

AFFIRMATIVE ACTION PLAN

COMMUNITY TELEVISION FOUNDATION OF SOUTH FLORIDA, INC.

Adopted March 7, 1980, Updated February 2015

I. GENERAL POLICY

The Board of Directors, the President and the management of Community Television Foundation of South Florida, Inc. are committed to providing equal employment opportunity to all job applicants and personnel. In support of this commitment, we will adhere to non-discriminatory employment policies and procedures.

The station will not discriminate in either the election of officers, recruitment, employment, promotion, training or any other job related matters because of race, color, religion, sex, age, national origin or physical challenge where an applicant is qualified. To ensure that all personnel and related actions are administered without discrimination, the following Affirmative Action Plan will serve as a guideline for our management staff in achieving equal opportunity.

II. STATEMENT ON AFFIRMATIVE ACTION

Equal employment opportunity is the right of all persons to work and advance on the basis of merit, ability and potential. Job descriptions will reflect reasonable qualifications and educational requirements for entry into positions. Additional emphasis is placed on potential for development as well as present capabilities. Career ladders will be established whenever possible to permit movement of capable lower level employees. Employees will be assisted in qualifying for positions that are available.

III. RESPONSIBILITY FOR IMPLEMENTATION

A. The President is designated as our Affirmative Action Officer. He is responsible for the overall administration and implementation of the Foundation's Equal Opportunity Plan.

It is the responsibility of Human Resources and its staff to ensure progressive and positive recruiting efforts and to assist management in developing new ideas, sources and means for growth and advancement of applicants and employees.

All division heads, department managers and supervisors are expected to provide a role of personal leadership, responsibility and authority in the areas of affirmative action and implementation of this plan equal with their other areas of responsibility.

IV. POLICY DISSEMINATION

- A. Our Affirmative Action Plan is available in the following locations: the Human Resources Office, in the Office of the President, and the employee bulletin board. Individual copies are available upon request to all employees.
- B. Division heads, department managers and supervisors have been provided with a copy of this plan.
- C. To assure that employees and job applicants are cognizant of our equal employment opportunity policy, the Foundation conveys its EEO policy to the public through all recruitment sources by identifying the station as "An Equal Opportunity Employer M/F/D/V."

V. RECRUITMENT

When a position becomes available, qualified applicants are sought without regard to race, color, religion, sex, physical challenge, age or national origin.

- A. To assure non-discrimination in recruiting, there is posted on the employee bulletin board the U.S. Government Office Poster 1970 0-372-821, "Equal Opportunity is the Law," Civil Rights Action of 1964 and by executive order number 11246.
- B. Available positions are posted for a minimum of three week days to encourage promotional opportunities for staff. Employees are encouraged to refer minority, female and physically challenged for employment.
- C. A comprehensive source list is used in order to attract job candidates. The following is a current list of those sources by type as of February 2015.

Schools

Ai Miami International University of
 Art & Design
 Barry University
 Broward College
 Carlos Albizu University
 Connecticut School of Broadcasting
 Florida A&M University
 Florida Atlantic University
 Florida Gulf Coast University
 Florida International University
 Ft. Lauderdale Art Institute
 Florida Memorial University

Florida State University
 Johnson & Wales University
 Lynn University
 Miami Dade College
 Miami Lakes Technical Center
 Nova Southeastern University
 St. Thomas University
 University of Central Florida
 University of Florida
 University of Miami
 University of Tampa

Other Sources

Abilities of Florida	Latin Chamber of Commerce
Association of Fundraising Professionals	NAACP, Miami & Ft. Lauderdale
Corp/Public Broadcasting (CPB Jobline), D.C.	NATAS Online Job Bank
CareerSource South Florida (No. Miami Beach)	National Hispanic Media Coalition, CA
CareerSource South Florida (Hialeah)	National Organization for Women
CareerSource South Florida (Northside)	Non-profit jobs.org
Each Member of our Board of Directors	Office of Disability Management
Goodwill Industries	PBS Connect
Jewish Vocational Services	TV Jobs.com
Journalism Jobs.com	Urban League of Greater Miami
	Youth Co-Op, Inc.

- D. When appropriate, job openings are advertised in The Miami Herald, El Nuevo Herald and Career Builder online which have significant circulation amongst minority groups and women. Certain positions are recruited for on a national level. Those positions may be advertised in Current, the Chronicle of Philanthropy and/or trade publications
- E. Continuing relationships are established with referral sources likely to produce minority, female and physically challenged applicants for employment.

VI. SELECTION AND HIRING OF NEW EMPLOYEES

- A. All individuals making hiring decisions shall consider applicants without discriminating on the basis of race, color, religion, sex, physical challenge, age or national origin.
- B. Community Television Foundation of South Florida, Inc., complies in every respect with selection procedures issued by the U.S. Equal Opportunity Commission. We do not have selection techniques or tests which have the effect of discriminating against applicants.
- C. Applicants are interviewed by Human Resources, the appropriate supervisor, manager and/or division head.

VII. PLACEMENT AND PROMOTION OF EMPLOYEES

Department supervisors, managers and division heads will actively seek ways of providing on the job training for promising employees without regard to race, color, religion, sex, physical challenge, age or national origin.

- A. All placement and promotion will be determined on individual ability, qualifications and performance. Whenever possible, available positions will be filled with current staff to promote upward mobility.
- B. It is the responsibility of supervisors, department managers and division heads to evaluate the qualifications of their employees for promotional opportunities regardless of formal application on the employee's part for a position.

VIII. TRAINING OPPORTUNITIES

As often as possible, individuals will be utilized as interns throughout divisions in order to afford them with training opportunities related to the field of broadcasting.

IX. WORKING CONDITIONS AND BENEFITS

- A. Rates of pay and fringe benefits will be determined without regard to race, color, religion, sex, physical challenge, age or national origin.
- B. Overtime work will be provided without regard to race, color, religion, sex, physical challenge, age or national origin.

X. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMPLAINT PROCEDURE

If an employee believes that he/she has been the victim of discrimination, the Foundation's policies should be followed which are outlined in the employee handbook – Prohibited Harassment, Including Sexual Harassment (Policy 116) and/or Complaint Procedure (Policy 205).