

Steps for Recruitment and Hiring to Comply with the FCC's EEO Rules and Policies for KVNO-FM.

Adoption of Program, Outreach and Prong One.

1. Create/Update Job Description:

Position Descriptions for Staff (Managerial/Professional and Office/Service Administrative) positions are created, approved, and managed in PeopleAdmin. Some fields will need to be completed by HR Compensation. This is a collaborative, non-linear process. Position descriptions may move back and forth between users for edits and updates. Manager, Department Head, Dean, and HR Compensation will need to review and approve. The KVNO hiring manager may also contact the Manager, Payroll, Compensation and Records at 402.554.2739.

An approved job description is necessary for the position to be classified and a salary range developed. The job description and classification must be done *before* a job requisition can be prepared and sent to cabinet and before a job is posted.

An existing job description should be reviewed for updates and submitted for compensation review at least every two (2) years.

Once the classification information is received by the KVNO General Manager, factors in making final salary decisions include budget constraints, internal equity, market relevance, and internal value of the position, within KVNO and UNO.

2. After the position is classified, the designated KVNO hiring manager should create and submit a requisition for the position. Contact **Employment** at 402.554.3668 in Human Resources for further instructions on how to create a job posting in PeopleAdmin or download the [PeopleAdmin User Guide](#).

- a. Requisitions will be sent through the approval workflow in PeopleAdmin.
- b. Requisitions must be approved at all levels, including Senior Executive Leadership prior to posting and advertising.
- c. Requisitions must be approved in PeopleAdmin. Requisitions will not be approved outside the system.

3. A position may be posted for recruitment in one of three ways:

- a. **External** – open to everyone, both University and non-University applicants. Most positions are posted external.
- b. **University employees only** (requires Employment approval) – the position would be open to all University employees, including those from University of Nebraska-Lincoln, the University of Nebraska at Kearney, the University of Nebraska Medical Center, and Central Administration.

- c. **Department Only** (requires Employment approval) – a search may be limited to those within the department who are current regular part-time or full-time employees hired through the regular UNO competitive search process (*not a temporary employee*).
4. **The Employment Success Specialist will post and advertise the position in consultation with the Hiring Manager after Senior Executive Leadership approval.**
 - a. All positions must be posted for a minimum of seven (7) calendar days before the committee/hiring manager can begin reviewing applications.
 - b. The KVNO hiring manager will let the UNO Employment Office know of any additional advertising needs. The Employment Office will post all formal advertisements (ads) that do not require a professional association membership. The Employment Office will issue Ad Copy for KVNO's use in placing ads on websites used by professional associations and social media ads. All Full-Time Open Positions at KVNO are advertised in national and regional publications or websites *to ensure the broadest possible outreach*. KVNO is responsible for all advertising expenses.
 - c. All members of the search committee are required by policy HR-05 to complete Staff Search Process training prior to participating in the search process.
 - d. **All applicants, both internal and external, will be instructed to apply through the [UNO Employment site unomaha.peopleadmin.com](http://unomaha.peopleadmin.com).** The Office of Human Resources in Room 205 of the Eppley Administration Building has computers for applicants to use and will assist applicants with the process if necessary.
 - e. All applications will be screened for minimum qualifications by Human Resources. Only applications that meet the minimum requirements will be sent forward to the committee/hiring authority. Those applicants not meeting the minimum qualifications for the job are notified via PeopleAdmin immediately.
 - f. The search committee/hiring authority should review applications to determine who to interview. Criteria and decisions should be documented on the Applicant Log. Identify the applicants you wish to interview. Each search must have four finalists for interviews.
 - g. Applicants for interviews must be sent forward to the "Request for Interview" workflow state in PeopleAdmin. The Employment Success Consultant (402.554.3668) will review your applicant pool to ensure there is diversity in the pool. An email will be sent when interviews are approved.
 5. **KVNO Hiring Manager will contact applicants to set up interviews.**
 - a. Conduct interviews using the guides and rubric provided.
 - b. Contact the Employment Success Specialist (402.554.3668) if you do not find a suitable candidate after interviewing from the referred applicants. The request should include reasons why the candidates initially referred were not acceptable.
 - c. The KVNO hiring manager may request that the position be re-posted and re-advertised if a suitable candidate is not found out of the initial pool of candidates referred, or if the job requirements change. Contact the Employment Office for assistance with this process.

- 6. Once interviews are completed, KVNO should conduct reference checks on the top candidates.**
 - a. Speak with current and previous employers.
 - b. Prior to contacting references, please let the candidate know you plan to make the calls. This allows the candidate time to alert the reference to expect the call.
 - c. Follow the reference guidelines. It is important to be consistent in conducting all reference checks.

