

## Tiffin University Employer Policies

**Tiffin University Career Services will provide services and recruiting opportunities to organizations/companies/employers provided they:**

- a. Offer bona fide full-time, part-time, internship, international, and on-campus positions to enrolled Tiffin University students and alumni.
- b. Adhere to the employment guidelines as designated by the [U.S. Department of Labor\(link is external\)](#), the [Americans with Disabilities Act\(link is external\)](#), the [EEOC guidelines\(link is external\)](#), [NACE Principles for Professional Conduct\(link is external\)](#), Tiffin University Policies, and local, state, and federal laws. It is unlawful for an employer to use screening criteria based on race, gender, ethnicity, marital status, disability, age, sexual Orientation, etc.
- c. In accord with the [Family Educational Rights and Privacy Act \(link is external\)](#), ensure that candidate information provided to employers is released only to the identified employer. Re-disclosure of candidate information is not permitted.
- d. Avoid serving or offering student alcohol at recruiting events, including having an open bar, a paid bar, or holding a recruiting event in a bar is inappropriate.
- e. Do not offer opportunities involved in unauthorized solicitation, posting of materials, or sale of products and services.
- f. Do not require any type of payment or investment - with the organization itself serving as an umbrella or parent corporation. Investments of this type may include, but are not limited to: requirement to attend unpaid orientation or training sessions; direct payment of a fixed fee; direct payment to be placed into a job or internship, requirement to pay an application fee, payment to attend orientation or training sessions; and/or purchase or rent of a starter kit, sales kit, samples, or presentation supplies.
- g. Are not a company who is involved with the use production, testing, or distribution of recreational or medical Marijuana. See below for our statement on Marijuana and Cannabis Industries.
- h. In the registration process, provide a complete company address, thorough description of the company, working website, and employer full first and last name. Individuals registering for any services without the proper identifying information, will not be granted recruiting privileges.
- i. Adhere to and follow the Job Offer Policies listed near the end of this document.

**When posting any type of position in Career Connections at College Central Network employers must adhere to the above and must also:**

- a. Accurately describe the responsibilities and requirements of all posted positions.
- b. Provide essential information concerning the nature of the position or compensation, including, but not limited to: commission only, job responsibilities, salary, applicant requirements, and all necessary employer registration information.

- c. Not require information from candidates that could act as an unlawful screening criteria such as a photo or access to social media unless it can be proven that it is related to the job.

**Career Services will not post a position if:**

- a. The employment opportunity involves on-campus solicitation or on-campus sales.
- b. The job seeker is required to purchase, rent, or obtain any type of sales kit, presentation supplies or contact list. With the exception of personal devices (i.e. cell phone, laptop).
- c. The job seeker is not a direct employee of the organization, including direct marketing and multi-level marketing.
- d. The job seeker is required to obtain a line of credit, or accept checks or packages by mail.
- e. The employment or internship opportunity is contingent upon the job seeker paying a fee for employment or placement services.
- f. The position is for a home-based business or resides in a private residence unless overseen by an approved agency.
- g. There is not enough information provided in the posting to verify that the organization is an established company.
- h. The posting is for advertisements for competitions or contests.
- i. Commission-only postings will be evaluated on a case by case basis.

**Nondiscrimination Policy**

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost for Equity, Access & Opportunity/Title IX Coordinator, [perryfantinis@tiffin.edu](mailto:perryfantinis@tiffin.edu) or 419-448-3504

### **Third Party Recruiting Policy**

If you are a Third-Party Recruiter posting a job for a client, it will be necessary to disclose the client's company name for whom you are recruiting in the Job Description box. All positions posted by third-party recruiters without the client's company name will be deleted from the system. Third-party recruiters are eligible to participate in the Career Fair ONLY IF they are recruiting for their own respective organization OR they explicitly state the company they are representing at the time of the fair. Recruiting complexities that exist for a third-party recruiter far surpass those of a typical employer. Therefore, the TU Career Services Office reserves the right to deny access and participation to any third-party employer. TU Career Services Office is obligated to follow both professional guidelines (National Association of Colleges and Employers) and federal EEO guidelines. More information is available at the following website: [www.nacweb.org/principles](http://www.nacweb.org/principles)

Right of Refusal - Any company or organization seeking to recruit a TU student must register a Career Connections account through the Career Services Office. If a representative of an organization fails to comply with the University Posting and Announcement Policy, or NACE Principles for Ethical Practice, [www.nacweb.org/principles](http://www.nacweb.org/principles) ; access to some or all services may be declined or revoked.

