

INTENT OR PURPOSE

To provide the definition of a valid employment for ITT Technical Institute graduates.

SCOPE

ITT Educational Services, Inc., its operations and employees, including Headquarters, ITT Technical Institutes, subsidiaries, etc. (hereafter "Company" or "ITT/ESI").

RESPONSIBILITY

After receiving relevant input from the employer and/or graduate, it is the responsibility of the Director of Career Services to determine that an employment is valid, using the guidelines and definitions given in this procedure

PROCEDURE

1. Valid Employment Definition

- A. A valid "employment" is any graduate who is employed:
 - 1. In a position that requires the direct or indirect use of the skills taught in his/her program; and
 - 2. In a position that was obtained prior to enrolling in his/her program, while enrolled in his/her program or after graduating from his/her program; and
 - 3. Full-time (total combined hours of all eligible positions is at least 30 hours per week).
- B. There are two types of valid employments, and each is represented by a code in the system:
 - 1. IF (In-Field) requires *direct use (= or > 50%) of time spent on the job using the skills taught* in the core courses of the graduate's program as defined in the catalog and matched with the job description listed on the Graduate Employment Information ("GEI") form; and
 - 2. RF (Related Field) requires *use of 20-49% of time spent on the job using the skills taught* in the core courses of the graduate's program as defined in the catalog and matched with the job description listed on the Graduate Employment Information ("GEI") form.

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C. A **short-term contract** or **self employment** (see CS-3 and CS-5) can be accepted as a valid employment if it meets the following criteria: Graduate works a minimum of 30 hours/week for a minimum of one month in IF/RF job(s).

Examples:

1. Graduate works for a temp agency and has one or more different jobs that total 30 hours/week (documentation provided via the temp agency); or
2. Graduate is self-employed and provides work for clients that totals 30 hours/week (document provided via graduate).

D. Related field jobs with the **military** count as valid employments. A copy of the Military Occupational Specialty ("MOS") code job description or other military documentation showing the job description is required.

E. Multiple Employers:

A graduate who works for multiple employers that total a minimum of 30 hours/week may be eligible to be counted as a full-time valid employment. Written approval from the National Director of Career Services is required before entering this employment in the system.

F. "Initial Success" is defined as follows:

If a valid employment has been entered into IRIS and the graduate obtains either:

1. another valid employment at the same company **or** with another company **and** at a higher salary level; or
2. receives a higher salary in the initially documented position

within 90 days after graduation, the new employment and salary information (#1 above) or new salary information (#2 above) must be documented and entered in the system.

2. Invalid Employment

An invalid, or OF (Out of Field), employment means that the graduates uses **less than 20%** of time spent on the job using skills taught in the core courses of the graduate's degree program, as matched with the job description listed on the GEI. This type of employment is *not* included in the calculation of the graduate employment percentage; rather, it is a way to track unrelated employments.

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RELATED PROCEDURE

- CS-3 - Documenting a Valid Employment
- CS-5 - Graduate Employment – Determining Salaries
- CS-12 - Student/Graduate File Documentation

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