

Engagement of Student Casual Workers- Policy for Staff and Students

Introduction

1. As part of the University ambition to be a leading applied University the University recognises the importance of engaging the student population in temporary worker positions to support their portfolio of work experience and to support future employability.
2. This policy relates to the engagement of Sheffield Hallam University Student to undertake paid casual work at the university, and the responsibilities of staff members and students to ensure that we are compliant with external regulators such as UK Visas and Immigration.
3. The University is required by immigration law to ensure that processes and procedures are in place to ensure that international Student Visa holders are not working more than the 20-hour term time limit that they are able to work as a condition of their student visa. If students on visas work for more than this time this represents a risk to both students and the Institution.

Definition of Casual Work

4. The term 'casual worker' is often used to describe workers who are not part of the permanent workforce, but who supply services on an irregular or flexible basis, often to meet a fluctuating demand for work. A casual worker is engaged 'occasionally', with no continuing contract. There is no agreement as to whether or when any work is to be offered and the worker is not obliged to accept it.
5. International Student Visa holders have the same opportunities to secure temporary work assignments as UK home students.

Policy

6. All students, irrespective of visa status, are recommended to work no more than 15 hours per week on campus during term time. This number is mandated for students on a Student Visa to minimise the risk of students working more than the number of hours stipulated on their Visa. Should a student work more than these hours there is a risk that their Visa will be curtailed, and the University could be subject to enforcement action from UK Visas and Immigration ranging from financial penalties through to the suspension of their Student Sponsor Licence.

7. All work assignments, for visa holding students, must be approved by the University Campus Jobs Team, a recruiting manager must not confirm an assignment until this approval has been given. This is to ensure that where a student is working for multiple recruiting managers, the hours worked in each week do not exceed the maximum levels outlined above.
8. For visa holding students, additional hours cannot be worked until this approval has been given in accordance with the student's casual worker agreement, a student cannot claim payment for hours which have not been approved.
9. Students cannot undertake **any** paid work until all right to work checks have been completed and approved, and the student and recruiting manager has received this confirmation from the Campus Jobs Team.
10. Once a student completes their course, they may no longer work at the university as a student and no further casual assignments can be undertaken. A period of 4 months post course completion date or student visa end date, which ever is soonest will be deemed the end date for a student casual assignment.

Information for University Staff/ Recruiting Managers

11. All staff should review the definition of casual work prior to advertising a casual worker post. If the work is starting to become routine and could be defined as regular work, please refer to the HROD resourcing team for guidance and advice.
12. Recruiting managers wishing to advertise a campus post or allocate hours to an existing post must follow the [following process](#).:
 - a. All role requests must be approved by the Budget Holder and/or Head of Service
 - b. On approval, campus jobs will then advertise the post /assignment.
 - c. Campus jobs team undertake right to work check with the student and confirm to the recruiting manager when the work assignment can commence.
 - d. Students will receive confirmation of their work assignment from the Campus Jobs Team. Work must not be undertaken until written confirmation has been received.
 - e. For visa holding students the confirmation of their work assignment will include their visa end date, informing the student they must not work beyond this date without providing a updated visa.
 - f. Additional work allocations to the same role must follow the above steps.

13. Where staff do not follow the steps above, the Problem Resolution Framework may be used to manage that situation due to the significant risk of UKVI action if a breach of Student Visa regulations is identified.

Information for Students

14. Students cannot undertake **any** paid work until all right to work checks have been completed and approved, and the student and recruiting manager has received this confirmation from the Campus Jobs Team.

15. All students, irrespective of visa status, are recommended to work no more than 15 hours per week on campus during term time. This number is mandated for students on a Student Visa to minimise the risk of students working more than the number of hours stipulated on their Visa. Should a student work more than these hours there is a risk that their Visa will be curtailed, and the University could be subject to enforcement action from UK Visas and Immigration ranging from financial penalties through to the suspension of their Student Sponsor Licence.

16. Students on visas, who are assigned work through campus jobs, must not work for more than 15 hours a week in total during term time. Students working during the University vacation periods must obtain a letter confirming the hours they are allowed to work under their visa. Further information, including information on how to obtain an employer letter can be found [here](#)

17. Student visa holders who fail to comply with this will be reported to UKVI and their student visa could be at risk.

18. All visa holding student work assignments will be approved by the Campus Jobs team in line with casual worker agreements, students can only claim payment for work which has been approved by the Campus Jobs Team prior to work being undertaken. If you are unsure if an assignment has been approved or have any other query relating to a current or future work assignment, you can contact campusjobs@shu.ac.uk.

19. Further information regarding Campus Jobs and short-term work assignments can be found [here](#).

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