

**Employment Service Ad Business
Enterprise Policy**

Approvals:
Approved June 23, 2021

POLICY STATEMENT:

The MEA provides a successful employment ad service for members/non-members to post employment ads for a fee on the MEA’s website, which also includes an e-blast service for those members who wish to subscribe for notifications of employment opportunities. This service has become one of the preferred platforms for technical employment postings by Ontario municipalities looking to recruit staff. This is one of the MEA’s core business enterprises which assists in financially sustaining the MEA.

PURPOSE:

This policy sets out guidelines on the base fee for posting an employment ad; the length of time the ad will be posted, the additional fee where a customer wishes to modify/extend the posting and the administration of the service.

FEES & INCLUSIONS:

1. Base rate for Employment ad to be posted on MEA website for up to 4 weeks shall be \$549 + HST. This includes the subscription service for weekly notices that MEA members can sign up for.
2. Rate for a modification to the posting or for up to a 2-week extension of the posting (\$99 + HST). This includes extending the subscription service.

PAYMENT/ADMINISTRATION:

1. Payment for employment ads (base rate) will be via credit card through the online self-serve function on the MEA website - this requires the customer to set up an account with MEA to submit the ad and provide credit card information. For those smaller municipalities or for those customers who cannot pay via credit card, these customers will be directed to the MEA’s Employment Ad Volunteer (currently Kim Nicholson) who will post the ad on behalf of the customer and coordinate an invoice through OGRA admin staff.
2. Payment for employment ad modifications/extensions will be coordinated through the MEA’s Employment Ad Volunteer (currently Kim Nicholson). Customers will be required to submit the revised posting to MEA’s Employment Ad Volunteer who will post the revised ad and coordinate payment of the additional fee with OGRA admin staff.

OGRA administration costs for collecting fees/invoicing are included in the MEA’s ongoing administration agreement with OGRA. The MEA’s Employment Ad Volunteer is compensated via an annual honourarium that the MEA Board of Directors considers and approves at its last meeting the calendar year.

POLICY REVIEW:

This Policy shall be reviewed by the MEA Board of Directors every 5-years or as economic conditions may require.