CAREER DEVELOPMENT CENTER EMPLOYER POLICIES

Molloy College Career Development Center will work with organizations interested in recruiting Molloy College students that agree to the following:

Accuracy of Job Description

The employer must clearly describe the responsibilities and requirements for the opportunities it offers. The employer is responsible for accuracy of the job description as it relates to the students’ experience.

Babysitter/Care Taker Postings

Molloy College will not post babysitting and/or elder care taker opportunities for students and/or alumni without appropriate supervision on the premises during all hours of work.

Harassment

Employers will not engage in harassment as defined in this policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship or any other characteristic protected by law that has the purpose or effect of creating an intimidating hostile, or offensive work/academic environment and/or has the purpose or effect of unreasonably interfering with an individual’s work/academic performance; or, otherwise adversely affects an individual’s employment/academic work.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts; and the circulation of written or graphic material either in person or through social media or other electronic medium that denigrates or shows hostility or aversion toward an individual or group.

Sexual Harassment: is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Types of Sexual Harassment include:

Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive.

Quid pro quo sexual harassment exists when there are:

- unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and when
- the submission to or rejection of such conduct could result in adverse educational or employment action(s).

Retaliatory harassment is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.
Internships

According to the National Association of Colleges and Employers’ (NACE) Position Statement on US Internships, an Internship is defined as:

To ensure that an experience whether it is a traditional internship or one conducted remotely or virtually is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

Unpaid Internships:

In order to avoid violating minimum wage laws, for-profit companies should be able to show that unpaid interns will be “trainees” rather than employees. The U.S. Department of Labor (DOL) has developed six criteria for differentiating between an employee entitled to minimum wage and a learner/trainee who, while an employee, may be unpaid. The criteria are:

1. The training, although it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the students.
3. The students do not displace regular employees, but work under the close observation of a regular employee or supervisor.
4. The employer provides the training and derives no immediate advantage from the activities of students, and, on occasion, the operations may actually be impeded by the training.
5. The students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the student understand that the student is not entitled to wages for the time spent in training.

Students who work without pay cannot be considered “volunteers” unless they are working for a nonprofit, charitable or humanitarian organization (i.e. not a for-profit). Please also note, unpaid internships should be structured as part-time (10-15 hours per week). One way many companies use to show that interns are “trainees” is to ask the students to obtain college credit for the internship.
Discriminatory Practices

Molloy College follows federal and state guidelines and does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, marital status, creed, sexual orientation, ancestry, veteran status, or any other basis except where such conditions are bona fide occupational qualifications permitted by law. The Career Development Center will not post positions that do not adhere to any of these guidelines.

Payment of Wages

Employers will meet or exceed minimum wage requirements. According to the United States Department of Labor, effective July 2009, minimum wage is $7.25 per hour.

Safe Work Environment

Molloy College requires that all job sites provide a safe and appropriate work environment. Molloy College interns are not permitted to participate in a home office/home training setting and must obtain suitable supervision and training during their internship in order to support their learning experience.

Third Party Recruiters

Molloy College will work with third party recruiters who agree to the definition as stated in the National Association of Colleges and Employers’ (NACE) Principles for Professional Conduct:

Third-party recruiters are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment.

- The agency/recruiter may not charge applicants. All fees must be directed to the company the agency represents or assumed by the agency itself.
- The agency must provide specific descriptions and all requirements for all job listings; including any position that is “commission only” or sales based positions.
- The agency must adhere to all NACE principles outlined in the Principles for Professional Conduct

Upfront Costs/Fees

Molloy College will not post opportunities that require an initial “Registration or Training Fee” or “Initial Investment”.

Disclaimer

The Molloy College Career Development Center reserves the right to reject postings of any employer that does not comply with the terms listed above. We also reserve the right to exclude any employer from recruitment activities who has violated any of these terms.

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