Personnel Policies

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**Lynn Canal Broadcasting, Inc.**

  **Personnel Policies**

**Community Radio KHNS**

# 1: INTRODUCTION

These personnel policies, adopted by the Board of Directors of Lynn Canal Broadcasting, Inc. (LCB) establish the policies and procedures under which all employees not covered by a separate bargaining agreement, work at LCB or its subsidiary KHNS. These policies and procedures also are intended to guide KHNS’ management in all areas of employment practices and employee compensation and benefits.

These personnel policies are broad in nature and are intended to provide staff with working conditions conducive to individual satisfaction while concurrently enabling KHNS to achieve its goals and objectives. In assigning to management the responsibility for administering KHNS’ personnel policies, it is the Board’s expectation that management will follow both the letter and the spirit of these policies. Management may at any time, with or without notice, establish or modify administrative procedures relating to personnel, but at all times these procedures should be consistent with the provisions of the Board's personnel policies.

This statement of KHNS’ personnel policies is provided for the information of employees, and, except as contained in these policies, does not confer any right or privilege. These policies do not create a promise of employment for any length of time. KHNS is an at-will employer. This means that KHNS may terminate an employment relationship at any time with or without cause and that employees are free to resign their employment at any time, for any reason. The personnel policies and procedures set forth in this handbook do not create a contract of employment, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between KHNS and any of its employees. The personnel policies and procedures set forth herein, except for the policy of employment at will, may be amended or cancelled at any time at the discretion of KHNS, with or without notice.

Many areas of personnel administration are subject to federal and state laws, rules and regulations; if there is any conflict between these provisions of law and KHNS' personnel policies, the provisions of state and/or federal law will prevail.

The Board recognizes that unforeseen circumstances or changing conditions may occur which would necessitate modifications to these policies. It is the intent of the Board to review, and if necessary revise these policies periodically.

# 2: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of KHNS not to unlawfully discriminate against a person in any aspect of employment because of the person's race, religion, color, age, sexual orientation, or national origin, or because of the person's physical or mental disability, or sex, marital status, changes in marital status, pregnancy, parenthood, military status, or political affiliation.

(b) **Complaint procedure**. Employees who encounter discriminating conduct should immediately report the matter to the General Manager or, if the General Manager is not appropriate, to the attention of the President or designated liaison of the Board of Directors so that KHNS may investigate the complaint. If KHNS’ investigation determines that there is a basis for concluding that discrimination has occurred, KHNS will take appropriate remedial and disciplinary action, up to and including termination.

Any questions with regard to this policy should be directed to the General Manager of KHNS.

# 2:1 HARASSMENT and RETALIATION

It is the policy of KHNS to provide employees with a working atmosphere that is free from unlawful harassment and retaliation. Any conduct that interferes with another employee’s performance or creates a hostile, intimidating, or offensive work environment will not be tolerated. All employees of KHNS have a responsibility to maintain a workplace that is free from discrimination or harassment and to report such misconduct when it occurs.

(a) **Sexual harassment**. Sexual harassment is strictly prohibited. No KHNS employee, male or female, should be subjected to unwelcome sexual advances, either physical or verbal, while working for KHNS.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct if:

* submission to such conduct is made either explicitly or implicitly

 a term or condition of the individual’s employment;

* submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or

* such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to, the following conduct: unwelcome flirtations and advances; unwelcome propositions or requests for sexual favors; the display of sexually explicit photographs, drawings, objects, or literature; sexually explicit verbal abuse; touching that is unwanted; sexually suggestive explicit stories; sexually suggestive or explicit gestures; uninvited or offensive dirty jokes; degrading or offensive comments about another person or that person's physical appearance; and any other offensive, sexually explicit verbal or physical behavior.

 (b) **Complaint procedure**. Any employee who feels harassed or believes he or she has experienced retaliatory conduct for complaining about harassment should immediately report the matter to the General Manager or, if the General Manager is not appropriate, to the attention of the President or designated liaison of the Board of Directors so that KHNS may investigate the complaint. If KHNS’ investigation determines that there is a basis for concluding that sexual harassment and/or retaliation has occurred, KHNS will take appropriate remedial and disciplinary action, up to and including termination.

