



Board Policy 427: Employee Communications and Use of Recording Devices

Personnel

Communication between and among employees is essential to the operation of the Iowa Valley Community College District (the “District”). Employees are more likely to engage in positive and effective communication when their communication is uninhibited and is treated with an appropriate level of confidentiality. The recording of communications without prior notice to all participants tends to inhibit interaction and to reduce the confidentiality of communication. Any employee who violates the policy described below will be subject to disciplinary action.

Audio or Video Recording of Meetings

The District may record individual or group meetings at its sole discretion. The organizer or leader of the meeting will notify participants at the beginning of the meeting if the meeting will be recorded. Any employee who objects to having the meeting recorded should notify the organizer or leader of the meeting prior to or at the beginning of the meeting. Any employee who does not affirmatively object to recording will be deemed to have consented to the recording of that meeting. In their sole discretion, a District administrator may determine that a recording will be made over an employee’s objection where necessary to accomplish a legitimate objective or purpose on behalf of the District. This policy applies only to communications which pertain, directly or indirectly, to the business of the District or to any aspect of the employment relationship of any party to the communication. The policy applies regardless of where or when the communication originates or takes place.

This policy does not apply to automated voice mail or voice messaging recordings or to any communication which is required to be recorded by state or federal law.

Video Recording in Zones of Privacy

When employees are in restrooms, showers, changing rooms, or locker rooms, or any other area where persons have a reasonable expectation of personal privacy, it is the policy of the District that employees are prohibited from using any type of photographic device, including, but not limited to, cameras, video recorders,

cellular telephones or other devices which are capable of taking photographs or recording images of any kind. This policy regarding photographic/video recording applies to all locations which are on District property and to all other locations where employees are present while they are performing duties for the District.

These restrictions do not apply to employees who are directed by the President or a campus Provost or whose job description requires use of a camera, video recorder, or other device which is capable of taking photographs or recording images.

Under Iowa Code Chapter 22 – Examination of Public Records (Open Records), all audio and video recordings that pertain, directly or indirectly, to the business of the District or to any aspect of the employment relationship regardless of where or when the audio or video recording originates or takes place are District property and are therefore considered public records. As such, these records shall be open to examination by the public with the exception of those records specifically exempt from public examination by Iowa Code section 22.7, judicial decisions under the Act, and any other applicable law or rulings. IVCCD Board Policy 860 – Examination of Public Records provides the procedures in accordance with Iowa Code section 22.

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Legal Reference

Iowa Code Chapter 22

Related Administrative Rules and Regulations

Board Policy 860

Revision History

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