

**PERSONNEL POLICIES - MENDOCINO COUNTY PUBLIC
BROADCASTING (HEREAFTER MCPB) Revised 6/11/95**

I. EQUAL EMPLOYMENT OPPORTUNITY

MCPB does not discriminate because of race, creed, age, sex, color, mental or physical disability, medical condition, veterans status, marital status, national origin, ancestry, religious or sexual orientation or political activity. All advertising will contain the statement "Equal Opportunity Employer."

II. AFFIRMATIVE ACTION

MCPB recognizes the under representation of ethnic minorities and women in broadcast media due to historic discrimination. MCPB will advertise, recruit and solicit job applicants from these groups. To the degree that ethnic minorities and women are under represented among MCPB employees, every effort will be made to hire qualified candidates from such applicants.

III. AT WILL

The employment of each employee with MCPB is not for a specified term and is terminable "at will." This means that staff or volunteer have the right to quit employment with advance notice. Similarly, MCPB may terminate employment of staff or volunteer at any time, with or without cause and with or without advance notice. Furthermore, it is understood that no agreement to the contrary has been made, that no person other than the President of the Board of Directors has authority to enter into any agreement for employment for a specified period of time or to make any employment agreement contrary to the at-will relationship, and that any such agreement must be in writing and signed by the employee and the President of the Board of Directors.

IV. DEFINITIONS

A. STAFF - Any person paid to work 30 or more hours per week on a regular basis shall be considered staff.

B. VOLUNTEERS - Any person who donates talents and time to assist with the various duties of MCPB shall be considered a volunteer. Staff may volunteer time as they choose.

C. PAID STAFF NOT EXEMPT FROM OVERTIME - Fair

Labor Standards require that non-exempt staff who work more than 8 hours in one day or 40 hours in a regular work week be either paid overtime at 1 1/2 regular pay rate or receive compensatory time off at the same 1 1/2 rate.

D. PAID STAFF EXEMPT FROM OVERTIME - Staff who are exempt from overtime pay must meet one of the following criteria:

1. Executive - work is primarily management of an enterprise or department, or;
2. Managerial - office or non-manual work - must use discretion in work - often includes policy development, implementation and use. Pay must exceed \$8,840 annually (for a 40 hour work week); or,
3. Professional - work is primarily artistic or scientific in nature - specific training required - uses discretion in work. Pay must exceed \$8,840 annually (for a 40 hour work week).

V. EMPLOYMENT RECRUITMENT AND HIRING PROCEDURES FOR PAID POSITIONS

A. ANNOUNCEMENTS

1. Formal notification of position openings will be mailed to National Federation of Community Broadcasters, Corporation for Public Broadcasting, National Public Radio Job Opportunities, other organizations and journals in the field and local newspapers; will be posted at the station and announced on-air. Particular attention will be given to contacting organizations representing women and/or minorities.

2. In the case of staff positions, formal notification of openings will be distributed so that information will be published at least 2 weeks prior to application deadline.

B. SCREENING PROCESS

1. MANAGEMENT POSITIONS - The Board will select a committee to make recommendations for the hiring of the Management Team (Finance Director, Program Director, and Operations Director) consisting of at least one board member from the Personnel Committee, one Advisory Committee Member and one MCPB programmer and any present managers.

VI. HIRING AND FIRING

The Board of Directors shall have responsibility for hiring and firing the Management Team. The Management Team shall have the responsibility for hiring and firing all MCPB staff and volunteers.

A. All staff and volunteers shall sign a contract and shall be given a written copy of the MCPB Personnel Policies upon employment and, changes as they may occur from time to time, be changed. Programmers will also be given a copy of the programmers handbook.

VII. PROMOTION FROM WITHIN

When a position becomes vacant at MCPB, staff and volunteers, who are equally qualified, will be given priority consideration to fill the vacancy.

VIII. PERSONNEL FILES

A file shall be maintained for all staff, including job description, evaluations and MCPB employment history. These files are confidential, not available to the general public, and shall be kept by the Management Team. Any staff or volunteer may review during normal business hours his/her individual file upon request with reasonable notice.