Any questions with regard to this policy should be directed to the General Manager of KHNS.

# 2.2: Open Door Policy

KHNS strives to provide a harmonious working environment for its employees. The best way to solve a variety of problems that arise in the workplace – other than complaints of discrimination, harassment, and/or retaliation – is by enabling employees to informally discuss and resolve problems with their immediate supervisor or with the President or designated liaison of the Board of Directors. Procedures for making complaints of discrimination, harassment, and/or retaliation are set forth under sections 2 and 2.1.

**3: GENERAL EMPLOYMENT INFORMATION**

**3.1: Classes of Employees**

#  3.1.1: Exempt

Exempt employees are exempt from the Fair Labor Standards Act, as amended, and the Alaska Wage and Hour Act and do not receive overtime pay. As a general guideline, at least 80% of a person’s work must be executive, administrative, or professional in nature in order for the employee to be an exempt employee.

#  3.1.2: Non-Exempt

Non-Exempt employees are eligible for overtime under the provisions of the Fair Labor Standards Act, as amended, and/or the Alaska Wage and Hour Act.

#  3.1.3: Full-Time Employees

An employee who works 30 hours per week on a continuing basis exclusive of overtime is considered to be a full-time employee and is eligible for Simple IRA with Mutual of America with a match by KHNS.

#  3.1.4: Part-Time Employees

An employee who works at least 20 hours per week, but less than 30 hours per week on a continuing basis is considered to be a part-time employee and is eligible for Simple IRA with Mutual of America with a match by KHNS.

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# 3.1.5: Temporary or Casual Employees

A temporary or casual employee meets one of the following criteria:

1. Works either full-time or part-time for a specified length of time or for a specific short-term project, usually less than one year;
2. Works on a casual, on-call basis with no set schedule and no guaranteed number of hours per week; or
3. Usually works less than 20 hours per week.

A temporary or casual employee is not eligible for annual or medical leave, health care insurance, and holiday pay or retirement benefits. Employees in this class may be eligible for overtime pay as provided by the Fair Labor Standards Act or the Alaska Wage and Hour Act.

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| **3.2:**    | **Job Descriptions** KHNS will maintain a written job description for every regular position. The job description will list the major responsibilities and qualifications for the position, and shall be considered a descriptive guideline, and shall not be considered to include all the duties of the position. Each employee will receive a copy of the job description for his or her position. The General Manager must approve new or revised job descriptions.   |
| **3.3:**   | **Attendance** Every employee should report for work promptly and attend work regularly. Any employee who will be late for work or will be absent from work (other than due to pre-approved vacation leave) is asked, prior to his or her starting time, to notify his or her supervisor. Late arrival, early departure, and other personal absences are disruptive and should be avoided, and may lead to disciplinary action, up to and including termination. KHNS may require a doctor’s certificate to verify any absence attributed to illness.  |
| **3.4:**   | **Recruiting and Hiring**  |

KHNS will endeavor to fill positions with the most qualified candidates available. Full-time position openings shall be advertised locally, regionally and nationally in multiple formats including on-line, on-air and in print. All position openings and opportunities for promotion will be posted at KHNS and eligible employees will be encouraged to apply. A hiring preference shall be given to an applicant who maintains a permanent domicile within the audience of KHNS when it appears that the applicant’s qualifications for a particular position are at least equal to those of another applicant who does not maintain a permanent domicile within the audience. The General Manager shall hire and dismiss staff. The Board of Directors shall hire and dismiss the manager of the station, or General Manager, who shall serve at the pleasure of the Board. In the

absence of a Managerial Contract, the General Manager shall be governed by the Personnel Policy with the exception of the Termination and Dismissal Policies, and General Grievance Procedure.

KHNS is an Equal Employment Opportunity employer.

# 3.5: Initial Evaluation Period

New employees and employees who are promoted or transferred are considered to be in an initial evaluation period for the first 90 days of their employment. These employees may receive a performance review at the end of their first 90 days of employment and if the review indicates satisfactory job performance, this initial evaluation period will end. However, if the review indicates unsatisfactory job performance, the supervisor at his or her discretion may dismiss the employee or extend the initial evaluation period for up to 90 days. If the initial evaluation period is extended, the supervisor and the employee will discuss the job performance problems and set goals for improvement. At the end of the extended initial evaluation period a second performance review may be conducted. If the second review indicates unsatisfactory job performance, the employee will be dismissed.

