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85

Total (excluding
rejected)

85

66 Rejected

Job description

Intern, Production & Digital/Social Media

WPBS-TV, the PBS affiliate station based in Watertown, NY, is seeking an intern to assist with production and social media marketing of our brand-new weekly series, ***WPBS Weekly: Inside the Stories***.

This is a part time, paid role, with an expectation of 20 hours/week during the internship period which is scheduled for May 3rd through August 13th. Scheduling on a day-to-day basis is somewhat flexible and may be adjusted to accommodate other obligations the intern may have.

The intern will primarily work in support of the Production department but will be exposed to the full gamut of experiences germane to the broadcasting industry including programming, traffic and scheduling, sales, and technical areas.

Key responsibilities of the role will include:

- Monitor and update social media accounts, posting video and text content
- Researching stories for *WPBS Weekly*, a weekly locally produced television program
- Production Assistant and/or camera on both studio and on-location shoots
- Scripting segments for *WPBS Weekly* and other programs as needed
- Logging, filing, updating of contact information and databases

Qualifications & Skills:

- Prior film and television production experience is an asset, but not required. However, the qualified candidate will receive high-level quality instruction/guidance and must be able to rapidly learn most aspects of film and television production
- Ability to take direction and work as an effective member of a team
- Ability to multi-task with accuracy and manage time within a fast-paced environment
 - Strong interpersonal and professional communication skills - written and verbal
 - Positive attitude
 - Ability to organize, follow-up, plan, prioritize, and problem-solve
 - Computer savvy and proficient with Microsoft Word and Excel
 - Experience with web content management systems is a plus
 - Strong social media skills and knowledge of social media platforms
 - Strong writing skills

Interested candidates should submit a **cover letter and resume** to Christine Rolfe by April 16, 2021 and indicate "*Production Intern*" in the subject line.

WPBS-TV is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability (including the provision of reasonable accommodation), age, genetic information, veteran status, marital status, pregnancy, or related conditions (including breast feeding), or any other basis protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotions, terminations, layoff, recall, leaves of absence, compensation, and training.

Job Types: Part-time, Internship

Salary: \$12.50 - \$13.00 per hour

Schedule:

- Day shift

COVID-19 considerations:

Guest are required to fill out a survey prior to entering the building.

Education:

- Bachelor's (Preferred)

Experience:

- Social Media Management: 1 year (Preferred)
- Marketing: 1 year (Preferred)

Work Location:

- One location

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants under 18 years old, provided it is legally allowed for the job and location
- Open to applicants who do not have a high school diploma/GED
- A "Fair Chance" job (you or the employer follow Fair Chance hiring practices when performing background checks)
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply

Company's website:

- www.wpbstv.org

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Work Location: In person

Closed 

[View public job page](#)

Details

Posted: April 12, 2021

Views: 0

Candidates: 151 total

Budget

Job budget: 15.00 (USD) daily

Cost: 0.00 (USD)

Promote this job for more candidates:

Christine Rolfe

From: ESE Career Center <careers@syr.edu>
Sent: Tuesday, April 6, 2021 12:21 PM
To: Christine Rolfe
Subject: Automatic reply: Paid Internship

Do not
discard

Thank you for contacting Syracuse University Career Services!

To best assist you, please be sure to visit our [website](#) to learn more about the following services that we provide -

- Career Coaching
 - Make an Appointment with Career Counselor
 - Virtual Drop-In Sessions
- Get Hired
 - Handshake - Syracuse University's centralized career management tool
 - VMock - 24/7 resume review platform free for Syracuse University students
 - LinkedIn
 - Programs & Events
- Employers
- Internship Financial Assistance
 - Clements Internship Award
 - Internship Funding Award
- Syracuse University Alumni Association
 - Advance Your Career
 - #HireOrange
 - Resources & Partnerships

We look forward to working with you and have a great rest of the day!

Syracuse University Career Services
Division of Enrollment and the Student Experience
310 Women's Building,
820 Comstock Ave, 214
Syracuse, NY 13244

O : (315) 443-3616
E : careers@syr.edu
W : careerservices@syr.edu

Christine Rolfe

From: Christine Rolfe
Sent: Tuesday, April 6, 2021 12:21 PM
To: 'careers@syr.edu'
Subject: Paid Internship
Attachments: Production Intern Job Summary (002).pdf

Good afternoon,

WPBS-TV in Watertown New York has an opportunity for a production intern position. I have attached the description; can you please post on your website or circulate the attached document?

Thank you,
Chris

Christine J. Rolfe
Office Manager
WPBS
1056 Arsenal Street
Watertown, NY 13601
(315) 782-3142 ext. 263
crolfe@wpbstv.org



The NYSBA Board of Directors has approved the internship program again for 2021!

This wonderful opportunity provides interns with the chance to gain first-hand knowledge of the various aspects of the broadcasting business.

- * You will hire an intern to work at your station a total of 180 (reimbursable) hours (we will reimburse the station at an hourly rate consistent with minimum wage laws in New York).

If your station would like to participate in this program, please complete the acknowledgment form on Page 3 and return it to our Albany office today. You may hire your intern to start any time after January 1, 2021.

This program is only open to NYSBA member radio and television stations in good standing that participate in the NCSA program throughout the year.

**2021 NEW YORK STATE BROADCASTERS ASSOCIATION
INTERN PROGRAM GUIDELINES &
ACKNOWLEDGEMENT FORM**

SUMMARY DESCRIPTION OF PROJECT:

It is the intention of this program to provide participating students (to be known as "interns") the opportunity to witness and experience "first hand" the operational procedures of a radio or television station.

ELIGIBILITY REQUIREMENTS:

It is the intent of this program to actively recruit and hire interns that are:

- At least 17 years of age
- Residents of New York State and/or attending school in New York State
- First time entrants into the program

THE SELECTION PROCESS:

Recruitment - As the program seeks to attract potential candidates on a competitive basis, all participating stations should:

1. Advertise the NYSBA Intern Program on the air
2. Advertise the NYSBA Intern Program on your social media sites
2. Circulate announcements to educational institutions and programs.

Selecting - **The final selection is at the station's discretion.** All interns should apply for the program via written letter of application, in addition to the station's normal hiring procedure. Following the selection of your candidate, complete and return the Participant Information Form to the NYSBA office.

PROGRAM PARAMETERS:

Stations shall pay Interns in an amount equal to the relevant minimum wage laws and regulations. Upon submission of the proper forms, NYSBA will then reimburse stations directly in an amount consistent with the relevant minimum wage laws. Stations participating in the program are eligible to be reimbursed for training up to a maximum of 180 hours. The station warrants that it will pay the Intern consistent with the above specified parameters. The station may decide to independently hire the intern for more hours or for more money per hour. The internship program provides equal opportunities (EEO) to all internship applicants without regard to race, color, religion, sexual orientation, gender, national origin, age, disability or genetics. Intern selection shall comply with all relevant federal and state EEO requirements as well as all relevant federal and state labor laws

and regulations. All interns must be paid by the station directly within 15 days of completing their hours. We will reimburse stations within 15 days of receipt of your paperwork.

Only NYSBA dues paying member stations in good standing that participate in the NCSA program throughout the year will be reimbursed.

TRAINING:

After an orientation session designed to introduce the intern to their new training environment, the intern should be exposed to the full gamut of experiences germane to the broadcasting industry. The intern training developed by the participating stations should include the areas outlined in the enclosed NYSBA checklist. Once exposed to the various departments in the station, the intern and his/her manager should choose an area of interest for more sophisticated training. (This should occur after one-half to two-thirds of the internship is completed.)

As part of the Internship Program, selected Interns may be asked to participate in the NYSB's social media program for Interns.

REIMBURSEMENT PAPERWORK DEADLINE:

Please note, all final paperwork must be submitted to the NYSBA by December 15th for reimbursement.

As soon as possible to receive funds (first come first serve basis):

1. Return the Acknowledgement Form with your signature.

As soon as the intern is hired:

1. Return the Participant Information Form (you must send Sandy the interns name/contact info as soon as they are hired).

At the conclusion of the internship:

A final report must be forwarded to the NYSBA and must contain the following (all paperwork must be in our office 15 days after your intern finishes their hours):

1. A written evaluation of the experience by the supervisor on the intern's performance and attitude, as well as comments regarding the program in general.
2. A written evaluation of the experience by the intern including the intern's intentions to further a career in broadcastings, showcase what their future plans are.
3. Copies of time cards/sheets/rate paid signed by the intern and station management. Without copies of the intern's signed time sheets, the NYSBA cannot prove the intern's employment at the station, thereby jeopardizing reimbursement.
4. The return of the NYSBA Intern Department Checklist.

**ACKNOWLEDGEMENT FORM (return ASAP):
THE STATION HEREBY AGREES TO PARTICIPATE IN THE NEW YORK STATE
BROADCASTERS ASSOCIATION'S INTERN PROGRAM AND WILL ABIDE BY THE
GUIDELINES OUTLINED ABOVE.**

Only NYSBA dues paying member stations in good standing that participate in the NCSA program throughout the year will be reimbursed.

All qualifying stations will be granted at least one intern. If you would like to request more than one, please let us know, we will do our best to accommodate.

The Internship will be: Immediately/Spring Semester 2021 Summer 2021
 Fall Semester 2021

Station Contact Name & Title

Call Letter(s) _____ (telephone) _____

Full Address: _____ (email) _____

Station's Minimum Wage rate for 2021: _____

Contact email for person who should receive all NCSA spots (spots need to be aired on your station throughout the year: _____.

