



Lakes Area Community Television Channels 10 & 20

FOREST LAKE CABLE COMMISSION PERSONNEL POLICY and EMPLOYEE HANDBOOK

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Forest Lake Cable Commission and as an Employee Handbook for employees with Lakes Area TV Station to familiarize and outline the policies, programs, and benefits available to eligible employees. They should not be construed as contract terms (express or implied) nor are they intended to create any legally enforceable obligations on the part of FLCC or its employees. The policies are guidelines only and are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the Station. These policies supersede all previous personnel policies.

Employees are considered at will

Except as otherwise prohibited by law, the Forest Lake Cable Commission has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Forest Lake Cable Commission - Vision / Mission Statement

Vision Statement

To make practical and effective use of evolving technology opportunities. Empower local residents to create content for broadcast and prepare resident producers to create and develop content for broadcast on our channels. Enable efforts to deliver training, production, distribution, and broadcast services to our community.

Mission Statement

To serve member cities by administering and enforcing the cable franchise agreement, managing institutional programming and overseeing local community programming on their behalf. Be fiscally responsible of station resources. Provide television production equipment, training and opportunities for dissemination of information, ideas and views of the community.

Lakes Area Television LATV - Vision / Mission Statement

Vision Statement:

To Educate, Inform, Entertain and Involve people within the Cities of the Joint Powers Agreement as directed by the Forest Lake Cable Commission.

Mission Statement:

To collaborate with people and organizations in the communities we serve to bring quality

programming and learning opportunities while being fiscally responsible under direction of the Forest Lake Cable Commission.

Goals:

1. To increase Community Involvement
2. To broaden and enhance Quality of Programming
3. To ensure continued Financial Viability

Scope

These policies apply to all employees of the Station. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. Station Attorney;
3. Members of Station Boards, Commissions and Committees;
4. Consultants and Contractors;
5. Volunteers,

Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

EEO Policy Statement

The Forest Lake Cable Commission is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, benefits and selection for training.

The Forest Lake Cable Commission will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, genetic information, age, marital status, status with regard to public assistance, membership on a local human rights commission, or any other protected characteristic in accordance with applicable law. Any employee who is found to have acted in violation of the equal employment opportunity policy shall be subject to appropriate disciplinary action, including but not limited to, reprimand, suspension, or discharge.

All complaints of discrimination or harassment shall be directed to the Access Coordinator or a member of the FLCC, which will be handled as confidentially as possible, subject to the need to disclose information in an investigation. Employees will not be subjected to any form of retaliation or discipline for making a complaint. If the FLCC determines that this policy has been violated, disciplinary action will be taken, up to and including termination of employment.

Accommodating Individuals with Disabilities

The FLCC is committed to complying with all applicable provisions of the Americans with Disabilities Act as amended ("ADA"). It is the FLCC's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job, with or without a reasonable accommodation.

Consistent with this policy, the FLCC will provide a reasonable accommodation to a qualified individual with a disability, as defined by the ADA, who has made the FLCC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the FLCC.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Access Coordinator. FLCC encourages individuals with disabilities to come forward and request a reasonable accommodation.

Personnel Records

Employee records are maintained in a location designated by the Access Coordinator. Personnel data is confidential Station property and kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc...

To keep necessary Station records up to date, it is very important that you notify the Access Coordinator of any changes in:

- Name and / or marital status
- Address and / or telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

Employees have the right to review their personnel file. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The Station acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all Station personnel including regular and temporary employees, volunteers and Forest Lake Cable Commission members.

Abusive Behavior

The Station does not expect that employees accept verbal abuse from anyone. An employee should request that a supervisor intervene where there is abuse.

If there is a concern over the possibility of physical violence, the Access Coordinator shall be contacted immediately. When conditions dictate, 911 may be called. Employees shall leave the area immediately when violence is imminent. Employees must notify their supervisor about the concern or incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Inappropriate behavior includes the use of physical force, harassment, or intimidation. The safety and security of Station employees, customers, vendors, boards and councils and the general public are of vital importance. Therefore, acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Employees found guilty of such acts or threats of violence will be subject to discipline, up to and including immediate termination of employment.

The Station prohibits the following:

- Any act or threat made by an employee against another, including but not limited to: intimidation, harassment, or coercion;
- Any act or threat which endangers the safety of employees, customers, vendors, boards and councils, or the general public;
- Any act or threat made directly or indirectly by words, gestures, or symbols.

All employees are required to report to their supervisor any behavior that compromises the Station's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential except where there is a legitimate need to know.

Any employee who has been a victim of workplace violence or is aware of such conduct between other employees should immediately report it to his/her supervisor. Employees will not be subject to discipline or retaliation of any form for reporting actual or potential violence.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, genetic information or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the station, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure

whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the Access Coordinator.

Anti-Harassment Policy

This anti-harassment policy prohibits harassment by fellow employees, by a supervisor or manager or by someone not directly connected to the Station (for example, a customer, consultant or supplier). All employees are expected to treat their co-workers, subordinates, supervisors and the public and any persons not directly related to the station with respect at all times.

E-mail, text, social media and instant messaging harassment is also strictly prohibited. E-mails, texts, social media posts and instant messages that are derogatory in nature to any individual can be considered as harassment. Employees who abuse e-mail, text, social media and instant messaging in any way are subject to discipline, up to and including termination of employment.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
3. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

1. **Unwelcome or unwanted sexual advances.** This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
2. **Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual.** This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
3. **Requests or demands for sexual favors.** This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on Station property, in Station vehicles, or in any personal vehicle, which is being used for Station business. This includes employees with valid permits to carry firearms. (A license to carry a concealed or unconcealed weapon does not supersede Station policy).

