

TVCC EMPLOYMENT ADVERTISING GUIDELINES

In the best interest of our students, the Treasure Valley Community College pre-screens all organizations and postings before making employment opportunities available to our students. Postings are reviewed by staff on a regular basis. Staff may, without notice, deny or remove a posting if it is determined to be in violation of these guidelines or employment related laws.

Organization Criteria

1. All organizations advertising job openings or otherwise recruiting for employment purposes must:
2. Be screened by Treasure Valley Community College first.
3. Provide the full and accurate name of the organization and a contact representative.
4. Not require employees or applicants to pay application, membership, license, or deposit fees.
5. Not be the subject of complaints regarding hiring or employment practices, including those found on the internet.
6. Not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age (over 40), physical disability or mental disability, marital status, medical condition, sexual orientation, or military status as a Vietnam-era veteran, 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

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 an hourly wage, salary, or pay.
5. Not require actions or behaviors which would violate the College Student Behavior Code.

Postings will be denied or removed if any one of the following are determined:

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

All jobs are posted at the discretion of the Treasure Valley Community College.

(Guidelines continued on page 2)

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Military Recruitment: 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 Services (such as tutoring, day care, yard work, etc...) are an integral component of Treasure Valley Community 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: In an effort to strengthen our communities and enrich lives in the world around us, Treasure Valley Community 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 Opportunities: All Internship and Externship opportunities need to be directed to the Education to Work Coordinator on the Ontario Campus. That office can be reached at 541-881-5866 or by email: knieskens@tvcc.cc. "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 six criteria set forth by the US DOL (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

Political Campaign Recruitment: Per Government Codes 8314 and 82015, the recruitment or coordination of campaign activities of campaign volunteers/employees on behalf of a candidate constitutes a use of public resources for a campaign activity and is not permitted through the Student Employment Office.

Employment Agencies: 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."***