EMPLOYMENT ADVERTISING AND USE OF WEB SITES

The University has had a longstanding policy requiring the placement of all employment advertising through its Human Resources Department at either the Resnick or Main Campus, as appropriate. A significant reason for this requirement is that the Human Resources Department has responsibility for assuring that the content of the University’s advertising is in compliance with all federal, state and city employment laws, as well as applicable contractual commitments with labor unions and with donors, requiring the use of specific nomenclature.

The advent of web sites, which allows departments and individuals to post information directly on the web, including employment advertising, creates a dilemma in that applicable regulations apply to all employment advertising mediums, including the web.

It is therefore necessary for the University to require that employment advertising be placed only through the Human Resources Department and that the specific content of any employment advertising that is to be placed anywhere, including on the web, be approved by the Human Resources Department, in advance of posting to any web site. Failure to do so may expose the University and/or individuals to personal liability if ad content is not compliant with federal, state or city regulations, or other requirements.

Effective April 1, 2000