Affidavits/proof of performance should be sent directly to Sandy's attention at the office or emailed.

Please return to - or more information, please contact:
Sandy Messineo - sandy@nysbroadcasters.org

NYSBA
1805 Western Ave
Albany, NY 12203

**THE NEW YORK STATE BROADCASTERS ASSOCIATION
INTERN PROGRAM 2021**

PARTICIPANT INFORMATION FORM

Please complete the following form and return it to the NYSBA as soon as you hire your intern.

STATION CALL LETTERS & CITY:

INTERN'S NAME:

INTERN'S ADDRESS:

INTERN'S EMAIL ADDRESS (school & personal to stay in touch):

NAME OF SCHOOL OR COLLEGE:

MAJOR:

SEMESTER/GRADE:

Return to: NYSBA – INTERN PROGRAM
1805 Western Avenue
Albany, New York 12203
sandy@nysbroadcasters.org
518-456-8943 fax

NEW YORK STATE BROADCASTERS ASSOCIATION INTERN PROGRAM

INTERN TRAINING DEPARTMENT -- CHECKLIST

To ensure the intern receives proper orientation, it is important that he/she have first-hand experience in each of the following areas. Please check the areas experienced by the intern and return this form to the NYSBA at the completion of the program.

Programming/Music

News

Production/Continuity

Sales

Traffic/Bookkeeping

Technical/Engineering

Digital

Toward the end of the program (the remaining 40 to 50 hours) it is permissible (even encouraged) to have the intern focus on the one area that most appeals to him/her for more in-depth concentration of effort.

NYSBA – INTERN PROGRAM
1805 Western Avenue
Albany, NY 12203
sandy@nysbroadcasters.org
518-456-8943 fax

A competitive compensation plan will be offered to the successful candidate including benefits and retirement plan. Please submit cover letter and resume to Christine Rolfe, Office Manager, WPBS-TV, 1056 Arsenal Street, Watertown, NY 13601 or online at www.wpbstv.org/careers no later than Monday, May 24, 2021.

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- Positive attitude
- Ability to organize, follow-up, plan, prioritize, and problem-solve
- Computer savvy and proficient with Microsoft Word and Excel
- Experience with web content management systems is a plus
- Strong social media skills and knowledge of social media platforms
- Strong writing skills

Interested candidates should submit a cover letter and resume to croffe@wpbstv.org by April 16, 2021 and indicate "Production Intern" in the subject line.

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NEW YORK STATE SEXUAL HARASSMENT PREVENTION TRAINING

PRESENTED BY NED HIRT, HUMAN RESOURCES ADVISOR, BENEFIT SERVICES GROUP

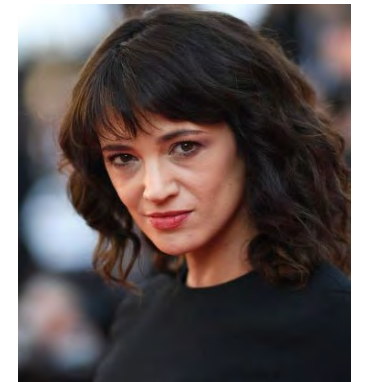
NYS SEXUAL HARASSMENT REGULATIONS

As part of the 2018 – 2019 New York State Budget, the Governor and the Legislation have agreed to legislation aimed at combatting sexual harassment in the workplace.

“We put into place the strongest and most comprehensive anti-sexual harassment protections in the nation”

-Governor Cuomo said in a statement.

THOSE ACCUSED...



ACCUSATIONS CONTINUE...

- A North Country doctor was charged with second-degree harassment after allegedly making physical contact with a female worker outside the operating room. Through his lawyer, the 64-year-old physician denied the charge emphatically.
- The doctor denied the charges in Town Court on Wednesday afternoon. The physician was cited by village police with second-degree harassment, a violation.

SEXUAL HARASSMENT IN THE WORKPLACE

- Preventing sexual harassment is critical to our continued success.
- Sexual harassment will not be tolerated.
- This interactive training will help you better understand what is considered sexual harassment.
- It will also show you how to report sexual harassment in our workplace, as well as your options for reporting workplace sexual harassment to external state and federal agencies that enforce anti-discrimination laws.
- Let me assure you that these reports will be taken seriously and promptly investigated, with effective remedial action taken where appropriate.

WHAT IS HARASSMENT?

1

Harassment is a form of discrimination that consists of words, signs, jokes, pranks, intimidation, physical actions or violence that is directed at an employee due to any protected characteristic.

- *These include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.*

2

Harassment includes offensive behavior based on stereotypes about a protected class and behavior that is intended to cause discomfort or humiliation because of a protected characteristic.

3

It also includes any expression of contempt or hatred for the group to which the victim belongs based on a protected characteristic.

SEXUAL HARASSMENT OVERVIEW

- Sexual harassment is a particular type of harassment, and a particular type of sex discrimination.
- Sex discrimination in general includes:
 - Any type of bias on the basis of sex
 - Sexual harassment
 - Sex stereotyping
 - Discrimination on the basis of gender identity or the status of being transgender

WHAT IS SEXUAL HARASSMENT?

It includes unwelcome conduct, either of a sexual nature or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions.

WHAT IS SEXUAL HARASSMENT? CONT.

- Sexual harassment is defined as any unwanted verbal or physical advance, sexually explicit or derogatory statement, or sexually discriminatory remark that is offensive or objectionable to the recipient, or which interferes with his or her job performance.
- Under New York State law, harassment need not be “severe or pervasive” to be unlawful.
- Any of the harassing conduct described in this training can be unlawful unless it is shown to be no more than “petty slights or trivial inconveniences.”
- There are two main types of sexual harassment:
 - Hostile Environment
 - Quid Pro Quo Sexual Harassment

HOSTILE ENVIRONMENT

- A hostile environment on the basis of sex may be created by words, signs, jokes, pranks, intimidation, physical actions or violence, either of a sexual nature or not of a sexual nature, directed at an individual because of that individual's sex.
- Hostile environment sexual harassment includes:
 - Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic.
 - This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

HOSTILE ENVIRONMENT

- Hostile actions taken against an individual because of that individual's sex, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

EXAMPLES OF SEXUAL HARASSMENT

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:

Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body; Sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:

Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

QUID PRO QUO SEXUAL HARASSMENT

- Quid pro quo sexual harassment occurs when a person in authority trades, or tries to trade, job benefits for sexual favors.
- Quid pro quo is a legal term meaning a trade.
- This type of harassment occurs between an employee and someone with authority, like a supervisor, who has the ability to grant or withhold job benefits.
- Quid pro quo sexual harassment includes:
 - Offering or granting better working conditions or opportunities in exchange for a sexual relationship
 - Threatening adverse working conditions (like demotions, shift alterations or work location changes) or denial of opportunities if a sexual relationship is refused
 - Using pressure, threats or physical acts to force a sexual relationship
 - Retaliating for refusing to engage in a sexual relationship

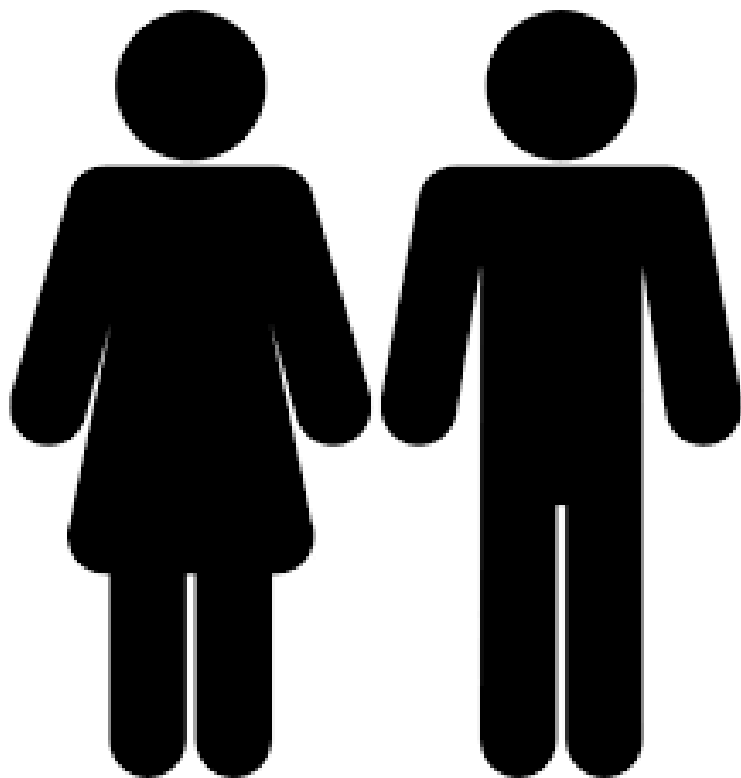
QUID PRO QUO EXAMPLE

- An upstate New York town judge resigned "under a cloud of suspicion". He eventually admitted to soliciting sex from several defendants and fixing cases in their favor. For example, the judge admitted that in exchange for sexual favors, he kept a defendant at liberty as opposed to sentencing that defendant to a period of incarceration. The judge is expected to be sentenced to two to six years in state prison.
- Another upstate New York judge said he had lowered someone's fine in exchange for sexual favors.

