



Board Procedure 100.2: Nondiscrimination Employment Communication Guidelines

Educational Philosophy

This procedure provides guidance on dissemination of Iowa Valley Community College District's nondiscrimination policy through publications and communications that pertain to employment.

Nondiscrimination Statement for Employment Purposes

Iowa Valley Community College District does not discriminate 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, actual or potential parental, family, marital status or veteran status or other protected classes.

If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5530, Equity@iavalley.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 Facsimile: 312-730-1576, TDD 800-877-8339
Email: OCR.Chicago@ed.gov.

Procedure

The Iowa Department of Education publishes guidance on where and how to publish and communicate the nondiscrimination statement. This procedure provides guidance internally to Iowa Valley Community College District on when and where to use the nondiscrimination statement as it pertains to employment. The nondiscrimination statement should be used in its entirety.

Guidance

The following guidance for continuous nondiscrimination statement is derived from the directive published from the Iowa Department of Education, Community College Accreditation, Nondiscrimination Notices, November 2023.

Below are examples of when and where the continuous nondiscrimination 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, contact the Director of Marketing.

The nondiscrimination statement should be present on any publication, website or application that encourages an individual to apply for employment at Iowa Valley Community College District.

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

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Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

None