- 7. Prepare a Request for Offer**
 - a. Access Template form.
 - b. Include a summary of each applicant interviewed and the non-select rationale for those not hired.
 - c. Additional pages may be used if needed.
 - d. Send request and notes from background check to unoemployment@unomaha.edu.
 - e. DO NOT make an offer until you have received approval from the Employment Success Office.
 - f. At the time of the offer approval, the posting will be closed to further applicants.

- 8. Make a Verbal Offer**
 - a. If the offer is accepted, notify the Employment Office.
 - b. If the offer is declined, contact the Employment Office to discuss next steps.
 - c. Ensure the candidate understands that the verbal offer is contingent on the background check being returned in good standing.

- 9. HR Initiates the Background Check Process**
 - a. Background checks must be performed on all new hires and all internal hires whose last background check is more than 12 months old.
 - b. If the offer is declined, contact the Employment Office to discuss next steps.
 - c. You will be notified when the background check is complete. NOTE: while background checks can come back quickly, it may also take up to seven (7) business days to complete the check.
 - d. After the background check is completed, if additional testing is required for the position, it may be initiated at this time.
 - e. When all processes are finished, you will be notified of final approval to hire.

- 10. Issue Offer letter and Power Forms/I-9**
 - a. Use the appropriate offer letter template: Managerial/Professional or Office/Service.
 - b. Access Powerforms.
 - c. If your new hire is international, use the link to schedule an appointment with HR to complete the I-9.
 - d. If your new hire is a US citizen, the I-9 should be completed in the department, unless you have made other arrangements with HR.
 - e. SYSTEM ACCESS CANNOT BE GRANTED BEFORE THE I-9 IS COMPLETE.
 - f. Send the offer letter to Human Resources with the PAF.

11. Begin Onboarding

- a. A completed and fully signed PAF must be received in HR no later than one (1) week prior to the new employee's start date.
- b. Access PAF template.
- c. Access Onboarding checklist.
- d. NOTE: PLEASE NOTIFY THE EMPLOYMENT SUCCESS OFFICE OF THE START DATE VIA EMAIL.

12. Disposition Applicants

- a. Access the instructions for dispositioning applicants.
- b. All applicants must be dispositioned within 30 days of an offer being accepted.

13. All newly hired regular employees (Managerial/Professional and Office/Service) must serve a six-month original probationary period. This probationary period is an extension of the selection process and is used to determine an employee's suitability for UNO employment.

14. All materials pertaining to the recruitment process must be maintained within the department official files for a period of four years starting from the successful candidate's start date. These materials will be important to KVNO in the event KVNO has to respond to any legal action or inquiry in connection with the hiring process.

Prong Two.

KVNO will notify referral organizations on file that have requested information on job vacancies of each full-time employment opportunity at KVNO. Requests must be made in writing and include the necessary contact and forwarding information for verification purposes. These requests must be mailed or forwarded to the attention of KVNO Business Manager, KVNO Radio, CPACS 200, 6001 Dodge Street, Omaha Nebraska 68182. KVNO Management will also reach out to existing recruitment organizations in the community.

Documentation of above:

January 2024

Reviewed by Sherry L. Brownrigg, General Manager and Carolyn Schwinck, Business Manager

January 2023

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

January 2022

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

January 2021

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

INFORM EMPLOYEES AND RECOGNIZED EMPLOYEE ORGANIZATIONS OF THE POLICY AND PROGRAM AND ENLIST THEIR COOPERATION.

[University Policies / University of Nebraska at Omaha](#) is available online for all employees. The Affirmative Action/Equal Opportunity Statement is the first item under Employment Policies.

Programs offered on campus to employees. Employees notified through daily emails (Maverick Daily) and flyers. Examples follow:

January 9, 2023 – February 23, 2023 – Nobody’s Listening, a ground-breaking, award winning virtual reality experience and immersive exhibition that commemorates the Yazidi genocide committed by ISIS in northern Iraq will make its premiere in the United States at UNO.

