NC AWWA-WEA
POLICIES AND PROCEDURES
JOB ADVERTISEMENT POLICY

Date: November 11, 2006
Approved By: BOARD OF TRUSTEES
Policy Title: Job Advertisement Policy
Number:
Revisions: March 7, 2013; March 13, 2014; May 21, 2015

PURPOSE:

From time to time, NC AWWA-WEA is asked by utilities, agencies, companies or individuals, to advertise vacant employment positions (job ads). In establishing this policy, it is the intent of the Board of Trustees to establish a procedure for the placement of such job ads, and the terms and conditions for such job ads.

PROCEDURE:

1. The NC AWWA-WEA web site and NC Currents will be the venues for placement of employment advertisements or job ads. Job ads will not be published or distributed through eNews, or by email to NC AWWA-WEA members or non-members. eNews will direct the readers to the NC AWWA-WEA web site for all job ads.
2. NC AWWA-WEA reserves the right to determine a job ad’s eligibility and will not publicize job ads or employment advertisements deemed unsuitable or that violate NC AWWA-WEA bylaws or policies. NC AWWA-WEA reserves the right to edit the content of each job ad or refuse the submittal at NC AWWA-WEA discretion.
3. Web Site Job Advertisements
   a. NC AWWA-WEA staff shall post the job ads within 5 business days of the completion of the online registration and receipt of the full, non-refundable advertisement fee.
   b. The non-refundable advertisement fee for job ads shall be determined annually. Non-members will be charged the membership fee, plus an additional fee equal to the current membership per each job ad.
c. Each job ad will run for a 30 calendar day period and may be renewed in 30-day increments.
d. The non-refundable advertisement fee shall not be subject to a pro-rata charge for advertisement periods that are less than 30 days.
e. If the submitter wishes to renew the job ad, the submitter must complete another online registration and submit the non-refundable advertisement fee for each renewed job ad.

4. **NC Currents Job Advertisements**
   a. The contracted publisher of *NC Currents*, Craig Kelman & Associates, LTD, will be responsible for soliciting, formatting, and collecting payment for advertisements.
   b. Job advertisements in *NC Currents* will be treated the same as display ads in *NC Currents*, with rates being charged based on size and placement.
   c. NC AWWA-WEA will review Job Advertisements during the final proofing process.