IX. COMPENSATION FOR PAID STAFF

Salary level for staff will be reviewed on at least an annual basis by the President, the Finance Committee and the Personnel Committee with reference to the cost of living, experience on the job, the value of the employee's service to MCPB, and the financial condition of the organization.

X. WORK HOURS

At least one staff member or volunteer is expected to be present in the station at all times when the station is operating. Staff hours are flexible based upon the needs of the station. At least one staff member is expected to be present in the office between 9 am and 5 PM Monday through Friday.

XI. TIME OFF WITH PAY

A. VACATION

1. Staff is eligible for vacation credit from one to four weeks based on the length of employment with MCPB pro-rated as a percent of staff employee's time is to 40 hours per week. All vacation time is accrued on a monthly basis according to the following rates:

Length of Employment	Hours/year
0-1 year	40 5 days
2-4 years	80 10 "

if the funeral is held outside the state of California, the employee may receive an additional two days off without pay.

Immediate family, for this purpose, is defined as the employee's spouse, domestic partner, sister, brother, daughter, son, mother, father, current ~~mother-in-law~~ ^{FATHER}, current mother-in-law, and grandparents.

Payment shall be only for scheduled workdays which the employee would have worked but for the death in the family.

XII. DRUG AND ALCOHOL POLICY

Illegal drugs are not permitted on MCPB premises at any time. In keeping with the purpose of MCPB to provide full access to the community, no alcohol will be allowed on the premises unless previously approved by the Management Team. Alcohol is never allowed in the on air room. The use of alcohol or illegal drugs by staff or volunteer which affects his or her job performance or on the premises of MCPB shall be cause for immediate dismissal.

XIII. MINOR POLICY

Minors may not be on MCPB premises outside normal business hours. (Normal business hours are, for this purposes, any time staff shall be on MCPB premises, or a member of the board of directors who shall have been so authorized by vote of the board.) The only exceptions to this are as follows:

- A. The minor is accompanied by a parent or legal guardian at all times while on MCPB premises; or,
- B. The parent or legal guardian has executed a written consent allowing another adult person to be present with the minor on MCPB premises and that adult is with the minor child at all times.

XIV. SEXUAL HARASSMENT

MCPB will not tolerate any form of sexual harassment. Sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. If any employee believes that he or she is being subjected to employment related sexual harassment the situation must be reported to the employees supervisor, Manager, or Board member immediately. That individual must investigate and take the corrective action deemed appropriate.

If the problem is not quickly resolved the grievance procedures should be put into effect.

XV. GRIEVANCE PROCEDURE

MCPB has a grievance procedure to allow resolution of any perceived inequitable work practice. Termination of employment for staff is not the subject of the grievance procedure. The first step in the grievance procedure is for the Staff members to discuss the matter with the Management Team member who is their immediate supervisor. If a grievance is not resolved after discussion with the supervisor the following steps will be taken:

A. Within 15 days from the date of the above discussion, the staff member or volunteer shall present his/her grievance in writing to the President of the Board of Directors, stating the specific reason for his/her dissatisfaction. The President shall refer it to the Grievance Committee. The Committee Chair shall call a meeting within 15 days of receipt of the grievance for the purpose of hearing the grievance, notifying all parties as to the time and place of the hearing.

B. The grievance hearings are not open to the public, but the staff member or volunteer requesting the hearing shall be present, as should other parties requested to be present by the Committee Chair. The aggrieved party may make requests for other parties to be present at the hearing. Such requests should be honored by the Committee Chair.

C. Failure of the aggrieved party to appear, may result in dismissal of the grievance. Within 10 days of completion of the hearing, the Committee Chair shall prepare the decision of the committee in writing, specifying the reasons supporting the decision. The decision shall be mailed to the Board of Directors, Management Team and the staff member. Such decisions shall be final unless a majority of the Board determines that the conduct of the hearing was improper or prejudicial.

D. Hearings shall be informal and not bound by judicial procedures. The hearing shall be recorded on magnetic tape. A copy of the findings shall be given the staff member and another copy placed in the staff member's personnel file. The decision shall be binding on all parties.