

<b>College Procedure:</b>	<b>102.2 - Non-discrimination Employment Communication Guidelines</b>
<b>Policy Reference:</b>	<b>102 – Non-discrimination</b>
<b>Responsible Department:</b>	<b>Human Resources</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Executive Director, Institutional Effectiveness</b>
<b>Effective Date:</b>	<b>7/1/2020</b>

**Version Number:** 1.0  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):** None  
**Scope:** College-wide

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## 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](mailto:equity@Kirkwood.edu), or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, IL 60661-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: [OCR.Chicago@ed.gov](mailto: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 non-discrimination 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 – Non-discrimination 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.

**Definitions**

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

**Revision Log**

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
1	7/1/2020	Cabinet	
2			
3			