



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: EMPLOYMENT DEVELOPMENT CENTER

Code: FF0402

Policy Reference: C0200; C0201; C0202; C1300-4 and F0501

### STUDENT/GRADUATE EMPLOYMENT ADMINISTRATIVE PROCEDURES

To assure compliance with applicable employment-related laws and regulations, the MATC Employment Development Center (EDC) shall:

1. Process all student employment opportunities received by college employees/officials and maintain employment records as required by state and federal agencies and in accordance with MATC policies.
2. Annually provide written instruction and notification to all employees/officials, who regularly perform student employment-related duties, regarding their responsibilities under MATC's student/graduate employment administrative procedures and standards.
3. Endorse no Third Party Employment Service (TPES), utilizing guidelines established by the College Placement Council (CPC) and the Wisconsin Career Planning and Placement Association (WCPPA) for the uniform and fair treatment of licensed TPES as employers. TPES are agencies, organizations, or individuals recruiting for employment opportunities other than for their own needs.

#### Standards

1. All Wisconsin Technical College System (WTCS) graduates residing in the MATC district and seeking employment in the MATC district will be eligible to receive graduate employment assistance, without regard to the institution from which they have graduated.
2. All faculty and staff who regularly refer students/graduates for employment purposes or participate in student employment assistance and employer service activities are considered "employment agents" under law and shall:
  - a. Provide such direct employment assistance as they are qualified to deliver and refer employment-seeking students/graduates to the EDC for registration and additional service.
  - b. Comply with established legal employment assistance and job order procedures published in the MATC Administrative Regulations and Procedures and faculty Advisory Handbook.
  - c. Have the right to decline to refer or recommend a student for employment. However, should they choose to provide such referral or recommendation orally



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or in writing, they must do so in accordance with district job referral procedures published by the EDC.

- d. Immediately post all job orders received from the EDC in a manner and location equally accessible and visible to all students attending their class/program so that no disparate or discriminatory impact results from such posting. No student may be denied access to orders or given preferential treatment in the dissemination of such employment information.
- e. Complete such MATC and WTCS student/graduate follow-up reports as may be required and return them to the EDC for compilation, publication, and transmission in accordance with announced deadlines.

3. In addition, the MATC EDC shall:

- a. Identify and publicize employment opportunities in a manner accessible to all individuals eligible to receive student employment services.
- b. Provide a system for uniform collection and dissemination of information regarding off-campus employment opportunities providing equal access to all students. It will include only bona fide occupational qualification (BFOQs) and lawful student and employer information on all employment listings and referrals.
- c. Conduct job development activities and maintain communication with employers, community-based organizations and Third Party Employment Services to facilitate employer/student contact and build MATC-employer relationships.
- d. Provide the opportunity for students and graduates to develop credentials related to their studies to be utilized in the employment process.
- e. Provide the opportunity for students and graduates to develop employment-seeking skills.
- f. Conduct student, graduate, and employer follow-ups according to the WTCS directives.
- g. Promote technical college education as a reputable, recognizable educational accomplishment and preparation for employment. Cross-sell all MATC programs, graduates, and employer-related services offered by



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the district.

- h. Utilize employment follow-up information to assess student success in finding employment, to assist prospective students in career decision making, and to support instructional program evaluation activities and market viability.
- i. Make a good faith effort to facilitate the informal resolution of student and employer differences that may arise from student employment activities and direct students and employers to district policies with regard to formal resolution alternatives.
- j. Conduct an annual internal review to evaluate student employment policies, procedures, and operations for compliance with WTCS policy. Periodically review the same as required by North Central accreditation and state WTCS external review standards.

#### 4. EDC - Legal Status and Responsibility

The EDC acts legally as an employment agent under EEO laws. It will adhere to all EEO, AA, ADA, and FLSA laws with regard to student employment assistance and job development. Under EEO laws, faculty and staff who regularly refer students for employment are also considered employment agents and are responsible for adherence to the same laws. The EDC will inform faculty of pertinent laws and appropriate behavior under those laws in order to facilitate compliance by all MATC employment agents.

