

WFHB Policies



Approved by WFHB Board of Directors
September 2017

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Board / Committee Duties and Responsibilities

Article 1 – Board of Directors

Section 1 – Duties and Responsibilities

The Board of Directors is the governing and policy-making body of WFHB. Each Director must act as a voting member of the Board with full authority and responsibility for:

- A. Developing strategic policy that assists WFHB in achieving its mission
- B. Supporting the mission, policies, committees, and activities of WFHB
- C. Monitoring WFHB's financial health, programs and overall performance
- D. Approving the budget and reviewing monthly financial statements
- E. Providing the General Manager with the resources to meet the needs of the members
- F. Evaluating the performance of the General Manager regularly
- G. Assisting in fundraising through member recruitment, maintenance and retention
- H. Representing WFHB policies, programs, members and mission to the community

1. Individual Board Member Duties

The Board is as effective as its members and leadership enable it to be. Members are expected to:

- A. Attend monthly Board meetings, special meetings of the board, annual retreats
- B. Review any information distributed prior to each meeting, and any reports received during meetings.
- C. Assist with membership, retention, and fundraising programs/strategies
- D. Be a visible leader by attending as many WFHB special events as possible.
- E. Actively participate in at least one committee or task force during each term
- F. Monitor the finances and budget reports.
- G. Accept special assignments when appointed by the Chairperson/President of the Board
- H. Participate in evaluating their personal and the Board's collective performance.
- I. Represent WFHB and its views to the community as directed by the Board
- J. Attend orientation and utilize training opportunities throughout the term

2. Board Self-Evaluation

Board members must meet standards of conduct and attendance:

- A. attend 75% of Board meetings and
- B. actively participate in at least one committee or task force

C. avoid bringing discredit upon WFHB by their actions.

Board members not performing these duties shall be reviewed by the Board and Executive Committee and may be submitted to the Participating Membership for removal from the Board of Directors, as provided by Article 6.3.8 in the Bylaws

Section 2 – Elected Officer Responsibilities

According to the Bylaws of WFHB, we have three Corporate Officers: President/Chair, Secretary, and Treasurer. The officers of the Corporation also act as the officer of the Board of Directors. All officers are elected by the Board at their Annual Meeting, and they serve terms of one year.

2.1 President/Chair

The President provides leadership and carries out the policies established by the Board by serving as the chief voluntary executive officer of WFHB, exercising general supervision of activities.

Responsibilities include:

- A. Presiding at all Board of Directors meetings;
- B. Performing any duties required of the Chief Executive Officer of the Corporation;
- C. Assigning personal responsibility to Board members for specific divisions of WFHB activity

2.2 Secretary

The Secretary serves as “second-in-command” after the President in Corporate matters, and is responsible for maintaining all written records of the Corporation.

Responsibilities include:

- A. Keeping the minutes of all Board of Directors meetings;
- B. Giving proper notice of all Corporate and Board meetings in accordance with the Bylaws;
- C. Assuring that all elections are held in accordance with the Bylaws; and
- D. Presiding at any meeting of the Board at which the President is absent

2.3 Treasurer

The Treasurer is responsible for all financial matters of the Corporation.

Responsibilities include:

- A. Review of receipts and disbursements monthly with the General Manager and assigned staff;
- B. Makes a regular report of all receipts and disbursements;
- C. Presenting this report to the Board of Directors for final approval at each monthly Board meeting;
- D. Ensures that an annual audit of WFHB books is made by a Certified Public Accountant when and if necessary
- E. Advises on all capital expenditures, investment decisions, compensation issues;
- F. Attends all Finance Committee meetings;
- G. Develops an annual budget, in conjunction with the General Manger, staff, and Board; and
- H. Presides at any meeting of the Board at which the President and Secretary are absent.

Section 3 – Recruitment of Board Members

It is the responsibility of the entire Board of Directors, as well as the Committee and individual Board members, to locate, inform and recruit qualified candidates as future Board members.

In order to find the most valuable candidates, it is necessary to assess the characteristics of the current Board of Directors, as well as to identify areas for improvement, first. Each year, before the Nominating Committee begins its work, the Board will conduct an evaluation of the entire Board, of the individual Board members, and of the Board's regular procedures.

3.1 Objectives

Assess the Board of Directors

- A. Board Member Self-Evaluation, to stimulate dedication and improvement
 - a. Assess attendance at Board meetings and other WFHB functions.
 - b. Assess accomplishments.
 - c. Record future plans of each Board member
- B. Board Evaluation
 - a. Assess accomplishments since the last Evaluation
 - b. Compare accomplishments with goals and intentions set at the last Evaluation
 - c. Identify areas for improvement
 - d. Align goals of the Board, Board members, WFHB

To evaluate the State of the Station, the Board considers the following:

Assessing WFHB

- A. How is WFHB doing at fulfilling its Mission Statement?

- B. What are the station's current goals?
- C. What are the difficulties, challenges, and obstacles faced by WFHB at present?
- D. What challenges can be foreseen in the future?
- E. Consider changes to WFHB's goals, policies, and procedures in the light of the above.

When seeking candidates for the Board of Directors, preference is given to people who:

- A. Have specific skills and backgrounds that address identified needs in station governance.
- B. Have enough time available to perform the duties required
- C. Are familiar with WFHB and its broadcast area
- D. Have a history of participation in the station.

Article 2 – Board of Directors Committees

Under Section 6.3.6 of the Bylaws Board of Directors committees are

- Established by vote of the Board of Directors.
- Goals and boundaries for the committee's work are also established by vote of the Board, and
- The Board may determine the size of the committee, or set a minimum number.
- The Board may not specify when a committee meets, each committee decides for itself.

Board committees assist in oversight. All committees should conduct their business with the ultimate goals of:

- streamlining operations,
- accommodating a variety of voices and opinions in station operations, and
- creating/cultivating strategic partnerships.

Committees shall:

- Meet regularly, usually monthly
- Submit minutes to the GM within one week of each meeting, including who is in attendance;
- Require its members to attend at least 75% of its meetings
- Recruit and retain committee members. All Board of Directors Committees follow these rules:
 - A. Board committees answer to the Board of Directors, and report directly to the Board of Directors.

- B. Board committees regularly keep the Station Staff informed of their progress and requirements, as may be appropriate.
- C. Board Members may serve on any committee, if they wish to or are directed to, but duly constituted committees may operate without including Directors as voting members.
- D. The term of membership on a Board Committee shall be until the Committee's work is finished and the Committee is dissolved, or in the case of standing Committees, not less than one year,, unless the Board approves a variation.

Section 1 – Executive Committee

Purpose of the Executive Committee: under Section 8.2 of the Bylaws “the Executive Committee”

- deals with matters requiring a decision or action at the Board level, but
- can only act if a meeting of the full Board, with a Quorum, cannot be convened in time,
- unless the Board of Directors resolves to give the Executive Committee other specific duties.

Current Responsibilities assigned to the Executive Committee by the Board:

Composition: Under Section 8.1 of the Bylaws all EC members:

- must be current Board Members, and
- are chosen by vote of the Board.
- It is WFHB's usual practice to include the Board President on the Executive Committee, although this is not required.

Meets: As needed, and sets its own schedule.

Section 2 – Finance Committee

Composition: Board Treasurer + General Manager + at least one other Board member + up to three non-Board members

Meets: Monthly, currently on the third Wednesday at 6 p.m. in the big production room at WFHB.

Mission: To provide direct oversight of station finances, seek and apply for grants, ensure correct and timely tax filings and annual report.

Section 3 – Nominating and Personnel Committee

Composition: Two Board members, three non-Board members (station volunteers and/or listeners), and the General Manager (who is fully included in the process, but does not vote.) The Committee will elect its Chairperson and set its meeting schedule.

Membership Restrictions:

- If the Board member serving on this committee becomes an applicant for an open position at WFHB, then said Board member will be relieved of their Committee duties until the position has been filled.
- If a Board member will be seeking re-election to the Board, then they will not be allowed to participate in any Nominating Committee tasks for the 60 days prior to the Annual Meeting.

Makes personnel recommendations to the board; it does not hire:

1. Authorization to hire any paid employee rests with the Board of Directors only, and may not be delegated, as set forth in Section 6.1.1 of the Bylaws.
2. Authorization to recruit to fill a vacancy in an existing position rests with the General Manager in consultation with the Board of Directors.
 - a. The General Manager will find and recommend new employees to the Board
 - b. The General Manager may offer more than one name and leave the choice to the Board, or a single name.
 - c. The Board records a vote to hire the employee.
3. If a new General Manager is being hired, the current General Manager may not serve as Chair of this committee during that process.
4. The recruiting process:
 - a. Basic job qualifications of formal education, background, and experience shall be determined before recruiting begins. These qualifications will be based on job requirements, and expressed in a Job Description which has been approved by vote of the Board of Directors.
 - b. Once the General Manager has decided that a position will need to be filled, the General Manager will notify the Board President who will call for the Ad Hoc Nominating and Personnel Committee to begin meeting to fill the position.
 - c. Open positions must be advertised within the station and to the public. This advertising:
 - i. Must be reviewed and approved by the Nominating and Personnel committee before being issued or posted
 - ii. Must continue for at least 14 calendar days before the deadline for applications, or longer if the committee so wishes.
 - iii. Must include:
 1. The title of the available position
 2. A brief summary of the duties and responsibilities
 3. Minimum education and experience requirements

4. The pay range
5. The deadline, if any, and the place of submission of the application
6. A statement that WFHB is an Equal Opportunity Employer

Open positions must be advertised internally and externally and posted for no less than 14 calendar days prior to the closing of the application period. The Nominating and Personnel Committee must meet at least once prior to the advertising of the open position to review the job posting.

5. Receiving applications:
 - a. Upon receiving an application or resume, the General Manager, or a designated committee member, should acknowledge the receipt of the documents by respectfully thanking the applicant, and informing them about the rest of the process. This should include the information that a committee is reviewing all the applications, and that the next step will be to call some applicants for an interview. The names of people serving on the committee should not be volunteered to applicants.
 - b. Once an applicant has been eliminated from the hiring process (whether that be during the review of the resumes, after interviews, after reference-checks, or after another applicant has accepted the position), the General Manager, or the designated committee member, should contact the person and inform them courteously that WFHB will be moving forward without them as a candidate for the position. The person should be thanked for having gone through the application process.
6. Reviewing applications: The Nominating and Personnel Committee will meet as soon as possible after the deadline for applications has passed, and review all applications and accompanying documents.
 - a. The goal of this review is to decide which applicants, if any, will be interviewed for the position.
 - b. The committee will compare the information in the documents with the approved Job Description, and consider credentials and relevant experience.
 - c. The committee will at all times adhere to WFHB's Equal Opportunity Employer and Non-Discrimination policies.
7. Once the applicant(s) to be interviewed have been decided, the Nominating and Personnel Committee will appoint a team to conduct the interviews. This team:
 - a. Should, if at all possible, remain constant throughout all interviews.
 - b. Must have at least three people, but may be larger.
 - c. May include people who are not members of the Nominating and Personnel Committee.
 - d. Should include the General Manager
 - e. Should include at least one other paid staff member
 - f. Should include at least one Board Member.
 - g. Will be the only people who may speak during interviews.

