

College Procedure: 102.2 – Non-discrimination Employment Communication Guidelines

Policy Reference:	102 – Non-discrimination
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Executive Director, Institutional Effectiveness
Effective Date:	07/01/2020
Version Number:	1.0
Legal Counsel Reviewed (yes/no):	No
Legal Reference(s):	None
Scope:	College-wide

Reason for Procedure

This procedure provides guidance on dissemination of Kirkwood’s non-discrimination policy through publications and communications that pertain to employment.

Non-discrimination Statement for Employment Purposes:

Kirkwood Community College shall not engage in nor allow unlawful discrimination against any employee or applicant for employment. This includes all employment practices, hiring practices, and unwelcome harassment of applicants or employees based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information or actual or potential parental, family, marital status or veteran status. If you have questions or complaints related to compliance with the policy please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd., SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: equity@Kirkwood.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.

The Procedure

The Iowa Department of Education publishes guidance on where and how to publish and communicate the non-discrimination statement. This procedure provides guidance internally to Kirkwood Community College on when and where to use the non-discrimination statement as it pertains to employment.

The non-discrimination statement should be used in its entirety when possible. If the document is not large enough to contain the entire statement, then the document should refer the audience to the nondiscrimination statement on Kirkwood’s web site.

At the time of this publication, marketing materials have already been produced. These documents are grandfathered in, and are not required to have the non-discrimination statement. Replenished materials, previously grandfathered, are required to contain the non-discrimination statement.

Guidance

The following guidance for continuous non-discrimination statement is derived from the directive published from the *Iowa Department of Education, Community College Accreditation Guidance – Nondiscrimination Statements, September 2018*.

Below are examples of when and where the continuous non-discrimination statement should be present when referring to employment. This list is not all-inclusive and will be reviewed annually to enhance the guidelines. If you are publishing materials and are unsure whether or not the statement should be present, please contact the Executive Director of Marketing.

The non-discrimination statement should be present on any publication, website or application that encourages an individual to apply for employment at Kirkwood.

Examples:

- Work-study open position postings.
- Job openings posted on the Kirkwood Community College website.
- Newspaper ad showing postings at Kirkwood Community College.
- Poster or ad on a bulletin board displaying position openings in a department or in the college.
- Materials or postings intended to recruit new faculty or staff.

References

COMMUNITY COLLEGE ACCREDITATION GUIDANCE – NON-DISCRIMINATION STATEMENTS, SEPTEMBER 2018.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	07/01/2020	Cabinet	New Procedure