Or	
2. <u>I will</u> be taking strike action on 13 November 2009, in accordance with the UCU ballot	<input type="checkbox"/>
Signature:..... Date:.....	
<b>Completed forms to be returned to your local HR office by 5.00pm on 12 November 2009</b>	
<i>Reminder: If you take part in a strike or other industrial action, you may be in breach of your contract of employment</i>	

<u>Office Use Only</u>	<u>Initial</u>	<u>Date</u>
1. Received in Human Resources	.....	.....
2. HR input data onto SAP:	.....	.....
3. Payroll action withholding of pay	.....	.....