February 6, 2023 – Black History Month: That’s My Jam
– The Funny Thing About Colonialism – A Talk by Gregg Deal, Artist and Activist

February 8, 2023 – UNO FAST (Faculty and Staff Training) Presentation: Help Students Meet Expectations and Minimize Anxiety

February 16, 2023 – Celebrating Black History Month Through February 28

February 18, 2023 – Dance Workshop with Aurora Lagattuta

February 21, 2023 – Avoiding and Addressing Microaggressions Workshop
– Black History Month: Mardi Gras Celebration

February 23, 2023 – CAPS University Gatekeeper Program (UGP) Suicide Prevention Training

– NCITE Panel on Terrorist Use of Memes to spread ideology and facilitate violence

– Black History Month: “Many Shades: Impact of Colorism

February 24, 2023 – Biomechanics Seminar Series: Dr. Yvonne Golightly

March 2, 2023 – Introduction to Creating Accessible Online Content

March 8, 2023 – Women’s History Month: “Women in the Military” Guest Speakers and Lunch

March 10, 2023 – Begin with the End in Mind Lecture Series

March 15, 2023 – UNO FAST: Recharge Your Motivation to Reach Your Dreams

March 24, 2023 – I Have A Voice: Webinar on Black Women’s Voices featuring Clarissa Love and Shawn Love-Bradley

March 31, 2023 – TRAC Symposium: Supporting Incarcerated and Formerly Incarcerated in the transition from college in prison to college on campus

April 6, 2023 – Asian Pacific Islander Desi American Heritage Month Kickoff

– Farm to Face: Our Sustainability Journey (Paul and Jessica Urban, co-owners of Block 16)

April 11, 2023 – UNO FAST: Understanding FMLA & ADA (for supervisors)

– The Marion Marsh Brown Writers Lecture features the world’s bestselling author James Patterson along with his wife, Susan Patterson

April 14, 2023 – DEAI Symposium Series

April 18, 2023 – UNO FAST: Understanding FMLA & ADA (for staff)

– DEAI Symposium Series

April 21, 2023 – Future of Work Symposium Series: Disruption + Automation (A critical dialogue about work, workforce, and the workplace.)

May 5, 2023 – 9th Biennial Aging with Passion & Purpose Conference Webinar

May 26, 2023 – Begin with the End in Mind: The “Legal Aspects at End-of-Life”

July 6, 2023 – Begin With the End in Mind: Legal Aspects of Death and Dying

August 21, 2023 – Title IX Training and Renewals Offered and Completed through the Bridge Learning Management System

August 28, 2023 – TNG Sessions offered for Faculty and Staff-2 different sessions: one on responding to challenges faculty and staff experience daily and the second on challenges related to federal compliance and law.

September 1, 2023 – DEAI Symposium Series

September 15, 2023 – DEAI Symposium Series
– Safe Space and Allyship Training

September 29, 2023 – DEAI Symposium Series

October 5, 2023 – Goldstein Lecture: Technology and its Impact on Human Rights

October is National Cybersecurity Awareness Month (NCSAM)

Week One: October 2-6 - Cybersecurity Terms and Definitions, Protecting Personal Accounts, Higher Education Cyber Threats

Week Two: October 9-13 - NU Email Use, Encrypted email, Mailman, and ProofPoint controls, Identifying & Reporting Phishing, SharePoint & OneDrive Use

Week Three: October 16-20 - NU Data Classification, Protecting Personal Data, Recognizing Data Labels (and why it matters)

Weeks Four and Five: October 23-27 and 30-31 - Protecting Credentials, Multi-Factor Use, Reporting, and Personal Accounts, Software Update Awareness, Summary, and Certificate of Completion

October 16-October 20, 2023 – NU System’s Employee Learning Week

October 19, 2023 – NCITE Presents: Understanding Trauma in Counterterrorism Work
– Safe Space and Allyship Training

October 27, 2023 – DEAI Symposium Series
– Biomechanical Seminar Series: Dr. Hongfeng Yu

November 7, 2023 – Safe Space and Allyship Training

November 10, 2023 – DEAI Symposium Series
– Biomechanics Seminar Series: Dr. Siwei Zhao

November 14, 2023 – A Public Humanities Brown Bag: Dr. Kristina Stamatis Presenting on Omaha Urban Thinkscapes

November 15, 2023 – Second Annual NU System Sustainability Summit

November 17, 2023 – DEAI Symposium Series

December 1, 2023 – CAPS University Gatekeeper Program (UGP) Suicide Prevention Training
– DEAI Symposium Series
– Biomechanics Seminar Series: Dr. Ryan Pedrigi

December 12, 2023 – Kwanzaa Celebration and Donning of the Kente

December 14, 2023 – Avoiding and Addressing Microaggressions in Service Learning and Community Engagement

December 18, 2023 – Safe Space and Allyship Training

University departments such as Criss Library, Sponsored Programs and Research, Accounting Services, and Information Technology Services frequently announce free training programs for employees that will update and enhance skills.

UNO Manager/Supervisor Training

Supervisory Training has been incorporated into the Bridge Learning courses that are now offered on campus in conjunction with UNMC. Examples include Corrective Action Plans, Coaching for Leaders, Legal Aspects of Management, Reality-based Leadership, and Performance Management.