QUID PRO QUO EXAMPLE

- A Clifton Park psychiatrist who specialized in addiction recovery has pleaded guilty to a federal charge of distributing controlled substances outside his practice and for no legitimate medical purpose, federal prosecutors in Albany said.
- Adrian Morris, M.D., 64, was arrested in July 2018 on charges that he provided prescription drugs to female patients, in some cases in return for personal relationships.
- Morris admitted that he engaged in personal relationships with female patients seeking treatment from him for addiction to controlled substances.

WHO CAN BE THE TARGET OF SEXUAL HARASSMENT?



- Sexual harassment can occur between males and females, or between persons of the same sex.
 - The term “sex” includes sexual orientation, gender identity and the status of being transgender.
- Sexual harassment that occurs because the victim is transgender is also unlawful.
- The law protects employees, unpaid interns, and non-employees who work in the workplace, including independent contractors, and those employed by companies contracting to provide services in the workplace.

WHO CAN BE THE PERPETRATOR OF SEXUAL HARASSMENT?



THE PERPETRATOR OF SEXUAL HARASSMENT CAN BE ANYONE IN THE WORKPLACE:



THE HARASSER CAN BE A **COWORKER** OF THE RECIPIENT



THE HARASSER CAN BE A **SUPERVISOR** OR **MANAGER**



THE HARASSER CAN BE ANY THIRD-PARTY, INCLUDING: A **NON-EMPLOYEE, INTERN, VENDOR, BUILDING SECURITY, CLIENT, CUSTOMER** OR **VISITOR**.

WHERE CAN WORKPLACE SEXUAL HARASSMENT OCCUR?

- Harassment can occur whenever and wherever employees are fulfilling their work responsibilities, including in the field, at any employer-sponsored event, trainings, conferences open to the public and office parties.
- Employee interactions during off hours, such as at a hotel while traveling or at events after work can have an impact in the workplace
- Locations off site and off-hour activities can be considered extensions of the work environment.
- Harassing behavior that in any way affects the work environment is rightly the concern of management.

SEX STEREOTYPING

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of either sex should act or look.
- Harassing a person because that person does not conform to gender stereotypes as to “appropriate” looks, speech, personality, or lifestyle is sexual harassment.
- Harassment because someone is performing a job that is usually performed, or was performed in the past, mostly by persons of the opposite sex, is sex discrimination.

SEX STEREOTYPING

- HOUSTON (CN) – Hell-bent on keeping women out of their station, Houston firefighters urinated all over their female colleagues' dorm and wrote death threats on the walls, the Justice Department claims in a lawsuit seeking to strengthen the city's anti-harassment policies.
- “Each time she worked at Station 54, Alexander observed urine in the sink, on the mirror, and around the toilet seat,” the complaint states. “She also found fireworks taped to the inside of the toilet seats and, on another occasion, someone had defecated in one of the toilets and had purposely blocked the automatic flush sensor so that the toilet would not flush.”
- Speakers that transmit emergency calls were turned off in the women's dorm, so Draycott almost missed a service run, and TV cables in the dorm went missing, the lawsuit states.



SEX STEREOTYPING

- Female construction laborers at a company called Trade Off, stated,
- “A supervisor showed inappropriate photos on his cell phone.”
- On job sites male workers would "consistently ... comment on our appearance, suggest that we should not be working but rather staying at home cooking or having babies, and/or sexually proposition us," stated in an affidavit filed with the EEOC.

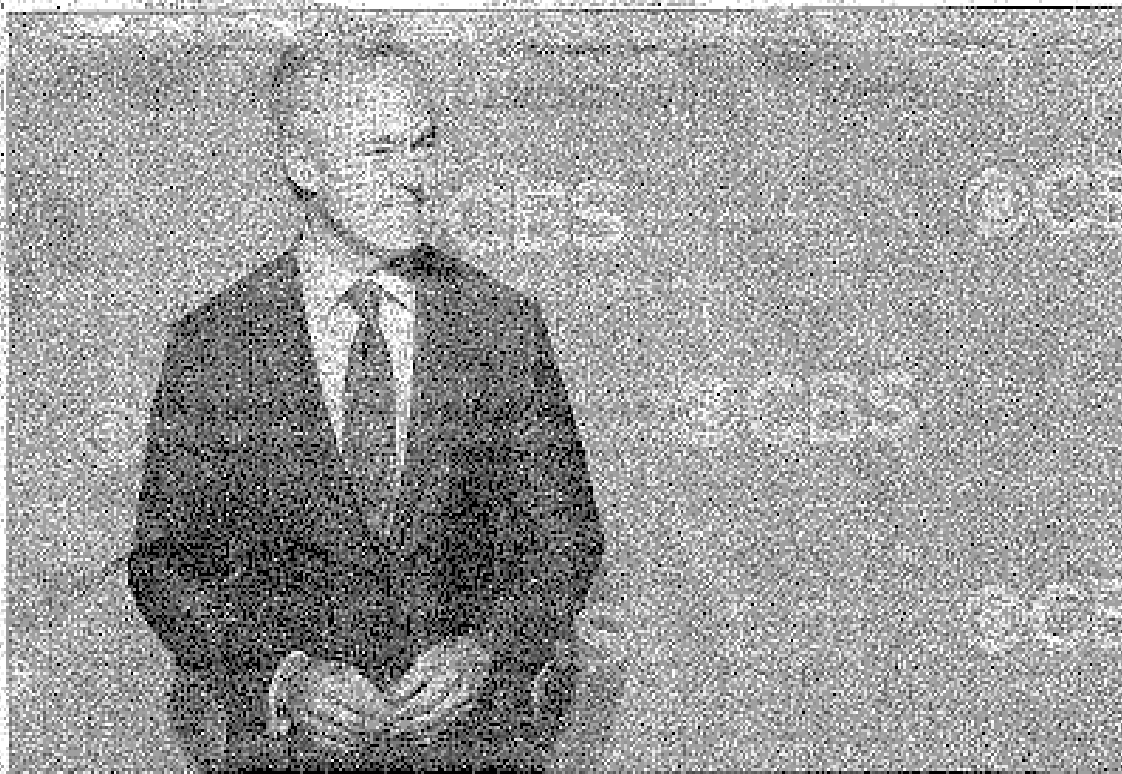
RETALIATION

- Any employee who has engaged in “protected activity” is protected by law from being retaliated against because of that “protected activity.”
- “Protected activities” with regard to harassment include:
 - Making a complaint to a supervisor, manager or another person designated by your employer to receive complaints about harassment
 - Making a report of suspected harassment, even if you are not the recipient
 - Filing a formal complaint about harassment
 - Opposing discrimination
 - Assisting another employee who is complaining of harassment
 - Providing information during a workplace investigation of harassment, or testifying in connection with a complaint of harassment filed with a government agency or in court

WHAT IS RETALIATION?

- Retaliation is any action taken to alter an employee's terms and conditions of employment (such as a demotion or sudden work schedule or location change) because that individual engaged in any of the above protected activities. Such individuals should expect to be free from any negative actions by supervisors, managers or the employer motivated by these protected activities
- Retaliation can be any such negative action taken by the employer against the employee, that could have the effect of discouraging a reasonable worker from making a complaint about harassment or discrimination.
- The negative action need not be job-related or occur in the workplace, and may occur after the end of employment, such as an unwarranted negative reference.

Pelley: Complaints led to ouster



Charles Sykes / Invision / AP

Former "CBS Evening News" anchor Scott Pelley says he lost that job because he wouldn't stop complaining to management about the hostile work environment for men and women.

Former "CBS Evening News" anchor Scott Pelley says he lost that job because he wouldn't stop complaining to management about the hostile work environment for men and women.


Pelley was forced out of the position in 2017 after six years on the job.

The "60 Minutes" correspondent told CNN's Reliable Sources Sunday, however, that things have changed after 18 months of dramatic management changes amid a slew of scandals and misconduct claims at CBS.

Executives who have departed include Jeff Pagar of "60 Minutes," network news president David Rhodes, anchor Charlie Rose and CBS Corp. CEO Leslie Moonves, who left in September after multiple women alleged sexual misconduct.

When asked to elaborate, Pelley said that four or five years ago he went to the president of the news division, who was then Rhodes, and described the hostile environment.

"He told me if I kept agitating about that internally then I'd lose my job," Pelley said. "Having exhausted the possibilities in the news division, I went to the chairman of the CBS Corporation who listened to me very concerned for an hour, asked me some penetrating questions about what was going on. ... I didn't hear back from him, but in the next opportunity in my contract I was let go from the evening news."



Jul 19, 2019 — A female employee was fired from an upstate New York Corporation after she reported a series of sexual comments, rumors, and eventually, a sexual assault at the work site.

The employee was the only safety officer on staff for more than three years — is now pursuing a federal discrimination claim against the Corporation.

This story is based on interviews with five coworkers, two of the employee's family members and on internal documents that were reviewed. Four of her coworkers requested anonymity, to protect against possible retaliation. Their real names and voices have been withheld.

The Corporation declined to comment for this story through a spokesperson.

WHAT IS NOT RETALIATION?

- A negative employment action is not retaliatory merely because it occurs after the employee engages in protected activity.
- Employees continue to be subject to all job requirements and disciplinary rules after having engaged in such activity.
- In order to establish a claim of retaliation, an individual must be able to show that the adverse action was motivated by the protected activity.