Notwithstanding anything contained herein to the contrary, employees may be dismissed at any time during their initial evaluation period or during their extended initial evaluation period, without any right of internal appeal through the grievance process.

**4: COMPENSATION**

# 4.1: Pay Plan

In order to assure that all employees receive fair, equitable and appropriate compensation for their positions, as well as fair, equitable and appropriate consideration for salary increases, KHNS will establish a pay plan. Each position will be assigned to an established range on the pay plan. Each range will have a minimum and maximum rate of pay. New employees are usually hired at the minimum rate for the position, depending on experience and qualifications.

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| **4.2:**    | **Overtime** Within reason, an employee is expected to work overtime on request. The appropriate supervisor must approve overtime work in advance. If the employer finds it necessary to employ an employee for hours in excess of the limits set by law, overtime compensation for the overtime at the rate of one and one-half times the regular rate of pay shall be paid. As provided in the Alaska Wage and Hour Act, an employee is entitled to overtime compensation for hours worked in excess of eight hours a day unless the employee is exempt from the overtime provisions of that Act. Employees who are covered by the overtime provisions of the Fair Labor Standards Act and the Alaska Wage and Hour Act are entitled to overtime compensation for hours worked in excess of 40 hours a week. In determining whether an employee has worked more than 40 hours a week the number of hours worked shall be determined without including hours that are worked in excess of eight hours in a day because the employee has or will be separately awarded overtime compensation based on those hours. The General Manager will determine the dates of any given workweek.  |
| **4.3:**  | **Holiday Pay**  Non-exempt employees, required to work on a KHNS-recognized holiday (see Section 6.8), will receive compensation at two times their normal rate of pay.  |

# 4.4: Pay Adjustments

KHNS may from time to time establish a merit pool as part of its annual budgeting process, subject to funding limitations and specific criteria. Merit increases provide an incentive for employees to improve their work performance and develop their knowledge, skills and abilities. Merit increases are not automatic and are not granted solely on the basis of longevity or seniority. On completion of the performance review, supervisors may recommend, and the General Manager may approve, merit salary increases.

KHNS may, from time to time, adjust the overall pay plan to reflect changes in the cost of living. Such adjustments will affect all employees, and are normally considered as part of the budgeting process prior to the start of the new fiscal year. Cost-of-living adjustments are subject to budgetary limitations.

# 5: JOB CHANGES

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| **5.1:**   | **Promotions** A promotion is the advancement of an employee to a position opening at a higher level with a higher salary. KHNS encourages the promotion of current employees whenever possible; management is expected to develop and encourage employees and notify them of opportunities for advancement.  |
| **5.2:**    | **Transfers** KHNS or an employee may request that an employee be transferred to a position in another department as is necessary or desirable. Transfers are considered the same with no loss of benefits or accrued leave to the employee.  |
| **5.3:**    | **Reclassifications** When there has been a significant change in the duties and responsibilities listed in a job description, a KHNS employee or supervisor can initiate a position reclassification study and recommend modifications to the General Manager for approval. If the reclassification study shows a significant increase or decrease in responsibilities or qualifications for the employee, appropriate salary adjustments may be approved. If the reclassification includes a change in job title, with either a pay change or significant change in job description, it is a new position and may be posted.  |
| **5.4:**   | **Demotions**  |

KHNS may demote an employee to a position in a lower salary range if the employee requests the change, if organizational needs are such that the employee's higher salary range position must be eliminated, or if the employee proves unable to adequately perform the duties of the higher range position. Actions leading to demotion must be fully documented, in writing, and placed in the employee's personnel file. The action must be discussed with the employee and approved by the General Manager.

**5.5: Termination**

#  5.5.1: Resignation

An employee who intends to resign is expected to give written notice to the appropriate supervisor at least two weeks before the intended termination date.

