

KBOO Radio Policy	Equal Employment Opportunity/ Affirmative Action Plan	Date: 02/23/99
POLICY #I.B.1 (formerly #13)		Approved by: Board of Directors

[scheduled for revision]

I. GENERAL POLICY

KBOO is an equal opportunity employer. KBOO shall not discriminate in any personal action, including recruitment, evaluation, selection, promotion, compensation, training, and termination, on the basis of race, color, religion, national origin, sex, age, marital status, sexual preference, or handicap. KBOO is also an affirmative action employer. KBOO recognizes that certain historic economic and social conditions have deprived women and minorities, including Blacks, Hispanics, Native Americans, Asians, and the disabled, of meaningful equality of opportunity. It shall therefore be the goal of KBOO to have staff, volunteers, including on-air volunteers, regular programmers and substitutes, and music and news and public affairs programmers, reflect and preferably exceed the percentage of women and minorities in the Portland Metropolitan Statistical Area Workforce. Specific goals for staff size changes (see Evaluation of Station Staff and Volunteers, attached). KBOO shall vigorously seek to achieve these goals through affirmative action recruitment and, when they have not been met, affirmative action hiring of qualified women and minority applicants. To make this policy effective, and to insure conformance with the rules and regulations of the Federal Communications Commission, the Board of Directors of the KBOO Foundation has adopted this plan.

II. RESPONSIBILITY FOR IMPLEMENTATION

The Board shall appoint one of its members who is also a member of the personnel Committee who, along with the Station Manager, shall be responsible for the administration and implementation of this plan. It shall also be the responsibility of all staff, Board Members, and volunteers to work to implement this plan, including but not limited to all persons recruiting potential employees and volunteers, involved in hiring decisions, and involved in placement decisions concerning volunteers. The Board member responsible for this plan shall report to the Board at least annually on the implementation of this plan and progress in achieving its goals, and shall recommend such changes in the plan as are believed necessary to achieve its goals.

III. POLICY DISSEMINATION

To insure that all staff members, Board members, and volunteers are aware of this plan and their responsibilities in carrying it out, the following communication efforts shall be made:

- A. This policy shall be posted at the station.

- B. All job announcements shall include a statement that KBOO is an equal opportunity/affirmative action employer and women and minorities are encouraged to apply.
- C. Appropriate notices shall be posted at the station informing applicants and employers that KBOO is an equal opportunity employer and of their right to notify an appropriate local, state, or federal agency if they believe they have been the victims of discrimination.
- D. Copies of this policy shall be given to all Board and staff members, and all members of all hiring committees.
- E. Training concerning affirmative action and this policy shall be provided to Board and staff and interested volunteers upon its adoption, and to all hiring committee members prior to the screening and interviewing of applicants.

IV. RECRUITMENT

A. Staff

In order to attract qualified female and minority job applicants and to meet our staff goals, job announcements will be:

1. Posted at the station, placed in the Program Guide, played on the air, and included in the Community Calendar.
2. Sent to the community and public radio organizations, such as the National Federation of Community Broadcasters, for inclusion in the community Radio News Message Pad; National Public Radio, for inclusion in Job Opportunities in Public Radio; and the Corporation for Public Broadcasting, for inclusion in the Public Broadcasting Job Line and their affirmative action mailing list.
3. Sent to women's and minority organizations, such as the NAACP, Portland Branch; The Urban League of Portland; The King Neighborhood Facility; the Albina Ministerial Alliance; Pineros y Campesinos Unidos del Noroeste (Northwest Treeplanters and Farmworkers United); Centro Cultural; Portland Central America Solidarity Committee; Oregon Council for Hispanic Advancement; Virginia Garcia Memorial Health Center; Oregon Legal Services Corp.; Farmworker Program; and the Archdiocese of Portland in Oregon; Office of Hispanic Affairs; and community organizations concerned with minority issues, such as the American Service Committee.

