

# **Guidelines for Equal Opportunity and Affirmative Action (EO/AA) Statements in University Publications**

## **Overview**

Federal laws require Wenatchee Valley College to include equal opportunity statements in print and online versions of college publications that are made available to students, applicants, employees, program participants and the public. Publications that must include an equal opportunity statement include departmental, division, and college-wide catalogs, handbooks, applications, magazines, newsletters, brochures, posters and job advertisements.

Below are long, medium and short forms of WVC's Equal Opportunity Statement, along with explanations of the types of publications in which each version of the statement should be used. Equal Opportunity and Affirmative Action (EO/AA) Statements for job announcements and advertisements are included.

The equal opportunity statement should appear in a location that is easy to find, such as near the front of the document (e.g., inside front cover or title page) or on the inside of the back cover. As the applicable laws are occasionally revised, including the date of the statement version you are using may be useful.

Where contact information to request an accommodation must be provided, please insert one of the following contacts as appropriate:

Students and applicants for admission:

- Wenatchee campus: WVC Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, (TTY/TTD) (509) 682-6853, cboyd@wvc.edu.
- Omak Campus: WVC at Omak Student Access Office, NHB 418, (509) 422-7812, vturner@wvc.edu.

Employees and applicants for employment:

- WVC Human Resources Executive Director, Wenatchi Hall 2322M, (509) 682-6440, rbellamy@wvc.edu.

Members of the public:

- WVC Community Relations, (509) 682-6420, pio@wvc.edu.

For guidance in processing alternate format<sup>1</sup> and reasonable accommodation requests, and for answers to other questions related to these guidelines, please call WVC Community Relations at (509) 682-6420 or email [pio@wvc.edu](mailto:pio@wvc.edu).

### Long Form of Equal Opportunity Statement

“Wenatchee Valley College is committed to the policy that all persons shall have equal access to college programs, facilities, admission and employment. Furthermore, it is the policy of Wenatchee Valley College to maintain an academic and work environment free of discrimination, including harassment. The college prohibits discrimination and harassment against any person because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

WVC will provide reasonable accommodations for qualified students with disabilities. To request an accommodation, please contact:

- Wenatchee campus: WVC Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, (TTY/TTD) (509) 682-6853, [cboyd@wvc.edu](mailto:cboyd@wvc.edu).
- Omak campus: WVC at Omak Student Access Office, NHB 418, (509) 422-7812, [vturner@wvc.edu](mailto:vturner@wvc.edu).”

### When to use the long form statement

For use in class schedules, catalogs, larger brochures, posters promoting academic programs, student/staff handbooks, college website, disability services materials, athletic program handbooks and college application forms. Exceptions include: Posters providing campus information for services (tutoring/advising/ rooms/times, etc.) do not require the non-discrimination statement. Posters for musical/theatrical performances are also not required to include the non-discrimination statement. However, if accommodations are available to the audience, it is helpful to print contact information for those services.

### Long Form of Equal Opportunity and Affirmative Action Statement for Job Announcement

For use in job advertisements and recruitment materials for employment.

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<sup>1</sup> Alternate format requests may include, but are not limited to: larger font, digital format that can be read by text-to-speech software, plain text format, appropriate color contrast, audio format, or braille.

“It is the policy of Wenatchee Valley College, Community College District 15, to provide equal opportunity for all its employees and applicants for employment. The college reaffirms its commitment to assure that there is equal employment opportunity and non-discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with state and federal laws.

This policy extends to all areas of employment and to all relations with employees, including, but not limited to: recruitment, selection, compensation, benefits, promotions and transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social and recreation programs without regard to race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.

To assure implementation of this policy, Wenatchee Valley College is committed to support of an affirmative action plan for Native Americans, Asians /Pacific Islanders, Blacks, Hispanics, women, persons age 40 and over, persons of disability, disabled veterans, and Vietnam era veterans.

In addition to supporting equal opportunity and non-discrimination in areas of employment, the college reaffirms its commitment to assure that there is no discrimination against any student or applicant for admission on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with state and federal laws.

WVC is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or request an accommodation, please contact WVC Human Resources Executive Director, Wenatchi Hall 2322M, (509) 682-6445, [rbellamy@wvc.edu](mailto:rbellamy@wvc.edu).”

#### Medium Form of Equal Opportunity Statement

“Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status.

To request this document in an alternate format, please contact WVC Human Resources Executive Director, Wenatchi Hall 2322M, (509) 682-6445, [rbellamy@wvc.edu](mailto:rbellamy@wvc.edu). For disability accommodation, please contact:

- Wenatchee campus: WVC Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, (TTY/TTD) (509) 682-6853, [cboyd@wvc.edu](mailto:cboyd@wvc.edu).

- Omak campus: WVC at Omak Student Access Office, NHB 418, (509) 422-7812, vturner@wvc.edu.”

#### When to use the medium form statement

For use in newsletters, smaller brochures, magazines, flyers, main recruitment pieces, information cards, program cards, large display ads in newspapers and magazines, annual reports, and most other publications where long form statement is not required. Include the last two sentences regarding disability accommodation only if the publication invites participation or attendance.

#### Short Form of Equal Opportunity Statement for Publications Where Participation or Attendance is Invited

For use on posters and other publications with significant space limitations where participation or attendance is invited.

“WVC is an equal opportunity institution. For disability accommodation, please contact:

- Wenatchee campus: WVC Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, (TTY/TTD) (509) 682-6853, cboyd@wvc.edu.
- Omak campus: WVC at Omak Student Access Office, NHB 418, (509) 422-7812, vturner@wvc.edu.”

OR

“AA/EO. For disability accommodation, please contact:

- Wenatchee campus: WVC Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, (TTY/TTD) (509) 682-6853, cboyd@wvc.edu.
- Omak campus: WVC at Omak Student Access Office, NHB 418, (509) 422-7812, vturner@wvc.edu.”

#### Short Form of Equal Opportunity Statement for Publications Without Invitations for Participation or Attendance

For use on other posters and publications with significant space limitations.

“WVC is an equal opportunity institution.”

OR

“AA/EO.”

### Short Form of Equal Opportunity and Affirmative Action Statement for Job Advertisements

For job advertisements without significant space limitations, use the Long Form for Job Announcements above. The short form is for job advertisements with significant space limitations. All electronic job ads must provide a link to the position announcement on the WVC website, which contains instructions for requesting disability accommodations.

“WVC is an equal opportunity employer. Women, members of underrepresented groups, military veterans, and bi- and multi-lingual candidates are strongly encouraged to apply.”

OR

“WVC is an equal opportunity employer.”

OR

“AA/EO.”

### More information on when to use the short form statement

Depending on type of event, one of these short form versions should be used in newsletters, smaller brochures, magazines, flyers, main recruitment pieces, information cards, program cards, large display ads in newspapers and magazines, annual reports, and most other publications where long form statement is not required.