- h. Any member of the Nominating and Personnel Committee who is not on the Interview Team may listen to interviews and offer opinions afterward, but may not speak or ask questions.
- 8. Interviews will be conducted:
 - a. In a way that is fair and consistent for all applicants.
 - b. In person, or through electronic communication, as may be appropriate.
 - c. According to a plan established with the approval of the committee, which includes some standard questions and some provision for interviewers to ask their own, or follow up on answers.
- 9. After interviews are conducted:
 - a. Each interviewer or listener should keep notes on the questions asked and the responses given.
 - b. Those present will immediately confer, vote if needed, and rank the applicants in order from best to least, and report these results to the full Committee.
 - c. The full Committee will meet as soon as possible after the interviews are completed, consider the rankings, and vote to decide who will be offered the position. The Committee will also decide on a second option, if the top choice does not accept.
- 10. After the Committee has chosen the top two candidates, the General Manager shall be responsible for seeing that background and reference checks are conducted on candidates
 - a. If investigations turn up any information which affects the job offer, the General Manager will notify the Committee, which will decide what action to take, if any.
 - b. If the results of these investigations are satisfactory, the General Manager will make the final decision as to which candidate will be **CONDITIONALLY** offered the job first, and notify the Committee
- 11. There being no objections from the Nominating and Personnel Committee, the General Manager should offer the prospective employee a Conditional Offer of Employment.
- 12. Once a conditional offer to employ is accepted by a candidate, the General Manager will report this to the Board of Directors, and recommend that they vote to hire the candidate.

Nominations - Board of Directors.

- 1. The process for nominating candidates is outlined in the station's Bylaws (6.2.1)
- 2. Our procedure, from the Bylaws (6.2.1):
 - a. The Nominating and Personnel Committee should meet for the first time no later than 120 days to the Annual Meeting to write and approve an announcement to the Membership about the upcoming Board election, including a request for suggested names and information on the nominating process allowed under the Bylaws. .

- b. At this time, they should develop, or review and approve, standardized questionnaires to be filled out by all candidates who would like to stand to be elected to the Board of Directors.
- c. The Board will keep a running list of possible candidates for the Board, as names come up or are suggested.
- d. The committee will receive suggestions from anyone and, along with the Board of Directors, will consider all names with due deference to WFHB's Non-discrimination Policies.
- e. The Committee will suggest a list of names, including at least one name for each seat to be elected, to the Board of Directors no later than 75 days prior to the Annual Meeting.
- f. The Board of Directors will consider these names, cause any appropriate inquiries to be made to insure against conflicts of interest or other appropriate concerns, rank them in order of preference, and arrange for each person to be privately informed and asked if they would be willing to serve on the Board if elected. All who agree will then be given questionnaires.
- g. The Board will vote to approve a list of candidates, at least one for each seat to be filled by the election.
- h. The Board will cause the list of Participating Members to be checked, brought up to date to include all volunteers who are still qualified, or will be qualified by the date of the Annual Meeting, and verified. This list will be given to the Committee in a timely manner.
- i. The Board will inform the Committee, and the Committee will inform the Participating Members, of the slate of candidates approved by this process no less than sixty (60) days prior to the date of the Annual Meeting.
- j. Any petitions received from Participating Members before the deadline of thirty (30) days before the Annual Meeting will be turned over to the Board, checked for accuracy and compliance by the Secretary, and qualified names will be given questionnaires, added to the ballot, and announced to the Participating Members at once.
- k. Absentee Ballots will be sent to all verified Participating Members not less than seventeen (17) days before the Annual Meeting, and copies of the completed questionnaires from each candidate will be included with each Absentee Ballot.

Section 4 – Policy Committee

Composition: Two Board member + up to three non-Board members

Meets: Monthly, currently on the second Monday at 5:15 p.m. at Stefano's Ice Café, otherwise semi-annually or more frequently as needed

Mission: To review the governance document and bylaws, suggest updates or amendments as necessary to the rest of the Board, and assist the Board in presenting any changes to the bylaws to the membership for vote at the Annual Meeting.

Article 3 – Community Advisory Board

The WFHB bylaws allow for a Community Advisory Board to be established and the Corporation For Public Broadcasting mandates the establishment and operations of a CAB . WFHB's Community Advisory Board:

The composition of the advisory board should reasonable represent the interests of the community served by the station.

Does not allow paid employees, and members of the Board of Directors, to serve and vote on the Community Advisory Board, although like any member of the public, they may attend its meetings.

Meets at least once each year, more often if the CAB wishes or as the Board mandates.

Reports directly to the Board of Directors, and also keeps the paid staff and volunteer staff informed of its meetings and recommendations.

Considers and offers opinions and recommendations concerning:

- WFHB's performance of its Mission Statement
- WFHB's programming goals
- WFHB's policy decisions
- WFHB's accomplishments and shortcomings in serving the communities within its broadcast area
- WFHB's achievements in outreach to, and inclusion of, all demographic groups within its broadcast area
- Any other subjects brought to its attention by resolution of the Board of Directors.

Article 4 – Station Committees

Station committees assist in operations. All committees should conduct their business with the ultimate goal of streamlining operations, accommodating a variety of voices and opinions in station operations, and creating/cultivating strategic partnerships.

Committees shall:

- Meet regularly unless otherwise noted, usually monthly
- Submit minutes to the GM within one week of each meeting, including who is in attendance;
- Require its members to attend at least 75% of its meetings
- Recruit and retain committee members.)

Station committees answer to the General Manager or other paid staff member as appropriate. Each committee shall have one – two Board members. There is no term limit for positions on station committees.

Section 1 – Facilities Committee

Composition: two Board members + Chief Engineer + up to two non-Board members

Meets: Currently monthly, as needed, at the WFHB Studio

Mission:

- Recommendations for capital improvements to the board,
- Takes action on facilities maintenance, and facilitates approved upgrades, and
- Serves as a liaison with industry and FCC
- Informs the staff and board of facilities needs, changes, and changes in FCC regulatory compliance
- Operates IT infrastructure, and
- Has the station engineer as a permanent committee member.

Section 2 – Fund Development Committee

Composition: Two Board members + Development Director + up to two non-Board members

Meets: Currently, the second Tuesdays of the month at 4:30 p.m. at WFHB

Mission: Assist Development Director in planning and conducting semi-annual on-air drives, planning and executing special fundraising events, and other fundraising activities as they may be appropriate.

Section 3 – Music Committee

Composition: Two Board members + Music Director + two non-Board member volunteers + two listeners

Meets:

Mission: Assist Music Director in screening proposals for new programming, conducting periodic reviews of current programming, and serve as departmental ambassadors including recruiting volunteers.

Section 4 – News and Public Affairs Committee

Composition: Two Board members + News Director + two non-Board member volunteers + two listeners

Meets: Currently, the third Thursday of the month at 7 p.m. in the big production room at WFHB

Mission: Assist News Director in screening proposals for new programming, conducting periodic reviews of current programming, and serve as departmental ambassadors including recruiting volunteers.

Section 5 – Volunteer Committee

Composition: Volunteer Coordinator + up to four other members

Meets: As requested by the Volunteer Coordinator or decided by the Committee.

Mission: Recruit volunteers, assist Volunteer Coordinator in placement of volunteers, maintain and continually update Volunteer Handbook and related documents

Section 6 – Technology & Web Committee

Composition: One Board members + up to three non-Board members

Meets: Monthly, or as needed

Mission: Assist in recommending and maintaining the information technology, and information assets of WFHB to station IT users and the Board.

Section 7 – Promotions Committee

Composition: One Board members or more + up to three non-Board members

Meets: Monthly, or as needed

Mission: To review, aid, and assist the WFHB website(s), and social media management, streaming media resources, and the mechanics of web and media for all users and visitors to WFHB. Does not set content policy, rather recommends infrastructure and assists in recommendations for the best possible reach for the WFHB community of the content that WFHB produces and/or controls.

Personnel Policy

Article 1 – Equal Opportunity Employment

Section 1 – Anti-Discrimination Policy

Bloomington Community Radio, Inc. shall not discriminate because of color, age, sex, marital status, sexual orientation, gender expression, disability, national origin, ancestry, religion, economic status, union membership, political affiliation, or any other legally protected classification. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment will be solely on the basis of merit and qualification.

Section 2 – Americans with Disabilities Act

Bloomington Community Radio, Inc. shall comply with the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. Bloomington Community Radio, Inc. will consider modifying schedules and making other adjustments to reasonably accommodate employees with disabilities.

Section 3 – Sexual Harassment Policy

What is WFHB's basic policy?

- WFHB does not tolerate sexual harassment, or behavior which is regarded as sexual harassment, in any form, at any time, in its workplace or in connection with any of its activities.
- All WFHB staff, paid or volunteer, are responsible for preventing and stopping sexual harassment.
- Anyone who feels harassed, and anyone who observes sexual harassment occurring, can and should make a complaint, and all such complaints will be treated seriously.
- Any incident of sexual harassment will be subject to corrective action, up to and including dismissal from the staff and banning from the station.

What is sexual harassment?

Verbal, physical, visual or written conduct which is perceived to have a sexual component and is both unsolicited and unwelcome, regardless of the gender or sexual orientation of the people involved.

Sexual harassment is especially serious when:

- Such conduct has the purpose of effectively or substantially interfering with a staff member's work performance or creating an intimidating, hostile or otherwise offensive environment; or
- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or volunteer participation; or
- Submission to or rejection of such conduct by a staff member is used as a basis for staffing decisions affecting the staff member.

What should you do?

...if you feel harassed by anyone, including co-workers, supervisors, or visitors:

1. Object! WFHB encourages you to first tell the harasser that the behavior is unwelcome and offensive, and ask that the behavior stop. Do this immediately if possible. If the behavior continues – or *if you are not comfortable confronting the harasser yourself*,
2. Report. Tell the General Manager. If the GM is not available, or if you are not comfortable reporting to the GM, tell your supervisor or any current member of the Board of Directors. If you are not satisfied with the General Manager's response, you may always report to the Board of Directors.

What will WFHB do?

Any report of sexual harassment will be treated seriously, and investigated thoroughly and promptly by the General Manager, or if referred to the Board of Directors, as the Board may direct.

All staff members, paid or volunteer, will help with the investigation if requested.

The General Manager will take any and all steps necessary to ensure that the harassment stops and does not recur, up to and including suspension or permanent dismissal from WFHB staff, and banning from WFHB's premises and activities. The GM may decide to refer the matter to the Board of Directors.

WFHB will keep complaints and investigations confidential, in order to prevent embarrassment, further harassment, discrimination or retaliation. WFHB's ability to do this may be limited by circumstances, or in some cases by applicable laws.

The matter may be documented in writing, if requested by the General Manager, any party to the complaint, or any member of the paid staff or the Board of Directors involved. All documenting will be done by a member of the paid staff or the Board of Directors.

If the investigation reveals that the report was false, and that it was made with malicious intent, anyone responsible for the false accusation may be subject to the same disciplinary action.