New Employee Orientations

New employee orientations have an in-person component meeting weekly on Mondays as of mid-March 2023.

Fast Trainings:

Organization, trauma informed teaching, health relationships, navigating identity-based diversity, confronting bullies and conflict management as well as a panel discussion on disabilities and disabled folks in the workplace.

UNO's DEAI Office hosts "Intergroup Dialogue"

Beyond mobilizing across our campus and constituencies to help us all experience and expand the benefits derived from inclusive excellence at UNO, we also focus in on developing the skills to work well across difference. These skills are highly valued by employers and contribute to the health and well-being of all on our campus. One of our main ways of doing so is through the practices and techniques of Intergroup Dialogue.

The Intergroup Dialogue program for students takes the form of coursework, including the basic course itself, COMST 2300. There are no prerequisites for the course, which fulfills the U.S. diversity requirement for General Education. For students who aspire to greater facilitation and leadership skills in this area, one can continue to an advanced level.

Intergroup Dialogue experiences for faculty members was last offered in August 2023, and for staff members, last offered in May 2023.

Mandatory Compliance Training

All Faculty and Staff are expected/required to complete the *UNO-Report=Support! Faculty/Staff Sexual Misconduct Prevention and Response Training* provided by UNO's Office of Diversity, Equity, Access, and Inclusion. The training is available through Firefly—the University of Nebraska's Learning Management System - Bridge. Training must be completed every year.

All Students are expected/required to complete the UNO – U Got This! Undergraduate Sexual Misconduct Prevention and Response Training.

COMMUNICATE THE POLICY AND PROGRAM AND ITS EMPLOYMENT NEEDS TO SOURCES OF QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR SEX AND SOLICIT RECRUITMENT ASSISTANCE.

Documentation:

“The University of Nebraska at Omaha and KVNO are equal opportunity employers. If you would like to learn about job opportunities at KVNO, please see our web page, KVNO.org.”

On Air Announcement-Dates announced

Web site – June 29, 2004 to present

KVNO.org EOE report “ The University of Nebraska at Omaha and KVNO are equal opportunity employers.”

KVNO.org Employment Opportunities “The University of Nebraska at Omaha and KVNO are equal opportunity employers. Job opportunities at KVNO, when available, will appear on our website.”

Affidavit of Performance - Specific #

From: 01/01/2023 To: 12/31/2023

KVNO

Air Date	Air Time	Title
01/01/2023	11:59:05.846	PSA-EOE
01/03/2023	15:57:57.568	PSA-EOE
01/06/2023	03:13:55.939	PSA-EOE
05/03/2023	05:00:36.450	PSA-EOE
05/03/2023	16:03:10.869	PSA-EOE
05/09/2023	00:07:40.481	PSA-EOE
05/14/2023	16:00:43.004	PSA-EOE
05/20/2023	03:32:03.349	PSA-EOE
05/26/2023	13:00:00.535	PSA-EOE
05/31/2023	16:04:45.368	PSA-EOE
06/11/2023	17:35:57.780	PSA-EOE
06/20/2023	06:12:58.177	PSA-EOE
06/25/2023	04:20:57.832	PSA-EOE
06/30/2023	11:49:35.375	PSA-EOE
07/05/2023	16:03:46.559	PSA-EOE
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07/10/2023	22:59:40.078	PSA-EOE
07/15/2023	04:13:25.165	PSA-EOE
07/20/2022	22:59:36.189	PSA-EOE
07/25/2023	17:17:34.526	PSA-EOE
07/27/2023	09:16:42.896	PSA-EOE
08/01/2023	17:17:22.672	PSA-EOE
08/02/2023	04:23:09.874	PSA-EOE

Air Date	Air Time	Title
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08/11/2023	19:30:15.579	PSA-EOE
08/17/2023	21:37:46.367	PSA-EOE
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09/16/2023	05:36:49.743	PSA-EOE
09/23/2023	04:21:05.145	PSA-EOE
10/02/2023	19:05:59.208	PSA-EOE
10/12/2023	16:15:03.231	PSA-EOE
10/18/2023	19:05:59.151	PSA-EOE
10/24/2023	15:11:11.325	PSA-EOE
11/03/2023	21:11:51.782	PSA-EOE
11/10/2023	00:01:02.639	PSA-EOE
11/10/2023	11:30:57.237	PSA-EOE
11/16/2023	00:01:00.206	PSA-EOE
11/29/2023	19:05:59.178	PSA-EOE
12/05/2023	10:34:39.263	PSA-EOE
12/09/2023	02:00:02.617	PSA-EOE
12/14/2023	16:01:05.828	PSA-EOE
12/15/2023	00:01:02.317	PSA-EOE
12/23/2023	00:01:01.082	PSA-EOE

THE ABOVE ITEMS WERE BROADCAST AT THE TIME SPECIFIED
ACCORDING TO THE OFFICIAL STATION LOG.