4. Advertised in newspapers of general circulation, such as The Oregonian; significant minority circulation, such as the Skanner and Hispanic News; and, if possible, that cover minority issues, such as the Portland Alliance.
5. Sent to area educational institutions with significant women and minority enrollments, such as Portland State University's Placement Services, Office of Minority Student Affairs, Women's Studies Program, and Black Studies Department; Portland Community College, Student Job Placement; and Chemeketa Community College's Placement Service and Women's Resource Center.
6. Sent to alternative community bookstores, such as the Talking Drum Book Store; Laughing Horse Books; and the John Reed Bookstore, Inc.
7. Sent to State of Oregon, Employment Division, Portland offices.

B. Volunteers

In order to attract qualified volunteers and to meet our volunteer goals, volunteer recruitment and orientation notices shall be regularly and periodically distributed as described in Section IV(a), above, with the exception of national community and public radio organizations.

In addition to these efforts, employees and volunteers, particularly women and minorities, shall be encouraged to refer qualified women and minority job applicants and volunteers.

V. TRAINING

In order to increase the available pool of qualified women and minority job applicants and volunteers, KBOO shall provide on-the-job training for employees and training in radio production for volunteers.

VI. JOB ANNOUNCEMENTS

Applicants shall be given a numbered job announcement, which shall include a job description specifying the job title, function, responsibilities, qualifications, salary, and application instructions, a statement that discrimination because of race, religion, sex, national origin, age, or disability is prohibited, KBOO is an equal opportunity/affirmative action employer, and women and minorities are encouraged to apply; and a similarly numbered demographic survey form requesting information about the applicant's ethnic status and sex (see Applicant Survey, attached), which

shall be detached from the job announcement prior to the screening of applications. Three references shall be required, as may be answers to specific job-related questions. Job announcements shall be distributed as described in Section IV, above.

VII. APPLICATION PROCESS

A. Staff

1. ~~A Hiring Committee shall be appointed by the Personnel Committee, consisting of at least two Board members, at least one of whom shall be a member of the Personnel Committee; two volunteers; one staff person; the Station Manager; and one other person. At least two members of the Hiring Committee shall be women, and at least two shall be persons of color. [replaced by Policy No. 53, Hiring Committee Composition, Adopted by the Board of Directors 1/27/98]~~
2. Applications shall be screened and rated by members of the Hiring Committee, who shall select a suitable number of applicants for interviews.
3. Interviews shall be based on a uniform set of questions developed by the Hiring Committee in advance.
4. The Hiring Committee shall select the applicant whom it believes is best qualified to fulfill the duties and responsibilities of the position. In the case of the Station Manager, the decision of the Hiring Committee shall be recommendation to the board, which shall make the final decision. In all other cases, the decision of the Hiring Committee may be appealed by a member of the Hiring Committee to the Board within seven days, and the Board may overturn the decision of the Hiring Committee if, and only if, it finds the decision to be in violation of KBOO personnel policies. The Hiring Committee and, in the case of the Station Manager or an appeal, the board, shall attempt to reach a decision by consensus. In the event consensus cannot be reached, the decision shall be made by majority vote. The applicant hired shall have qualifications commensurate with the duties and responsibilities of the position.
5. No applicant shall be hired without employment references being checked. References checked need not to be those provided by the applicant.

6. Any current staff person who intends to apply for a vacant or new position shall be interviewed by the Hiring Committee prior to recruitment. If the Hiring Committee determines the staff person to be qualified for the position, the staff person shall either be transferred to that position, in which case the hiring process shall be for the position held by the transferring staff person, or the staff person shall be included in the pool of general applicants.

7. Temporary employees and independent contractors shall be hired by the Station Manager. **[amended 02/23/99 as follows: The KBOO board must approve in advance, these criteria, before any contract or interim hire: beginning and ending date of proposed employment; proposed costs, salary, and/or benefits; and job description. Amended that a contract or interim hire is defined as requiring a Form 1099.]**

B. VOLUNTEERS

1. Potential volunteers shall be invited to attend the next Volunteer Orientation, at which they shall be given a copy of the Volunteer Handbook to read.
2. Those who are still interested in volunteering shall be given an appointment with the Volunteer Coordinator, at which they shall fill out the Volunteer information sheet, and discuss their interests and experience. A suitable training program shall be worked out if appropriate. It shall be the decision of the Volunteer Coordinator whether and in what capacity a person may volunteer.
3. Volunteers who wish to be air operators must be certified as qualified to be on the air by the Program Director, Chief Engineer, Volunteer Coordinator, News Director, or Public Affairs Director, and have received their FCC license.
4. Certified and licensed air operators may be placed in the substitute pool and asked to substitute for programmers by the Program Director.
5. Certified and licensed air operators may also submit program applications to the Program Director, who shall act upon them in accordance with KBOO policy.