What if you're accused?

Any WFHB staff member, paid or volunteer, who is accused of misconduct, or who may be subject to disciplinary action, has rights under Article 11 of WFHB's By-laws, including the right to make a defense, to request written records be kept, and to appeal to the full Board of Directors.

Section 4 – Violations

Violations of the policies spelled out in Article 1, Sections 1 – 3, will result in remedial action. Grievance Procedure as defined in Article 12 will be followed.

If you believe there has been a violation of the policy stated in Article 1, Sections 1 – 3, please inform your supervisor in a timely manner. If you do not feel you can go to your supervisor, you can take your complaint to the president of the WFHB Board of Directors. Your complaint will be kept as confidential as possible. WFHB prohibits any retaliation against an employee for filing a complaint.

Article 2 – Types of Employment

Section 1 – Exempt and Non-Exempt Employees (Overtime)

An exempt employee is a paid staff person who devotes the majority of his/her time in executive administration, supervision, management, and/or artistic, intellectual and professional activities which require the exercise of substantial discretion and independent judgment. An exempt employee receives a salary and is not paid for overtime work.

A non-exempt employee is a paid staff person who performs work that is not primarily executive, managerial, supervisory, artistic, intellectual or professional in nature, and does not require the regular exercise of substantial discretion and independent judgment. A non-exempt employee is paid on an hourly basis and will receive additional pay for overtime work.

Section 2 – Full-Time Employees

Regular, full-time employees are required to work a minimum of 30 hours each week. The first three months of full-time employment will be considered a probationary period.

Section 3 – Part-Time Employees

Anyone employed less than 30 hours a week is considered a part-time employee. Independent contractors do not fall under this policy.

Section 4 – Temporary Employees

A temporary full-time (30 hours or more per week) employee is one who is hired full-time for a specific period of time or purpose. A temporary part-time employee is one who works less than 30 hours per week for a specific period of time or purpose. If a part-time employee is reclassified to full-time status, the service date will be the date on which the employee was most recently hired as a part-time employee.

Temporary employees, both full- or part-time, may be hired by the Board of Directors on the General Manager's recommendation (as finances permit) to fill in during times of high station workload or when an employee quits, goes on leave, or is fired.

Policy with regard to these temporary employees will be the same as that of regular employees. Independent contractors do not fall under this employment status.

Section 5 – Interns

An intern is a person who works for practical or academic credit on a temporary full-time or temporary part-time basis. Bloomington Community Radio, Inc.'s policy with regard to interns will be the same as any other employee. Salary and/or stipend are based on the terms of the internship and on other program criteria.

Section 6 – Probationary Period

All newly hired employees shall be employed on a probationary status for the first three months of their employment. The General Manager's probationary period shall be for six months, because the job entails all facets of station operations. At the end of the three-month periods for all other employees, the direct supervisor will conduct an evaluation of the employee. The evaluation will be in writing and discussed with the employee. After the probationary evaluation, the employee will either be placed on regular status or terminated.

After the probationary period, an employee may be terminated with the right to appeal. The employee will receive a statement stating the reasons for the termination that is signed by the General Manager and the president of the Board of Directors. The employee shall have the opportunity to respond orally and/or in writing to the General Manager or the Personnel Committee or the Board of Directors. When the probationary period has ended and the employee becomes a regular employee, evaluation will be

conducted by the direct supervisor on an annual basis in the last quarter of the fiscal year (March – May).

Probationary employees will not be eligible for leaves of absence with pay other than those accrued for sick leave and funeral leave. If the employee leaves or is terminated during the probationary period, there will be no paid vacation benefits.

After the three months of the General Manager's probationary period, the Board of Directors' Personnel Committee shall conduct an evaluation of the General Manager. The evaluation shall be in writing and shall be discussed with the General Manager and the Board of Directors. At the end of the six-month probationary period, the Personnel Committee shall conduct another evaluation of the General Manager and present a report to the Board of Directors. The Board of Directors shall determine full-time employment or termination of regular employment for the General Manager. When the probationary employment period has ended the General Manager becomes a regular employee, evaluation will be conducted on an annual basis by the Personnel Committee of the Board of Directors in the last quarter of the fiscal year (March – May).

All other probationary policies, discipline procedures, and grievance procedures apply equally to all employees of Bloomington Community Radio, Inc., including the General Manager.

Article 3 – Compensation

Section 1 – Salary and Wage Administration

It is the policy of Bloomington Community Radio, Inc. to pay all employees' wages/salaries consistent with the work required, responsibility of the position, and job performance. Employees at Bloomington Community Radio, Inc. will receive annual performance evaluations, which will include self-assessment and an identification of particular professional development needs, and specific work related goals.

- The Board of Directors sets the General Manager's salary and other compensation by vote, and
- grants increases based upon performance appraisal and review, in the light of budget constraints.
- The Board has voted to empower the General Manager to determine salary and wage adjustments in the form of merit increases for all other employees, within the limits of the budget approved by the Board.
- Employee salaries and rates of pay, along with any other compensation offered, will be reviewed annually by the Board during the process of adopting the budget for the following year.
- Raises become effective at the beginning of the fiscal year, unless otherwise mandated by vote of the Board.
- The board shall review wage freezes quarterly by vote.

Section 2 – Pay Period

Pay periods are two weeks long and run from the Sunday of the first week through the Saturday of the next week. Payroll is distributed via direct deposit and clears on the Friday following the pay period.

Section 3 – Non-Exempt Employees

Bloomington Community Radio, Inc. compensates non-exempt employees for overtime in accordance with Federal and State regulations. Overtime must be approved by the General Manager.

Section 4 – Exempt Employees

An exempt employee is not paid overtime or given compensatory time off for hours worked in excess of forty hours per week. See Article 2, Section 1 for details.

Article 4 – Leaves

Section 1 – Holiday Policy

Because the station must operate every day, employees may be required to work on designated national holidays.

Section 2 – Paid Personal Leave

Personal leave is based on length of service and hours worked. Eligible employees begin earning personal leave benefits at their employment date. Personal days do not carry over from one year to the next. They are not payable at the end of employment. Bloomington Community Radio, Inc. encourages their employees to use them.

All full-time employees will earn vacation according to the following schedule:

Length of service	Vacation days
First year	8
After one year	15
After three years	20

Accrued personal leave may be taken after six months of continuous employment. No personal leave will be paid if the length of employment is less than six months.

Requests for personal leave time by paid staff, other than the General Manager, must be made in advance and approved by the General Manager. The General Manager shall inform the Board of Directors and seek approval regarding her/his personal leave plans no later than one regular board meeting prior to the requested personal leave.

Temporary employees are not eligible for personal leave.

Section 3 – Worker’s Compensation

Bloomington Community Radio, Inc. provides worker’s compensation for all employees in accordance with state statutes. When an employee has a work-related injury or illness, benefits will be paid according to the terms of Bloomington Community Radio, Inc.’s Worker’s Compensation Insurance Policy.

While an employee is receiving worker’s compensation benefits, no sick leave or vacation time will accrue. Reasonable effort will be made to hold the position of an employee who has experienced a work-related injury or illness.

Section 4 – Unauthorized Leave

In a case where an employee has failed to report to work for three consecutive days without notification or explanation given to his or her supervisor, it may be determined that the employee has abandoned his or her job and therefore can be terminated. Employees must receive prior approval for personal leave without with or without pay.

Section 5 – Bereavement/Funeral Leave

In the event of a death in an employee’s immediate family, a paid leave of absence up to a maximum of **three** days will be granted. Immediate family is defined as spouse/domestic partner, children, sibling, grandchildren, parents, grandparents, and spouse’s/domestic partner’s parents. Other unpaid funeral leave may be granted based on the discretion of the General Manager on an unpaid basis, or the employee may use accrued personal leave. Bereavement/Funeral leave is a vested benefit and not convertible to salary upon separation.

Section 6 – Military Leave

Bloomington Community Radio, Inc. will grant a leave of absence to those employees who require time off in order to fulfill military obligations. The conditions under which an employee may be absent due to military service are a matter of law. Bloomington Community Radio, Inc. will adhere to all federal and state statutes regarding re-employment rights of any employee fulfilling a military obligation.

Section 7 – Jury Duty

An employee who is called for jury duty will be excused to report for this duty. If the employee is called to serve on the jury, the employee will be paid regular wages for the first three days of jury service. Employees will be paid for other days as provided by state law. The employee may keep any compensation from the court. When not actually required to be in court during an employee's regular work schedule, the employee is expected to report for work.

Section 8 – Unpaid Sick Family/Emergency Leave

Any employee who develops a medical problem which interferes with or prevents the performance of their duties must inform their supervisor as soon as possible. Sick leave may be paid or unpaid:

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With the approval of the employee's immediate supervisor, and the General Manager, and will be paid or unpaid leave at the General Manager's discretion. Employees will be granted sick leave if there is a risk of spreading a contagious disease. If a medical condition appears likely to keep the employee from working for an indefinite or prolonged period (e.g., recovery from a serious accident, or a difficult and debilitating course of treatment), the General Manager will establish the facts and report them to the Board of Directors with a recommendation for any action to be taken.

Article 5 – Safety

Bloomington Community Radio, Inc. shall comply with applicable rules and regulations governed by the Occupational Safety and Health Act (OSHA) and any applicable State and local laws.

WFHB BELIEVES EMPLOYEE SAFETY AT ALL TIMES IS PARAMOUNT.

Article 6 – Employee Expense Reimbursement

The station may reimburse its employees for Bloomington Community Radio, Inc. expenses incurred for business purposes related directly to the station.

Supplies for the office or station activities may be reimbursable expenses. Travel expenses may include such items as airfare, hotel, meals, transportation fares, and business telephone charges. These expenses must be incurred in performing business duties that require one to be away from the normal place of work, and must be authorized by the General Manager, in advance wherever possible. Reimbursable travel expenses are paid at the discretion of the General Manager, who may decline to reimburse any expenses which are excessive, extravagant, or unnecessary in the General Manager's opinion.. When car rental is necessary, insurance coverage should be purchased.

A requisition for reimbursement must be completed and accompanied by all expense receipts.

Mileage reimbursement for use of a personal vehicle to conduct Bloomington Community Radio, Inc. business will be paid at a rate determined by the Board of Directors. Staff members must have current automobile insurance in order to receive the reimbursement. A mileage sheet must be kept showing the miles and description of the business conducted. This form should be submitted to the General Manager.

Claims for reimbursable expenses must be submitted on a timely basis, and may be rejected if not submitted within thirty (30) days of being incurred.

Article 7 – Continuing Education

At the discretion of the General Manager and dependent upon Bloomington Community Radio, Inc.'s needs, employees may request time off to further their education. If the education endeavor is directly related to the paid position at Bloomington Community Radio, Inc., an employee may take reasonable time away from the office to attend classes. Bloomington Community Radio, Inc. does not have a tuition reimbursement policy.

In the case of the General Manager, requests for time off for this purpose will be made to the Board of Directors and subject to its approval.