#  5.5.2: Dismissal

An employee may be dismissed for unsatisfactory job performance or for any of the reasons for disciplinary action and dismissal listed in Section 7.3. If an employee is dismissed for unsatisfactory job performance based upon the performance evaluation process (described in Section 7.1), the employee will be given a two-week written notice of the dismissal action or, alternatively, be paid salary for the two week notice period if KHNS deems it is in its best interests to terminate the employee immediately. If, however, dismissal is due to any of the causes for dismissal listed in Section 7.4, no notice is required.

#  5.5.3: Reduction in Force (Layoff)

Should budgetary requirements change to the extent that a reduction in staff size is required, KHNS will attempt to transfer affected employees to other positions within the organization. When two or more employees are equally qualified to perform the work available, layoffs and transfers will

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ade upon the basis of length of continuous service and upon taking into consideration each employee’s past performance reviews.

#  5.5.4: Exit Interview

Any time an employee leaves the employ of KHNS, for whatever reason, his or her supervisor or the General Manager may interview the employee with the intent of reviewing the conditions surrounding employment at KHNS. This interview is intended to give departing employees a chance to make constructive suggestions about ways to improve KHNS and its methods of employment and to allow management to keep a record of reasons why employees leave KHNS.

#  5.5.5: Personnel Actions

All personnel actions will be documented, with an explanation for the actions, and placed in the employee's personnel file.

The General Manager shall report personnel issues to the Board on a monthly basis.

# 6: EMPLOYEE BENEFITS

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| **6.1:**  | **Health and Life Insurance** and Simple IRAFull-time employees will be offered personal health insurance coverage under a Health Reimbursement Arrangement sufficient to cover health insurance premium costs within the employees age class. The HRA has certain provisions discussed more completely in additional documents. Employees may elect dependent coverage at the employee’s own expense. Part-Time employees will be offered a flat stipend of $150/month.KHNS offers full-time employees a Simple IRA. KHNS will match up to 3% of employee contributions monthly. Simple IRA accounts belong to the employee and can go with the employee should they leave.  |
| **6.2:**     | **Worker's Compensation** All KHNS employees are covered by a Worker's Compensation Insurance policy as required by Alaska state law.  |
| **6.4:**   | **Employment Security Compensation (ESC)**  |

Provisions of Alaska’s Employment Security Compensation laws cover employees; contributions are made by both KHNS and the employees at a rate determined by law, through payroll withholding.

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| **6.5:**          | **Annual Leave** Full-time employees earn annual leave as follows:  12 working days after 12 months of continuous employment  18 working days after 36 months of continuous employment   **Part-time employees earn annual leave on a pro-rated basis.** Temporary or casual employees, as defined in Section 3.1.5, do not earn annual leave. Annual leave is not accrued while absent without approval or if an employee is on leave without pay. Annual leave is not computed on overtime hours. Holidays during annual leave periods are not counted as annual leave taken. Annual leave must be scheduled and taken within the following twelve months, and may not be carried forward. It is the responsibility of the General Manager to give all employees the opportunity to use their annual leave. **Annual leave may be taken after the first 6 month the initial evaluation period for new employees.** It may not be taken during disciplinary probation; annual leave may be taken during the initial evaluation period for employees who have been promoted or transferred to new positions. Authorization to take annual leave must be requested, in writing, in advance and approved by the employee's supervisor. Upon termination, an employee will be paid, at the regular hourly rate, for any unused annual leave within 30 days.  |
| **6.6:**   | **Medical Leave** Full-time employees accrue medical leave at the rate of 8 hours per month of employment, to a maximum of 192hours (2 years). Part-time employees accrue medical leave on a pro-rated basis, eight hours for every 172 hours worked. Temporary or casual employees do not accrue medical leave. Employees absent without approval or on leave without pay do not accrue medical leave. Medical leave may be taken during the initial evaluation period or the extended initial evaluation period.  |

KHNS may at any time request written verification of the nature of the employee's condition and of the advisability of continued medical leave from the employee's physician or other medical practitioner.

Employees must notify their supervisors and request medical leave within two hours of their usual work starting time. Medical leave may be granted for any of the following reasons:

Personal illness or injury

Visits to practitioners of the healing arts

Illness or injury to a member of the employee's immediate family

Pregnancy-related conditions and childbirth

Immediate family includes parent, sibling, spouse, domestic partner, child, grandparent or grandchild or other persons at the discretion of the General Manager.