“Dangerous weapons” include, but are not limited to: firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

Federal law defines dangerous weapon as, “(i) an instrument capable of inflicting death or serious bodily injury; or (ii) an object that is not an instrument capable of inflicting death or serious bodily injury but (I) closely resembles such an instrument; or (II) the defendant used the object in a manner that created the impression that the object was such an instrument (e.g. a defendant wrapped a hand in a towel during a bank robbery to create the appearance of a gun).” (18 USCS Appx § 1B1.1)

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or Access Coordinator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, Access Coordinator or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it immediately to the Access Coordinator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the Access Coordinator or the Forest Lake Cable Commission.

Supervisor’s Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. The Station considers all reports seriously and will take appropriate action to stop inappropriate conduct. Failure to promptly report possible harassment prevents the Station from conducting a timely investigation and, therefore, such failure may be grounds for disciplinary action, up to and including termination of employment.

In the case of sexual harassment or discriminatory behavior, employees must report the allegations to the Access Coordinator, who will determine whether an investigation is warranted. The Access Coordinator must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, the Access Coordinator will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

1. Corroborating evidence including details of the conduct.
2. A list of witnesses.
3. Identification of the offender including the name of all individual(s) involved.

Step 3. The employee must notify the Access Coordinator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

If the Access Coordinator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will confer with the Forest Lake Cable Commission and then if necessary the Mayor and City Council regarding appropriate investigation and action.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, upon final disposition the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

No retaliation of any kind will occur because an employee has reported an incident of suspected harassment or participated in an investigation. Consistent with the terms of applicable statutes and Station personnel policies the Station may discipline (up to and including termination of employment) any individual who retaliates against any person who reports alleged violations of this policy. The Station may also discipline (up to and including termination of employment) any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

STATIONWIDE WORK RULES & CODE OF CONDUCT

Conduct as a Station Employee

In accepting Station employment, employees become representatives of the Station and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the cable commission broadcast area. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a Station employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the Station. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Throughout this handbook, it will be noted that many of your questions are to be directed to your immediate supervisor. If your question is in regard to a personnel matter, which your supervisor cannot handle, then the Access Coordinator will be made available; who may reach out to the Forest Lake Cable Commission.

Attendance & Absence

The operations and standards of service at the Station require that employees be at work unless valid reasons warrant absence. Attendance is an essential function of every Station position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence but not later than one (1) hour before his/her scheduled starting time if he/she expects to be late or absent. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message at the station's main number, that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Notifying a co-worker or colleague is not satisfactory. Failure to use the established reporting process will be grounds for disciplinary action.

Tardiness – Employees are expected to be at their work area at the appropriate starting time. Anyone not complying with this requirement could be subject to appropriate disciplinary action.

Access to and Use of Station Property

Any employee who has authorized possession of keys, tools, cell phones, or other Station-owned property and equipment must register his/her name and the serial number (if applicable) or identifying information about the property and equipment with his/her supervisor. All such property and equipment must be turned in and accounted for by any employee leaving employment with the Station in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. Any employee responsible for defacing or damaging station property will face disciplinary action, up to and including termination of employment. The duplication of keys owned by the Station is prohibited unless authorized by the Access Coordinator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

An employee should dress in a reasonable manner and use good judgment when choosing attire.

An employee that is provided uniforms by the Station is required to wear them during paid work time. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

The dress and appearance of a Station employee is a direct reflection of the professionalism of our services. A Station employee is usually in direct contact with the public every day as part of their regular workday. A neat, clean, well-groomed employee will present a positive image of the Station and demonstrate the pride our Station employee has.

An employee is expected to report to work in dress that fits the type of work s/he does and at the same time promotes a professional image. Clothing should be neat, clean and free of rips, tears, patches, and offensive logos or wording.

An employee reporting to work in attire that, at the discretion of their Supervisor, is not

befitting a professional image shall be warned that such clothing is not to be worn again. An employee who continues to report to work in inappropriate attire will be sent home to change clothes. The employee will not receive paid hours during this time.

Violations may be subject to disciplinary action.

Conflict of Interest

Station employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest.

The credibility of local government rests heavily upon the confidence that citizens have in public officials and employees to render fair and impartial services to all citizens without regard to personal interest or political influence. While on duty as an employee of a government entity, employees need to stay above board and without bias not inject questions or viewpoints into the political process. Thus, commission members and employees must scrupulously avoid any activity that suggests a conflict of interest between their private interests and Station responsibilities. Officials and employees of the Station must not engage or have financial interest in any business or other activity that could reasonably lead to a conflict of interest with the employee's primary Station responsibilities. Examples of activities that are not in accordance with this Policy include, but are not limited to, the following:

1. Acceptance by a local elected or appointed public official of any gift from an interested person in violation of Minnesota Statutes, Section 471.895;
2. Activities which require a commission member or employee to interpret Station codes, ordinances, or regulations when the activity involves matters with which the commission member or employee has business and/or family ties;
3. Consulting activities carried out within the Station if the consulting involves any conflict of interest with the elected or appointed official's or employee's Station work responsibilities;
4. Using an official's or employee's authority, influence, or Station position for the purpose of private or personal financial gain;
5. The use of Station time, facilities, equipment, or supplies for the purpose of private or personal financial gain;
6. Entering into a business transaction when it involves using confidential information gained in the course of employment;
7. Accepting other employment or public office where it will affect the official's or employee's independence of judgment or require use of confidential information gained as a result of Station duties;
8. Use of Station time or resources in promoting or advocating the election of any individual
9. Conducting personal business while working regularly scheduled hours; and/or
10. Accepting rebates or procuring any financial gains through the bidding process or employment of outside personnel.

If an employee has any question about whether such a conflict exists he/she should consult with the Access Coordinator.