Article 8 – Disciplinary Procedure

Employees are expected to maintain high standards of job performance and good conduct. Employees are also expected to adhere to the policies established by Bloomington Community Radio, Inc. If an employee is unable to uphold those standards and policies, disciplinary action can be taken. This action can be taken at any time during her or his employment.

An employee may be disciplined for cause, which includes, but is not limited to:

- Failure to follow station procedures or policies
- Misuse of station equipment and/or supplies
- Unauthorized leave
- Inappropriate attitude or lack of cooperation
- Unsatisfactory work quality or quantity

The disciplinary steps outlined may or may not be followed in sequence depending upon the severity of the performance or conduct problem. Before any employee is placed on probation or terminated, the General Manager must notify the President of the Board of Directors of the proposed action.

Verbal Warning – The manager will offer the employee a verbal warning describing the nature of the problem and offering clear guidelines as to how the problem can be corrected and stating clearly the means by which the employee's progress will be evaluated. The General Manager will set a reasonable date, not to exceed 60 days, by which time the problem must be resolved. The General Manager will write and retain appropriate written records of this session.

Written Warning – If, after a verbal warning, the problem has not been resolved, the General Manager will prepare a written statement and schedule another session with the employee. The procedure set forth under the verbal warning segment is to be followed. The President of the Board of Directors must receive a copy of this written warning.

Disciplinary Probation – If satisfactory improvement, as determined by the General Manager, does not occur within the timeframe established in the verbal or written warning, the General Manager will place the employee on probation not to exceed 30 days. The General Manager will again conduct a meeting with the employee and prepare written documentation of the terms of the probationary period to include:

- Description of the unsatisfactory work performance or conduct.
- Standard for acceptable performance or conduct.
- The length of the probationary period.
- Notification that failure to satisfy the terms of the probationary period will result in suspension or termination.

The employee shall be asked to sign and date the probationary document. A copy of this must also be received by the President of the Board of Directors. By the end of the probationary period the General Manager must either document successful resolution of the problem or begin termination proceedings. The President of the Board of Directors must also receive documentation of this phase.

A suspension of up to five work days may be used as a disciplinary measure at any point in this process. In instances of threatening or dangerous conduct, apparent violation of law, or continuous disciplinary problems, an employee may be terminated immediately.

The employee may appeal the disciplinary action at any point in the progressive disciplinary process through the grievance procedure outlined in Article 12

The General Manager serves at the pleasure of the Board of Directors. The terms and conditions of his or her employment are spelled out in his/her employment contract. The General Manager is responsible for following personnel policy.

Article 9 – Termination of Employment

Termination is a separation of the employee from Bloomington Community Radio, Inc. by resignation, retirement, involuntary termination, or death.

Article 10 – Grievance Procedure

Definition: A grievance is a problem that involves people. Grievances arise from the way a person or a group is treated, or from something someone or some group is perceived to have done, or not done, or from the methods used.

The policy does not apply in cases of:

- *Crimes. Report criminal activity to the General Manager and the proper authorities.*
- *Sexual harassment. Report sexual harassment to the General Manager and see Sexual Harassment Policy.*

Policy: WFHB's Bylaws will always be followed, with special reference to Article Eleven. Resolution of grievances should be sought from the bottom up. It is best for WFHB if grievances are settled

- Promptly,
- Fairly,
- As soon as possible,
- And as informally as possible

Confidentiality: WFHB will keep confidential all grievances filed, only sharing information with parties involved in adjudication of the grievance.

Documentation: Any grievance reported to a paid staff member must be documented by the staff member receiving the report.

Grievance Procedure: There are four steps to take in dealing with a grievance as listed below. Note: If the grievance involved the General Manager, the Board itself, or any current Board Member, the matter should be reported directly to the Board (Step #4) if Step #1 does not succeed.

1. Direct communication. The first step should be for the people involved to talk the problem over directly and informally, between or among themselves, without documentation. If this fails to resolve things,
2. Report to the supervisor.
 - The person who has the grievance should report it to the person who supervises the appropriate area.
 - A problem with a music programmer, for instance, should be reported to the Music Director; and a problem with someone working in the News Department, including the Assistant News Director, should be reported to the News Director.
 - If the grievance involves a paid staff member who is in charge of a department, the report should go directly to the General Manager.

The supervisor will make every effort to settle the matter by

- Learning about it,
- Talking with the people involved individually,
- Bringing the parties together for a discussion,
- Making a decision, or
- Asking his or her supervisor to intervene.

If this fails to resolve the matter, or if someone objects to a supervisor's decisions or methods,

3. Report to the General Manager. The General Manager will likewise make every effort to settle the matter, and may hand down a decision. Disciplinary action will be guided by WFHB's Disciplinary Policy. *Note that Article 11.3 of the By-Laws states: Accusations which may warrant disciplinary action by the staff, management, or Board of Directors shall be considered only if they are based upon specific grounds. Any person so accused shall have the right to defend themselves in the process of those who bring the accusations.* If this fails, or if someone objects to the General Manager's ruling or methods,

4. Appeal to the Board President and Board of Directors. Any grievance not sufficiently addressed may be appealed to the Board President for consideration by the Board of Directors. *Article 11.4 states: Members shall have the right to appeal the decisions of the staff, management, or Executive Committee to the full Board of Directors.* Note: If the grievance involves the Board President, then report the matter to the Board Secretary.

Decisions of the Board of Directors are final.

Article 11 – Smoking - Vaping Policy

Out of concern for the health of our employees and others visiting the workplace, along with the trends in both public and private work sectors and legal research, Bloomington Community Radio, Inc. has a no-smoking or VAPing policy. Smoking is prohibited in the Bloomington Community Radio, Inc. offices and studios.

The General Manager will allow periodic “breaks” to accommodate smokers who must leave the office to smoke.

Article 12 – Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties at Bloomington Community Radio, Inc. Therefore, working under the influence of alcohol or a controlled substance, or abuse of any other substance, is prohibited. This applies to all paid and volunteer staff. Violations of this prohibition must be reported to the General Manager, who will determine and take any appropriate action.

Article 13 – Records

The General Manager will maintain a confidential personnel file for each employee. Only the employee, the General Manager, and the Personnel Committee of the Board of Directors will have access to his/her file. The file should contain all necessary forms and information required by law or the WFHB Board of Directors.

A copy of all evaluation reports shall be placed in the employee's confidential personnel file. All verbal criticisms, disciplinary actions, or similar personnel matters should be documented in the form of a memo and filed in the confidential file as well.

This file should be stored securely, to protect the employee's privacy. Hard copy must be protected by a lock, and digital information by encryption and a password. An employee may request to view his/her personnel file under the supervision of the General Manager. If an employee disagrees with an item in the file, the employee may request a correction. If no correction is made, the employee may add written objections to the file.

Article 14 – Telephone Policy

Telephone lines at Bloomington Community Radio, Inc. are a necessary link for staying in contact with our listening audience and conducting business. Therefore, employees are expected to keep personal calls using the station's telephone lines to a minimum, limit their length and make them only when necessary.

Article 15 – Information Security

No staff member will share or transfer confidential information concerning WFHB by any personal, physical or electronic means to any person who has not been authorized, by virtue of their position in the organization, or by special permission from competent authority, to have that information.

The official spokesperson of WFHB is the chair/president of the WFHB Board of Directors or his/her directed subordinate.

Appendix A – Chart of WFHB's Organizational StructureA

Appendix B – Job Descriptions

Section 1 – General Manager

Qualifications:

- Minimum of two years of experience in a senior management position, preferably in a not-for-profit organization.
- Two years of fund-raising experience. B.S. or B.A. in Business Administration or equivalent experience.
- Familiarity with operation of radio station is preferred.
- Experience with, and a good working knowledge of, the area served by WFHB's radio transmissions is preferred.

Supervisory Relationships:

- Reports to the Board of Directors, and attends Board meetings ex-officio, but does not vote.
- Trains and supervises all paid or unpaid staff directly, except for any who are subordinated to other staff members (e.g., the Assistant News Director).

- Supervises volunteer staff indirectly through the staff, except when circumstances require direct supervision in the General Manager's judgment.

General Duties and Responsibilities: Responsible to the Board of Directors for the ongoing overall operation of WFHB Community Radio.

Specific Duties and Responsibilities:

1. Personnel Management

- (a) Recruits candidates for new paid-staff members as needed, and recommends these candidates to the Board of Directors.
- (b) Recruits, chooses and appoints volunteer staff to unpaid staff positions, and determines their responsibilities, collaborating as appropriate with existing staff.
- (c) Ensures that the recruitment and training of new volunteer staff is both ongoing and effective.
- (d) Co-ordinates and evaluates all station departments, resolving conflicts, and serving as team-builder, coach and mentor.
- (e) Maintains a work environment that attracts, keeps, and motivates a diverse staff of top quality people, and keeps WFHB an attractive, inviting, safe and enjoyable place for all.
- (f) Develops and implements strategies for recognizing and rewarding the achievements of staff and volunteer staff.
- (g) Ensures that job descriptions are kept up-to-date, personnel policies are clearly defined, performance of staff members is regularly evaluated, and sound human resource practices are followed in accordance with WFHB's By-laws.
- (h) Ensures that any grievances or workplace problems are fairly addressed and resolved in a timely manner, in accord with the station's By-Laws, and its personnel policies.
- (i) The General Manager has authority to impose restrictions or penalties on staff and volunteer staff, in accord with the station's By-Laws and its personnel policies, but may not violate or alter the terms of an Employment Contract.

2. Financial Management

- (a) Manages day-to-day finances in ways consistent with the established annual budget and sound financial practices, to enable the organization to carry out its work.
- (b) Provides for the control and accounting of all assets of the organization.
- (c) Reports station finances and budget status regularly to the Board of Directors and to others as the Board may direct.
- (d) Develops an annual operating and capital budget plan, and submits this to the Board in a timely manner, for Board review and adoption before the end of each fiscal year.

- (e)Supervises all financial records, grants and contracts, and audit compliance, in accord with the station's By-Laws, station policies, directives of the Board, and all applicable laws.
 - (f) Supervises, coordinates and manages annual audits in a timely manner, to create and submit an audited financial report to the Corporation for Public Broadcasting, and a Form 990 income tax filing with the IRS, as required.
 - (g)Analyzes and evaluates vendor services to determine providers and programs that best meet the needs of WFHB; and contracts for such services or makes recommendations to the Board as appropriate.
3. Community Relations
- (a)As lead spokesperson for the station, represents the station to the community at large, assuring that WFHB is responsive to community needs and concerns.
 - (b)Guides station outreach to members, listeners, the business community, local governments, and area institutions to effectively articulate WFHB's mission, strategic direction, programming and service initiatives, and to build collaborative relationships and partnership opportunities.
4. Board Relations
- (a)Supports and works with the Board on all ongoing strategic planning activities.
 - (b)Reports regularly to the Board, as the Board may direct, on station activities, initiatives, challenges, and opportunities.
 - (c)Advises the Board on policies and policy development, develops resource materials as needed and directed, and executes Board decisions in a timely manner.
 - (d)Assists committee chairs, serves on committees, and meets with committees as requested.
5. Fundraising
- (a)Has broad overall responsibility for the financial stability and sustainability of the organization.
 - (b)Works with and actively supports the goals and strategies of the Development Director.
 - (c)Organizes and supervises membership fund-drives and membership development.
 - (d)Approves and supervises special events which raise money for the station.
 - (e)Actively seeks and encourages alternative revenue-generating activities.
 - (f) Supports and assists the Development Director in identifying grant funding opportunities, preparing applications and reports, and in maintaining and expanding good relationships with grant funders.
 - (g)Supports and assists the Development Director in identifying other major potential donors, and in creating and maintaining good relationships with them.
6. Policies and Compliance
- (a)Maintains official records and documents required by law, by funding agreements, by station By-Laws or policy, and as directed by the Board.

