

EMPLOYER JOB ORDER POLICY

Policy #15-01
Effective Date: 7/1/15

Purpose

This Policy sets forth the steps that will be taken by Opportunity Inc. prior to the acceptance of employer job orders for posting on the Opportunity Inc. website and within the One-Stop and/or Youth Career Centers. For the purpose of this Policy, a Job Order is defined as a detailed description of a specific position for which an employer is seeking pre-screened applicants, as opposed to a general announcement from an employer that they are currently hiring. In the case of the latter, general job announcements will only be posted for companies known to Opportunity Inc.

Initial Review

Note: Employers that are currently authorized and verified by the Virginia Employment Commission (VEC) to post job orders are automatically approved to post job orders with Opportunity Inc. All other employers must be reviewed in accordance with the following guidelines.

- (1) The employer must have a valid Federal Employer Identification Number (FEIN). If the employer is a sole proprietor, his/her Social Security Number (SSN) is acceptable. If a new business is in the process of obtaining a FEIN, the individual owner's SSN may be used temporarily, with the exception that the FEIN will be provided when obtained.
- (2) The employer must have a current license to do business in the city or county where located and, in the case of a corporation, must be currently registered with the Virginia State Corporation Commission.
- (3) A search of the employer's website will be conducted to corroborate information that was provided regarding the company and a general internet search for information regarding the employer and company will be conducted.
- (4) The job description(s)/job order(s) will be reviewed for clarity, completeness and the presence of any language or practices which may be prohibited by federal, state or local law.
- (5) A meeting may be conducted with the employer at its place of business.

Approval Process

- (1) Employers that are approved under the Initial Review may post an approved job order(s) immediately.
- (2) Employers or job order(s) that are not approved will be notified of such.

The Directors of the One-Stop System and the Youth Career Center will make the final decision whether to approve an employer and/or job order.

Documentation of the Initial Review and any subsequent review activities will be maintained in a physical or electronic file for the employer.

Job orders that are approved will be maintained for an initial period of sixty (60) days or less as determined by the employer and may be removed or extended, as appropriate

Conflict with State and Federal Laws

Opportunity Inc. does not accept job orders describing work situations that conflict with Federal and State compensation laws, such as, but not limited to, the Fair Labor Standards Act (29 U.S.C. Chapter 8),

Minimum Wage Act (Section 40.1-29 of the Code of Virginia), Payment of Wage Law (Section 40.1-29 of the Code of Virginia), or Child Labor Laws (Section 40.1-29 through 40.1-116 of the Code of Virginia).

Customer Disclaimer

The following will be posted for public viewing on the Opportunity Inc. website and in the Centers:

“Information on this site is believed to be accurate but is not guaranteed. While Opportunity Inc. endeavors to conduct due and reasonable diligence in the posting of employer job orders, we cannot guarantee the legitimacy of employment offers. Opportunity Inc. further disclaims any liability for any errors and omissions, or any fraudulent activity resulting from the use of this site. It is ultimately the responsibility of job seekers to review employers and/or job orders prior to the acceptance of employment.”