

Students at work

Union Advice Centre

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11am - 5pm

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ueastudent.com/advice

**EMPLOYMENT
ADVICE**

Finding a Job whilst at University

• UEA EmployAbility

EmployAbility is run by the University's careers service and advertises paid, voluntary, part-time and vacation jobs.

- Go to www.employability.uea.ac.uk or visit EmployAbility next to the Union Advice Centre.

• Union Jobs

The Union also has a number of part-time job opportunities.

- Go to www.ueastudent.com/about/jobs.

• Norwich Evening News and Eastern Daily Press

A number of local jobs are advertised in newspapers.

- In Wednesday's Norwich Evening News or Thursday's EDP.
- Go to www.edp24.co.uk

Discrimination & Harassment

Employment law provides protection for workers against discrimination at work on the grounds of sex, gender reassignment, sexual orientation, religion or belief, race, disability, age and the membership or non-membership of a trade union.

Sexual harassment in the workplace is unwanted conduct of a sexual nature or other conduct based on sex, which affects the dignity of a worker. Harassment also occurs when an individual is victimized or singled out for exceptional treatment on the basis of their sex, race, age or disability or union/non union membership.

For more information go to www.direct.gov.uk/en/Employment/ResolvingWorkplaceDisputes/

Trade Unions

Trade unions represent you within the workplace and would defend, extend and protect your rights well beyond what we can offer within the Union of UEA Students. Go to <http://www.worksmart.org.uk/unionfinder/> to see which trade union is right

for you.

National Insurance (NI)

Everyone who works needs a National Insurance number. Home students should already have a number. If you have not got a National Insurance number your employer can give you a temporary number.

For a permanent National Insurance number contact the the National Insurance Number Service on 0845 6000643 or JobCentre Plus on 01603 248700. Some employers are concerned about employing people without a National Insurance number although it is perfectly legal.

You will only pay NI on earnings if you exceed a certain threshold. Most students will not earn enough to have to pay NI whilst they are studying. Go to www.hmrc.gov.uk/rates/nic.htm for further information.

Income Tax

Everyone has a personal tax allowance, which is the amount they can earn before they are taxed. Students generally earn less than this and are rarely required to pay income tax. Go to www.hmrc.gov.uk/rates/it.htm for further information.

If students work during vacations they can fill in a P38 (S) form and give it to their employers, stating that they are exempt from tax for that period. If students work in term-time they will need to fill in a P46 which they should give to their employer so that the amount of tax paid can be assessed. If you do not fill in the appropriate form you will be put on an emergency tax code and will have tax deducted at a standard rate.

If you suspect you are below your tax limit because you were put on the emergency tax code or you left your job you may be able to claim the tax back in April at the end of the tax year by contacting your local tax office. For your nearest tax office go to <http://search2.hmrc.gov.uk/kbroker/hmrc/locator/locator.jsp?type=1>

The National Minimum Wage

Most adult workers are entitled to a minimum wage rate depending on your age. If your employer is paying less than this, then they can be prosecuted and forced to increase your rate of pay. Go to http://www.direct.gov.uk/en/Employment/Employees/Pay/DG_10027201 for further information.

Dismissal

Unfortunately many students do not have general protection against unfair dismissal from part time jobs, as you don't get this protection until you have been in the same job for a year. However, you may still have a case for unfair dismissal from day one if you've been sacked for any of the following 'automatically unfair' reasons: for example, because you are pregnant or because you 'blew the whistle' on wrong-doing at work. If you have been doing the job for more than a year, you do have some degree of protection. The onus is now on your employer to prove they had a legitimate reason for dismissing you, and you may complain to an employment tribunal.

Working Hours

There are no regulations which state how many hours that home students can work. However the NUS recommends that full-time students do not work more than 16 hours a week in term-time.

International Students and entitlement to work

You must check your visa status (the stamp in your passport) to see if you are entitled to work. If you are allowed to work, you must not exceed 20 hours of paid work a week during term-time and may face very serious consequences if you do exceed this limit. International students can take up work whilst awaiting allocation of a National Insurance Number (visa status permitting). Once you have a job make an appointment to be allocated a National Insurance number.

Union of University of East Anglia Students' Union (UUEAS) is a registered charity England and Wales no 1139778