VIII. AFFIRMATIVE ACTION HIRING AND VOLUNTEER RECRUITING

A. Staff

When goals for women and/or minority staff have not been met, the Hiring Committee, after screening and selection of applicants for interviews, shall determine if there are women and/ or people of color on the list of applicants to be interviewed. If there are not, the Hiring Committee shall add at least one woman and/ or person of color, as appropriate, unless, in the opinion of the Hiring Committee, based upon the applications, none appears qualified for the position. In that case, the Hiring Committee shall consider extending the deadline for applications and doing additional recruiting. If additional recruiting is not done, a written statement that none of the women and/or minority applicants appears qualified for the position shall be placed in the job vacancy file. Otherwise, there shall be a strong but not conclusive preference for hiring a woman or minority applicant who, in the opinion of the Hiring Committee following interviews, is qualified for the position applied for.

B. Volunteers

1. When overall goals for women and/or minority volunteers have not been met, the Volunteer Coordinator shall target recruitment for, and may schedule Volunteer Orientations specifically for, the particular group involved.
2. When goals for women and/or minority programmers have not been met, and an attrition slot exists or a new slot has been created as the result of a program change, the Program Director shall contact all certified and licensed women and/or minority air operators, as appropriate, not presently on the air, solicit program applications from them, and select from among those submitting program applications. If there are no qualified women and/or minorities, as the case may be, or no satisfactory program applications are received, the Program Director shall consider holding the slot open while additional recruiting and solicitation of program applications are conducted. If the slot is not held open, other groups may be considered for filling in.
3. When goals for women and/or minority substitutes have not been met, the Program Director shall select from among the appropriate group in making substitutions. Other groups shall be considered for substitution only in the event that there are no appropriate women and/or minority substitutes or none is available for the substitution.

IX. RECORDS

A. Staff

Written records shall be placed by the Station Manager in each job vacancy file specifying the recruitment sources used; the percentage of women and minorities currently available in the Portland Metropolitan Statistical Area workforce; the total; number of staff; the number of percentage of women and minority employees; the number of applicants; the number of women and minority applicants; the number of applicants interviewed; the number of women and minority applicants interviewed; the sex and ethnic status of the person hired is not a woman or member of a minority group, the reason for hiring decision (see Job Vacancy Summary Sheet, attached).

B. Volunteers

1. The Volunteer Coordinator shall maintain ongoing written records specifying the sex and ethnic status of all volunteers. As requested by the Station Manager, Board member responsible for this plan, or Board, the Volunteer Coordinator shall compile statistics specifying the total number of volunteers; the number and percentage of women, black, Hispanic, Native American, and Asian volunteers; the total number of programmers; the number and percentage of women, Black, Hispanic, Native American, and Asian programmers; and the number and the percentage of women, Black, Hispanic, Native American, and Asian music programmers and news and public affairs programmers. The Volunteer Coordinator shall also maintain a list of certified and licensed women and minority air operators who are ready to be on the air, and shall make this list available to the Program Director.
2. The Program Director shall maintain ongoing written records specifying the sex and ethnic status of all volunteers selected to be programmers and substitutes. As requested by the Station Manager, Board member responsible for this plan, or Board, the Program Director shall compile statistics showing the total number of volunteers selected to fill all program slots during the relevant period, and the number of percentage of women, blacks, hispanics, Native Americans, and Asians selected for those slots. The Program Director shall also compile statistics showing the total number of substitutions during the relevant period, and the number of percentage of substitutions by women, blacks, Hispanics, Native Americans, and Asians. In the event a woman or member of a minority group is not selected as a programmer or substitute, the Program Director shall provide a written statement of the reason for the selection.

Adopted by Board of Directors 10/25/89
as amended 4/25/90, 2/27/91, 1/27/93, 1/27/98, 2/23/99