- (b) Implements and manages station operating policies and procedures necessary to ensure compliance with applicable state, FCC and CPB rules and regulations and to meet Board-approved annual goals and plans of work.
- (c) Works with staff and the appropriate representatives of other parties to ensure compliance with all contracts to which WFHB is a party, including leases on equipment and property.

7. Operations and Facilities

- (a) Oversees the maintenance of broadcast equipment, IT infrastructure, and all station facilities to ensure the reliability of WFHB's broadcast signal and internet presence.
- (b) Working with the Chief Engineer and other staff, identifies and plans for needed replacements and possible upgrades of equipment and facilities.

8. Promotion and Marketing

- (a) Supervises development and updating of all station marketing materials and promotional strategies, including program guides, advertising, membership materials, website messaging, and the use of social media.
- (b) Keeps Board and staff aware of trends and opportunities in technology, various media formats, and the broader world of public broadcasting that may affect WFHB's marketing efforts, in the broadcast service area and on the internet.

Constantly seeks opportunities to promote a positive image of the station with current and potential stakeholders, through radio and other media, conferences, partnerships with community organizations, and any appropriate means.

Section 2 – Development Director

Qualifications:

- Bachelor's degree in nonprofit management or related field, plus either one year work experience in fundraising or two years of experience in a related area;
- or a combination of education and experience that provides the equivalent.

Candidate must possess:

- broad knowledge, understanding, and well-developed skills in fundraising;
- good computer literacy;
- proven ability to communicate effectively through oral presentation, written word, and graphic displays;
- mature judgment in analyzing and interpreting financial potential and evaluating prospective donors;
- the ability to effectively prioritize tasks;
- the ability to accomplish objectives through both individual and cooperative efforts.

Supervisory Relationship:

- Reports to and is supervised by the General Manager.
- Reports to the Board of Directors when requested.
- Serves on committees as requested (e.g., the Finance Committee.)
- Trains and manages volunteers engaged in development / fundraising activities.

General Duties and Responsibilities: The Development Director provides leadership for finding and acquiring sources of financial support for WFHB, both for operations and for capital expenditures. "Development" means outreach and marketing intended to acquire money, rather than more listeners or new volunteers.

Specific Duties and Responsibilities:

2. Identifies, contacts, solicits and negotiates with businesses for on-air underwriting.
3. Identifies, contacts, cultivates, and solicits individuals for multi-year annual gifts.
4. Works to identify, contact, cultivate, and solicit individuals for large individual gifts and/or planned gifts.
5. Coordinates all activities with Board of Directors as requested.
6. Coordinates all activities with staff and volunteers through the General Manager.
7. Develops marketing materials for underwriting, individual, and planned giving.
8. Provides assistance to station grant writers in identifying possible funding sources, developing ideas, and writing grant applications.
9. Works with staff to co-ordinate outreach and marketing efforts intended to raise funds with outreach and marketing efforts intended to recruit volunteers.

10. Keeps accurate records of contacts and agreements with businesses and individuals.
11. Provides recognition for donors and stewardship over donor gifts.
12. Conducts follow-up assessments of funding appeals, working in conjunction with the General Manager, Staff, and Board of Directors, to ensure that all opportunities are pursued.
13. Assists the General Manager in developing, implementing, and tracking semi-annual fund drives.
14. Keeps the General Manager informed of progress, problems, and possible areas of improvement in fundraising.
15. Other duties as assigned.

Section 3 – Music Director

Qualifications:

- Three to five years of experience in broadcast programming, announcing, and audio studio productions.
- Degree in telecommunications, with concentration on audio/music engineering and/or radio programming preferred.

Supervisory relationship:

1. Reports directly to the General Manager.
2. Exercises direct supervision over the Music Department.
3. Works with News Director to share available airtime in ways that serve WFHB's mission
4. Works with Development Director and Production Manager as required.

General Duties and Responsibilities: The Music Director is responsible for providing leadership to, and for the operation of, the Music Department in a manner consistent with the mission and policies of WFHB.

Specific Duties and Responsibilities:

- Oversees and schedules music programming broadcasts.
 - Schedules programs and appoint program hosts and volunteer staff as needed.
 - Maintains program log entries for music programming.
 - Meets periodically with all music programmers to get feedback and suggestions for new music.
 - Ensures that WFHB's music programming complies with FCC regulations, other applicable laws, and WFHB's policies.
- Organizes and directs the Music Department.
 - Maintains a Music Committee of at least six people, including Participating Members, listeners, and (if the Board of Directors so desires) Board members, to evaluate current programming and screen proposals for new programming.
 - Develops and maintains relationships with musicians, record labels, music promoters, and other professionals who provide music content for WFHB.
 - Generates and distribute airplay reports to music trade publications and others on a regular basis.
 - Represents WFHB at music conferences and other industry events.
- Recruits, trains, and manages community volunteer staff in Music Department.
 - Actively recruits volunteer staff.
 - Ensures that new volunteer staff are properly trained.

- Monitors and periodically reviews off-air station-support activities of music programmers.
- Maintains contact database of all Music Department volunteer staff to ensure eligible participating members are granted their right to vote in organizational elections.
- Maintains the station's Music Library.
 - Keeps appropriate records of Library contents updated and accessible.
 - Ensures that new music is appropriately reviewed and selected, properly labeled, and added to the Library in a timely manner.
 - Oversees a process of culling library items to keep the volume of the library within the available space, and improve its quality and timeliness.
 - Updates music listening station to include additions to the add pool and genre director selections.
- Authorizes and oversees logistics and engineering support for all one-time special programming features, in-house and remote, other than News and Public Affairs programs.
- Keeps the General Manager informed of progress, problems and possible areas of improvement in the Music Department.
- Reports expenditures to the General Manager as required
- Performs other functions as needed, or as the General Manager may request.

Section 4 – News Director

Qualifications:

- Three to five years of experience writing, reporting, and producing news programming, particularly for deadline-oriented broadcast operations.
- Up-to-date knowledge of accepted industry standards of ethics, fairness, and accuracy.
- Experience training and supervising employees and volunteers, and administering organizational systems.
- Ability to inspire others, solve problems creatively, make and execute plans, and set an example of high-quality professional journalism.
- Journalism degree preferred.
- Knowledge of and experience in WFHB's broadcast area preferred.

Supervisory Relationships:

- Reports to the General Manager, and is ultimately responsible for all departmental productions, decisions and actions.
- Works with Music Director as in-tandem Program Directors.
- Works with Development Director to seek grants and awards.
- Exercises direct supervision over Assistant News Director.
- Exercises direct supervision over all volunteer staff working within the News Department and indirect supervision over all volunteer staff working in all other departments.

General Duties and Responsibilities: The News Director is responsible for providing leadership to, and for the operation of, the News Department in a manner consistent with the mission and policies of WFHB.

Specific Duties and Responsibilities:

- Oversees and supports a schedule of daily and weekly news and public affairs broadcasts.
 - Coordinates schedules with the Music Director and General Manager.
 - Maintains program log entries for news programming.
 - Ensures compliance with station policies, FCC regulations and applicable laws.
- Serves as Director for the News and Public Affairs Department
 - Oversees the work of the Assistant News Director to ensure that the A.N.D.'s time is well spent, and his or her efforts are effective and well-coordinated.
 - Develops and maintain a Code of Ethics for informational broadcasting at WFHB.
 - Ensure that partnerships with other community organizations are properly and effectively maintained.

- Maintains a News and Public Affairs Committee of at least six members, including Participating Members, listeners, and members of the Board of Directors if the Board so desires.
- Attends NPAC meetings and ensure that the Committee effectively evaluates current programming and screens proposals for new programming.
- Regularly reports expenditures and budget requirements to the General Manager.
- Recruits, trains, and manages volunteer staff.
 - Actively recruits volunteer staff.
 - Develops and apply appropriate training materials and effective training programs.
 - Ensures that volunteer staff understand and practice the Code of Ethics, and accepted principles of fairness and accuracy in journalism.
 - Develops and maintain appropriate relationships with journalism teachers and students throughout the WFHB broadcast area.
 - Maintains Internship agreements with appropriate school and college programs.
 - Ensures that a contact database of all News Department volunteer staff is maintained and kept current, so that all Participating Members can be kept informed and are able to exercise their right to vote and participate in organizational elections and meetings.
- Serves as Ambassador and spokesperson to the community for WFHB's News and Public Affairs programming.
 - Works to increase the audience served, and improve community outreach.
 - Finds, cultivates and improves sources for news, especially within WFHB's broadcast area.
 - Ensures that data on contacts, sources, and references is kept current and organized to make it readily and appropriately available to News Department volunteer staff and employees.
 - Maintains appropriate relationships with producers of syndicated content.
 - Maintains appropriate relationships with other news organizations in the WFHB broadcast area.
 - Represents WFHB, and speak to groups or in forums about the station and its News and Public Affairs efforts.
- Keeps the General Manager informed of progress, problems, and possible areas of improvement in the News Department.
- Performs other functions as required by the General Manager.

Section 5 – Assistant News Director

Qualifications:

1. Two years of experience writing, reporting, and producing news programming, particularly for deadline-oriented broadcast operations.
2. Up-to-date knowledge of accepted industry standards of ethics, fairness and accuracy.
3. Experience training and supervising employees and volunteers and administering organizational systems.
4. Ability to inspire others and solve problems creatively.
5. Journalism degree preferred
6. Knowledge of and experience in WFHB's broadcast area preferred

Supervisory Relationships:

- Reports to the News Director.
- Works with WFHB volunteer staff, and staff at other agencies.
- Exercises direct supervision over all volunteer staff working within the News Department and indirect supervision of all volunteer staff working in all other departments.

General Duties and Responsibilities: The Assistant News Director serves as second-in-command to the News Director in operating the News Department in a manner consistent with the mission and policies of WFHB. The Assistant News Director carries out functions and assignments determined by the News Director.

Specific Duties and Responsibilities:

- Assists the News Director in any way required with the operations of the WFHB News and Public Affairs Department and the programs it produces.
- Temporarily assumes responsibility for all News Department operations if the News Director should be absent or incapacitated.
- Helps coordinate programming produced in cooperation with our partner agencies.
 - Works with staff from all partners to create content for multiple organizations.

Section 6 – Chief Engineer

Qualifications:

- Must have minimum two years of experience installing and maintaining audio and broadcast equipment.
- Must be available as needed to insure continuous broadcast capability of the station.

