

Section: EEO/AA  
Subject: Equal Employment Opportunity/Affirmative Action  
Number: HR 3000

I. Institutional Regulations

A. Equal Employment Opportunity

The philosophy and intent of equal employment opportunity is to provide all individuals the assurance that employment decisions will be made without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), actual or potential parental, family or marital status and, to the extent covered by law, veteran status. Des Moines Area Community College firmly believes in and supports this philosophy.

The College shall provide equal employment and advancement opportunity in all personnel activities involving Regular employees, including recruitment, hiring, transfer, promotion, reduction-in-force (layoff), reinstatement, compensation, benefits, training and education, tuition assistance, and social and recreational programs. Reasonable accommodations shall be made for religious needs and for individuals with disabilities.

The College shall also provide equal employment opportunity to applicants for employment and to Adjunct, Temporary and Student employees.

B. Affirmative Action

In dedicating itself to establishing a work environment free from discrimination, the College shall take specific affirmative actions to ensure successful achievement of a nondiscriminatory employment program. When members of a racial/ethnic minority group, women, men, or persons with disabilities are underrepresented in a job classification within the College's Regular workforce, the College shall take affirmative measures related to the recruitment, appointment, assignment, and advancement of Regular employees, and applicants for Regular employment, in accordance with applicable law.

II. Procedure

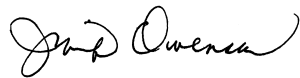
- A. Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment), and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (HR3010). Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515/964-6857, [dso@dmacc.edu](mailto:dso@dmacc.edu). Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S Ankeny, Blvd, Bldg 1, Ankeny, IA 50023, phone 515-964-6216, [Title9@dmacc.edu](mailto:Title9@dmacc.edu). Questions or complaints about this policy may be directed to the Director of the Office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661-7204, phone 312/730-1576, fax 312/730-1576, email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

- B. The Executive Director of Human Resources shall be designated as the College EEO/AA Officer. She/He shall be responsible for ensuring that equal employment opportunity policies and procedures are adhered to and that affirmative actions are appropriately and aggressively implemented.

- C. An Affirmative Action Committee may be appointed to assist the College in its affirmative action efforts.
- D. The College shall develop an Affirmative Action Plan to guide its efforts toward ensuring a nondiscriminatory employment program. The Plan shall require Board approval and shall be updated biannually.
  - 1. College supervisors shall be responsible for demonstrated leadership in the implementation of the College Affirmative Action Plan and shall be actively involved in the achievement of its objectives.
  - 2. College employees shall be expected to demonstrate sensitivity to and respect for all employees and to demonstrate commitment to College EEO/AA policies, procedures and the Affirmative Action Plan in spirit as well as in actions.
  - 3. The Affirmative Action Plan shall be on file in Human Resources, available on the Human Resources website and in each campus library.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: January 1, 2005  
November 1, 2010  
March 1, 2011  
October 1, 2014  
March 24, 2016  
February 21, 2017  
September 11, 2017  
March 1, 2019

Cross Reference: Board Policy 3020