Any employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another employee shall promptly report the activity to the Access Coordinator, or if such activity be by the Access Coordinator, to the Commission. The matter shall be investigated, and a determination shall be made as to whether or not an actual or potential conflict exists. If the investigation determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the employee in carrying out their duties and responsibilities. In such cases the employee shall immediately terminate the conflicting activity or be subject to disciplinary action up to and including potential termination of employment.

Nothing in this Policy is intended to violate, supersede, or conflict with any applicable state or federal law regarding conflicts of interest in public employment or disclosure requirements.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

The station relies on the accuracy of information provided by individuals in their resume and/or employment application; as well as other data provided throughout the hiring process and during employment. Any misrepresentations, falsifications, or material and/or purposeful omission in any of this information may result in the exclusion of the applicant from further consideration for employment or, if the individual has been hired, termination from employment. Ref: Recruitment Section / Background Checks

Personal Communications *(such as text, phone or email communications)*

Personal communications and are to be made or received only when truly necessary. They are not to interfere with Station work and are to be completed as quickly as possible. The station will not be liable for the loss of personal cell phones.

Political Activity

Station employees have the right to express their views and to pursue legitimate involvement in the political system. However, no Station employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the Station to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Non-Solicitation

No solicitation or distribution of literature of any kind may be conducted by any employee during actual work hours or in working areas at any time.

Smoking

Consistent with our desire to provide a safe and healthy work environment, all Station buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a Station facility or vehicle.

Smoking of any kind, including pipes, cigars, e-cigarettes and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are only allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours: The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the Access Coordinator.

Benefits: Privileges granted to qualified employees in the form of paid leave and/or retirement.

Benefit Earning Employees: Year-round employees who work at least 20 hours per week on a regular basis.

Demotion: The movement of an employee from one job class to a lower job class.

Employee: An individual who has successfully completed all stages of the selection process including the training period

Exempt Employee: Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. Exempt employees are expected to put in hours necessary to complete the job.

FICA: Federal Insurance Contributions Act): FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings.

Fiscal Year: The period from January 1 to December 31 each year.

Full-time Employee: Employees who are required to work forty (40) or more hours per week year-round in an ongoing position

Hours of Operation: The Station's regular hours of operation are Monday through Friday, from 10:00 a.m. to 4:00 p.m. These hours are flexible as staff may be working on location at times.

Management Employee: An employee who is responsible for supervising other employees

Non-exempt Employee: Employees who are covered by the federal or state Fair Labor

Standards Act. Such employees are hourly employees and are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-time Employee: Employees who are required to work less than forty (40) hours per week year-round in an ongoing position

Pay Period: A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later

PERA (Public Employees Retirement Association): Statewide pension program in which all eligible Station employees must participate in accordance with Minnesota law. The Station and the employee each contribute to the employee's retirement account.

Promotion: The movement of an employee from one job class to a higher job class.

Reclassify: Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

Seasonal Employee: Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Temporary Employee: Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period: A six month period at the start of employment with the Station (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job.

Workweek: A workweek is seven consecutive 24-hour periods. The workweek will run from Saturday through the following Friday.

EMPLOYEE RECRUITMENT & SELECTION

Scope

The Access Coordinator or a designee will manage the hiring process for positions within the Station. While the hiring process may be coordinated by staff, the Cable Commission is responsible for the final hiring decision and must approve all hires to Station employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The Access Coordinator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will

be made on a case-by-case basis.

Application for employment will generally be made on application forms provided by the Station. Other materials including a resume in addition to a formal application may be accepted in certain recruitment situations as determined by the Access Coordinator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials, by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the Access Coordinator.

Position vacancies may be filled on an “acting” basis as needed. The Cable Commission will approve all acting appointments. Pay rate adjustments, if any, will be determined by the Cable Commission.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; or other appropriate job-related exam.

The Forest Lake Cable Commission or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications with or without accommodations.

Selection Process

The selection process will be performed by the Access Coordinator and subject to final hiring approval of the Forest Lake Cable Commission. Any, all or none of the candidates may be interviewed.

Background Checks

All contingent offers of employment for applicants over the age of 18 require successful completion of a criminal background check to confirm information submitted as part of application materials and to assist in determining the candidate’s suitability for the position. Except where already defined by state law, the Access Coordinator will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee’s work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration.

Residency Requirements

An employee is not required to maintain residency within the Station limits

Appointment and Placement of Relatives

The Forest Lake Cable Commission does not restrict employment of more than one member of a family or persons related by blood or marriage. Members of an employee's family will be considered for employment on the basis of their qualifications.

1. No Station employee shall take part in decisions to hire, retain, promote or determine the salary of their spouse, family member or relative;
2. No Station employee is to be assigned responsibility for supervising, directing or auditing the work or performance of their spouse, family member or relative
For the purposes of this section, the terms "family member or relative" shall mean spouse, parent, child (by birth, adoption or legal guardian), brother, sister, grandparent, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew and niece. The conflict of interest requirements outlined above applies both at the time of appointment and throughout the duration of employment.

ORGANIZATION

Job Descriptions

The Station will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the Forest Lake Cable Commission prior to the position being filled.

A job description is prepared for each position within the Station. Each job description will include: position title, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, minimum requirements, desirable training and experience, supervisory responsibilities (if any). Good attendance and compliance with work rules and policies are essential functions of all Station positions.

Prior to posting a vacant position the existing job description is reviewed by the Access Coordinator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. The Access Coordinator is responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the Forest Lake Cable Commission. Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the Access Coordinator. The Access Coordinator also periodically reviews wages/compensation associated with each job description to comparable benchmarks to ensure wages reflect recruiting and retention objectives. Reviews and recommendations are presented to the Forest Lake Cable Commission for approval. (Ref: Compensation)

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the administrative assistant and subject to the approval of the Access Coordinator.

