

Checklist for managers

Title: OVERSEAS EMPLOYMENT

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Introduction

Managers should give consideration to the following issues when they have identified that a member of staff is being recruited to or will be required to work overseas for a period of time. Issues arising from these questions should be discussed with the affected employee(s) and they should be referred to the specialist University service as applicable i.e. pensions, payroll, insurance or Human Resources.

Please note there may be a number of tax issues and staff should consider their tax position before taking up any assignment. Initial information can be provided by the Payroll Office at the University.

Checklist

1. GENERAL

- ☐ Where are staff to be employed/posted?
- ☐ Will the overseas assignment be a once off or will it become a regular working pattern?
- ☐ How long will the staff member be spending overseas in the academic year?
 - ☐ Up to 30 days
 - ☐ Between 30–183 days per year
 - ☐ More than 183 days per year
 - ☐ More than 12 months; or
 - ☐ Permanent overseas base
- ☐ Does the University itself need permission to carry out activities in this location?
- ☐ Is an overseas base to be established?
- ☐ What arrangements will apply at the end of the overseas activities?
- ☐ Has a health and safety risk assessment been carried out in relation to postings to this location?

2. THE ROLE

- ☐ What will the nature of the role they will doing overseas – will this be the same as their role in the UK. Is this teaching or research?
- ☐ Will this work involve any of the following:
 - ☐ Clinical practice
 - ☐ Research involving children or vulnerable adults
 - ☐ Research involving animals
 - ☐ Research involving human tissue
- ☐ What arrangements for holidays will apply while staff member is overseas?
- ☐ Who will be the line manager overseas?
- ☐ Will any special arrangements over sick pay or sickness absence reporting apply?

3. FINANCIAL

- ☐ Do you understand the social security implications in the overseas location, and if so what advice have you received? (NB – once identity of post-holder is known we will need to address his or her specific tax situation – see Appendix 1 below).

- ☐ How will the staff member of staff be paid whilst overseas, and in what currency? (please note that salary will normally continue to be paid in Sterling in the same manner as for undertaking work in the UK)
- ☐ What pension arrangements can apply while member of staff is overseas?
- ☐ Will property need to be acquired to allow the overseas activities to take place?
- ☐ What accommodation will the member of staff require and how is this to be provided? Will this include accommodation for family? Is there a cost to the University?
- ☐ In addition to salary, are any additional allowances to be paid to the member of staff; e.g. any subsistence or other payments?
- ☐ What trips to and from the UK will the University pay for?
- ☐ Will the University need to pay relocation and shipping expenses eg for removal of furniture overseas?
- ☐ Is member of staff travelling with family and if so is the University contributing to any expenses in relation to them eg accommodation or travel?

4. QUESTIONS TO DETERMINE TAX AND SOCIAL SECURITY STATUS

- ☐ What is the nationality of the employee?
- ☐ Where is the employee normally resident?
- ☐ Does he/she currently live in the UK or elsewhere?
- ☐ Which location does he/she "normally" live?
- ☐ Does he/she have a residence in the UK? (i.e. does he/she own or rent a house or flat?)
 - If Yes, What are their plans for this residence?
 - Will it be sold?
 - Will it be rented out?
 - If rented, will this be to a family member or on a short-hold tenancy?
- ☐ Does he/she have direct family in the UK (spouse/partner/children)?
 - If so, do they live with him/her and will they move with him/her or will they remain in the UK?
- ☐ What links will the employee retain in the UK?
 - Professional Memberships?
 - Social Memberships?
- ☐ How long has the employee lived in either location during the last year?
- ☐ Will the employee be out of the UK for one complete tax year?
- ☐ What is their current employment status?

5. INSURANCE

- ☐ Are any compulsory insurances needed to operate in this location and what are the costs of these? (Can be checked with University Insurance Office)
- ☐ Are amendments to the University's insurance programme needed to cater for this overseas deployment?
- ☐ •Will member of staff need healthcare expenses cover in addition to travel insurance cover, and is Faculty prepared to meet the costs of this?

6. CULTURAL/LEGAL ISSUES

- ☐ What are the immigration requirements that will need to be fulfilled before the posting can take place?
- ☐ How long will it take to process the immigration requirements?
- ☐ Has Faculty considered cultural awareness issues for the member of staff in relation to the overseas location?
- ☐ What advice has been given to the member of staff about personal safety overseas?
- ☐ Have the provisions of the University's Anti-Corruption, Fraud and Bribery policy been drawn to the member of staff's attention, particular those relating to overseas officials?

More information

For specialist advice and guidance about overseas employment, contact Recruitment & Talent on ext 28768.