

## Career Development Center Employer Policy

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All employers must be deemed legitimate organizations with a verifiable: business name, physical address, email address, phone number, website and contact person that can be reached through the listed address, phone number, and email address.

CMU abides by, and expects all employers to abide by, the National Association of Colleges and Employers' (NACE) Principles for Professional Conduct, including:

- Must have current or anticipated job openings for college graduates or interns/co-ops.
- Must have an “employer-employee” relationship (defined below) in which there are no fees associated with becoming an intern/co-op or employee of the organization, other than professional licensure fees for career employees that may be necessary to be paid by employee.
- Must subscribe to the Equal Employment Opportunity (EEO) laws established by the Federal and State of Michigan governments.

An employer-employee relationship exists when an individual is hired by an organization and placed on their payroll. These employees are considered W-2 Employees. The employer will deduct taxes, report tax withholdings to the IRS, and provide Workers Compensation Insurance as required by state law. It is usually expected that other benefits such as, but not limited to, paid vacation, health insurance plans, and some type of pre-tax savings plan be offered to the employee (internships/co-ops excepted). Some Third-Party agencies do hire employees for short-term employment with the expressed purpose of rolling them into the hiring employer's payroll. This interim hiring period is not considered a true employer-employee relationship.

Occasionally, questions arise about 1099 employees. These employees are paid directly for their work and are considered “contract employees”. Here, the employee receives a straight check, but DOES NOT receive other benefits such as paid-time off, health insurance, and company savings plans. Retirement and taxes are NOT withheld. Interns/co-ops or other currently enrolled students SHOULD NOT be paid in this manner.

### ***Employment Opportunities***

All employment opportunities posted in Handshake for CMU students must require at least a Bachelors Degree. CMU Career Development Center reserves the right to refuse to post jobs that do not support the interests of the university.

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### ***Internship/Co-op Employers***

Employers must agree to follow the Cooperative Education and Internship Association Policies (CEIA) and the University's policies that include:

- **Be clear about compensation method and amount on job announcement to avoid unmet expectations. Non-paid internships will only be posted for non-profit organizations (i.e. Health Professions and Government agencies). 1099 contract employees are not considered "interns/co-ops" by the University.**
  1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
  2. The internship experience is for the benefit of the intern;
  3. The intern does not displace regular employees, but works under close supervision of existing staff;
  4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
  5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
  6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
- Provide workers compensation insurance for all paid interns/co-ops as required by state law.
- Include interns/co-ops in company's general liability insurance policy while on site and/or working for your organization.
- Internship/co-op positions must include the following: supervision, training, orientation, and evaluation.
- Assure students will not be held financially responsible for training, materials, and/or other items required to perform job as required by this internship/co-op.
- Respond by phone, letter, or e-mail to those students applying directly to your opportunity posted through this program.

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- Internship/co-op employers should be responsible for the ethical and legal conduct of their employees throughout the internship/co-op experience.
- Re-disclosure of candidate information is prohibited without the candidate's written consent.

### ***Upon request, CMU Career Development Center will:***

- Notify appropriate faculty and/or internship/co-op coordinators.
- Notify qualified candidates about opportunities through Handshake system.
- Counsel and prepare students for an internship/co-op work experience.

### ***Third Party Agencies***

Third Party Agencies (temporary agencies, temp-to-hire agencies, train-to-hire search firms, etc.) are offered assistance with on-campus interviewing, and vacancy communication for graduating students/alumni only when they meet the following requirements:

- Upon request of the Career Development Center, organizations must provide disclosure of vacancy position(s) and the employer he/she represents for recruiting activities.
- Acknowledges that CMU Career Development Center may verify with employer the third party's recruiter relationship.
- Provides information concerning CMU candidates employed (employer and salary).
- Promises to not use these resumes for referral to any other job or employer.

### ***Network Marketing Organizations***

Network Marketing Organizations and Franchises are not considered "employers" by Career Development Center and are not eligible to participate in any employer services. Such organizations are those that engage in one or more of the following practices:

- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

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- Requirement of an initial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment may be defined as direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
- Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.
- Requirement of "employee" to collect and deposit their gross paycheck amount from organization, then holding back money for advertising, promotion, administrative, or other back office costs before the remainder is released as a net paycheck.

### ***Commission Sales Organizations***

CMU Career Development Center seeks to maintain a positive relationship with employing organizations from every sector of the economy. Some conditions of employment, however, are outside the range of opportunities that we would like to offer students. On-

campus recruiting, attendance at career and internship/co-op fairs, and/or postings to the Career Development Center Online website, will be open to commission sales organizations only if they agree to the following conditions:

- Interns/co-ops or other currently enrolled students SHOULD NOT be paid in this manner.
- Full time commission-based jobs will be posted only if the organization clearly outlines what the commission payout structure is, and are only posted to alumni.
- Any candidate leaving the organization will not be found to be in debt to the organization for training expenses or for 'draw against commission' in lieu of salary in cases where it is alleged that commissions earned failed to cover the amount of the draw.