### **Employers recruiting interns must adhere to the above and also must:**

- a. Abide by the criteria for an experience to be defined as an internship, set forth by [National Association of Colleges and Employers Position Statement on U.S. Internships.\(link is external\)](#)
- b. Clearly demonstrate that the position is primarily for the educational and career training benefit of the student and does not involve more than 20% clerical work. There must be supervision by professional staff, ongoing training, and feedback.
- c. Not guarantee compensation contingent on trial or training period, and/or guarantee employment to potential interns.
- d. Offer qualifying compensation for the internship; Internships with for-profit companies should be paid at least minimum wage.

**For-profit companies offering unpaid, stipend, and/or internships that require credit must:** Uphold the [Dept of Labor's Fair Labor Standards Act Internship Fact Sheet #71 \(link is external\)](#)

The Test for Unpaid Interns and Students Courts have used the "primary beneficiary test" to determine whether an intern or student is, in fact, an employee under the FLSA.

In short, this test allows courts to examine the "economic reality" of the intern-employer relationship to determine which party is the "primary beneficiary" of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

**When posting any type of position and when communicating with Tiffin University students, employer communications may not contain:**

- a. Copyrighted material (unless you own the copyright or have the owner's permission to post the copyrighted material).
- b. Trade secrets (unless you own them or have the owner's permission to post them).
- c. Material that infringes on or misappropriates any other intellectual property rights, or violates the privacy or publicity rights of others.
- d. Anything that is illegal, obscene, defamatory, threatening, or abusive.
- e. Requests to provide social media usernames, account names, or passwords to access social media accounts.
- f. False, inaccurate, or misleading information.
- g. Advertisements or solicitations of business (including, but not limited to, multi-level marketing [MLM] positions, e-mail processors, project 21, "club memberships," distributorships, or anything requiring a monetary investment by the user).
- h. Advertisements or solicitations for employment in the pornography industry.
- i. Chain letters or pyramid schemes.
- j. Opinions or notices, commercial or otherwise.

**Marijuana and Cannabis Industries**

Tiffin University Career Services Office will not accept companies or positions involved with the use,

production, testing, or distribution of recreational or medical marijuana. As the use of marijuana is illegal at the federal level and Tiffin University receives federal funds, we must comply with federal law. In addition, the use of marijuana violates the Drug-Free Schools and Communities Act and continues to be banned on campus.

### **Offer Guidelines and Policies**

We ask that employers convey final hiring decisions to candidates within a reasonable time frame and communicate that time frame to candidates during the interview process. Employers are to refrain from exerting any undue pressure on candidates to accept a job offer. If conditions change and require your company to rescind an offer made to a student, we ask that you call the Career Services Office prior to taking any action.

### **Employers with commission-based or franchise opportunities must adhere to the above and must also:**

- a. Disclose that compensation is based partially or solely on commission.
- b. Do not require that any part of the compensation be associated with recruiting others.
- c. Disclose the opportunity is running one's own business through a franchise.
- d. Do not charge penalties, fees or withhold earnings if the franchise leaves the program.

### **Work Authorization Notification**

Students are able to apply for any job or internship posting in Career Connections @College Central Network as long as their expected graduation date falls within the guidelines clearly outlined by the employer.

The Department of Labor has sanctioned the following questions to determine authorization:

- a. Are you legally authorized to work in the United States for any employer?
- b. Will you now or in the near future require visa sponsorship?

### **Student Direct Referrals**

Career Services staff supports and maintains fair and equitable recruiting practices and is therefore precluded from making direct student referrals or recommendations as outlined in [www.naceweb.org/principles](http://www.naceweb.org/principles)

### **Exceptions to Our Policies**

Tiffin University Career Services Office reserves the right to make exceptions to our policies for situations we deem to be acceptable and beneficial to our students, our department, or recruiters using our service. Such exceptions will be considered on a case by case basis, and do not constitute a change in policy, or a decision that this exception will be made again in the future.

### **Grievances**

Career Services staff will investigate all allegations by users of our services about job postings, employers, or work assignments. During an investigation we may revoke an employer's use of our services. If Career

Services determines that a complaint is justified, we may choose not to offer recruiting activities to the employer. Career Services will notify the employer in writing of the decision. Such grievances may be grounds for report to the National Association of Colleges and Employers (NACE), and subsequent removal from Career Connections at College Central Network.

**Withdrawal or Denial of Services:**

Employers or organizations that violate any of the Career Services Office policies or have been judged by a court of law in the United States to be engaged in illegal activities are prohibited from using the Career Services Office's services.