

AFFIRMATIVE ACTION PLAN

SOUTH FLORIDA PBS, INC.

Adopted March 7, 1980, Updated April 2017

I. GENERAL POLICY

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

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

II. STATEMENT ON AFFIRMATIVE ACTION

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

III. RESPONSIBILITY FOR IMPLEMENTATION

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

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

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

IV. POLICY DISSEMINATION

A. Our Affirmative Action Plan is available in the following locations: the Human Resources Office, in the Office of the C.E.O., and the employee bulletin board. Individual copies are available upon request to all employees.

- B. Division heads, department managers and supervisors have been provided with a copy of this plan.
- C. To assure that employees and job applicants are cognizant of our equal employment opportunity policy, SFPBS conveys its EEO policy to the public through all recruitment sources by identifying the station as "An Equal Opportunity Employer M/F/D/V."

V. RECRUITMENT

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

- A. To assure non-discrimination in recruiting, there is posted on the employee bulletin board the U.S. Government Office Poster 1970 0-372-821, "Equal Opportunity is the Law," Civil Rights Action of 1964 and by executive order number 11246.
- B. Available positions are posted for a minimum of three week days to encourage promotional opportunities for staff. Employees are encouraged to refer minority, female and physically challenged for employment.
- C. A comprehensive source list is used in order to attract job candidates. The following is a current list of those sources by type as of April 2017.

Schools

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| <ul style="list-style-type: none"> Ai Miami International University of Art & Design Barry University Bates College Bethune Cookman College Broward College Carlos Albizu University City College Connecticut School of Broadcasting Florida A&M University Florida Atlantic University Florida Gulf Coast University Florida International University Ft. Lauderdale Art Institute Florida Memorial University Florida State University Florida Technical College | <ul style="list-style-type: none"> Howard University Keiser College Lincoln College of Technology Lynn University Miami Dade College Miami Lakes Technical Center Miami Media School Nova Southeastern University Palm Beach Atlantic College Palm Beach State College Sheffield Institute for the Recording Arts St. Thomas University University of Central Florida University of Florida University of Miami University of Tampa |
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Other Sources

Abilities of Florida	Non-profit jobs.org
Association of Fundraising Professionals	Office of Disability Management
Broadcast Employment Services	Palm Beach County Film & TV Commission
Camacol Latin Chamber of Commerce	Palm Beach Habilitation Center
CareerSource South Florida (No. Miami Beach)	PBS Workforce Alliance Career Center
CareerSource South Florida (Hialeah)	PBS Connect
CareerSource South Florida (Northside)	Production HUB
Corp/Public Broadcasting (CPB Jobline), D.C.	Public Broadcasting Service
Each Member of our Board of Directors	Society of Broadcasting Engineers
Florida Association of Broadcasters	The Leadership Institute
Goodwill Industries	TV Jobs.com
Hispanic Human Resources	Urban League of Broward County
Jewish Vocational Services	Urban League of Greater Miami
Journalism Jobs.com	Urban League of Palm Beach County
Latin Chamber of Commerce	Vicker House
NAACP, Miami & Ft. Lauderdale & Palm Beach	Youth Co-Op, Inc.
NATAS Online Job Bank	
National Hispanic Media Coalition, CA	
National Organization for Women	

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

VI. SELECTION AND HIRING OF NEW EMPLOYEES

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

VII. PLACEMENT AND PROMOTION OF EMPLOYEES

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

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

VIII. TRAINING OPPORTUNITIES

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

IX. WORKING CONDITIONS AND BENEFITS

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

X. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMPLAINT PROCEDURE

If an employee believes that he/she has been the victim of discrimination, SFBPS's policies should be followed which are outlined in the employee handbook – Workplace Respect (Policy 115) and/or Complaint Procedure (Policy 205).