THE SUPERVISOR'S RESPONSIBILITY

- Supervisors and managers are held to a high standard of behavior. This is because:
 - They are placed in a position of authority by the employer and must not abuse that authority.
 - Their actions can create liability for the employer without the employer having any opportunity to correct the harassment.
 - They are required to report any harassment that is reported to them or which they observe.
 - They are responsible for any harassment or discrimination that they should have known of with reasonable care and attention to the workplace for which they are responsible.
 - They are expected to model appropriate workplace behavior.

THE SUPERVISOR'S RESPONSIBILITY: MANDATORY REPORTING

- Supervisors must report any harassment that they observe or know of, even if no one is objecting to the harassment.
- If a supervisor or manager receives a report of harassment, or is otherwise aware of harassment, it must be promptly reported to the employer, without exception,
 - Even if the supervisor or manager thinks the conduct is trivial
 - Even if the harassed individual asks that it not be reported
- Supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.
- Supervisors and managers will also be subject to discipline for engaging in any retaliation.

WHAT SHOULD I DO IF I AM HARASSED?

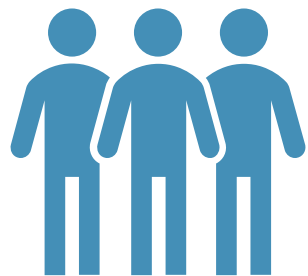
- We cannot stop harassment in the workplace unless management knows about the harassment. It is everyone's responsibility.
- You are encouraged to report harassment to the Office Manager/Human Resources Coordinator, President & General Manager, the Chairman of the Personnel Committee or a member of the Personnel Committee (as outlined in our sexual harassment prevention policy) so the employer can take action.
- Behavior does not need to be a violation of law in order to be in violation of the policy.
- We will provide you with a complaint form to report harassment and file complaints, but if you are more comfortable reporting verbally or in another manner, we are still required to follow the sexual harassment prevention policy by investigating the claims.

WHAT SHOULD I DO IF I AM HARASSED?

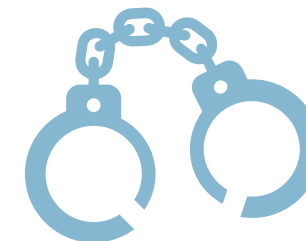


- Once you submit this form or otherwise report a complaint, our organization must follow its sexual harassment prevention policy and investigate any claims.
- You should report any behavior you experience or know about that is inappropriate, as described in this training, without worrying about whether or not it is unlawful harassment.
- Individuals who report or experience harassment should cooperate with management so a full and fair investigation can be conducted and any necessary corrective action can be taken.
- If you report harassment to a manager or supervisor and receive an inappropriate response, such as being told to “just ignore it,” you may take your complaint to the next level as outlined in our policy under the “Complaint Procedure” section as well as the “Legal Protections And External Remedies.”

WHAT SHOULD I DO IF I WITNESS SEXUAL HARASSMENT?



Anyone who witnesses or becomes aware of potential instances of sexual harassment should report it to the Office Manager/Human Resources Coordinator, President & General Manager, the Chairman of the Personnel Committee or a member of the Personnel Committee (as outlined in our policy).



It is unlawful for an employer to retaliate against you for reporting suspected sexual harassment or assisting in any investigation.

INVESTIGATION AND CORRECTIVE ACTION

- Anyone who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
- All employers must investigate all reports of harassment, whether information was reported in verbal or written form.
- An investigation of any complaint should be completed within a reasonable timeframe, for example, within 30 days.
- The investigation will also be confidential to the extent possible.
- Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment.
 - It is illegal for employees who participate in any investigation to be retaliated against.

INVESTIGATION PROCESS



Our organization also has a duty to take appropriate steps to ensure that harassment will not occur in the future. Here is how we will investigate claims:



WPBS/SETCO will conduct an immediate review of the allegations, and take any interim actions, as appropriate.



Relevant documents, emails or phone records will be requested, preserved and obtained.



Interviews will be conducted with parties involved and witnesses.



Investigation is documented as outlined in the sexual harassment policy.



The individual who complained and the individual(s) accused of sexual harassment are notified of final determination and that appropriate administrative action has been taken.

FALSE ACCUSATIONS

- Any employee, paid or unpaid intern or non-employee of WPBS/SETCO who knowingly makes a false accusation against another individual as to allegations of harassment including sexual harassment, workplace violence or discrimination as set forth in this policy, will be subject to disciplinary action up to and including termination.

ADDITIONAL PROTECTIONS AND REMEDIES



- In addition to what we've already outlined, workers may also choose to pursue outside legal remedies as suggested below and outlined in our policy:
 - New York State Division of Human Rights (DHR)
 - United States Equal Employment Opportunity Commission (EEOC)
 - Local Protections

NYS DIVISION OF HUMAN RIGHTS (DHR)

A complaint alleging violation of the Human Rights Law may be filed either with DHR or in NYS Supreme Court.

- Complaints may be filed with DHR any time **within three years** of the alleged sexual harassment.
- You do not need to have an attorney to file.
- More information: **www.DHR.ny.gov**

UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

- An individual can file a complaint with the EEOC anytime **within 300 days** from the alleged sexual harassment.
- You do not need to have an attorney to file.
- A complaint must be filed with the EEOC before you can file in federal court.
- More information: **www.EEOC.gov**.

SUMMARY

- After this training, you should understand what we have discussed, including:
 - How to recognize harassment as inappropriate workplace behavior
 - The nature of sexual harassment
 - That harassment because of any protected characteristic is prohibited
 - The reasons why workplace harassment is employment discrimination
 - That all harassment should be reported
 - That supervisors and managers have a special responsibility to report harassment.
- With this knowledge, employees can achieve appropriate workplace behavior, avoid disciplinary action, know their rights and feel secure that they are entitled to and can work in an atmosphere of respect for all people.
- Find the Complaint Form with the Office Manager/Human Resources Coordinator, President & General Manager, the Chairman of the Personnel Committee or a member of the Personnel Committee.
- For additional information, visit: www.ny.gov/combating-sexual-harassment-workplace

*Thank
you*





2022 NEW YORK STATE Sexual Harassment Prevention Training



Presented by Ned Hirt, Human Resources Advisor,
Benefit Services Group, Inc., A One Digital Company



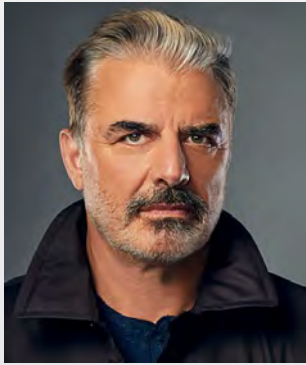
NYS Sexual Harassment Regulations

As part of the 2018 – 2019 New York State Budget, the Governor and the Legislation have agreed to legislation aimed at combatting sexual harassment in the workplace.

“We put into place the strongest and most comprehensive anti-sexual harassment protections in the nation”

-Governor Cuomo said in a statement.


Those Accused...





Accusations continue...

- A North Country doctor was charged with second-degree harassment after allegedly making physical contact with a female worker outside the operating room. Through his lawyer, the 64-year-old physician denied the charge emphatically.
- The doctor denied the charges in Town Court on Wednesday afternoon. The physician was cited by village police with second-degree harassment, a violation.



Sexual harassment in the workplace

- Preventing sexual harassment is critical to our continued success.
- Sexual harassment will not be tolerated.
- This interactive training will help you better understand what is considered sexual harassment.
- It will also show you how to report sexual harassment in our workplace, as well as your options for reporting workplace sexual harassment to external state and federal agencies that enforce anti-discrimination laws.
- Let me assure you that these reports will be taken seriously and promptly investigated, with effective remedial action taken where appropriate.



What is harassment?

Harassment is a form of discrimination that consists of words, signs, jokes, pranks, intimidation, physical actions or violence that is directed at an employee due to any protected characteristic

- *These include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.*

Harassment includes offensive behavior based on stereotypes about a protected class and behavior that is intended to cause discomfort or humiliation because of a protected characteristic.

It also includes any expression of contempt or hatred for the group to which the victim belongs based on a protected characteristic.



Sexual harassment overview

- Sexual harassment is a particular type of harassment, and a particular type of sex discrimination.
- Sex discrimination in general includes:
 - Any type of bias on the basis of sex
 - Sexual harassment
 - Sex stereotyping
 - Discrimination on the basis of gender identity or the status of being transgender



What is sexual harassment?

It includes unwelcome conduct, either of a sexual nature or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions.



What is sexual harassment continued...

Sexual harassment is defined as any unwanted verbal or physical advance, sexually explicit or derogatory statement, or sexually discriminatory remark that is offensive or objectionable to the recipient, or which interferes with his or her job performance.

Under New York State law, harassment need not be "severe or pervasive" to be unlawful.

Any of the harassing conduct described in this training can be unlawful unless it is shown to be no more than "petty slights or trivial inconveniences."

There are two main types of sexual harassment:
Hostile Environment & Quid Pro Sexual Harassment



Hostile environment

- A hostile environment based on sex may be created by words, signs, jokes, pranks, intimidation, physical actions or violence, either of a sexual nature or not of a sexual nature, directed at an individual because of that individual's sex.
- Hostile environment sexual harassment includes:
 - Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic.
 - This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.



Hostile environment continued

- Hostile actions taken against an individual because of that individual's sex, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.



Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:


- Physical acts of a sexual nature, such as:

Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body; Sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:

Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.



