



Northern Ireland
Assembly

Staff Handbook

Section 1.02 (A)

Right to Work in the United Kingdom

Contents

Introduction	3
Pre-appointment checks	3
Permanent right to work in the UK	3
Time-limited right to work in UK	3
Loss of the right to work in the UK	4
General Information	5
Related Policies, Guidance and Forms.....	5

Introduction

1. The Northern Ireland Assembly Commission (the Assembly Commission) is obliged by law to prevent illegal working in the United Kingdom (UK), by ensuring that its employees have the right to work in the UK.
2. Employment with the Assembly Commission is conditional upon an employee having the right to work in UK at all times whilst employed by the Assembly Commission. The loss of this right may result in termination of the contract of employment between the employee and the Assembly Commission.

Pre-appointment checks

3. Before an offer of employment with the Assembly Commission is made, an individual must provide the Assembly Commission with satisfactory evidence of their right to work in the UK. The individual authorises the Assembly Commission to make copies of any evidence which the individual provides regarding their right to work in the UK, which shall be retained in accordance with applicable laws.

Permanent right to work in the UK

4. Some individuals (for example, British and Irish citizens, and citizens of the UK and Colonies having the right of abode in the UK) have a permanent right to work in the UK. Following satisfactory pre-appointment checks, no further verification of that right will be necessary, while such individuals are employed by the Assembly Commission.

Time-limited right to work in UK

5. Some individuals (for example, those who have applied for leave to enter or remain under the EU Settlement Scheme) have a time-limited right to work in the UK, or a time-limited right to work in particular roles. The employment of such individuals by the Assembly Commission is at all times conditional on that

individual having and maintaining the right to work in the role for which they are employed by the Assembly Commission.

6. The Assembly Commission reserves the right to request evidence from the employee to verify that the employee has a continuing right to work in the UK in the particular role with the Assembly Commission at any time after the employee's appointment. The employee agrees to furnish the evidence specified without delay. The employee authorises the Assembly Commission to make copies of such evidence, which will be retained in accordance with applicable laws.
7. The Assembly Commission may contact the Home Office or other relevant immigration authorities regarding the employee's right to work in the UK at any time. The employee authorises the Assembly Commission to share information with the Home Office or other relevant immigration authorities regarding the employee's employment with the Assembly Commission for the purpose of ascertaining the status of the employee's right to work in the UK.

Loss of the right to work in the UK

8. Should you become aware that your right to work in the UK, or the right to work in the particular role held by you with the Assembly Commission, has ceased, or is expected to cease during your employment with the Commission, you must bring this matter to the attention of the Human Resources Office without delay.
9. Should the Assembly Commission be notified by you or the Home Office or other relevant immigration authorities that your right to work in the UK, or the right to work in the particular role held by you with the Assembly Commission, has ceased, your employment with the Assembly Commission may be terminated immediately without notice. Where appropriate, pay in lieu of notice may be paid. The dismissal will be managed in accordance with the statutory dismissal procedure set out in the Employment (Northern Ireland) Order 2003.
10. Should your right to work in the UK (or in your particular role in the Assembly Commission) cease at any stage, the Assembly Commission may terminate your

employment with effect from the date on which your right to work ceases, unless before that date:

- a. the Home Office or any other relevant immigration authority provides confirmation of your continued right to work in the UK, or continued right to work in the particular role held by you with the Assembly Commission; or
- b. you provide evidence, of a type specified by the Assembly Commission, of your continued right to work in the UK, or continued right to work in the particular role held by you with the Assembly Commission.

General Information

11. Enquiries relating to this Policy should be directed to the Human Resources Services Team on hrservices@niassembly.gov.uk

Related Policies, Guidance and Forms

12. Further information related to this Policy may be found in the Staff Handbook:
 - [Recruitment and Selection Procedures](#)