Supervisory Relationships:

- Reports to the General Manager.
- With General Manager's approval, may recruit, train, and supervise assistants.

General Duties and Responsibilities: Maintains the broadcast and audio equipment needed to operate the radio station, including making repairs and installing replacements.

Specific Duties and Responsibilities:

1. Sets up, operates, maintains and updates technical facilities within the station, including audio studios, telephone and radio transmission systems.
2. Works with station staff to coordinate the selection and use of computer equipment for audio recording and production with the station's other I-T needs.
3. Maintains all transmitter equipment and facilities, including buildings, tower structures and real estate property owned by the station.
4. Ensures the technology necessary to put broadcasts 'on air' within a licensed range is maintained and compliant with local, state and FCC rules and regulations.
5. Organizes and coordinates the provision of broadcast equipment and systems in a variety of locations and situations, which may include designing, acquiring, installing, maintaining, modifying and operating these as may be needed.
6. Works to minimize any interruption in WFHB's radio broadcasting capability by being available at any time in the day or night to resolve problems or repair equipment.
7. Works to prevent any interruption in WFHB's broadcasting capability by planning and scheduling necessary maintenance, upgrades, or replacements in a timely manner.
8. Works to limit and repair any damage caused by malfunctioning utility systems including plumbing, electrical, and HVAC equipment, and under the supervision of the General Manager, coordinates such work with Ivy Tech Community College as may be needed.
9. Prepares and reviews technical portions of grant applications, as requested.
10. Prepares technical reports for FCC License requirements as needed, and any other technical reports requested by the General Manager.
11. Acquires, creates, updates and maintains technical and training manuals for all equipment and facilities for which he or she is responsible.

12. Trains station personnel in the use of equipment, as directed by the General Manager.
13. Submits budget, cost and expense reports to the General Manager as required.
14. Purchases equipment, including testing and maintenance tools and equipment, and purchases parts and other supplies, within budget limits approved by the General Manager.
15. Keeps the General Manager informed of progress, problems, and possible areas of improvement in the Facilities Department.

Section 7 – Production Manager

Qualifications:

- Must have three to five years of experience recording, editing, and producing audio.
- Must have two years' experience managing an audio archive and navigating web-based platforms for sharing content on the Internet.
- At least two years supervisory experience preferred.
- Experience in a broadcast environment preferred.

Supervisory Relationships:

- Reports to the General Manager.
- Works with WFHB Music Director, News Director, and Assistant News Director.
- Manages and oversees volunteer staff.

General Duties and Responsibilities:

- Oversees and maintains WFHB's audio production, internet presence, and I-T infrastructure.
- Oversees and assists staff and volunteer staff in the development of new pre-recorded materials such as fund drive announcements, promos, testimonials, etc.
- Trains staff and volunteer staff in audio production.
- Takes personal responsibility for station traffic and daily logs.
- Takes administrative responsibility for creating and filing official reports as needed, as directed by the General Manager.

Specific Duties and Responsibilities:

1. Oversees archive of recordings of WFHB programs.
 - (a) Locates and edits raw program audio and recordings of live programs, using audio editing software as needed, to produce final versions for archive.
 - (b) Trains and assists other staff and volunteer staff in carrying out this task.
2. Oversees internal archive.
 - (a) Ensures complete and orderly storage of all audio files on station's internal server.
 - (b) Ensures proper metadata on station files.
 - (c) Trains and assists other staff and volunteer staff in carrying out this task.
3. Ensures regular and complete backups of all data on the station's internal network
 - (a) In-house backup to hard drives stored at the station
 - (b) Off-premises backup to a service on the internet.
4. Uploads WFHB content onto the internet for distribution.
 - (a) Uploads to the WFHB website, and to other websites such as iTunes and the Public Radio Exchange, as directed by the General Manager and Department Directors.

- (b)Trains and assists other staff and volunteer staff in carrying out this task.
- 5. Oversees development of pre-recorded materials for air by producing them, and by training and assisting volunteer staff to create them.
- 6. Prints daily logs
 - (a)Learns the RadioTraffic program, print logs, staple, and place in the air room each day.
 - (b)Communicates and resolves any issues with the appropriate Department Director.
- 7. Keeps station traffic flowing
 - (a)Downloads audio modules and place them on the appropriate SD card in appropriate order.
 - (b)Delivers SD cards to the appropriate SD card reader in the air room.
 - (c)Produces weekly promos for music and news programming and place them on appropriate SD card in appropriate order.
- 8. Creates and files SoundExchange report quarterly.
- 9. Creates and files FCC Issues Report quarterly.
- 10. Attends Quarterly Membership and Annual Meetings.
- 11. Performs other functions as assigned by the General Manager.

Appendix C – Grievance Form

WFHB Grievance Form

Grievant Information

Name: _____ Date:

Detailed account of occurrence (include names or persons involved, date, time and place of event leading to grievance)

Proposed solution to grievance

Resolution

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filing a grievance, and any information on this form is truthful.

Grievant Print Name / Signature

Date

Received By: Print Name / Signature

Date

Appendix D – Performance Evaluation Form

<u>Name</u>	<u>Start Date</u>	<u>Title</u>	<u>Supervisor</u>
<u>Period Covered by this Appraisal</u>	<u>Length of Time on Present Job</u>	<u>Current Salary Rate</u>	<u>Length of Time Under Present Supervisor</u>

Note to Employee:

Prior to being review, complete the pre-review employee survey as well as the employee appraisal sheet. After you complete the employee appraisal sheet, your supervisor will complete it with a different ink.

Pre-Review Survey
What are your personal employment goals?
Would you like more or less responsibility?
Would you like different responsibilities? If so, what?
For your job, what are your greatest strengths?
How can WFHB utilize your strengths more effectively?

Are there any areas where you feel you need additional training? If yes, what can WFHB do to help you in those areas?

How would you evaluate your overall employment performance and accomplishment of employment goals since the last review?

Employee Appraisal Sheet

<p>Sample of Employee's Ink:</p> <p>Employee, please make a sample check mark here in order for us to distinguish your entries from those of your supervisor.</p>	<p>Sample of Supervisor's Ink:</p> <p>Supervisor, please use a different ink and different check marks from those used by employee.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------

Definition for Rating to be Applied:	O	V	S	M	U	N
<p><i>Outstanding:</i> Consistently surpasses requirements. Reflects clearly exceptional performance.</p> <p><i>Very Good:</i> Reflects substantially superior performance in meeting stated expectations.</p> <p><i>Satisfactory:</i> Fully meets standard performance requirements for this position.</p> <p><i>Marginal:</i> Performance is below standard position requirements; improvement is expected.</p> <p><i>Unsatisfactory:</i> Performance shows significant limitation. If the individual is to continue in the position, substantial and prompt improvement is necessary.</p> <p><i>Not Applicable:</i> The factor does not apply to this position.</p> <p><i>Comments:</i> Recommendations for improved performance must be made for all items marked "Marginal" or "Unsatisfactory;" specific explanation must be provided for any rating of "Outstanding" or "Unsatisfactory."</p>	u	e	a	a	n	t
	s	y	i	r	s	A
	t	G	s	i	a	p
	a	o	o	f	n	p
	n	f	a	n	i	p
	d	d	c	a	s	p
	i		a	l	a	p
	n		t		s	p
	g		o		a	
			r		s	e
			y		y	
Quality of Quantity of Work						
Demonstrates knowledge of job						
Is reliable/dependable (completes all commitments made)						
Performs specifically assigned tasks in addition to regular ones						

Work is neat, thorough and accurate						
Organizes work appropriately						
Demonstrates the ability to work without immediate supervision						
Work Ethics						
Is regular in attendance at work						
Observes established working hours						
Completes work on time						
Complies with instructions, rules and regulations						
Work Attitudes						
Endeavors to improve work techniques						
Accepts new ideas and procedures						
Accepts constructive criticism and suggestions						
Accepts responsibility						
Exercises judgment						
Adapts to emergency situations						
Relationships with Others						
Works well with co-workers						
Demonstrates leadership ability						
Is fair and impartial in relationship with subordinates						
Trains and instructs subordinates						
Is decisive						
Maintains acceptable performance standards among employees						

Definition for Rating to be Applied: <i>Outstanding:</i> Consistently surpasses requirements. Reflects clearly exceptional performance. <i>Very Good:</i> Reflects substantially superior performance in meeting stated expectations. <i>Satisfactory:</i> Fully meets standard performance requirements for this position. <i>Marginal:</i> Performance is below standard position requirements; improvement is expected. <i>Unsatisfactory:</i> Performance shows significant limitation. If the individual is to continue in the position, substantial and prompt improvement is necessary. <i>Not Applicable:</i> The factor does not apply to this position. <i>Comments:</i> Recommendations for improved performance must be made for all items marked "Marginal" or "Unsatisfactory;" specific explanation must be provided for any rating of "Outstanding" or "Unsatisfactory."	O u t s t a n d i n g	V e r y G o o d	S i g n i f i c a n t	M a r g i n a l	U n s a t i s f a c t o r y	N o t A p p l i c a b l e
Accomplishment of Goals						
Goal 1:						
Goal 2:						
Goal 3:						
Goal 4:						
Goal 5:						
Supervisor's Comments:						

Employee's Comments:
(to be filled out at end of evaluation process, use additional sheets as needed)

Overall Performance as an Employee:

1	2	3	4	5	6	7	8	9	10
Unsatisfactory	Marginal		Satisfactory			Very Good		Cutting	

Goals and Objectives for the Next Period:

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Signature of
Supervisor:

Date:

Signature of Employee:

Date:

Employee's signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that the employee has read the evaluation, and it has been discussed with the employee. If the employee wishes, they may comment in the space above.

Board of Directors' (or designee's) Evaluation:

All information on this form has been discussed with the employee.

Do you concur with the supervisor's appraisal of the employee?. Yes No

If you do not concur, please attach a statement specifying the areas in which you disagree and why you disagree. Other comments pertinent to the evaluation may be provided as well.

Financial Policies and Procedures

Cash Handling Policy

Article 1 – Purpose

- A. Keeping tabs on funds received at various WFHB events, cash jars, and other money not directly taken on over-the-air and other typically non-cash income.
- B. Invoke a procedure that everyone can easily understand, habituate, allow repaid accounting of received funds, and allow easy event tallies for future planning purposes.
- C. Employ a methodical approach to cash donation management.
- D. Ally receipt-based accounting with a responsible human.

Article 2 – Scope

- A. To be used at all WFHB events where a donation might be received.
- B. Also to be used at the station for cash receipts accounting.
- C. Not for non-cash instrument, on-air campaigns, rather, generally for events outside the station premises and station cash receipts.
- D. All events use this method, each event uses this, even if empty.