Quid pro quo sexual harassment

- Quid pro quo sexual harassment occurs when a person in authority trades, or tries to trade, job benefits for sexual favors.
- Quid pro quo is a legal term meaning a trade.
- This type of harassment occurs between an employee and someone with authority, like a supervisor, who has the ability to grant or withhold job benefits.
- Quid pro quo sexual harassment includes:
 - Offering or granting better working conditions or opportunities in exchange for a sexual relationship
 - Threatening adverse working conditions (like demotions, shift alterations or work location changes) or denial of opportunities if a sexual relationship is refused
 - Using pressure, threats or physical acts to force a sexual relationship
 - Retaliating for refusing to engage in a sexual relationship

Quid Pro Quo Example 1

A Chicago family attorney who represented children during custody battles is accused of offering to recommend a parent get full custody of her children in exchange for sex, in addition to sexually assaulting several employees.

According to the complaint the attorney stated that in order to receive his support in recommending that she receive sole custody she only had to “do a little extra something” and if she was a “smart girl” and that if she really wanted her children, he could “do that” for her if she would have sex with him.



Quid Pro Quo Example 2

A Clifton Park psychiatrist who specialized in addiction recovery has pleaded guilty to a federal charge of distributing controlled substances outside his practice and for no legitimate medical purpose, federal prosecutors in Albany said.

Adrian Morris, M.D., 64, was arrested in July 2018 on charges that he provided prescription drugs to female patients, in some cases in return for personal relationships.

Morris admitted that he engaged in personal relationships with female patients seeking treatment from him for addiction to controlled substances.



////////////////////

Who can be the target of sexual harassment?

- Sexual harassment can occur between males and females, or between persons of the same sex.
 - The term “sex” includes sexual orientation, gender identity and the status of being transgender.
- Sexual harassment that occurs because the victim is transgender is also unlawful.
- The law protects employees, unpaid interns, and non-employees who work in the workplace, including independent contractors, and those employed by companies contracting to provide services in the workplace.



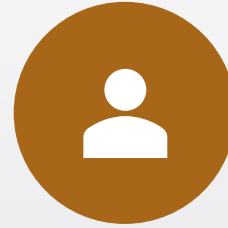
Who can be the Perpetrator of Sexual Harassment?



THE PERPETRATOR OF SEXUAL HARASSMENT CAN BE ANYONE IN THE WORKPLACE:



THE HARASSER CAN BE A **COWORKER** OF THE RECIPIENT



THE HARASSER CAN BE A **SUPERVISOR** OR **MANAGER**



THE HARASSER CAN BE ANY THIRD-PARTY, INCLUDING: A **NON-EMPLOYEE, INTERN, VENDOR, BUILDING SECURITY, CLIENT, CUSTOMER** OR **VISITOR.**



Where Can Workplace Sexual Harassment Occur?

- Harassment can occur whenever and wherever employees are fulfilling their work responsibilities, including in the field, at any employer-sponsored event, trainings, conferences open to the public and office parties.
- Employee interactions during off hours, such as at a hotel while traveling or at events after work can have an impact in the workplace
- Locations off site and off-hour activities can be considered extensions of the work environment.
- Harassing behavior that in any way affects the work environment is rightly the concern of management.



Sex Stereotyping

Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of either sex should act or look.

Harassing a person because that person does not conform to gender stereotypes as to "appropriate" looks, speech, personality, or lifestyle is sexual harassment.

Harassment because someone is performing a job that is usually performed, or was performed in the past, mostly by persons of the opposite sex, is sex discrimination.

Sex stereotyping

- HOUSTON (CN) – Hell-bent on keeping women out of their station, Houston firefighters urinated all over their female colleagues' dorm and wrote death threats on the walls, the Justice Department claims in a lawsuit seeking to strengthen the city's anti-harassment policies.
- “Each time she worked at Station 54, Alexander observed urine in the sink, on the mirror, and around the toilet seat,” the complaint states. “She also found fireworks taped to the inside of the toilet seats and, on another occasion, someone had defecated in one of the toilets and had purposely blocked the automatic flush sensor so that the toilet would not flush.”
- Speakers that transmit emergency calls were turned off in the women's dorm, so Draycott almost missed a service run, and TV cables in the dorm went missing, the lawsuit states.





Female construction laborers at a company called Trade Off, stated,

"A supervisor showed inappropriate photos on his cell phone."

On job sites male workers would "consistently ... comment on our appearance, suggest that we should not be working but rather staying at home cooking or having babies, and/or sexually proposition us," stated in an affidavit filed with the EEOC.

Sex stereotyping



Retaliation

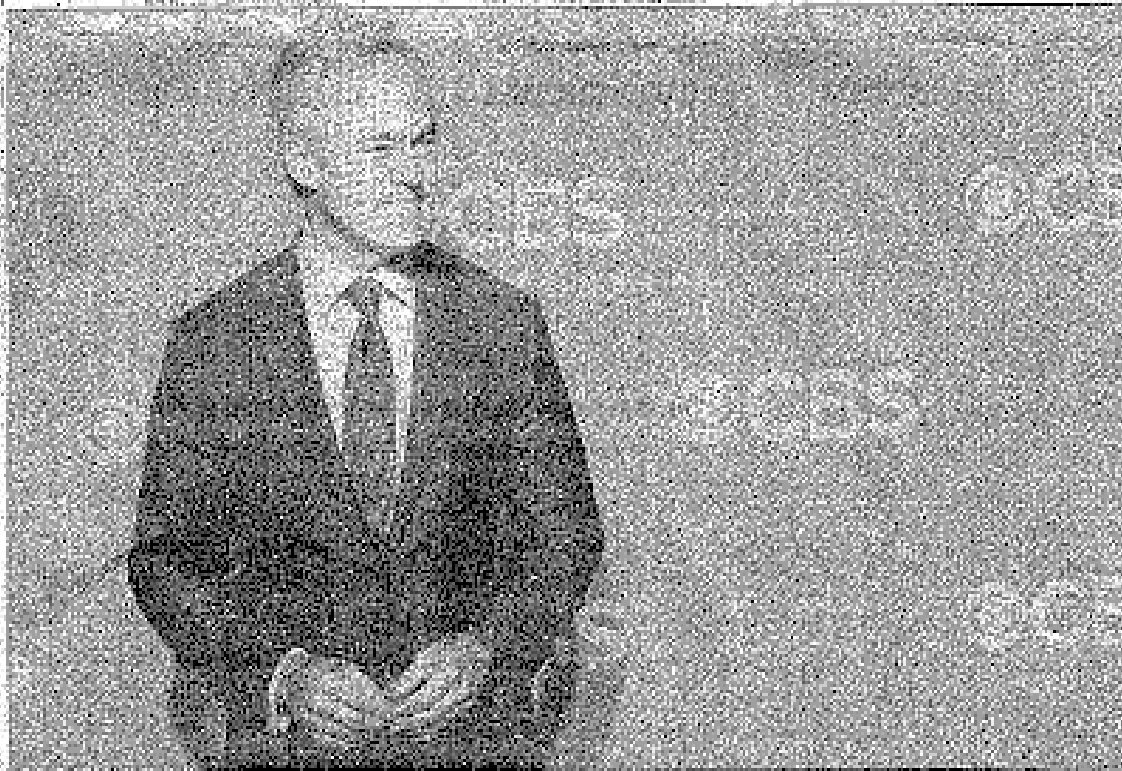
- Any employee who has engaged in “protected activity” is protected by law from being retaliated against because of that “protected activity.”
- “Protected activities” about harassment include:
 - Making a complaint to a supervisor, manager or another person designated by your employer to receive complaints about harassment
 - Making a report of suspected harassment, even if you are not the recipient
 - Filing a formal complaint about harassment
 - Opposing discrimination
 - Assisting another employee who is complaining of harassment
 - Providing information during a workplace investigation of harassment, or testifying in connection with a complaint of harassment filed with a government agency or in court



What is Retaliation?

- Retaliation is any action taken to alter an employee's terms and conditions of employment (such as a demotion or sudden work schedule or location change) because that individual engaged in any of the above protected activities. Such individuals should expect to be free from any negative actions by supervisors, managers or the employer motivated by these protected activities
- Retaliation can be any such negative action taken by the employer against the employee, that could have the effect of discouraging a reasonable worker from making a complaint about harassment or discrimination.
- The negative action need not be job-related or occur in the workplace, and may occur after the end of employment, such as an unwarranted negative reference.

Pelley: Complaints led to ouster



Charles Sykes / Invision / AP

Former "CBS Evening News" anchor Scott Pelley says he lost that job because he wouldn't stop complaining to management about the hostile work environment for men and women.

Former "CBS Evening News" anchor Scott Pelley says he lost that job because he wouldn't stop complaining to management about the hostile work environment for men and women.

Pelley was forced out of the position in 2017 after six years on the job.

The "60 Minutes" correspondent told CNN's Reliable Sources Sunday, however, that things have changed after 18 months of dramatic management changes amid a slew of scandals and misconduct claims at CBS.

Executives who have departed include Jeff Pagar of "60 Minutes," network news president David Rhodes, anchor Charlie Rose and CBS Corp. CEO Leslie Moonves, who left in September after multiple women alleged sexual misconduct.

When asked to elaborate, Pelley said that four or five years ago he went to the president of the news division, who was then Rhodes, and described the hostile environment.