Layoff

In the event that it becomes necessary to reduce personnel, the selection of employees to be retained will be based on the needs of the station, merit and ability as determined by the Access Coordinator, subject to approval of the Cable Commission.

HOURS OF WORK

Work Hours

Work schedules for employees will be established by the Access Coordinator.

The Access Coordinator provides information, forms and instructions, which place the employee on the payroll. Paydays are every other Friday, resulting in twenty-six (26) pay periods each year.

All employees are paid on a bi-weekly basis meaning Pay periods are every two weeks beginning at 12:00 am Saturday and ending at 11:59 PM on Friday.

If a payday falls on a holiday, paychecks will be distributed the last previous working day. Paychecks are for work completed during the preceding pay period ending on the previous Friday.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time or end time by saving these breaks.

Adverse Weather/Other Conditions

Station facilities will generally be open during adverse weather. Employees are urged to plan alternate routes and leave for work earlier than usual in bad weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). They will be allowed to use accrued vacation time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

If the Station is temporarily shut down due to adverse weather or other situation deemed by access coordinator, exempt employees will receive their normal pay as required by law while non-exempt employees will be paid for two hours or actual worked. Whichever is greater

COMPENSATION

Full-time employees of the Station will be compensated according to schedules adopted by the Forest Lake Cable Commission. (Ref: Job Descriptions) Unless approved by the Forest Lake Cable Commission, employees will not receive any amount from the Station in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in advance by the Access Coordinator and/or Forest Lake Cable Commission in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the Forest Lake Cable Commission on an annual basis.

Under the Minnesota Wage Disclosure Protection law, employees have the right to tell any person the amount of their own wages. In accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment;
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages;
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minnesota Statute §181.172, subd. 3

The station cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection law are to bring a civil action against the station and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1/800-342- 5354.

Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. Unpaid lunch periods are excluded on the time sheet. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime

The Forest Lake Cable Commission has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The Forest Lake Cable Commission will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-eligible) Employees:

The Access Coordinator must approve overtime hours in advance. The determination whether overtime is appropriate is made by the Access Coordinator, not the employee. An

employee who works overtime without prior approval may be subject to disciplinary action.

All non-exempt employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. All time not actually worked, such as vacation, sick leave or other leaves of absence and paid holidays do not count toward "hours worked". Hours worked in excess of 8 hours in one day do not qualify for overtime pay unless the result is to extend the total weeks hours beyond 40 hours.

While the State of MN Labor Standards require employers to pay overtime for all hours in excess of 48 hours per work week; the Federal Fair Labor Standards Act requires some employers to pay overtime for all hours worked in excess of a 40 hour work week. Those employers include state and local governments and "Special Districts" which the FLCC/LATV is considered. The Federal Law applies.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

PERFORMANCE REVIEWS

An objective evaluation / performance review system is the responsibility of the Access Coordinator or designee for the purpose of periodically evaluating the performance of Station employees. The quality of an employee's past and overall job performance, productivity, punctuality, attendance, attitude, acceptance of responsibilities, personal relationships and appearance, neatness of work, advancement potential and length of service will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments. Salary/pay adjustments are based on an overall compensation program for all station employees. In all cases, the station retains discretion in making any compensation decision.

Performance reviews discussed with the employee will evaluate employee's job satisfaction, job performance, supervisory feedback, and career development. It is an opportunity for the employee to express his or her feelings regarding the Station's operations and all other matters of concern.

Performance reviews will be done periodically and are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Retirement

The Station participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The Station and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security (FICA) Taxes and Medicare Taxes.

HOLIDAYS

The Station recognizes 10 paid holidays each year. All regular full-time employees who have worked for the station for at least 30 days are eligible to receive pay for the following official holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Independence Day
Christmas Day	Labor Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for Station operations/facilities that are closed on holidays.

Full-time employees will receive 8 hours pay for official holidays at their base rate of pay, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday unless previously scheduled and approved to be absent by employee's supervisor. If the employee is unable to work either of these two days because of illness, proof of illness will be required in order to qualify for the paid holiday.

Holiday pay will not be considered as time worked for the purpose of overtime calculations unless work is actually performed. Holiday pay is computed at the employee's base rate of pay. Premium pay of 2.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday. Holiday pay falling within an approved scheduled vacation will be recorded as holiday pay.

Employees wanting to observe holidays other than those officially observed by the Station may request either vacation leave or unpaid leave for such time off.

LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act runs concurrent during a

worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the Station's leave programs, must be taken consecutively, with no intervening unpaid leave. The Station will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

Full-time employees will accumulate sick leave at a rate of 4 hours per month up to a maximum of 48 hours.

Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

1. When an employee is unable to perform work duties due to illness or disability (including pregnancy).
2. For medical, dental or other care provider appointments.
3. When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
4. To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
5. To take children, or other family members to a medical, dental or other care provider appointment.
6. To care for an ill spouse, father, mother, sister or brother.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the Access Coordinator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

1. Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
2. Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
3. Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job

with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

Any employee who makes a false claim for sick leave may be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the Access Coordinator.

Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement.

Vacation Leave

It is the intent that the annual vacation allocation be used in the calendar year granted for the overall well-being of the employee and the employee's family.

Vacation Leave Schedule

Years of Service				Annual Hours	Pay Period Hours
From	0 years	thru	2 years	40	1.5385
After	3 years	thru	10 years	80	3.0769
Over	10 years			80+*	3.0769 +
*1 additional day per year not exceed twenty (20) days					

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Employee's whose employment does not continue past the training period of six months are not eligible for any vacation.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the Station (including authorized unpaid leave). Employees who are rehired after terminating Station

employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the Station on the last scheduled work day of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the Access Coordinator. Vacation can be requested in increments as small as four hours up to the total amount of leave to be accrued during the current calendar year. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Vacation leave cannot be converted into cash payments except at termination.