Article 3 – Procedure

- A. Each event uses the same procedure.
- B. Each event uses a Responsible Person that brings the WFHB cash jar (or similar device whose content can't easily be snatched) and watches the jar throughout the event.
- C. The procedure has three items:
 - a. Item one is a cash jar or box or donation box/jar
 - b. Someone to be responsible for the jar and count its contents
 - c. A sealable envelope with stamp
 - i. WFHB Event Rep Name

- ii. Event Date
 - iii. Amount Enclosed
 - iv. Date Delivered to WFHB Cash Manager
 - v. WFHB's Cash Manager Legible Initials
- D. The cash jar is taken to the event. People put money or checks into the cash jar. At the end of the event, the cash is removed, and counted. The amount tendered is filled in on the envelope. The cash/checks are placed into the envelope *and sealed*.
- E. The envelope is turned in the next day, but no later than seven days after the event, to the station cash manager.
- F. The station cash manager tallies the cash tendered, by whom, for each event.
- G. Promotional events, where cash is often tendered at the station, accumulates into a cash box at WFHB, and is weekly summed by the cash manager into a deposit slip, noting specific promotional event accumulated totals, example: Lotus Fest Ticket pre-sales.

Article 4 – Accounting

- A. Funds from events are entered into the organizational general ledger.
- B. Tally reports become part of the monthly general manager's report.
- C. The same procedure is used for the cash box maintained at the station.
 - a. Each week the cash box is tallied, except twice per week during fund drives.
 - b. The cash manager records and tallies the data, and prepares a deposit for the receipts.

Article 5 – Reconciliation

- A. The Cash Manager issues the envelopes, jar/cashbox, and other materials to a Responsible Person.
- B. The Responsible Person is responsible for the items issued until they're returned to the station and checked in with the Cash Manager.
 - a. The station discourages merely dropping items off without knowledge (call, text, conversation, email, communication) that the items have been returned, even if they're empty.
 - b. The items should be protected as best as rationally possible.
 - c.

A cache of envelopes and a list of those checking items in and out should be kept and updated by the Cash Manager.

Federal Grant Policies and Procedures
Corporation for Public Broadcasting

Article 1 - Radio Community Service Grant General Provisions and Eligibility
Criteria

As a Community Service Grant recipient, WFHB Community Radio complies with all requirements found within the Corporation for Public Broadcasting's "Radio Community Service Grant General Provisions and Eligibility Criteria."

A full description of the "2016 Radio Community Service Grant General Provisions and Eligibility Criteria" can be found here:
<http://www.cpb.org/stations/grants/radio/generalprovisions/FY-2016-Radio-General-Provisions.pdf?120215>

The following sections of this document spell out the specific means through which WFHB meets its compliance requirements.

Section 1 – Communications Act Requirements

1. Open Meetings

Bloomington Community Radio, Inc. complies with the open meetings requirements of the Communications Act of 1934 and subsequent legislation. Anyone is welcome to attend the station's Annual Meeting or any other formal Station Meetings called, informal quarterly meetings of volunteer staff, meetings of the Board of Directors, the Community Advisory Board, and any committee those Boards establish, at any time, without prior notice. The Board of Directors does require seven days' advance notice if a visitor wishes to speak. When the Board meets in closed session, this fact and the reason for it are noted in the public minutes of the Board meeting, which are published on the station website. Copies of the Board Minutes are always available, electronically or in hard copy, to anyone who requests them.

Meetings are publicly announced at least one week in advance in several ways. WFHB's Bylaws require Participating Members be notified in writing at least ten days in advance of formal station meetings, such as the Annual Meeting where Directors are elected. Information about meetings is listed on the WFHB website at wfhb.org/about and shown in the online calendar section, as well. Meetings are also announced to station volunteers on our internal listserv SPOT-ONLINE; all employees and volunteers are required to subscribe to this listserv. Information about meetings, including an

announcement that they are open to the public, and directions to our online listings, is broadcast regularly by the radio station.

2. Open Financial Records

Bloomington Community Radio, Inc. makes its annual financial report (AFR), IRS 990, and annual financial audit available in its public offices for viewing by any member of the public. These documents are also available on its website: wfhb.org. Annual reports have been filed with the Corporation for Public Broadcasting.

3. Employment Statistical Report

WFHB will file an Employment Statistical Report annually with CPB through the CPBISIS system, and said report shall be made available for review to the public at its central office.

4. Community Advisory Board

Community radio by its nature encourages a wealth of input from a diverse body of community members. The Corporation for Public Broadcasting mandates that stations maintain a Community Advisory Board, and WFHB does so. As of 2015, WFHB's Community Advisory Board was restructured, and it now conforms to the policy set forth in Article 3.

5. Donor Information Confidentiality

WFHB will not rent contributor names, donor names, or other personally identifiable information (collectively Personal Information) to or from, or exchanging Personal Information with, any federal, state, or local candidate, political party, or political committee.

Nor will WFHB, unless required by law, disclose a contributor or donor's Personal Information to any non-affiliated third party.

During fund-drives, donors may be named and thanked on the air, if they give permission when they make a pledge or a donation.

Section 2 – Recordkeeping Requirements

1. Recordkeeping, Certification, and Audit Requirements

The Communications Act of 1934 mandates record keeping and auditing and provides CPB and its representatives access to all records concerning a CSG. Grantees must

maintain such records as CPB may in its discretion require to facilitate an effective audit.

Additional information related to record keeping is found in the Application of Principles of Accounting and Financial Reporting to Public Telecommunications Entities, May 2005 edition, including subsequent amendments thereto.

2. Operational Records and Documentation

Grantees must retain all CSG records for no less than three years after the end of the spending period. However, CSG records must be retained for no less than 10 years, after commencement of any of the events below:

- A. When litigation or an audit begins before the expiration of the three-year period;
- B. When real property or equipment are acquired with federal funds;
- C. When CSG funded activities involve program income transactions;
- D. When indirect cost proposals and cost allocation plans are involved; and
- E. When the federal awarding agency requests otherwise in writing.

3. Certification of Eligibility

Grantees must certify annually their compliance with the General Provisions by submitting a Certification of Eligibility to CPB. Compliance is subject to audit by CPB's Inspector General and others, and improper certification may result in penalties under the Federal False Claims Act.

4. Discrete Accounting Requirement

During the spending period, Grantees must be in compliance with the Discrete Accounting Requirement, not later than the end of each Grantee's fiscal year.

Section 3 – Operational Requirements

Grantees must comply with the operational requirements below.

- A. FCC Operating Requirements: Grantees must comply with the FCC requirements for the operation of a non-commercial educational radio station throughout the spending period. Failure to comply with FCC requirements and the terms of the station's broadcast license may, at CPB's discretion, result in the loss or return of CSG funding.
- B. Operating Power: Grantees must operate a broadcast station that has an ERP of 100 watts or greater in the case of an FM radio station.
- C. Broadcast Schedule: Grantee's primary signal must have a broadcasting schedule of at least 18 consecutive hours per day, seven days per week, for 52 weeks per year.

- D. Locally Originated Program Service: Grantee must originate a local program service designed to serve its community’s needs and interests.
- E. Facilities: Grantees must have sufficient professionally equipped on-air and production facilities to allow for the broadcast of highly technical quality programming, including the capability for simultaneous local production and origination. In addition, Grantees must provide sufficient office space suitable for station operations.

Section 4 – Staffing Requirements

For the purposes of this section, CPB defines full-time employee as “permanent personnel of the Grantee, employed by Licensee (or a parent company, subsidiary, affiliate, or third-party operator under contract with Licensee):

- A. That possess the skills and expertise in the management, programming, production, promotion, development, or engineering areas of radio station operations;
- B. That are paid no less than the minimum federal hourly wage plus all benefits that Licensee (or a parent company, subsidiary, affiliate, or third-party operator under contract with Licensee) routinely provides to its FT employees; and
- C. Whose terms of employment require working the number of hours that constitute a normal work week at said institution.”

CPB defines full-time equivalent employees as follows: “Two or more employees who, collectively, satisfy the criteria for an FT employee. However, an FTE need not receive all benefits that Licensee (or a parent company, subsidiary, affiliate, or third-party operator under contract with Licensee) provides to its FT employees.

A station must employ at least the number of staff for their respective levels as set forth in the following table.

CSG	Staffing Requirements
Level A	None
Level B	One FT employee
Levels C and D	Four FT employees, which may be met with a combination of FT employees and FTEs, provided no fewer than two employees are FT employees.
	All FT employees and FTE’s must work on an annual (12-month) basis.
	At least two FT employees must be employed in a managerial and/or programming position.

WFHB is categorized as a Level D station. Accordingly, it employs four full-time staff—the General Manager, Development Director, Music Director, and News Director.

Section 5 – Minimum NFFS Requirements

WFHB is required to bring in a certain amount of revenue that is not attached to the federal government. This is referred to as the “Minimum NFFS,” and the amount is dependent upon the station’s level. The chart below shows the NFFS requirements for each of the levels.

CSG Level	Minimum NFFS	Minimum Direct Revenue
Level A (Sole Service)	None	None
Level B or C (MASS & RASS)	\$100,000	\$10,000
Level B	\$175,000	\$17,500
Level C	\$250,000	\$25,000
Level D	\$300,000	\$30,000

WFHB is a Level D station. That means our NFFS requirement is \$300,000 over the course of a fiscal year, excluding any funds received from the Corporation for Public Broadcasting or other such federal entities.

5.1 Failure to Meet the NFFS Requirement

“Grantees that do not meet the required minimum NFFS for their CSG level for two consecutive years automatically lose their future CSG eligibility...”

1st Notice: If Grantee fails to satisfy its minimum NFFS requirement based on Grantee’s 2014 fiscal year AFR or FSR (whichever is applicable), CPB will provide Grantee with written notice of the same (1st notice). After receiving the 1st notice, Grantee will continue to be eligible to participating in the FY 2017 CSG program.

2nd Notice: If, after receiving a first notice, Grantee applies for an FY 2017 CSG and is unable to meet its minimum NFFS requirements based on Grantee’s 2015 fiscal year AFR or FSR (whichever is applicable), CPB will notify Grantee in writing of its continued

failure to comply (2nd notice). After receiving the 2nd notice, Grantee will continue to be eligible to participate in the FY2017 CSG program.

Ineligibility: If, after receiving a first and second notice, Grantee applies for an FY2018 CSG, and is unable to meet its minimum NFFS based on Grantee's 2016 fiscal year AFR or FSR (whichever is applicable), Grantee will automatically become ineligible to receive a CSG in FY2018 and will be removed from the CSG program. CPB will notify Grantee in writing of its ineligibility.

However, if said Grantee meets its minimum NFFS based on Grantee's FY2016 fiscal year AFR or FSR (whichever is applicable), Grantee will continue to be eligible to participate in the FY2018 CSG program."

