

Imperial College Union
ICU Casual Worker Hour Limits
A paper by the Deputy President (Finance & Services)

Background

Historically ICU has informed its casual workers that an upper limit of 20 hours work is the maximum allowed for all casual workers (Home, EU or International students). This paper is intended to provide clarity of the weekly hours worked limits for students

International students holding a Student visa/Tier 4 (general) permit are permitted to work up to a maximum of 20 hours per week during term time if studying at degree level or above at Higher Education Institutions. International students are allowed to work full time (35 hours per week) during vacation periods and the time between the end of their course and the end of their student visa.

Issues

As stated previously, the 20-hour limit has been applied and communicated to all casual student workers at ICU as a 'rule' when joining ICU. This is not the actual case, no 'rule' exists at ICU in terms of limited hours for home or EU students, nor is there any college or government legislation. There are no restrictions on Home students or EU students (exceptions to Bulgarians and Romanian nationals) on the maximum number of hours that can be worked during a week.

Students receiving a bursary may have restrictions placed on the number of hours they can work outside of their studies. Individual cases will vary and the student receiving the bursary must not exceed their upper limit of working hours.

Bulgarian and Romanian nationals must apply for an accession worker card and permit (via the UK Home Office). There are various exemptions from this process and permit-free categories that require only the accession worker card. Please refer to the UK Home Office website for further details. ICU must take responsibility for ensuring these nationals have the correct documentation.

Currently the only guidance in regards to Home and EU students is the engaging casual workers – guidance for managers document, provided by the Imperial College HR department. Section 6.0 – Student Casual Workers states that:

'if engaging students please note that the College recommends that students work not more than 10-15 hours per week during term time. In addition, some sponsors do not permit students to take up work outside their studies whilst others specify a limit.'

One issue with enforcing a 10-15 hour rule is shift lengths. Most casual worker shifts at ICU range from 6-8 hours typically. This will often mean a 10-15 limit will be exceeded. Currently students regularly exceed the 20-hour 'rule'. No checks appear to be in place on whether international students are exceeding this limit.

Proposals

- Adopt the current 'rule' as policy for ICU casual workers that students (Home, EU and International) should not work more than 20 hours a week during term time.
- Ensure line managers are aware of this policy and the information is correctly cascaded to student workers and enforced at the appropriate level.
- Strictly enforce the 20-hour limit rule for International students, as this is a breach of their student visa, which is issued on the basis of studying full-time during term time.
- Ensure bursary students inform ICU as to any limits on the number of hours they can work.

Useful Links:

http://www.ukcisa.org.uk/student/working_during.php

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>

<http://www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/work-permits/liveworkuk/>