College Procedure: 401.1 – Equal Employment Opportunity

Policy Reference:	401 – Non-Discrimination in Employment
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	08/11/2011
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Legal Reference(s):	Equal Employment Opportunity (EEO)
Scope:	College-wide

Reason for Procedure

Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, veteran status, genetic information, socioeconomic status, and actual or potential parental, family or marital status in its educational programs, activities, admission procedures or employment practices. The College affirms its commitment to comply with all applicable federal, state, and local laws, regulations and orders.

The Procedure

The College is firmly committed to prohibiting harassment or discrimination on any basis. It is the College's procedure to employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of qualifications and competence. The College considers discrimination and harassment of any kind to be serious and will take prompt action when it is discovered.

Any person who believes they have been the recipient of a discriminatory or harassing act may file a complaint with:

- Vice President, Human Resources, Wes Fowler
  313 Kirkwood Hall, at (319) 398-7797, or email to wes.fowler@kirkwood.edu; or

- Vice President, Student Services, Melissa Payne
  3036C Iowa Hall, at (319) 398-5584, or e-mail melissa.payne@kirkwood.edu; or

- Vice President, Academic Affairs, Jennifer Bradley
  3060 Cedar Hall, at (319) 398-5537, or e-mail to jennifer.bradley@kirkwood.edu; or

- The Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov

If you witness or experience discrimination or harassment, we strongly encourage you to report the incident immediately.

If an investigation confirms that a violation has occurred, Kirkwood Community College will take corrective action with the offending employee, up to and including immediate termination of employment. Retaliation against persons filing a complaint or for assisting in the investigation following the filing of a complaint is strictly prohibited.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/11/2011	Jim Choate, Vice President, Finance	New procedure
2	05/10/2017	Mick Starcevich, President	New template
3	07/23/2019	Cabinet	Procedure template