The EDC will ensure that student access and referral to employment development activities are nondiscriminatory. It will advise employers of our strict adherence to these guidelines and our expectation of strict adherence on the employer's part as well. The EDC chooses to work in partnership with only those companies who operate within the guidelines of employment law. It may choose to discontinue a working relationship with employers who violate employment laws although it has no obligation to do so. The EDC makes a good-faith effort to be aware of employers' employment practices. However, the EDC is not responsible for monitoring employers' hiring practices to ensure compliance with appropriate laws.

#### 5. EDC - Employer Affirmative Action

The EDC will not discriminate in its referral practices or other employment development activities. It will not screen students for employers' employment opportunities but rather will refer all interested candidates for available positions.



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The EDC will advise employers who utilize EDC services of MATC policies and EDC regulations regarding Affirmative Action. The EDC will actively promote to employers the employment practices which conform to Equal Employment Opportunity, Fair Labor Standards, and Affirmative Action laws. The EDC will accomplish this by encouraging employers to adhere to the spirit as well as the letter of the law, by modeling nondiscriminatory actions and behavior, and by educating employers, as necessary, about the advantages of a diversified work force. The EDC will actively promote the hiring of women, minorities, and handicapped individuals. To maintain a working relationship with the college, an employer's adherence to EEO laws is expected.

In that faculty serve as employment agents for the college, the EDC will inform and enable faculty to direct all student employment opportunities to the EDC. Annually, the EDC will provide written notification to faculty members regarding their employment responsibilities under the law.



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The EDC will serve targeted populations by conducting group-specific training for targeted groups and/or referring employers' employment opportunities to departments who work directly with these special populations. Targeted groups include: women, disabled, racial minorities, displaced homemakers, and outplaced workers.

6. EDC - Employer Fair Labor Standards

The EDC is committed to providing employment opportunities which conform to the Fair Labor Standards Act. The EDC communicates to students and graduates only those positions which meet minimum hourly wages, which provide equal pay regardless of sex, and which conform to child labor and overtime regulations.

The EDC encourages all employers to act within the FLSA. While the EDC is not responsible for monitoring a company's adherence to the Fair Labor Standards Act as the EDC becomes aware of violations to the FLSA, it may discontinue a working relationship with the violating employer.

7. EDC - Student-Employer Due Process of Redress

As conflict may occur between students and employers or employers and the EDC, informal resolution of that dispute is encouraged. The EDC will make a good faith effort to bring together the parties involved in order to facilitate communication and resolve conflict.

With regard to discrimination or harassment conflicts between students and employers, the EDC has neither legal authority nor responsibility to resolve conflicts. The EDC will work toward informal resolutions. Failing that, a formal resolution process through MATC is available to students. Employers are responsible for any legal resolution of conflict they may pursue.

8. EDC - Third Party Employment Services

The EDC encourages TPESs to utilize the EDC as a vehicle for informing students and graduates of employment opportunities.



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To list employment opportunities with MATC, TPESs are required to disclose client employer names. This information is required to ensure that the position is not already listed with the EDC. Also, a higher quality referral can be made as EDC staff evaluates previous contact it has had with the employer. The EDC does not require that the employer name be released beyond the EDC office.

The EDC, as part of a public agency, may not endorse any TPES.

9. EDC - Student Employment Records Policy

The EDC maintains biographical and employment qualification/referral records for students and graduates who choose to register for EDC services. The EDC does not maintain academic transcripts nor student grade reports.

With written student consent, the EDC may release biographical and employment information (qualifications and letters of recommendation) to employers. The information may be released only to bona fide employers with current positions available. Under no circumstances will information be released to employers without student consent.

Students or graduates may review their individual employment records as kept by the EDC.

The EDC regularly gathers employment information regarding graduates, employers, and programs. Information about individual graduates will be maintained for one year. Specific aggregate data is maintained indefinitely. Information concerning an individual student/graduate will be released only in accordance with the district students records policies and procedures.

Office of Responsibility: Student Services - Employment Development Center