"He told me if I kept agitating about that internally then I'd lose my job," Pelley said. "Having exhausted the possibilities in the news division, I went to the chairman of the CBS Corporation who listened to me very concerned for an hour, asked me some penetrating questions about what was going on. ... I didn't hear back from him, but in the next opportunity in my contract I was let go from the evening news."



Jul 19, 2019 — A female employee was fired from an upstate New York Corporation after she reported a series of sexual comments, rumors, and eventually, a sexual assault at the work site.

The employee was the only safety officer on staff for more than three years — is now pursuing a federal discrimination claim against the Corporation.

This story is based on interviews with five coworkers, two of the employee's family members and on internal documents that were reviewed. Four of her coworkers requested anonymity, to protect against possible retaliation. Their real names and voices have been withheld.

The Corporation declined to comment for this story through a spokesperson.



What is Not Retaliation?

- A negative employment action is not retaliatory merely because it occurs after the employee engages in protected activity.
- Employees continue to be subject to all job requirements and disciplinary rules after having engaged in such activity.
- In order to establish a claim of retaliation, an individual must be able to show that the adverse action was motivated by the protected activity.



The Supervisor's Responsibility

- Supervisors and managers are held to a high standard of behavior. This is because:
 - They are placed in a position of authority by the employer and must not abuse that authority.
 - Their actions can create liability for the employer without the employer having any opportunity to correct the harassment.
 - They are required to report any harassment that is reported to them or which they observe.
 - They are responsible for any harassment or discrimination that they should have known of with reasonable care and attention to the workplace for which they are responsible.
 - They are expected to model appropriate workplace behavior.



The Supervisor's Responsibility: Mandatory Reporting

- Supervisors must report any harassment that they observe or know of, even if no one is objecting to the harassment.
- If a supervisor or manager receives a report of harassment, or is otherwise aware of harassment, it must be promptly reported to the employer, without exception,
 - Even if the supervisor or manager thinks the conduct is trivial
 - Even if the harassed individual asks that it not be reported
- Supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.
- Supervisors and managers will also be subject to discipline for engaging in any retaliation.



What Should I Do If I Am Harassed?

- We cannot stop harassment in the workplace unless management knows about the harassment. It is everyone's responsibility.
- You are encouraged to report harassment the Director, H.R., Finance, Administration & Compliance, President & General Manager, Chairman of the Personnel Committee or a Member of the Personnel Committee.(as outlined in our sexual harassment prevention policy) so the employer can act.
- Behavior does not need to be a violation of law in order to be in violation of the policy.
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- Individuals who report or experience harassment should cooperate with management so a full and fair investigation can be conducted, and any necessary corrective action can be taken.
- If you report harassment to a manager or supervisor and receive an inappropriate response, such as being told to “just ignore it,” you may take your complaint to the next level as outlined in our policy under the “Complaint Procedure” section as well as the “Legal Protections And External Remedies.”

What Should I Do If I Witness Sexual Harassment?



Anyone who witnesses or becomes aware of potential instances of sexual harassment should report it to the Director, H.R., Finance, Administration & Compliance, President & General Manager, Chairman of the Personnel Committee or a Member of the Personnel Committee. (as outlined in our policy).




It is unlawful for an employer to retaliate against you for reporting suspected sexual harassment or assisting in any investigation.



Investigation and Corrective Action

- Anyone who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
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Investigation is documented as outlined in the sexual harassment policy.

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False accusations

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- In addition to what we've already outlined, workers may also choose to pursue outside legal remedies as suggested below and outlined in our policy:
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- You do not need to have an attorney to file.
- More information: www.DHR.ny.gov
- **1-800-HARASS-3 (1-800-427-2773)**



United states equal employment opportunity commission (EEOC)

- An individual can file a complaint with the EEOC anytime **within 300 days** from the alleged sexual harassment.
- You do not need to have an attorney to file.
- A complaint must be filed with the EEOC before you can file in federal court.
- More information: www.EEOC.gov.



Summary

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Ned Hirt
Benefit Services Group, Inc., A One Digital Company
HR Advisor
ned.hirt@onedigital.com
518-669-6232



1056 Arsenal Street | Watertown, NY | 13601-2200
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WPBS-TV

Diversity and Inclusion Training

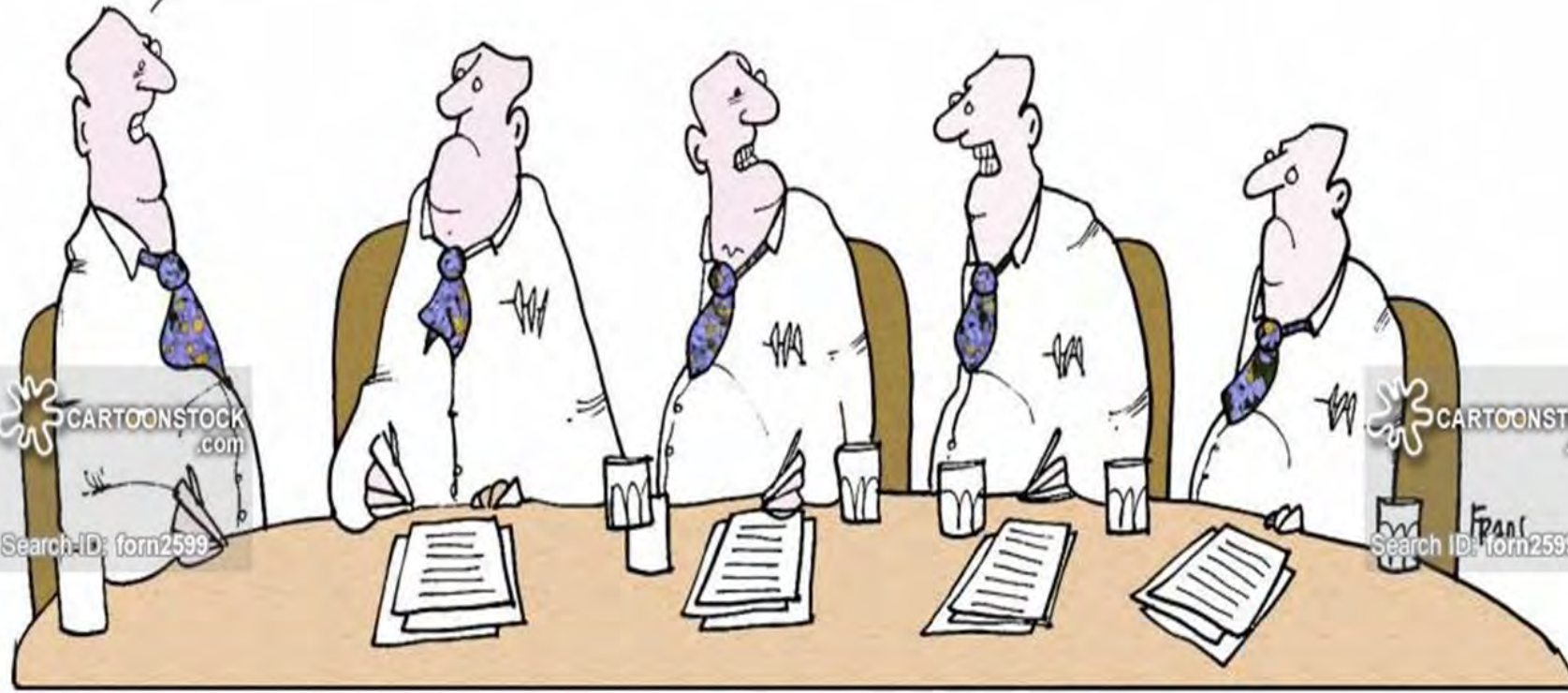
Presenter:

New Hirt, HR Advisor BSG

- WPBS is committed to modeling diversity and inclusion and to maintaining an inclusive environment with equitable treatment for all.
- Our human capital is the most valuable asset we have.
- The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees and board members invest in their work represents a significant part of not only our culture, but our reputation and station's achievements as well.
- We strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work.

Without diversity in the workplace, organizations run the risk of becoming monocultural and only viewing things from a very limited perspective. The organization provides the structure for operation of the business and often defines the culture, but it's the individuals interacting within the organization who carry out the mission of the organization

HR SAY WE SHOULD BE LOOKING FOR A LITTLE FRESH BLOOD
ANY IDEA WHAT THEY'RE TALKING ABOUT?



