

Responsibilities of Line Managers of Sponsored Migrant Workers

The University, as a licenced Sponsor under the points-based immigration system, is required to comply with a number of duties to retain its sponsor status. Should the University fail to comply with the sponsorship duties, the sponsor licence could be revoked. This would prevent the University from engaging individuals from overseas who require sponsorship, which in turn would be extremely detrimental to our reputation.

Line Managers who have responsibility for a non-EEA national, who has been issued with a Certificate of Sponsorship need to be aware of the important information and reporting requirements set out below. The Home Office undertake compliance visits and during a compliance visit line managers may be asked to confirm their understanding of these responsibilities.

This information must be reported to Human Resources **as soon as possible** to ensure the University is able to report these events/information to the Home Office within the timescales specified.

First Day

- Inform Human Resources if the sponsored migrant does not turn up for his/her first day of work, including any reason given by the migrant for his/her non-attendance (for example a missed flight). Human Resources must be informed on the sponsored migrant's contractual first day. The University must report to the Home Office within 10 working days of the start date.

Absences

- If a sponsored migrant is absent from work for more than 10 working days without permission e.g. due to non-attendance at work or unauthorised absence, Human Resources must be notified immediately. The University must report to the Home Office within 10 working days of the 10th day of absence. In order to evidence that the University manage sponsored migrants appropriately the Home Office may ask to see records of attendance. Such a record may be kept and monitored through the sharing of google calendars.
- If there are any significant changes in the sponsored migrants circumstances, for example a change in salary due to period of long-term sickness absence, maternity leave , paternity leave, shared parental leave or adoption leave.

Changes in Employment Status

- If there are any potential changes in main duties, hours (increase or decrease), salary (increase or decrease except annual pay increases) or change to work location (domestic or overseas). Any changes must be reported to Human Resources immediately as this could affect how the individual is sponsored. The University is required to report such information to the Home Office within 10 working days of the change.
- If the contract of employment ends earlier than was originally intended (including the early termination of a Fixed Term Contract). Ensure that resignation/ termination details of the individual are sent to Human Resources immediately. The University must report such a change within 10 working days of the event in question, and should include the name and address of any new employer or institution that the migrant has joined, if this information is

known.

- If a sponsored migrant takes a period of unpaid leave e.g. sabbatical. This must be reported to the Home Office within 10 working days of the change.

Other

- Any information that suggests that the migrant may be engaging in terrorism or other criminal activity.
- Any information which suggests that the migrant is breaching the conditions of their leave.
- If the University as the sponsor needs to stop sponsoring the migrant for any other reason (for example, if the migrant moves into an immigration route that does not require a sponsor, or the migrant's period of leave to remain in the United Kingdom comes to an end). This must be reported to the Home Office within 10 working days;
- Details of any third party or intermediary, whether in the United Kingdom or abroad, that has assisted it in the recruitment of migrant employees.