Funeral Leave

All full-time employees who have worked for the Station for at least 30 days are entitled to funeral leave. An employee who wishes to take time off due to the death of a family member should notify his/her supervisor immediately. Funeral pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation such as overtime.

Employees will be permitted to use up to 3 consecutive working days, with pay, as funeral leave upon the death of an immediate family member including mother-in-law, father-in-law, grandparents and grandchildren. This paid leave will not be deducted from the employee's vacation or sick leave balance.

An employee may, with supervisor approval, use any available vacation for additional time off as necessary. Funeral leave will not be paid for any day on which the employee was not scheduled to work.

Jury Duty

Regular full-time employees will be granted paid leaves of absence for required jury duty. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the Station will be able to determine the amount of compensation due for the period involved.

Court Appearances

Employees will be paid their regular wage to testify in court for Station-related business.

Job Related Injury or Illness

The highest priority of the station is the safety of its employees. All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave or unused vacation at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Military Reserve Leave

If you are a Reservist or a member of the National Guard, you will be granted leave of absence to participate in the performance of required training or emergency duty, provided

that you have requested this leave and report for work on the next regularly scheduled working day following your release from duty, except in circumstances beyond your control.

Compensation for those summoned to military reserve or National Guard service will be the difference between their regular straight-time daily pay and the pay received while on such duty, covering a period not to exceed 15 working days per year.

Military Reserve pay will not be considered as hours worked when computing overtime.

Victim or Witness Leave

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the Station at least ten (10) days written notice.

All employees are encouraged to exercise their voting privileges. Because voting polls are open early and close late, it is suggested that each employee vote during non-business hours. All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during election day. Employees who would like time off from their regular schedules to vote should contact their supervisor no later than the day before the Election Day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The Access Coordinator may authorize leave without pay for up to thirty (30) calendar days. Leave without pay for greater periods may be granted by the Cable Commission to a maximum of one (1) year.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave.

All accrued vacation leave and sick leave must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the Station.

Employees returning from FMLA or parenting leave will be guaranteed return to the same

or equivalent position.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the Access Coordinator subject to approval of the Forest Lake Cable Commission.

Family and Medical Leave

General

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

1. Birth or placement of a child with the employee for adoption or foster care;
2. To care for a spouse, child or parent who has a serious health condition; or
3. A serious health condition that makes the employee unable to perform the essential functions of the position.

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

"Serious health condition" is defined in Federal law, but generally includes incapacitation requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).

Eligibility

An eligible employee is one who has worked for the Station for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave.

Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

Leave Year

The 12-month period is calculated by measuring twelve months backward from the start date of the employee's last FMLA leave.

Notice

The employee is to give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin or if thirty (30) days notice cannot be given as much notice as practical.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the Station's operations.

Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee must complete a "Certification of Physician or Practitioner" form.

The form is to be completed by the attending physician or practitioner and submitted to the Finance Department within ten (10) days after request, or as soon as is reasonably practicable.

The Station may require a second opinion at the Station's expense. If required, the Station will select a health care provider not regularly associated with the Station.

Recertification

Recertification may be required if the employee requests an extension of the original length approved by the Station or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

The Station may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.

Fitness for Duty Certification

The Station may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job with or without accommodation.

The Access Coordinator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the Station may deny reinstatement until it is provided. Any cost for the certification will be paid by the employee.

Job Protection

Employees will not accrue any benefits during unpaid leave except during intermittent leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of FMLA leave. Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

Use of Accrued Paid Leave During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave and vacation leave prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

Records Retention

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

Failure to Return from FMLA Leave

Employees who cannot return from an approved 12 week FMLA leave at the end of the

approved leave period may request an extension. If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued sick leave, or vacation leave that remains

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the Access Coordinator's approval.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the Access Coordinator on a case-by-case basis. This policy does not guarantee assignment to light duty.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the Access Coordinator in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the Station's job description along with a written request for light duty. Upon receipt of the written request, the employee should forward a copy of the report to the Access Coordinator.

The Station may require a medical exam conducted by a physician selected by the Station to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the Access Coordinator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the Station offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The Station will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

Pay for the light duty assignment may not be at the employee's regular rate of pay, but may be set at a level that is commensurate with the work being performed.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

SEPARATION FROM SERVICE

Resignations

Non-exempt employees wishing to leave the Station service in good standing are requested to provide a written resignation notice to their supervisor, 2 weeks before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the Station.

Severance Pay

Employees who leave the employ of the Station in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation.

DISCIPLINE

General Policy

Certain actions may give rise to immediate termination or result in corrective action prior to termination. Employees must understand that the Station does not adhere to any formal system of corrective action but may chose a progressive discipline with any employee. Management's right to take corrective action to improve performance or to terminate employment is absolute, and this policy does not contradict the employees at-will status.

Actions That May Warrant Immediate Termination:

Certain conduct that is detrimental to other employees and/or the Station may warrant, in the Station's judgment, the involuntary termination of any employee on the first occurrence.

