

Recruiter-Staffing Agency Policy

It is the responsibility of all Third-Party Recruiter-Staffing Agencies to read this policy prior to contacting Urban Engineers with candidate resumes or requests for search retention.

Unsolicited Resumes

Unless a Third-Party Recruiter-Staffing Agency is under contract with Urban Engineers and assigned to a specific search, we will not pay a fee for resumes sent directly to any of our employees. Our staff is not authorized to enter into agreements with Third-Party Recruiter-Staffing Agency firms. Any resumes sent to our staff by Third-Party Recruiter-Staffing Agencies, not under contract with Urban Engineers and assigned to a specific search, will become the legal property of Urban Engineers.

Having a signed agreement from Urban Engineers is the only way a fee will be paid for a search, candidate referral, or resume submittal. Verbal or written commitments from any member of Urban's staff will not be considered binding. The agreement must be signed and dated prior to the date of resume submission and follow resume submittal procedures. In addition, Urban Engineers will not pay a fee to a Third-Party Recruiter-Staffing Agency that has not coordinated their recruiting activity with the appropriate member of Urban's Human Resources.

Equal Employment Opportunity / Affirmative Action Employer

Urban Engineers is a federal contractor and must comply with certain affirmative action efforts. We, along with our subcontractors, vendors, and suppliers, are subject to the requirements of Executive Orders 11246 and 13496, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA), the requirements of 41 C.F.R. §§60-1.4(a)(1)-(7), 41 C.F.R. §60-741.5(a), 29 C.F.R. Part 471, Appendix A To Subpart A, 41 C.F.R. 60-300.5(a), and all other federal acquisition regulations governing the services you may provide, if applicable. These regulations prohibit discrimination against individuals based on race and gender, and against qualified protected veterans and qualified individuals on the basis of disability. As a contractor, vendor, or supplier of Urban Engineers, you warrant that you will comply with applicable federal, state, and local statutes and regulations, including employment, wage and hour, and immigration laws.

Urban Engineers is an equal opportunity / affirmative action employer. It remains our policy to provide equal opportunity to all persons consistent with employment qualifications and applicable laws regarding discrimination because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran or other protected status.