

Attendance Monitoring

MESSAGE TO ALL STAFF – FROM HEAD OF COLLEGE OF SCIENCE AND ENGINEERING

At a recent meeting of Central Management Group, CMG members discussed the obligation on the University, as part of its UK Visa and Immigration (UKVI) sponsor licence, to be able to account for the whereabouts of staff employed on Tier 2 and Tier 5 visas when they are officially at work.

It was the unanimous view of CMG that the requirement for staff to comply with agreed procedures for approving leave and notifying the University of their whereabouts when officially at work, but not at their normal place of work, should apply equally to ALL staff and that applying this requirement only to certain staff groups was not an appropriate or acceptable approach.

CMG members also expressed the view that requiring staff to notify the University of their whereabouts was equally important in supporting the University in its duty of care to its staff.

CMG agreed that all Schools and Business units should be required to review local procedures for approving leave and for recording where staff are when at work. Sensible and proportionate arrangements are to be introduced, if they are not already in place, to ensure that management within Schools/ College Office can easily access information that confirms:

1. When staff are officially at work.
2. Non-working days for part-time staff.
3. When staff are on approved leave.
4. When staff are at work but not at their normal place of work for periods of half a day or more i.e. am or pm. This could be a member of staff working at home for a morning, attending a two day conference in London, or working at another University location for the afternoon.
Examples of what records would not be required include a 2 hour meeting in the middle of the day, coming in to work an hour later than normal or leaving an hour and a half early.

Arrangements should also provide high level information on staff whereabouts when officially at work.

I will be writing to all Heads of School to ask that they review local systems and where appropriate, take the necessary steps to ensure that they have proportionate and compliant systems in place for capturing the information described above.

Your Head of School/College Registrar will be communicating with you shortly to confirm the arrangements for your School/College office. As ever, I would be grateful for your support in ensuring the smooth implementation of local systems and College-wide compliance with this requirement.

14 April 2016