

This policy outlines the role of Human Resources, responsibilities and guidance for staff, visitors and departments regarding immigration and eligibility to work.

Scope of Policy and Guidance

Human Resources will ensure the guidance provided to KGJ Price [Railway Contractors] Eligibility to Work is detailed in procedure KGJ-RMS-P55 Eligibility to Work and the [Home Office \(UKVI\)](#) website.

It is vital that KGJ Price [Railway Contractors] ensures full compliance with Home Office regulations, as our license can be withdrawn. This would mean that we are no longer able to appoint staff

In order to comply with Home Office regulations KGJ Price [Railway Contractors] must establish which of their prospective staff/workers have an automatic right to work in the UK and ensure that we properly sponsor those who do not. This is done via the eligibility to work checks and ensuring specific data is recorded and maintained for non-EEA staff.

Role of Human Resources

- To ensure the guidance provided to KGJ Price [Railway Contractors] Eligibility to Work procedure is updated in line with the Home Office (UKVI) website
- To offer KGJ Price [Railway Contractors] staff guidance on the process but **we are not legally allowed to give immigration advice** to members of staff.
- To ensure that all new starters (paid and unpaid) are eligible to work in the UK.
- To ensure that all new starters (paid and unpaid) are eligible to work in the UK.
- To ensure copies of original documents are to be stored on their personal files as inputting onto the HR system cannot commence until the documentation is obtained. The full list of information we are required to record for Home Office compliance HR will store this information on the successful non-EEA staff member's personal file
- To carry out the enhanced eligibility checks for non-EEA staff **before** they start work.
- To ensure sponsored staff receive 3 months notification to attend a re-check every 6 months and prior to the expiry of their visa.
- To ensure positions are advertised in order to comply with the relevant Tier requirements
- To ensure any changes in terms and conditions of employment for sponsored staff are updated via the Home Office SMS system
- To update the HR system on any change in personal circumstances as advised by the staff member. Where a change in circumstance may affect their visa a discussion will take place between the individual and HR and the Home Office SMS system updated as required.
- To report the following within 10 working days:
 - If the sponsored employee does not turn up for their first day of work.
 - If the sponsored employees contract is terminated earlier than indicated
 - If we stop sponsoring the employee
 - If there are significant changes in circumstances
 - Promotion/change in job title / core duties
 - Change of salary other than annual increments

Date	Document ID	Version	Policy	Page
01.05.24	KGJ-RMS-POL-14	1.0	Eligibility to Work	1 of 2
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- Change in salary due to maternity, paternity or long-term sick leave of one month or more
- The location the migrant is employed at changes, or if the duration of their contract of/for employment/services is shortened.
- To act as a collection point for [Biometric Residence Permits](#) (BRP)
- To maintain employee eligibility records.
- To provide support for KGJ Price [Railway Contractors] Staff who employ operatives providing them with the appropriate confirmation codes to ensure that visa holding employees do not work in excess of the hours permitted on their visa. In addition, the HR will be able to provide advice to employees about their entitlement to work in addition to any other visa issues.

Mervyn Harris



Director

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Date	Document ID	Version	Policy	Page
01.05.24	KGJ-RMS-POL-14	1.0	Eligibility to Work	2 of 2
Uncontrolled when printed				