If medical leave is depleted, the employee may then request annual leave for the remaining period of absence; if annual leave is depleted, the employee may then request unpaid leave (see Section 8.6).

Unused accrued medical leave benefits are not paid upon termination of employment.

Medical Leave may be donated to another employee who has exhausted all medical leave due to a catastrophic illness or injury. Donated medical leave may be accrued to a maximum medical leave of 480 hours including the employee’s existing medical leave accrual at the onset of catastrophic illness or injury. Requests to donate medical leave must be made in writing and approved by the General Manager. Due to the size of the organization, KHNS is not subject to the provisions of the Family Medical Leave Act.

# 6.7: Bereavement Leave

The General Manager may grant paid bereavement leave of up to five days upon the death of a member of the employee's immediate family. Immediate family includes: parent, sibling, spouse, domestic partner, child, grandparent or grandchild other persons at the discretion of the manager.

# 6.8: Holidays

KHNS recognizes 7 holidays for all full and part-time employees:

 New Year's Day

 Martin Luther King Day Labor Day

Memorial Day Thanksgiving Day & day after (Friday)

Independence Day Christmas Day

**In the event that New Year’s Day or Christmas Day fall on a Thursday, the adjacent Friday will be included as paid holiday.**

Holidays do not accrue as annual leave and may not be added to the employee's annual leave balance. Non-exempt employees scheduled to work holidays will receive holiday pay (see Section 4.3).

Due to the special requirements of our radio news department, employees may be required to work on holidays.

 **6.9 Non-Compensation for Unused Benefits.**

*An employee who declines to receive or to use a benefit for which he or she is made eligible by the Personnel Policy shall not be entitled to any other compensation, consideration, remuneration, or alternative benefit in lieu thereof.*

# 7: EMPLOYEE PERFORMANCE, EVALUATION, DISCIPLINE AND GRIEVANCES

**7.1: Performance Evaluations**

Continuing evaluation of employee performance is an important management responsibility. KHNS uses written performance evaluations to accomplish four objectives:

1. Better communication between supervisors and their employees
2. Improved motivation
3. Development of employee skills
4. To advise employees of any performance deficiencies

Effective communication is the cornerstone of a good supervisor-employee relationship. Supervisors must first make clear to an employee what the supervisor expects the employee to accomplish and what the supervisor believes constitutes satisfactory performance.

Supervisors then must be able to tell the employee in a regular and ongoing way how he or she is doing on the job and whether expectations

are being met. The supervisor should provide praise for that part of the job that the employee is doing well. The supervisor must also be able to clearly articulate areas of deficiency when the employee needs to take corrective action in order to bring his or her work up to an acceptable level.

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|    | An employee's evaluation reports are to be prepared at the end of an employee's initial evaluation period and, if applicable, after an extended initial evaluation period. After that time, evaluation reports may be completed on an annual basis on or around the employee's anniversary date. The employee's job description is the basis for the performance evaluation. Evaluations will be prepared and signed by the General Manager, shared with supervisor and the employee for signature.  |
| **7.2:**   | **Administration of Merit Increases**  When, after completion of an annual performance evaluation, a supervisor considers an employee's performance to be satisfactory or better, the supervisor may recommend the employee receive a merit increase. The General Manager shall review the recommendation and decide whether a merit increase shall be awarded, depending on the availability of funds. Merit increases are not automatic and are not to be granted on the basis of longevity or seniority.  |
| **7.3:**   | **Disciplinary Probation**  |

An employee who has satisfactorily completed the initial evaluation period or the extended initial evaluation period can be placed on probation if the employee’s performance, attitude, attendance or conduct is not deemed acceptable by the supervisor. Such an employee shall be given a written notice from his or her supervisor stating that the employee is being placed on formal disciplinary probation and such notice shall also indicate the reasons for the action, the length of time for the probation period, and the expected improvements. At the end of the probationary period, the supervisor will conduct a special performance evaluation. If the results are unsatisfactory, the probation period may be extended, not to exceed a total of six months total probation, or the employee may be demoted or dismissed.

Employees on disciplinary probation may not take annual leave or unpaid leave except at the discretion of the General Manager.