Such offenses include, but are not limited to the following:

1. Breach of trust or dishonesty
2. Conviction of a felony
3. Willful violation of an established policy or rule
4. Falsification of Station records
5. Gross negligence
6. Insubordination
7. Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
8. Time card violations
9. Undue and unauthorized absence from duty during regularly scheduled work hours
10. Deliberate non-performance of work
11. Larceny or unauthorized possession of, or the use of, property belonging to any co-worker,

visitor or customer of the Station

12. Violation of Weapons in the Workplace
13. Unauthorized possession, use or copying of any records that are Station property
14. Unauthorized posting or removal of notices from bulletin boards
15. Excessive absenteeism or lateness
16. Marring, defacing or other willful destruction of any station equipment or property
17. Failure to call or directly contact your supervisor or Access Coordinator when you will be late or absent from work
18. Fighting or serious breach of acceptable behavior
19. Theft
20. Gambling, conducting games of chance or possession of such devices on the premises or during work hours
21. Sleeping on duty
22. Interjecting personal bias or opinions at any event while on duty for the station

Supervisors are responsible for maintaining compliance with Station standards of employee conduct. The objective of this policy is to provide disciplinary options for them. Station employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable station policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the Station's personnel policies. The Access Coordinator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The Station may elect to use or not use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Egregious behavior as noted above may result in accelerated discipline up to and including termination. Nothing in these personnel policies implies that any Station employee has a property right to the job he/she performs.

Documentation of disciplinary action taken including verbal warnings will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the Access Coordinator have

not resolved the matter.

Oral reprimands are issued by the Access Coordinator and are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The Access Coordinator will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Access Coordinator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The Access Coordinator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the Station Commission, except in the case of veterans. Qualified veterans will be suspended in accordance with state and federal law.

The employee will be notified in writing of the reason for the suspension. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be placed on administrative leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The Forest Lake Cable Commission may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with Station standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the Station relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the Access Coordinator within twenty- one (21) days after the alleged violation or dispute has occurred. The Access Coordinator will respond to the employee in writing within seven (7) calendar days.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the Access Coordinator's last answer.

The following actions are not grievances:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

Staff Development

The Station promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The Station will pay for the costs of an employee's participation in training and

attendance at professional conferences, provided that funding is available and attendance is approved by the Access Coordinator in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

The Access Coordinator is responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Professional Meetings

Attendance at professional meetings directly related to the performance of the employee's work responsibilities require advance Access Coordinator approval to evaluate budgetary impact and to ensure adequate department coverage.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the Access Coordinator on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the Station.

Requests must be approved by the Access Coordinator and within established budgets.

Documentation approving conference or training attendance will be provided to the employee. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the Access Coordinator for prompt payment.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues (Pre-Approved by the Access Coordinator)

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the Station.

Upon separation of employment, individual memberships remain with the Station and are transferred to another employee by the supervisor.

Travel Allowance

If employees are required to travel outside of the area in performance of their duties as a Station employee, they will receive reimbursement of expenses for Mileage.

Employees who find it necessary to use their private automobiles for Station travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the allowable IRS rate. The Station will also reimburse for the Employee for the reasonable cost incurred when approved travel is made by other means of transportation but will be reimbursed only the amount that would have been reimbursed had the Employee traveled using the least costly method, unless otherwise approved. The Station will reimburse the Employee for necessary parking fees incurred for required travel.

OUTSIDE EMPLOYMENT

All outside employment is to be reported to the Access Coordinator. If a potential conflict exists based on this policy or any other consideration, the employee will consult with the Access Coordinator. Any Station employee accepting employment in an outside position that is determined by the Access Coordinator to be in conflict with the employee's Station job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-Station employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with Station employment. The following is to be considered when determining if outside employment is acceptable:

1. Outside employment must not be during regular work hours or interfere with a full- time employee's availability during the Station's regular hours of operation or with a part-time employee's regular work schedule.
2. Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position, respond to call outs, or fulfill overtime requirements.
3. The employee must not use Station equipment, resources or staff in the course of the outside employment.
4. The employee must not violate any Station personnel policies as a result of outside employment.
5. The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the Station. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
6. No employee will work for another employer, or for his/her own business, while using paid sick leave from the Station for those same hours.

Station employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the Station.

DRUG FREE WORKPLACE

The Station has a vital interest in maintaining a safe, healthy, and efficient working environment for all its employees. Individuals under the influence of drugs or alcohol present safety and health risks to themselves and their fellow employees and have a detrimental effect on the standards of performance and conduct expectations. In accordance with Federal Law, the Forest Lake Cable Commission has adopted the following policy on drugs in the workplace and is applicable to all employees:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the Station's intent and obligation to provide a drug-free, safe and secure work environment.
2. The unlawful manufacture, distribution, possession, sale or offer for sale, trade or use, consumption, purchase or transfer of a controlled substance on Station property or while conducting Station business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
3. The Station recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
4. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting Station business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

STATION DRIVING POLICY

This policy applies to all employees who drive a vehicle on station business at least once per month, whether driving a station-owned vehicle, a rented vehicle or their own personal vehicle. The Station expects all employees who are required to drive as part of their job to drive safely and legally (maintain a valid driver's license and current insurance) while on Station business and to maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license or receive a moving violation or have an accident, are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

SAFETY

The health and safety of each employee of the Station and the prevention of occupational

injuries and illnesses are of primary importance to the Station. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. It is up to each individual to be aware of unsafe acts and equipment. Ideas or concerns on how to improve our safety can be brought to the attention of your immediate supervisor. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to the Access Coordinator. The Station's policy is that on-the-job injuries be reported immediately as even the slightest delay can cause complications. The Access Coordinator is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the Station's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

COMPUTER USE POLICY

Purpose

To set provisions for securing desktop and notebook computers and related computer media.

Background

Most of Station business is conducted with the use of desktop or notebook computers dedicated to a single user's activity. It is essential to protect Station information assets created, gathered, shared or stored with desktop/notebook computers and computer media (e.g. hard drives, flash drives, dvd/cd/bluray discs etc.).

Scope of the Policy

This policy applies to all individuals granted access to the Station network and information systems including but not limited to full and part-time employees, temporary workers, volunteers, contractors, and those employed by others to perform

Station work.

