

## Employment Advertising Guidelines

In the best interest of our students, the Norco College Career Center pre-screens all organizations and postings before making employment opportunities available to our students. Postings are reviewed by Career Center staff on a regular basis. Career Center staff may, without notice, deny or remove a posting if it is determined to be in violation of these guidelines, state laws, or federal laws. Employment advertising through the Career Center is limited to job openings for which an employer-employee relationship exists, where there is an employer who has an immediate opening for an employee who will be supervised and earn wages from which taxes are withheld.

### **Organization Criteria**

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All organizations advertising job openings or otherwise recruiting for employment purposes must:

1. Be screened through *NC Connect* by first posting an actual or typical job/opportunity.
2. Provide the full name of the organization and a contact representative to the Career Center.
3. Not require employees or applicants to pay application, membership, license, or deposit fees.
4. Not be the subject of complaints regarding hiring or employment practices, including those found on the internet.
5. Not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, veteran or military status, or the perception that a person has one or more of the foregoing characteristics in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, or in pay.

### **Posting Requirements**

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All postings must:

1. Provide a specific job title for the position being advertised.
2. Provide a job description, including the type of service to be rendered and/or product to be sold.
3. Indicate a physical regular location for the work being performed (work-at-home not permitted).  
NOTE: Priority is given to local jobs. Positions that require relocation are rarely approved.
4. Indicate a definite hourly wage, salary, or pay range (postings that only state *depends on experience, competitive, commission, negotiable, to be determined*, etc., will not be approved).
5. Not require actions or behaviors which would violate the Standards of Student Conduct (available at <https://www.rccd.edu/bot/Pages/policies.aspx>; BP 3500).

Postings will be denied or removed if:

1. No response is provided when asked for clarification.
2. We receive complaints about the hiring or other employment practices of an organization.
3. The employment practices appear to be discriminatory, unless supported by a federal or state law or by a *bona fide* occupational qualification.

Hard-copy posting is not permitted on the Norco College campus. Employment opportunities may only be posted online via the *NC Connect* career services portal.

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**All jobs are posted at the discretion of the Norco College Career Center.**

### **Military Recruitment**

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In accordance with the Solomon Amendment, access to the campus and to students for the purpose of military recruitment will be granted to military personnel that is at least equal in quality and scope to the access to the campus and to students that is provided to any employer.

### **Personal Employment Opportunities**

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Personal employment services (such as tutoring, day care, yard work, etc.) are an integral component of Norco College's involvement in the development of the communities we serve. The "Organization Criteria" will be waived for advertisements for personal employment opportunities under the condition that all "Posting Requirements" are met.

### **Volunteer Opportunities**

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In an effort to strengthen our communities and enrich lives in the world around us, Norco College eagerly advertises volunteer opportunities. Guidelines that require the posting of a pay rate will be waived for such advertisements under the condition that all other "Posting Requirements" are met.

### **Internships and Externships**

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Opportunities labeled as "internships" or "externships" must include details of the specific objectives that will be learned or observed through the practical experience. Unpaid internships must adhere to the seven criteria set forth by the US DOL (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

### **Employment Agencies**

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An employment agency or other entities that recruit and refer job-seekers to other employers may post job openings as long as they meet all other "Posting Requirements" and specifically state: *"This position is listed by a private employment agency. The agency is not the legal employer; it is recruiting for the actual legal employer. No fees will be charged to the job applicant."*

### **Home-based Businesses**

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A business based in a residential home may recruit as an employer on the condition that the business operates under a current business license and employees are provided with dedicated work space.

### **Self-Employment and Independent Contractors**

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Any opportunity for a person to manage their own business prospect, whether referred to as entrepreneurship, affiliation, self-employment, or independent contracting, does not constitute an "employer-employee" relationship as defined by these guidelines. Therefore, advertisements and recruitment for such opportunities are not permitted.

### **Career Development Events**

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Participation in career development events, such as job fairs, class presentations, and special recruitment activities, will be limited to organizations that meet and adhere to these Employment Advertising Guidelines.