

## **Montgomery College Employer Policies for Job Postings & On-Campus Recruitment**

### **General Policies:**

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1. All employers registering for our College Central Network online job board must be deemed by Montgomery College staff to be legitimate organizations with verifiable: business name, physical address, phone number, and the name of a contact who can be reached that address by telephone and email.
2. No employer will be approved that requires the student to purchase or rent any materials or any type of sales kit or pay any sort of fee for training to participate in work or for placement.
3. No employer based in a private home will be approved. For childcare and caregiver positions, consider websites like [www.care.com](http://www.care.com) or [www.sittercity.com](http://www.sittercity.com).
4. Employers agree to abide by EEO guidelines and not discriminate based on race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability.

### **Prohibited Job Announcements:**

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1. Job announcements that are false, inaccurate, or misleading.
2. Any position that violates the Fair Labor Standards Act (including unpaid internships for for-profit organizations – see below for details), or Maryland or Montgomery County minimum wage requirements.
3. Multi-level Marketing positions or “brand ambassador” positions that require or encourage students to sell a product or service to fellow students, faculty, or staff, on or off campus.
4. Any position that is solely commission-based. Positions that offer a base salary in addition to commission must clearly state that in the posting. A “draw” against future commission-based earnings does NOT constitute a salary.
5. 1099 “Contractor” Positions
6. Any position hosted at a residential address.
7. Any position Student Employment Services deems inappropriate.
8. Any position related to or connected with the cultivation, production, sale, or distribution of marijuana or THC-infused products. This is in accordance with the Drug Free Schools and Communities Act (1989) that indicates that “as a condition of receiving funds or any form of financial assistance under any Federal program, an institution of Higher Education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees.” This prohibition is to ensure MC Student Employment Services’ compliance with federal law.

## **FLSA Guidelines for Unpaid Interns at For-Profit Organizations:**

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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.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.