This policy includes all computers (e.g., desktops and notebooks, tablets), as well as those connected remotely to the Station network.

Policy

General

The Station will ensure reasonable physical safeguards to maintain desktop and notebook computers and peripheral equipment in such a way to avoid inadvertent disclosure of Station information.

The Station may withdraw permission for any or all business or personal uses of its network or information systems at any time.

Securing Desktop and Notebook Computers

Computer users shall store confidential and sensitive information on a networked drive (shared directory on the Station network) and not the user's hard drive.

Computers and monitors shall be turned off at the end of each workday unless instructed otherwise by the supervisor or access coordinator.

Computer users shall not disable or alter security safeguards, such as virus detection software, installed on Station desktop or notebook computers.

Physical Security Measures

Physical security measures shall be used to secure notebooks, computer media, and other forms of information storage media containing confidential or sensitive information.

Unauthorized Software

Individual users shall not install or download software applications and/or executable files to any Station desktop or notebook computer without prior authorization from the access coordinator

Viruses

Desktop and notebook computer users shall not write, compile, copy, knowingly propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer system (e.g. virus, bacteria, worm, Trojan horse, or the like).

Monitoring of desktop and notebook computers.

The Station reserves the right to monitor individual user desktop and notebook computers at random or for cause. There is no reasonable expectation of privacy in station computers, software, desks etc.

Technical Security

Desktop and notebook computers shall be configured to reduce the risk of inadvertent or unauthorized access to Station information and systems.

User identification (name) and authentication (password) shall be required to access the operating system of all desktop and notebook computers whenever turned on or booted.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Station. Allegations of misconduct will be adjudicated according to established procedures.

Sanctions for inappropriate use of any Station computers or services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of use of computing equipment and network access;
2. Discipline or Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements.

E-mail Acceptable Use Policy

Purpose

To establish an outline of appropriate and inappropriate use of the Station's email system and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Background

Email is a critical mechanism for business communications. However, the improper use of electronic mail systems and services can compromise the security of the network or result in unnecessary legal liability. As a result, the provision of email to an employee is a privilege, not a right, and therefore must be used with respect and in accordance with the goals and policies of the Station.

Scope of the Policy

The Station provides some employees with electronic access, consisting of an email system, a network connection, and Internet/Intranet access. This policy governs the use of the Station's network and email system at all Station locations and offices.

The following are covered by this policy:

1. Full or part-time employees of the Station who have been provided a station email address.
2. Volunteers who are authorized to use the Station email system and have been provided a station email address.

Policy

Email access is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of their account and password information.

Email access will be terminated when the employee or third party terminates their association with the Station. The Station is under no obligation to store or forward the contents of an individual's email inbox/outbox during employment or after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via email. As a result, employees of the Station with email accounts are expected to check their email during work hours in a consistent and timely manner so that they are aware of important Station announcements and updates, as well as for fulfilling business and assigned tasks.

Email users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove their email address from the list, and is responsible for doing so in the event that their current email address changes.

Email users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at the Station are encouraged to use email to further the goals and objectives of the Station. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of the Station, and clients within the context of an individual's assigned responsibilities.
2. Participating in educational or professional development activities.

Inappropriate Use

The Station's email systems and services are not to be used for purposes that could be

reasonably expected to cause excessive strain on systems. Individual email use will not interfere with others' use of the Station's email system and services. Email use at the Station will comply with all applicable laws, all the Station policies, and all Station contracts.

The following activities are deemed inappropriate uses of the Station systems and services and are prohibited:

1. Use of email in any way that violates the Station's policies or rules.
2. Viewing, copying, altering, or deletion of email accounts or files belonging to the Station or another individual without authorized permission.
3. Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
4. Sharing email account passwords with another person, or attempting to obtain another person's email account password. Email accounts are only to be used by the registered user.

Excessive personal use of the Station email resources. The Station allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. The Station prohibits personal use of its email systems and services for unsolicited mass mailings, non-Station commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Email Retention – Please refer to the Email Acceptable Use Policy

Reporting Misuse

Any allegations of misuse should be promptly reported to Access Coordinator. If you receive an offensive email, do not forward, delete, or reply to the message. Instead, report it directly to the Access Coordinator.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Station. Allegations of misconduct will be adjudicated according to established procedures.

Sanctions for inappropriate use on the Station's email systems and servers may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of email access;
2. Disciplinary action according to applicable Station policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

Monitoring and Confidentiality

The email systems and servers used at the Station are the property of the Station. As such, the Station has the right to monitor any and all email traffic passing through its email

system. While the Station does not actively read end-user email, email messages may be read during the normal course of managing the email system. Employees do not have a reasonable expectation of privacy in emails sent or received through the stations email servers.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside of the Station become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during email correspondence.

Disclaimer

The Station assumes no liability for direct and/or indirect damages arising from the user's use of the Station's email system and services. Users are solely responsible for the content they disseminate. The Station is not responsible for any third-party claim, demand, or damage arising out of use the Station's email systems or servers.

Internet Acceptable Use Policy

Purpose

To establish a policy to ensure efficient, ethical, and legal use of Internet resources.

Background

Access to the Internet provides employees with the opportunity to locate and use current and historical data from multiple sources worldwide in their decision-making processes. Employees are encouraged to develop the skills necessary to effectively utilize these tools in the performance of their jobs.

Scope of the Policy

The following are covered by this policy:

1. Full or part-time employees of the Station.
2. Volunteers who are authorized to use Station resources to access the Internet.

Policy

Internet access at the Station is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the persons in their department and conveying that information to the Access Coordinator

Appropriate Use

Individuals at the Station are encouraged to use the Internet to further the goals and objectives of the Station. The types of activities that are encouraged include:

1. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities;
2. Participating in educational or professional development activities.