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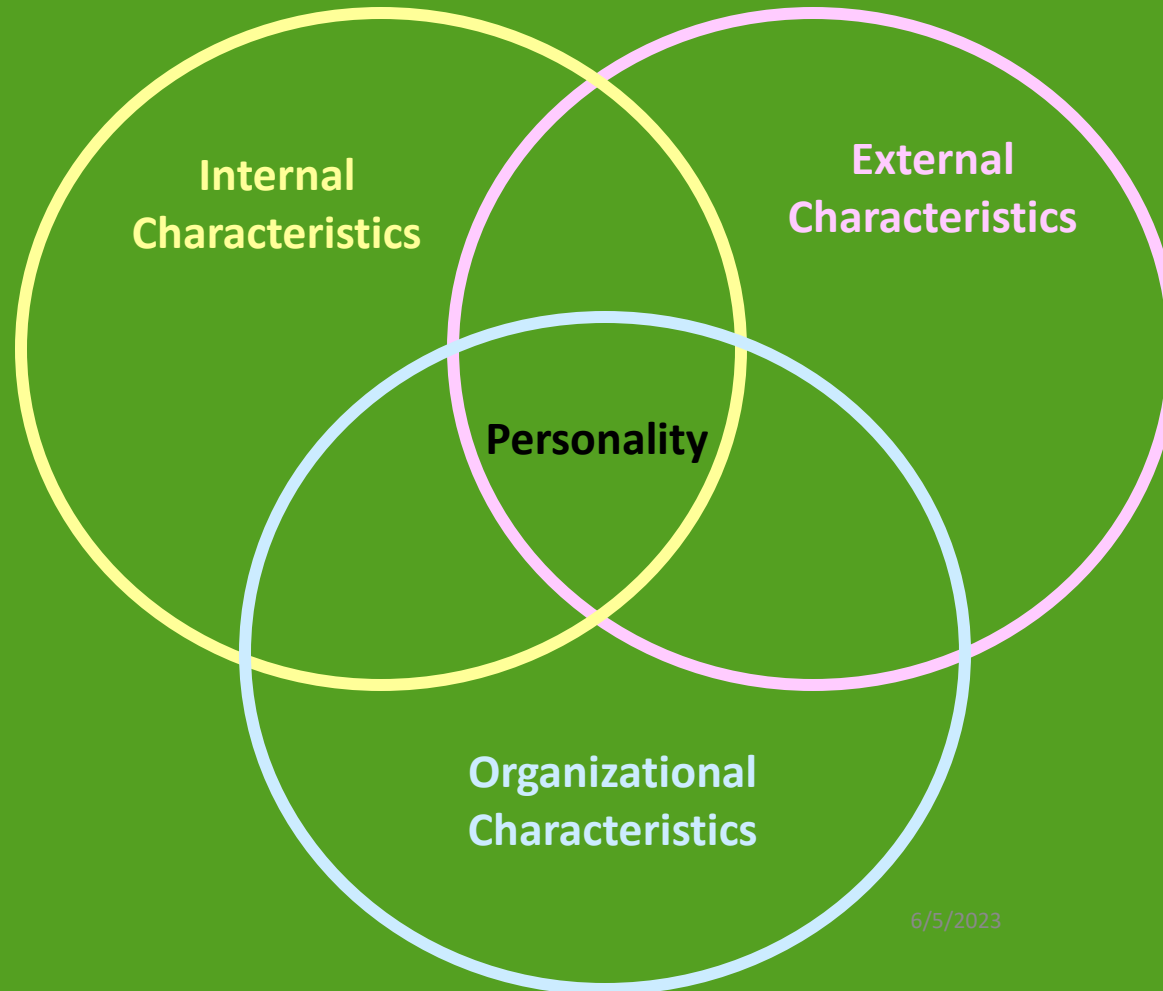
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The Value of Diversity, Inclusion and Belonging

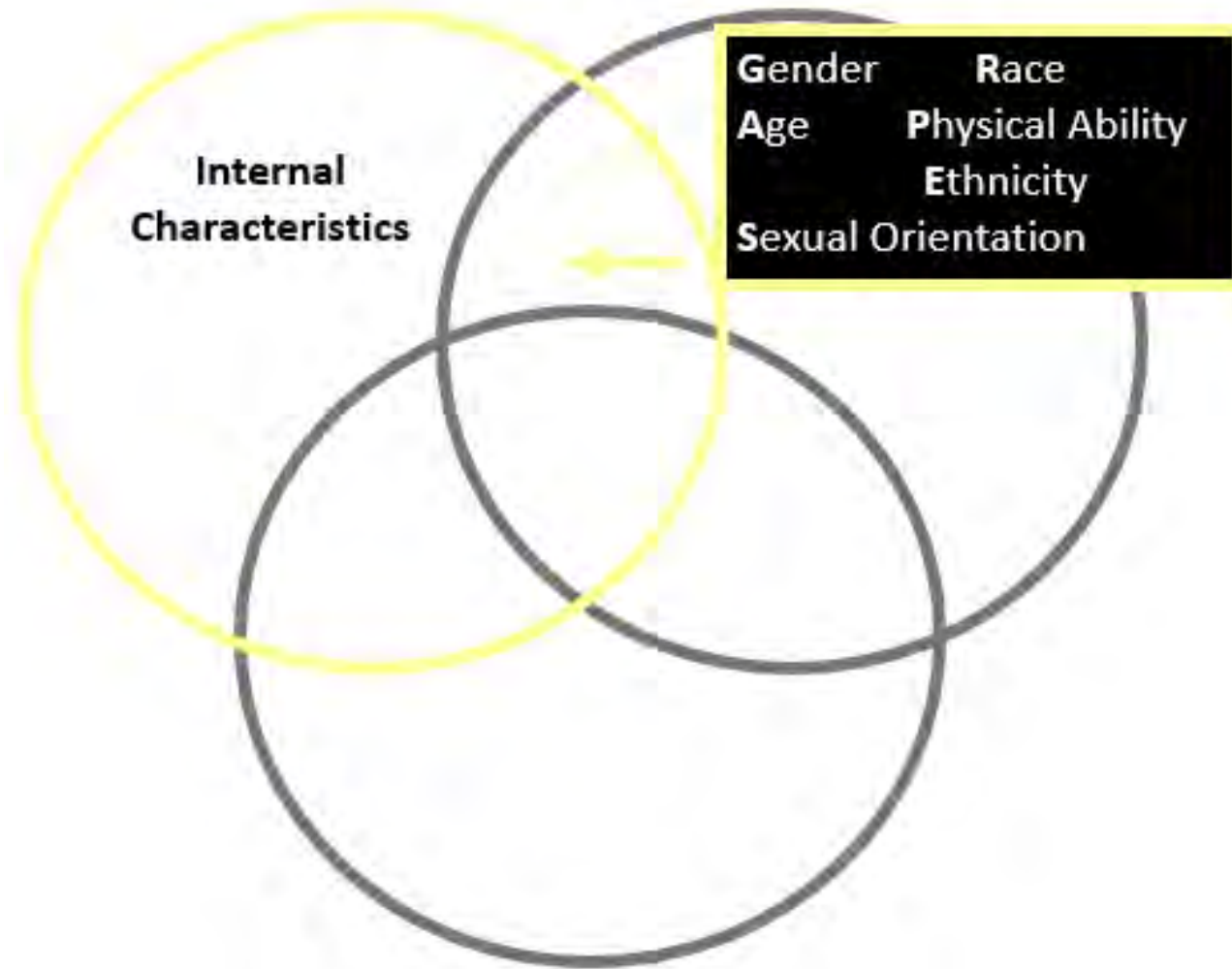
- When inclusion, diversity and belonging are reflected in your company's culture, your employees feel appreciated, and in turn, they experience increased engagement and improved morale.
- Diversity is being invited to the party; Inclusion is being asked to dance
- Diversity references the similarities between individuals, accounting for all aspects of one's personality and individual identity.