CONDUCT A CONTINUING PROGRAM TO EXCLUDE PREJUDICE AND DISCRIMINATION FROM PERSONNEL POLICIES, PRACTICES, AND WORKING CONDITIONS

In 2023 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

In 2023 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEAI Activities during 2023:

- Several Trainings offered to UNO include but not limited to:
- Fast trainings:
 - Organization, trauma informed teaching, health relationships, navigating identity-based diversity, confronting bullies and conflict management as well as a panel discussion on disabilities and disabled folks in the workplace.
- Intergroup Dialogue
- Campus Resources include but not limited to:
 - Health and Wellness Coaching
 - Faculty and Staff Employee Assistance Program (FSEAP)
 - Ombuds Services
 - Gender and Sexuality Resource Center
 - Multicultural Resources
 - Department of Public Safety
 - Military and Veteran Services

In 2022 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

KVNO's Music Director search committee included a DEIA advocate as an external member. The Music Director was hired March 7, 2022.

In 2022 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEAI Activities during 2022:

- Several Trainings offered to UNO include but not limited to:
 - FAST Trainings:
 - Mental Health Awareness for Leaders
 - Practical Tips for Designing Accessible Courses
 - Microaggression Awareness Program
- Numerous listing sessions hosted on campus (virtual) to discuss both local and national issues surrounding racial unrest
- Campus Resources include but not limited to:
 - Health and Wellness Coaching
 - Faculty and Staff Employee Assistance Program (FSEAP)
 - Ombuds Services
 - Gender and Sexuality Resource Center
 - Multicultural Resources
 - Department of Public Safety
 - Military and Veteran Services

In 2021 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

KVNO's Music Director search committee includes a DEIA advocate as an external member.

In 2021 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEAI Activities during 2021:

- Several Trainings offered to UNO include but not limited to:
 - Micro-Aggressions
 - Safe Space Training
 - Blind Opportunity: Unconscious Bias in the Workplace
 - Hollaback! Bystander Intervention LGBTQ+
 - Bridging Worlds with Words
 - Race Based Trauma

- Numerous listing sessions hosted on campus (virtual) to discuss both local and national issues surrounding racial unrest

In 2020 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns complete Title IX Sexual Harassment training on a yearly basis.

In 2020 UNO:

UNO conducts sexual harassment (Title IX) training electronically for staff, faculty, and students. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly, focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEAI Activities during 2020:

- Several Trainings offered to UNO include but not limited to:
 - Micro-Aggressions
 - Valuing People
 - Ouch Training-That Stereotype Hurts
 - Safe Space Training
- Started Pilot DEI Certificate Program (Cohort Program made of diverse representation from faculty and staff.)
- Numerous listing sessions hosted on campus (virtual) to discuss both local and national issues surrounding racial unrest
- Created and filled a new Senior Level Role—Associate Vice Chancellor of Diversity, Equity, Access and Inclusion (July)
- Introduced a new Strategic Initiative (Investment) that solicited proposals to deal with Race, Class and Inequity Issues
- Strategic Forum held that focused solely on DEAI issues.
- National Speaker brought with primary focus on race.
- Numerous initiatives focused on faculty to include but not limited to:
 - Formation of a Faculty DEAI Committee
 - Establishing the Associate Vice Chancellor of Diversity, Equity, Access and Inclusion on search committee guidelines that promoted more inclusive practices.
 - Targeted training on such topics as Tokenism.

CONDUCT A CONTINUING REVIEW OF JOB STRUCTURE AND EMPLOYMENT PRACTICES AND ADOPT RECRUITMENT, JOB DESIGN, AND OTHER MEASURES NEEDED TO ENSURE EQUALITY OF OPPORTUNITY TO PARTICIPATE FULLY IN ALL ORGANIZATIONAL UNITS, OCCUPATIONS, AND LEVELS OF RESPONSIBILITY.

1/30/2020

Procedures reviewed by General Manager and Business Manager.

1/27/2021

Procedures reviewed by Assistant General Manager and Business Manager.

1/31/2022

Procedures reviewed by Assistant General Manager and Business Manager.

1/30/2023

Procedures reviewed by Assistant General Manager and Business Manager.

1/31/2024

Procedures reviewed by General Manager and Business Manager.