# 7.4: Disciplinary Actions and Dismissal

Certain violations of law, KHNS policies, or professional work standards may be cause for immediate disciplinary action against any employee. A supervisor may take action in the form of an oral or written reprimand, placing the employee on disciplinary probation (see Section 7.3), or immediate dismissal for the following causes:

1. Violation of FCC rules and regulations

1. Theft, abuse or deliberate destruction of KHNS property

1. Possessing, using, or being under the influence of alcohol or illegal drugs on KHNS premises

1. Falsifying station records

1. Revealing confidential information

1. Sleeping on duty

1. Fighting or assaulting another person on KHNS premises

1. Commission of any crime on KHNS premises

1. Possession of weapons or explosive materials on station premises

1. Abusive or discourteous conduct toward members of the public or employees of KHNS

1. Attempting to coerce an employee to join or resign from an employee association by means of threats, intimidation or abusive conduct

1. Excessive absenteeism or tardiness

1. Conviction of a felony crime

1. Unlawful harassment (including sexual harassment) or retaliation

1. Discriminatory statements or conduct
2. Insubordination
3. Inappropriate use of KHNS’s computer system, including Internet access

1. Falsification of information on the employee’s job application or resume

1. Obscene, abusive, or disruptive language or behavior

1. Such other misconduct which in the judgment of management constitutes reasonable grounds for discipline, including oral or written reprimands, placing the employee on disciplinary probation, or immediate dismissal.

No attempt has been made here to establish a complete list of conduct that can result in disciplinary action or termination. KHNS wishes to remind all employees that they are at-will employees, and that KHNS or the employee can terminate the employment relationship at any time, for any reason, or for no reason, despite the guidelines and examples set forth above.

# 7.5: Grievance Process

When employee dissatisfaction results from working conditions, management decisions and/or personnel actions, employees have an opportunity to have their grievances considered and answered. However, employees during their initial evaluation period or an extended initial evaluation period are not entitled to grieve their demotion or dismissal.Personnel-related problems are best resolved informally between the employee and supervisor or the employee and appropriate department head. However, if a problem cannot be resolved informally, the employee may initiate a formal grievance procedure that follows these steps:

The employee will prepare a written statement of his or her position on the problem and submit it to the immediate supervisor within 30 days of the personnel action or management decision. The supervisor will prepare a written response and submit it along with the employee's statement within two weeks to the appropriate department or division head. The department or division head will offer, in writing, a proposed solution to the problem within two weeks. The parties may accept the department or division head's proposed solution or either party may appeal to the General Manager, who in turn will render a decision on the proposed solution within two weeks. If no department head exists, then appeal process goes directly to the General Manager. In the event of a grievance involving the General Manager, the appeal process goes directly to the Board of Directors

The decision of the General Manager may be appealed to the Board of

Directors at the next regular or special meeting of the Board. The Chairman of the Board will create a special Grievance Committee to hear the appeal. The Committee will consist of three Board members; the Board Chair will select a Board member to serve as chair of the Committee; the party bringing the grievance will select the second Board member, and the General Manager will select the third Board member.

The special Grievance Committee will establish a process for hearing the appeal and considering the positions of the various parties. The hearing procedure shall be informal. The Committee will meet to hear the appeal within two weeks of the establishment of the committee. The Committee will prepare a written report of its findings and recommendations and give to the Board of Directors, within two weeks following the conclusion of the hearing. The Committee will present the report to the Board of Directors at the next regular or special meeting of the Board and upon consideration of the report, the Board itself will render a final decision.

It is prohibited for an employee to purposely seek out one or more Board members to influence them in regards to working conditions without going through the proper procedures outlined in this section. Failure to use the proper procedures may result in a written reprimand to the employee’s personnel file. More than one written reprimand may result in a temporary suspension and leave without pay.

Two weeks response time is a guideline, and should be adhered to whenever possible. Prompt resolution of the grievance is in the best interest of the employer and the employee. Therefore, the employer will attempt to move expeditiously through the grievance process in order to resolve the matter in a timely manner.