Inappropriate Use

Individual Internet use will not interfere with others' use and enjoyment of the Internet. Users will not violate the network policies of any network accessed through their account. Internet use at the Station will comply with all Federal and State laws, all the Station policy, and all the Station contracts. This includes, but is not limited to, the following:

1. The Internet may not be used in any way that violates the Station's policies or rules including, but not limited to, the Station's personnel policy. Use of the Internet in a manner that is not consistent with the mission of the Station, misrepresents the Station, or violates any the Station policy is prohibited. This includes but is not limited to inappropriate and/or objectionable websites.
2. Individuals should limit their personal use of the Internet. The Station allows limited personal use for communication with family and friends, independent learning, and public service. The Station prohibits use for mass unsolicited mailings, access for non-employees to the Station resources or network facilities, competitive commercial activity unless pre-approved by the Station.

Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Station. Allegations of misconduct will be adjudicated according to established procedures.

Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to the Internet.
2. Disciplinary action according to applicable Station policies;
3. Legal action according to applicable laws and contractual agreements;

Disclaimer

The Station assumes no liability for any direct or indirect damages arising from the user's

connection to the Internet. The Station is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

COMMUNICATIONS AND SOCIAL MEDIA POLICY

PURPOSE

The Station/Forest Lake Cable Commission strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

The Station also recognizes that employees may sometimes comment on Station matters outside of their official role as an employee of the Station/Forest Lake Cable Commission.

GENERAL GUIDELINES FOR ALL COMMUNICATIONS

All Station employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the Access Coordinator or other appropriate staff. Regardless of whether the communication is in the employee's official Station role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc. Employees must also follow all Station policies that may apply.

Examples of relevant policies include:

1. **Respectful Workplace Policy.** For example, employees cannot publish information that is discriminatory, harassing, threatening, or sexually explicit. This policy should be reviewed and complied with in full.
2. **Data Practices Policy.** For example, employees cannot disclose private or confidential information and must route data practices requests to the Access Coordinator. This policy should be reviewed and complied with in full.
3. **Political Activity Policy.** For example, employees cannot use Station resources or participate in personal political activity while on Station time or while discharging Station responsibilities. No employee may act in a manner that suggests that the Station either supports a particular candidate or political issue, or endorses the personal political opinions of the employee. This policy should be reviewed and complied with in full.

ADDITIONAL GUIDELINES FOR OFFICIAL STATION COMMUNICATIONS

Handling General Requests:

All staff is responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be routed to the Access Coordinator.

Handling Media Requests:

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Access Coordinator or their designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. When responding to media requests, employees should follow these steps:

1. If the request is routine public information (such as a meeting time or agenda) provide the information.
2. If the request is regarding information about Station personnel, potential litigation, controversial issues, an opinion on a Station matter, or if you are unsure if it is a "routine" question, forward the request to the Access Coordinator or their designee. An appropriate response would be, "I'm sorry, I do not have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can."
3. Ask the media representative's name, questions, deadline, and contact information.

Communicating on Behalf of the Station

The Access Coordinator and designees are authorized to communicate on behalf of the Station in interviews, publications, news releases, on social media sites, and related communications. Other employees may only represent the Station if pre-approved by the Access Coordinator to communicate on a specific topic. When speaking on behalf of the Station:

1. Employees must identify themselves as representing the Station. Account names on social media sites must clearly be connected to the Station and approved by the Access Coordinator or designee.
2. All information must be respectful, professional, and truthful. Corrections must be issued when needed.
3. Personal opinions generally do not belong in official Station statements. One exception is communication related to promoting a Station service. For example, if an employee posted on the Station's Facebook page, "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the Station should seek assistance from the Access Coordinator or designee on this topic.
4. Employees should be aware that the data transmitted or stored on

personal devices used during the course of Station business may be subject to the data practices act.

ADDITIONAL GUIDELINES FOR PERSONAL COMMUNICATIONS

It is important for employees to remember that the personal communications of employees may reflect on the Station, especially if employees are commenting on Station business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

5. The Forest Lake Cable Commission expects its employees to be truthful, courteous, and respectful towards supervisors, co-workers, citizens, customers, and other persons associated with the Station. Do not engage in name-calling or personal attacks.
6. If you publish something related to Station business, identify yourself and use a disclaimer such as, "I am an employee of the Forest Lake Cable Commission. However, these are my own opinions and do not represent those of the Forest Lake Cable Commission."
7. Personal social media account names or email names should not be tied to the Station.



Lakes Area Community Television Channels 10 & 20

FOREST LAKE CABLE COMMISSION PERSONNEL POLICY

ACKNOWLEDGMENT STATEMENT

I have received a copy of the Forest Lake Cable Commission's Personnel Policy and Employee Handbook dated ____/____/____. I acknowledge and understand that my employment with the Station is "at-will" which means that both the Station and I have the right to terminate my employment for any reason or no reason, with or without cause, and with or without notice. I further understand that this "at-will" employment relationship will remain in effect throughout my employment unless it is specifically modified by an express written agreement for a specified time executed by the Access Coordinator or the Access Coordinator's designee and me. I further acknowledge that this "at-will" employment relationship may not be modified by any oral or implied agreement.

I acknowledge that this Personnel Policy and Employee Handbook is only an outline and is not intended to be a contract, expressed or implied, between the Station and me and that the Station reserves the right to revise any or all of the policies, procedures, practices and benefits in whole or in part, with or without notice, at any time.

I further understand that each Policy/Handbook is the property of the Station and that copying any section of the Policy/Handbook is against Station regulations. I agree to return this Policy/Handbook upon the termination of my employment with the Station.

(Employee's Signature)

(Date)

(Employee's Printed Name)