

Red Rocks Community College Employer Recruiting Policies

Criteria for Employers

Red Rocks Community College invites employer organizations to use our services provided they meet the following basic criteria:

- The organization must have actual or anticipated employment opportunities available for students or alumni.
- Employers pay minimum wage. If the position is wage + commission the wage must be equivalent or higher than minimum wage.
- The organization must accurately describe the responsibilities, requirements and conditions for advertised positions in all publicity, including online job postings and information sessions.
- Employers are expected to adhere to the National Association of Colleges and Employers (NACE) [*Principles for Employment Professionals*](#).
- All employers must have a valid federal employer tax ID (“EIN”) number.
- Final approval of all jobs/internships is at the discretion of RRCC.

Red Rocks collaborates with our employer partners who are registered on the RRCC Career Connect database system. The following policies are established to determine eligibility of an employing organization or individual to utilize any employer services with Red Rocks Community College.

Eligible Employers

1) The employer must have an “employer-employee” relationship in which there are no fees associated with becoming an employee of the organization, not including professional licensure fees that may need to be covered by the employee (ex. Insurance licensing fees to sell insurance, etc.). In addition, the employer must comply with all federal, state, and local Equal Employment Opportunity (EEO) laws and regulations.

2) Internships should be paid and/or approved for credit through an RRCC academic program. Internships may be unpaid if they provide training, supervision, and evaluation. For more information about Internship Policies, [click here](#).

3) Third-Party Recruiting/Staffing Agencies can post jobs on RRCC Career Connect and participate in career fairs.

4) Home-based businesses will be evaluated on a case-by-case basis.

Ineligible Employers/Jobs

1) Any employer who does not meet one or more of the “Eligible Employers” criteria.

2) Employers hiring Independent Contractors, Network Marketing Organizations, and Franchise Business Opportunities. Such organizations are those that engage in one or more of the following practices:

- Classifies employee as an independent contractor instead of employee and makes the independent contractor responsible for paying their own Social Security and Medicare taxes.
- Sponsorship of an individual in setting up his/her own business for the purpose of selling products or services and/or recruiting others to set up their own business.
- Requirement of an initial financial investment from individuals, with the organization itself serving as an umbrella or parent corporation. The initial investment maybe direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit.
- Compensation is often or exclusively in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

Ineligible Employers/Jobs Continued

3) Babysitting or nanny services (job announcements can be sent directly to our Early Childhood Education. Create a flyer, send to Janiece.Kneppe@rrcc.edu, and she will post it on two of their bulletin boards).

4) Cannabis Industry - We are not accepting job postings of this nature at this time.

Employer Conduct

Sales

No sales or distribution of products are allowed at recruiting events.

Confidentiality

Employers are expected to maintain the confidentiality of all student and alumni information. Sharing information about a candidate with another organization is not acceptable unless the employer receives prior written consent from the candidate.

Equal Employment Opportunities

Employers are expected to avoid discrimination in their recruitment process and follow equal employment opportunity and affirmative action principles. Click to read the complete information on the U.S. Equal Employment Opportunity Commission's [*Prohibited Employment Policies/Practices*](#).

Right to Refuse Service

Red Rocks Community College reserves the right to refuse service to any organization whose policies or goals are determined to be in conflict with the mission of Red Rocks Community College including, but not limited to, substantiated complaints by staff, students, and alumni.