#  8: OTHER PROVISIONS

**8.1: Ownership of Program Material**

All program material created by KHNS employees while working for KHNS or using KHNS facilities remains the property of KHNS, unless otherwise specified in a contract approved and signed by the General Manager. The General Manager upon consideration of the specific circumstances, for material owned by KHNS may approve additional compensation to the employee, from outside sources.

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| **8.2:**     | **Employment of Relatives** KHNS will not employ two relatives (including relatives by marriage) in the same department. An employee may not be the immediate supervisor of a relative. Two relatives may not both be employed as officials or department heads. The General Manager may not be related to a staff member. The Board of Directors may waive this rule if it is deemed to be in the best interest of KHNS.  |
| **8.3:**    | **Conflict of Interest** Employees are expected to conduct themselves, especially in matters of outside employment, in such a way as to avoid any conflict between the interests of KHNS and the employee, or the appearance of such a conflict. It is the responsibility of employees to notify KHNS of any potential conflict or appearance of conflict. Employees shall disclose such situations as soon as possible. Employees may not accept gifts, money or gratuities from persons who might benefit from business relationships with KHNS, or in exchange for promotional consideration over the air.  |
| **8.4:**   | **Soliciting/Conduct of Outside Activities**  |

Solicitation of funds for charitable causes may be allowed with the approval of the General Manager.

Sales of commercial products or services and distribution of advertising matter, circular or leaflets in connection with commercial products or services are prohibited on KHNS premises, except in designated areas. Solicitation for political or religious purposes, including posting of leaflets, notices or other materials on KHNS premises, is also prohibited.

KHNS encourages employee involvement in other non-profit community activities, but such personal business must not interfere with the employee's duties. The General Manager must approve use of KHNS resources for the benefit of other community organizations, in advance. These resources include, but are not limited to: telephones, meeting space, production facilities, office equipment and supplies and KHNS personnel.

Because KHNS is the only local radio station and our communities are

small, it is imperative that KHNS maintains a neutral position regarding political and other issues.

Paid personnel are prohibited from seeking nomination to or becoming a candidate for any local, state, or national elective political office without first resigning from KHNS unless otherwise approved by the Board of Directors.

As a corporation, LCB prohibits a husband/wife or a parenthood relationship between a Board Member and the General Manager.

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| **8.5:**     | **Personnel Records** KHNS maintains confidential personnel records for each employee. The contents of these personnel files may be revealed only to the employee, the General Manager, the employee's department head and supervisor. The employee may authorize, in writing, other persons they wish to have access to their records. Personnel records are the property of KHNS. Files may be copied but cannot be removed from the premises.  |
| **8.6:**    | **Leave Without Pay** Brief leaves of absence without pay, not to exceed two weeks, may be granted in extraordinary circumstances, and only when all accrued annual leave and/or accrued medical leave (if applicable to the situation) has been used. Brief leaves of absence may not be granted to employees during their initial evaluation period or an extended initial evaluation period except in extreme cases of personal hardship, and only with the approval of the General Manager. The employee continues to receive benefits during the leave period; however, additional annual leave or medical leave does not accrue during unpaid leave. Brief leaves of absence must be requested, in writing, and approved by the employee's supervisor.  |

Extended leaves of absence, in excess of two weeks but not to exceed six months, may be granted to employees with at least three years of continuous full-time service. The employee may be able to continue health insurance and pension plan benefits during extended unpaid leaves at his or her own expense. Additional annual leave or medical leave does not accrue during unpaid leave. Extended leaves of absence must be requested, in writing, and approved by the General Manager.

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| **8.7:**  | **Military Leave** KHNS complies with all the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and will grant military leave to all eligible full-time and part-time employees in accordance with that act. As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.  |
| **8.8:**    | **Jury Duty** An employee called to serve as a juror or subpoenaed as a witness will be entitled to court or jury duty leave, with pay. Upon completion of the duty, the employee may be required to submit a statement of attendance from the court to his or her supervisor.  |

# 8.9: Professional Development

KHNS has an interest in providing for the on-going professional development of its staff. Information on training opportunities will be made available to the staff on a regular basis. Employees wishing to take advantage of training opportunities should submit a written request to their immediate supervisor who will recommend action to the appropriate department head. Decisions will be based on the relevance of the proposed training to the employee's job responsibilities, the employee's work schedule, previous training opportunities afforded the employee, cost-effectiveness of the training, and the availability of funds.

