



# University of Connecticut Health Center

POLICY NUMBER 2002-01

February 1, 2002

## POLICY: EMPLOYMENT ADVERTISING

### POLICY STATEMENT:

- All employment related advertising must be compliant with Commission on Human Rights and Opportunities (CHRO), Equal Employment Opportunity Commission (EEOC), Office of Federal Contracts Compliance Program (OFCCP) requirements, and UCHC Office of Communications design standards. Human Resources Officers are available to assist with these requirements.
- Human Resources will coordinate employment advertising for Human Resources managed recruitment.
- Compliance, placement, and payment of advertising for departmental managed employment advertising (e.g., faculty, post doctoral fellows, graduate assistants) is the responsibility of department placing the ad.
- All employment advertising **must** include the following statement: *UCHC is an equal opportunity employer M/F/V/PwD.*
- When using UCHC logo, Office of Communications' design standards **must** be adhered to. Copies of UCHC seals and signatures may be accessed at: [www.logo.uconn.edu/uchc.htm](http://www.logo.uconn.edu/uchc.htm) or through the Office of Communications.

### PROCEDURE:

#### Human Resources Managed Employment Advertising:

1. The hiring department forwards a copy of ad to the Human Resources Officer responsible for the search. Search number, placement preference, date(s), and preferred size of ad should be indicated.
2. Human Resources Officer reviews, revises as appropriate, and consults with department.
3. Human Resources Officer forwards approved ad to Advertising Coordinator.
4. Advertising Coordinator obtains cost estimates for department.
5. Department determines placement.
6. **If cost is less than \$2000:**
  - a.) Department faxes a signed purchase requisition (with coding) to Advertising Coordinator.
  - b.) Advertising Coordinator places ad using **purchase requisition number**.
  - c.) Upon receipt, Advertising Coordinator forwards invoice and purchase requisition to Accounts Payable for payment.

7. **If cost is more than \$2000:**
  - a.) Department forwards electronic purchase requisition to Purchasing Department with statement: ***“To establish a purchase order number for recruitment advertising.”***
  - b.) Purchasing Department issues purchase order number to department.
  - c.) Department FAXES/emails purchase order number to Advertising Coordinator.
  - d.) Advertising Coordinator places ad using **purchase order number**.
  - e.) Upon receipt, Advertising Coordinator forwards approved invoice to Accounts Payable for payment.

**Departmental Managed Employment Advertising (e.g., faculty, post doctoral fellows, graduate assistants):**

1. Hiring department determines potential placement and obtains cost estimates of intended advertisements.
2. Hiring department consults with Human Resources Officer for assistance, if necessary.
3. **If cost is less than \$2000:**
  - a.) Department places ad directly – no purchase requisition required.
  - b.) Upon receipt, department forwards invoice with CO-17 to Accounts Payable for payment.
4. **If cost is more than \$2000:**
  - a.) Department forwards electronic purchase requisition to Purchasing Department with statement: ***“To establish a purchase order number for recruitment advertising.”***
  - b.) Purchasing Department issues purchase order number to department.
  - c.) Department places ad directly with the vendor, using purchase order number.
  - d.) Upon receipt, department forwards approved invoice to Accounts Payable for payment.

Training for Employment Advertising is the responsibility of Human Resources and will be included in HR Management Development Training classes offered several times throughout the year. Please contact your Human Resources Officer, if you have any questions concerning this policy or requirements for compliance.

**Reference:**

CHRO guidelines  
EEOC guidelines  
OFCCP guidelines  
Department of Communications Standards  
Collective Bargaining contracts  
Purchasing Policies

Joan D. Mazzone (signed)

2/1/02

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**Associate Vice President for Human Resources**

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**Date**

Peter Deckers, MD (signed)

2/2/02

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**Executive Vice President for Health Affairs**

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**Date**

**Replaces: NEW POLICY**