Section 6 – Diversity Statement

6.1 Requirements

The Communications Act requires CPB to support diverse non-commercial educational content for unserved and underserved audiences. CPB's goal, therefore, is to support stations in providing a wide variety of educational, informational, and cultural content that addresses the following elements of diversity: gender, age, race, ethnicity, culture, religion, national origin, and economic status. It is appropriate that Grantees engage in practices designed to reflect such diversity of the population they serve. In support of these of these objectives, Grantees must comply with the following:

- A. Annual Review: Annually review and make any necessary revisions to station's established diversity goal for its workforce, management, and boards, including community advisory boards and governing boards having governance responsibilities specific to or limited to broadcast stations.
- B. Diversity Statement: Undertake the following to achieve Grantee's diversity goal:
 - a. Annually review with the station's governing board of Licensee Official:
 - i. The diversity goal and any revisions thereto; and
 - ii. Practices designed to fulfill the station's commitment to diversity and to meet the applicable FCC guidelines.
 - b. Maintain on its website a diversity statement (approximately 500 words) that reflects on the following points, reviewing and updating the same annually with station management:
 - i. The elements of diversity that Grantee finds important to its public media work;
 - ii. The extent to which Grantee's staff and governance reflect such diversity;
 - iii. The progress Grantee has made to increase its diversity in the last two to three years; and
 - iv. Grantee's diversity plans for the coming year.
- C. Annual Initiative: Undertake one of the following initiatives on an annual basis:

- a. Include individuals representing the diverse groups served by Grantee for internships or work-study programs, which must be designed to provide meaningful professional-level experience and further public broadcasting's commitment to education;
 - b. Include qualified diverse candidates in any slate of individuals considered for positions or elected governing boards that Grantee controls;
 - c. Provide diversity training for members of Licensee's governing body or board of directors;
 - d. Participate in minority or other diversity job fairs; or
 - e. Provide diversity training for management and appropriate staff.
- D. Recruiting: Grantees are strongly encouraged to interview at least one qualified diversity candidate for each senior leadership position hire. The term "senior leadership position" includes: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Content Officer, General Manager, and other equivalent positions.

6.2 WFHB Diversity Statement (Updated and Approved: September 2014)

The following statement is in response to the request by the Corporation for Public Broadcasting for a brief statement of the diversity goals of WFHB Community Radio, a CSG recipient. WFHB will elaborate on the following points:

- Elements of diversity that WFHB finds important to its broadcast and outreach in south central Indiana.
- How the WFHB staff and station governance reflects such diversity.
- The steps WFHB has made to increase its diversity in the last two to three years and its plans in the coming period.

6.2.1 Elements of diversity important to public media work

WFHB's mission is "to provide an open community forum for the exchange and discussion of ideas and issues, and to celebrate and increase the local cultural diversity."

Our aim is to provide a meaningful forum on which the underrepresented populations of south central Indiana can express themselves and discuss issues of importance to them and the broader community. We accomplish this through a participatory, volunteer system under the guidance of a small paid staff.

We produce three public affairs programs in-house that focus on underrepresented populations—*Bring It On!* (Black), *bloomingOUT* (GLBTQ), and *Hola Bloomington* (Hispanic/Latino). Additionally, we air music programs such as *Native Spirit* (traditional and contemporary Native American), *Planetary Caravan* (international), and *Local Music Show* (local) every week, all of which are programmed by local volunteers and part of a broad range of programs serving our community. Recently, our *Daily Local*

News program launched an online-only Chinese translation, helping WFHB reach and serve another audience in south central Indiana.

Bloomington, Indiana is home to Indiana University. Our staff regularly visits the campus to speak to journalism and telecommunications students to provide real, hands-on experience in the industry. In fact, it’s a student who produces the Chinese translation of the *Daily Local News*.

6.2.2 Extent to which the staff and governance reflects such diversity

The table below shows the diversity of the people in the WFHB broadcast area, as well as the diversity of the Board of Directors and the paid staff. WFHB has nine board members, four full-time and three part-time paid staff members.

Category	Service Area	Board of Directors	Paid Staff
Gender			
Female	50.3%	33%	29%
Male	49.7%	67%	71%
Race/Ethnicity			
White/Anglo	91.5%	78%	100%
Hispanic	1.9%	0%	0%
Native American	0.03%	0%	0%
Black	1.8%	22%	0%
Asian	2.9%	0%	0%
Other	1.6%	0%	0%
Geographic			
Brown County	4.6%	0%	0%
Greene County	10.0%	0%	0%
Lawrence County	14.0%	0%	0%
Monroe County	43.5%	100%	100%
Morgan County	21.4%	0%	0%
Owen County	6.5%	0%	0%

6.2.3 Progress

WFHB has focused on programming diversity since its inception. More than 200 people participate in the operation of WFHB Community Radio—a number that has remained relatively consistent despite a transient population in the college town that the station calls home.

Since the early 2000s, WFHB has produced and aired shows like *bloomingOUT*, *Bring It On!*, and *Hola Bloomington*. Music programs like *Hora Latina* (a Spanish-language Latin/Hispanic music show following *Hola Bloomington*), *Native Spirit*, and *Planetary Caravan* have been airing even longer. As described above, we launched our first Chinese-language translation of the *Daily Local News* in 2014 with the help of a student volunteer.

WFHB Community Radio believes that it important for its Board of Directors and staff members to be representative of the community they serve. As such, it is committed to a continual search for qualified, diverse candidates to hold these positions. In service to this goal, WFHB will annually review its commitment to diversity and update it as necessary. WFHB’s staff will develop their skills through formalized training, including diversity training, on an annual basis. WFHB will also attend diversity fairs when applicable to the mission and needs of the station.

Section 7 – Transparency

WFHB's settled policy is that all its organization and operations, and all its records, are always open to the public, excepting only:

1. When applicable law requires that certain information be kept confidential, such as private discussions of personnel information, or
2. When the Board of Directors has entered into a funding agreement, accepting provisions which mandate confidentiality in some respects, or
3. Our continuing and settled policy of keeping information about our donors private, as detailed below.

Section 8 – Donor Privacy -

WFHB keeps donor information private, according to our policy.

Section 9 – CSG Unrestricted and Restricted

This section will be completed when someone defines “CSG.”

Section 10 – Nondiscrimination

Grantees must comply with the nondiscrimination provisions set forth below:

- A. Discrimination: Grantee shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or physical or mental handicap. Grantee will take affirmative action to ensure that applicants are considered for employment, without regard to their race, color, religion, age, sex, national origin, or physical or mental handicap.
- B. Laws and Regulations: Grantee shall comply with all laws and regulations prohibiting discrimination on the basis of race, color, religion, age, sex, national origin, or physical or mental handicap that may be applicable to Grantee, including but not limited to the following:
 - a. Title III of the Public Telecommunications Financing Act of 1978
 - b. Title VII of the Civil Rights Act of 1964
 - c. Equal Pay Act of 1963
 - d. Age Discrimination in Employment Act of 1967
 - e. Title VI of the Civil Rights Act of 1964
 - f. Title IX of the Education Amendment of 1972
 - g. Title V of the Rehabilitation Act of 1973
 - h. FCC's regulations concerning equal employment opportunity
- C. Subcontracts: Grantees must include the provisions of this Section in all subcontracts and delegations it enters into in connection with the CSG.

Section 11 – Equal Employment Opportunity

It is the policy of Bloomington Community Radio, Inc. to comply with all federal, state, and local equal employment opportunity requirements. WFHB's Bylaws specifically forbid discrimination on the basis of racial characteristics, ethnic background, personal beliefs, sex, physical disabilities, or sexual orientation. We also extend this policy to cover Gender Identity. The Corporation has four (4) full-time employees and three (3) part-time employees.

Appendix A – SoundExchange Reporting Instructions

Step 1: Get Spinitron playlists

1. Login to Spinitron.
2. Choose "CPB-SX webcast reports" under "Music DB" in the navigation menu.
3. Select time period and click "Submit."
4. On the results page, click the link to download the file (below the "Email" and "Send" buttons).

Step 2: Get streaming logs

1. Login to Shoutcheap cast control: <http://www.shoutcheap.com/cast-control>
2. Navigate to Statistics à Logs à and then click in the upper right corner "Download Logs."

- a. NOTE: This downloads only the last 5 days' worth of logs. You must repeat the process every 5 days (repeat 3 times for a total of 15 log files) during the 2 week reporting period in order to have a full 14 consecutive days of logs.
3. Save log files in a folder on the desktop for later (e.g. 2016Q1)

Step 3: Modify streaming logs

1. Run Sawmill.
2. Brow to the folder you created in #3 above.
3. Run the analyzer for "access.log.1"
4. Run "Detail Log" report.
5. Export to CSV file.
6. Rearrange columns to the following:
 - a. Hostname
 - b. Date
 - c. Time
 - i. NOTE: The easiest way to split date and time is to create another column to the right, then copy and paste the "Date/Time" column into it. Once you've done that, format each column so that the first column gives the date (MM/dd/yyyy) and the second column gives the time (24h).
 - d. Page
 - e. Session Duration
 - f. Server Response
 - g. Referrer
7. Save results as a Tab Delimited (.txt) file.

Step 4: Upload files

1. Login to PRI website: <http://www.publicbroadcasting.net/wfhb/guide-guideadmin>
2. Click on "Upload Playlists/Streaming Log Files."
3. Click to select date range and enter dates.
4. Click the link for "[Upload Logs]."
5. Choose file type, browse, and upload.
6. Check error logs for any errors and resubmit, if needed.
7. Repeat to include both playlist logs and streaming logs.

Operating Instructions

RadioTraffic

RadioTraffic is the software we use to generate our daily program logs. The online documentation for it is at the following address. <http://www.traf.com/DashboardXP.ashx>.

FreeNAS 9.3-STABLE

FreeNAS 9.3-STABLE is the Linux operating system we use for our servers: PONGO, the main server, and SPOT, a server primarily used to back-up our audio library. The documentation for this operating system can be found here: <http://doc.freenas.org/9.3/>.

WordPress

WordPress is the content management system WFHB uses as the basis for its website (wfhb.org). Online documentation can be found here: <https://codex.wordpress.org/>.

Dreamhost

Dreamhost is the host for our websites wfhb.org, donate.wfhb.org, and time.wfhb.org. Online documentation for this host can be found here: http://wiki.dreamhost.com/Main_Page

Applicable Laws

WFHB follows all federal, state, and local laws applicable to its operations. Following are references for such laws, though this list is not exhaustive.

Federal Communications Commission

The Federal Communications Commission is the regulatory body for all telecommunications operations in the United States. All legal code regarding the FCC is contained in Section 47 of the Code of Federal Regulations. Here is a link:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title47/47tab_02.tpl

Occupational Safety and Health Administration

The Occupational Safety and Health Administration (OSHA) regulates workplace safety issues. WFHB complies with all applicable OSHA standards. A complete description of OSHA standards can be found here: <https://www.osha.gov/law-regs.html>

U.S. Equal Employment Opportunity Commission

The United States Equal Opportunity Commission enforces laws related to workplace discrimination. It prohibits discrimination based on the following categories: age, disability, genetic information, national origin, pregnancy, race and/or color, religion, and sex. It also prohibits harassment and sexual harassment in the workplace, and provides that all employees are compensated equitably for doing the same work. A complete description of laws and regulations can be found here: <http://www.eeoc.gov/laws/>

They also provide a list of workplace laws and regulations other agencies enforce here: <http://www.eeoc.gov/laws/other.cfm>

Indiana Nonprofit Code

The Indiana Nonprofit Code can be found in full at this link:
<http://codes.lp.findlaw.com/incode/23/17>