Employees who participate in professional training opportunities are expected to share information learned with other KHNS staff members, and may be required to brief staff members and/or prepare a written report and an evaluation of the effectiveness of the training. KHNS does not normally pay tuition and other costs of formal, for-credit classes or course work at colleges, universities, vocational schools or other similar education institutions. However, the General Manager may approve reimbursement of these costs if:

The course work provides a clear benefit to the organization by enhancing the employee's ability to assume additional job responsibilities.

The employee successfully completes the course work. "Success" may be indicated by a passing grade, a good instructor evaluation, or meeting specific criteria agreed on between the employee and his or her supervisor prior to the course. KHNS will not reimburse such expenses when the course work is necessary for the employee to meet the minimum requirements of the position, except in those cases where the employee is considered a trainee and is hired in a training position with a training program approved by the General Manager.

Because of the high cost of training, KHNS expects employees who are afforded training opportunities to remain with the organization for a time sufficient for the organization, as a whole, to benefit from the training. Therefore, employees who receive training at the expense or KHNS and who voluntarily leave their positions within a period of six months after the training may be required to reimburse KHNS for the cost of the training, unless alternate arrangements are made in advance.

# 8.10: Drug-Free Workplace

Under the provisions of the "Drug-Free Workplace Act of 1988", it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. Employees of KHNS who violate this are subject to disciplinary actions under section 7.4.

All employees will notify the General Manager within five days of any criminal conviction of drug-related activities occurring in the workplace.

**8.11: Computer, Electronic Mail and Internet Usage**

All computers purchased or leased by KHNS for business use are the sole property of KHNS. Additionally, the electronic mail and Internet systems are KHNS property. The use of KHNS'S computers, electronic mail & Internet systems is reserved primarily for the conduct of business at KHNS. Limited personal use of the computers, electronic mail and Internet systems is permitted, but should not be excessive or interfere with business needs or normal operations.

All messages and attachments composed, sent or received on KHNS computers, the electronic mail or the Internet systems are and remain the property of KHNS.

They are not the private property of any employee, and employees should not consider any messages or material as private, confidential or as their personal possessions.

Employees must not use a code, access a file, or retrieve any stored communication, other than where authorized. All pass codes are the property of KHNS.

You may not remove from the premises any hardware, software, files or data without prior management authorization.

Relation to Other Policies. This guideline is intended to be consistent with other KHNS policies, including the Company's Equal Employment Opportunity and Harassment policies. Employees are to use KHNS computers, electronic mail and Internet systems in a manner that is consistent with these other policies. The computers, electronic mail and Internet systems are not to be used to create or receive any offensive or disruptive messages. The systems must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate. The computers, electronic mail and Internet systems must not be used to commit any crime, including but not limited to sending obscene emails over the Internet with the intent to annoy, abuse, threaten, or harass another person.

Electronic Media Guidelines. Electronic mail, Internet access, and other electronic media and equipment are business tools that are provided by KHNS to employees to facilitate timely and efficient conduct of business. Employees are allowed use of these resources when necessary to serve our customers and conduct KHNS’s business.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

**Employee Acknowledgement & Agreement**

 I hereby certify that I have received and read a copy of the handbook containing KHNS Personnel Policies (“Handbook”); I understand the office policies listed herein, and agree to abide by all policies listed herein. I further acknowledge that I have received a photocopy of this office policy for my own records and that the original copy of this Acknowledgement & Agreement will be placed in my personnel file. I understand that this Handbook is intended to provide an overview of personnel policies, that it is not an employment contract, that it does not create any express or implied employment contractual obligation, and that the Board of Directors of Lynn Canal Broadcasting, Inc. may at any time add, change, rescind, eliminate, or revise the contents of this Handbook at its sole discretion and without my prior knowledge, consent, or approval.

 I understand that my employment and compensation are for no fixed term, and that the KHNS General Manager can terminate me at any time with or without cause or notice. Likewise, I may resign at any time for any reason or for no reason upon giving two weeks’ notice.

 Employee’s Name (Please Print)

Employee’s Signature Date

 Supervisor’s Name (Please Print)

 Supervisor’s Signature Date