

Employment law and resources

A simple guide to navigating employment law and resources for hiring and managing staff, interns and volunteers in the UK.

Careers Team

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- 1. **Employment Rights for Interns**: Interns have employment rights if they are working in a regular, paid capacity. For details, visit the UK Government page on intern rights <u>here</u>.
- 2. **Volunteers**: Managing and retaining volunteers involves understanding their legal rights and creating volunteer agreements, not employment contracts. More information can be found here.
- 3. **Contracts of Employment and Working Hours**: Employers are required to provide written contracts that detail terms of employment, including working hours. More details are available here.
- 4. **Statutory Sick Pay**: Employers must provide Statutory Sick Pay (SSP) under certain conditions. More details on eligibility can be found here.
- 5. **Recruiting International Graduates**: Employers can recruit international graduates, but specific guidelines and visa requirements must be met. The guide for employers is available here.
- 6. **Becoming an Employer for the First Time**: If you're hiring for the first time, check the necessary steps before becoming an employer <u>here</u>.
- 7. **Right to Work in the UK**: Employers must verify an applicant's right to work before hiring. More about this process can be found here.
- 8. **International Students**: International students' ability to work in the UK depends on their visa status. For more details, visit <u>here.</u>
- 9. **National Minimum Wage and Living Wage**: Employers must pay at least the National Minimum Wage (NMW) or National Living Wage (NLW), depending on the employee's age and employment status. The current rates are listed here.

These resources should provide you with a good foundation for navigating employment law and guidelines for hiring and managing staff, interns, and volunteers in the UK.

Please make sure you have read and understood our <u>Vacancy Handling Policy</u> before you post an opportunity on MyGateway.

