



## EMPLOYMENT ADVERTISING POLICY

In the best interest of our students, the Career Center pre-screens all organizations and postings before making employment and internship opportunities available to our students. Postings are reviewed by Career Center staff within 3 business days. Career Center staff may, without notice, deny or remove a posting if it is determined to be in violation of these terms or employment related laws. Employment, internship, and volunteer 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. In the case of an unpaid internship opportunity, the student must be enrolled in a Fullerton College internship course to participate.

### Organization Criteria

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

1. 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, gender identification, 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.
2. Be screened by the Career Center by first posting a typical employment or internship opportunity in FCCareerConnect (<https://fullcoll-csm.symplicity.com/employers>)
3. Provide the full and accurate name of the organization and a contact representative.
4. Provide a contact company email address that includes the company domain name (e.g. example@companyname.com). Personal email addresses (e.g. example@yahoo.com) may result in the rejection of your posting in most cases (exceptions may be made in some circumstances).
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. Provide safe working conditions that abide by OSHA standards. (<https://www.osha.gov/laws-regs>)
6. Provide ADA compliant workspaces as required. (<https://www.ada.gov/>)

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## 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 employer's home not permitted).
  - Exceptions may be made if the work from home is remote work where the employee and the student are working from their own homes. The student may not work from the employer's home.
4. Indicate a definite hourly wage, salary, or rate of pay (postings that only state: depends on experience, competitive, commission, negotiable, to be determined, etc., will be approved at the discretion of a Career Center team member).
5. Not require actions or behaviors which would violate the North Orange County Community College District Standards of Student Conduct and Discipline (BP 5500), available at [https://www.nocccd.edu/files/5500bpfinalrevisedc-staff11-26-14\\_000\\_87769.pdf](https://www.nocccd.edu/files/5500bpfinalrevisedc-staff11-26-14_000_87769.pdf).

Postings will be denied or removed if:

1. No response is provided when asked for clarification within 5 business days of inquiry.
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 at Fullerton College without an approval from Student Affairs (714) 992-7095. Employment opportunities may only be posted online via FCCareerConnect career services management portal.

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

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## 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 are limited to tutoring or day care. This type of work is an integral component of Fullerton College's involvement in the development of the communities we serve. The Organization Criteria and Posting Requirements must be met.

## Volunteer Opportunities

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In an effort to strengthen our communities and enrich lives in the world around us, Fullerton College advertises volunteer opportunities. Policies 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 six criteria set forth by the U.S. Department of Labor (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

## Political Campaign Recruitment

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Per California 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 Career Center.

## 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 Organization Criteria and Posting Requirements. Posting must 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."*

## 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 policies. 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 the terms of this Employment Advertising Policy.

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## COVID Precautions

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Internships: Students participating in paid or unpaid internships are required to abide by Fullerton College COVID Precautionary mandates.

Please refer to the Fullerton College "[Return to the Hive](#)" resource page regarding our safe return to the Fullerton College campus.

Current mandates include:

- Beginning August 2021, Fullerton College requires all persons entering and conducting business in campus buildings wear a mask/face covering that covers their nose and mouth at all times.
- Beginning November 1, 2021, all Fullerton College staff, faculty, administrators, and students enrolled in on campus courses, must be fully vaccinated against COVID-19.

Employment: Employment postings may be rejected and/or removed from FCCareerConnect at the discretion of the Career Center if the employer is not following CDC COVID and/or state guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html>

<https://covid19.ca.gov/workers-and-businesses/>