

## EMPLOYER TERMS OF USE

The Midwestern State University Career Management Center will work with organizations interested in recruiting Midwestern State University 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.

### Private/In-Home Postings

*(i.e. child care, nanny, babysitter, care taker, elder care, yard work, moving, painting, maintenance, transportation services, etc.)*

The Midwestern State University Career Management Center will not post private and/or in-home opportunities for students and/or alumni without proof/submission of business liability insurance.

### 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.

### Internships

When offering internships, employers should follow the guidelines provided by the [U.S. Department of Labor Wage and Hour Division \(WHD\)](#). Non-paid internships must meet the [U.S. Department of Labor Wage & Hour Division Fact Sheet #71](#).

### Discriminatory Practices

The Midwestern State University Career Management Center 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](#) and the [Fair Labor Standards Act](#) effective July 24, 2009, minimum wage is \$7.25 per hour. No payment of wages in cash will be accepted.

### Safe Work Environment

The Midwestern State University Career Management Center requires that all job sites provide a safe and appropriate work environment. University 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

The Midwestern State University Career Management Center 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](#).

### Upfront Costs/Fees

The Midwestern State University Career Management Center will not post opportunities that require an initial "Registration or Training Fee" or "Initial Investment". *Effective 10/1/2013.*

### Disclaimer

The Midwestern State University Career Management 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.