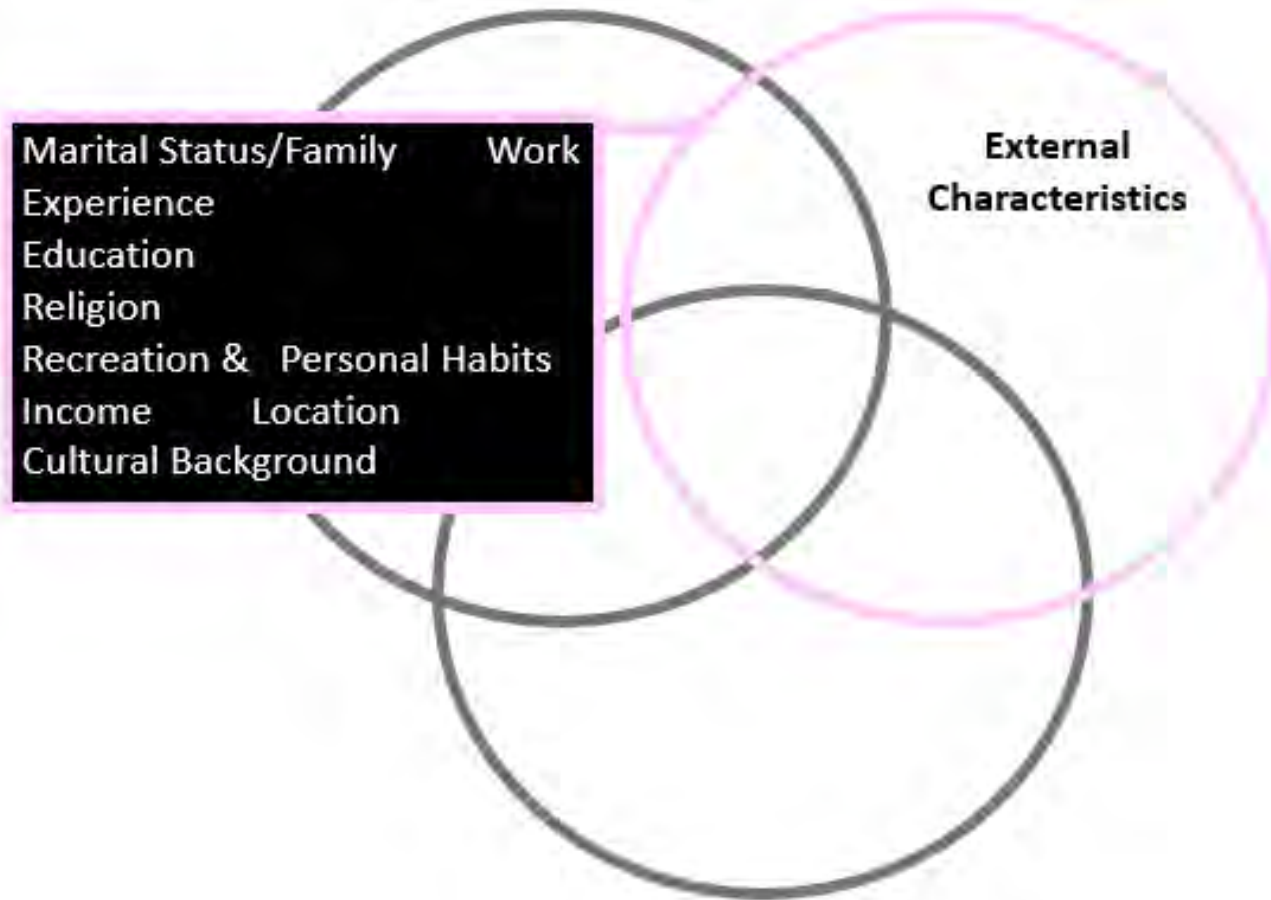
Diversity Matrix



Diversity Matrix



Diversity Matrix



Diversity Matrix



Expectations of WPBS-TV Employees

- ▶ Respectful communication and cooperation among all employees;
- ▶ Teamwork and employee participation, permitting the representation of all group's employees and perspectives.
- ▶ Work/life balance through flexible work schedules to accommodate employees' varying needs; and,
- ▶ Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

Expectations of WPBS-TV Employees

- ▶ All WPBS employees and board members have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company sponsored and participative events. All employees are required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

~Remember~

▶ When we really, deeply understand each other, we open the door to creative solutions and third alternatives. Our differences are no longer stumbling blocks to communication and progress. Instead, they become the steppingstones to synergy.

Stephen Covey

Thank You and have a
great day!





1056 Arsenal Street | Watertown, NY | 13601-2200
☎ (315) 782-3142 | 🖨 (315) 782-2491 | wpbstv.org



WPBS-TV

Diversity and Inclusion Training

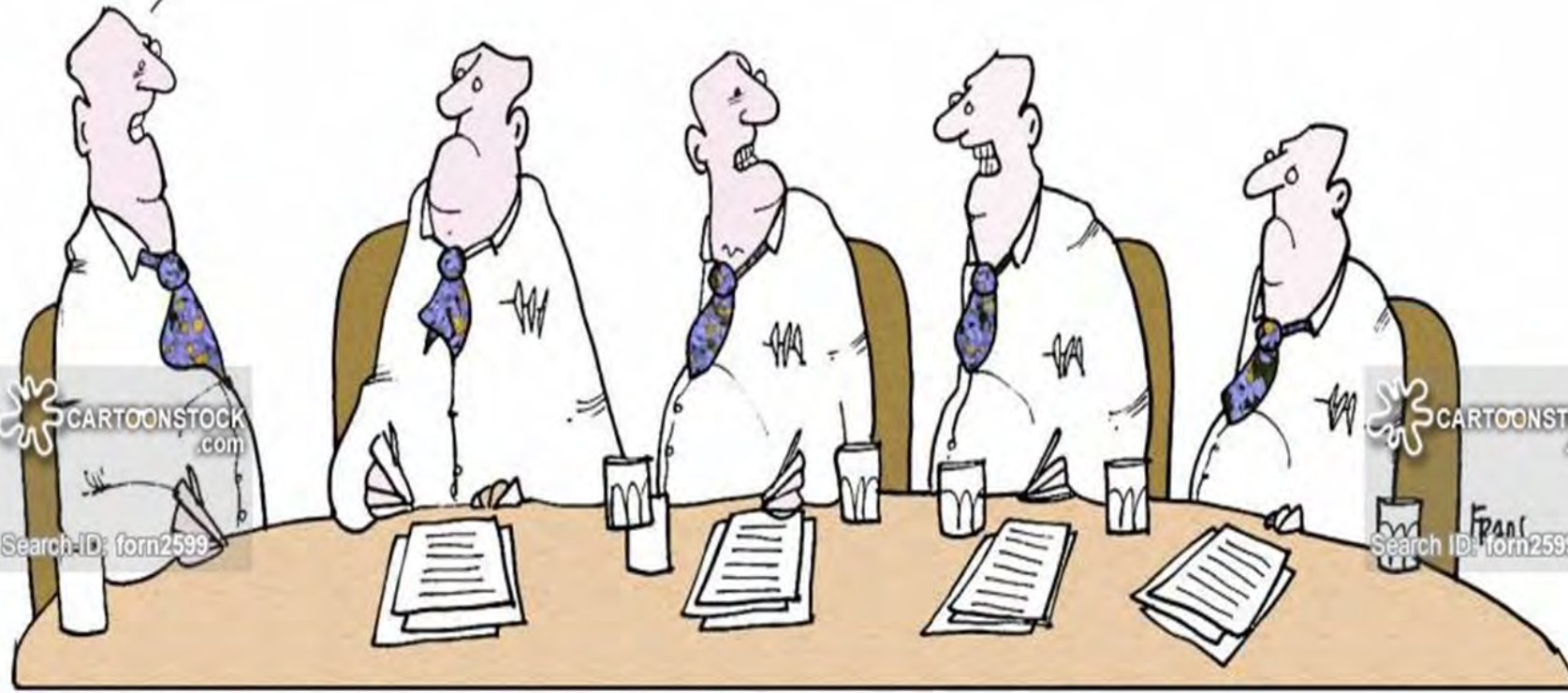
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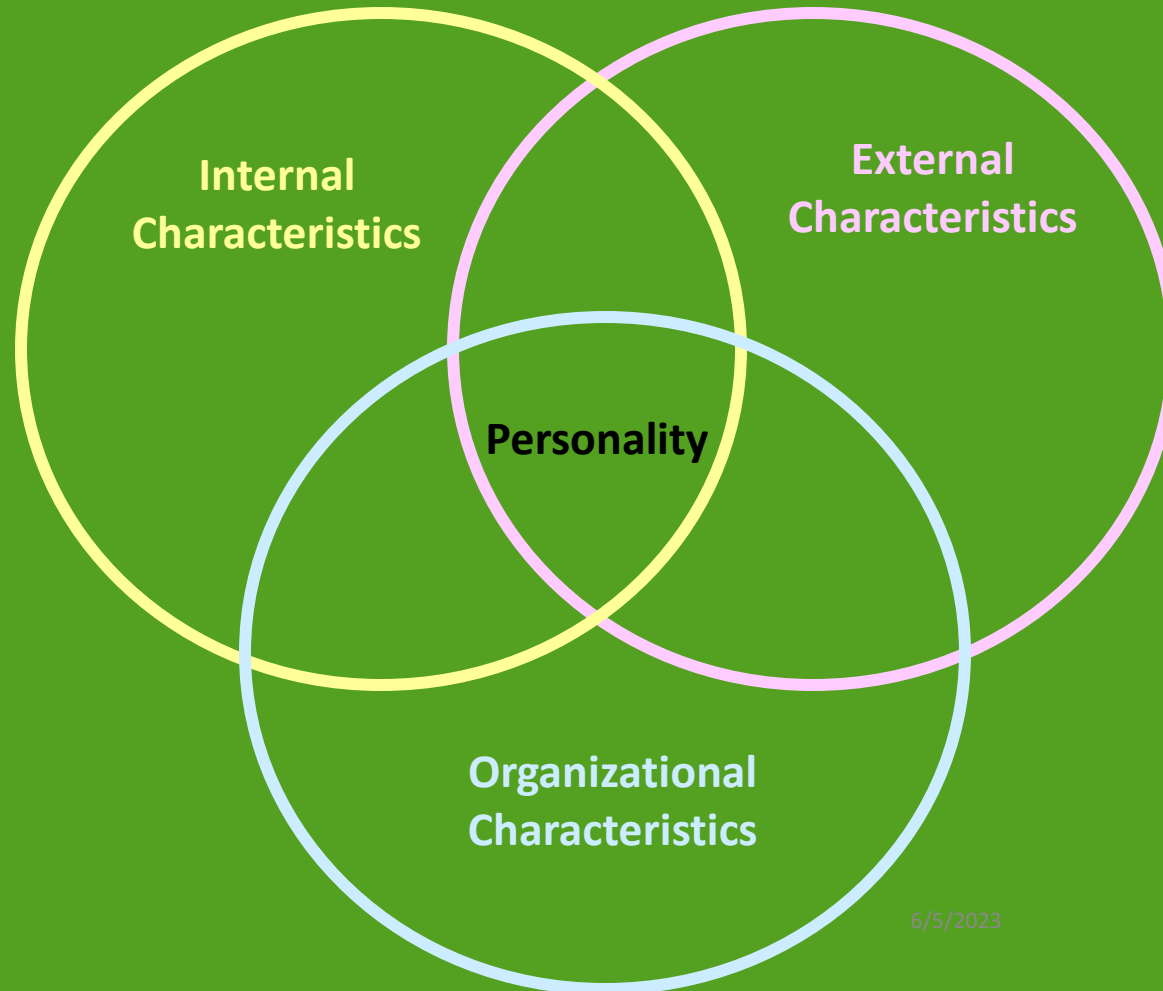
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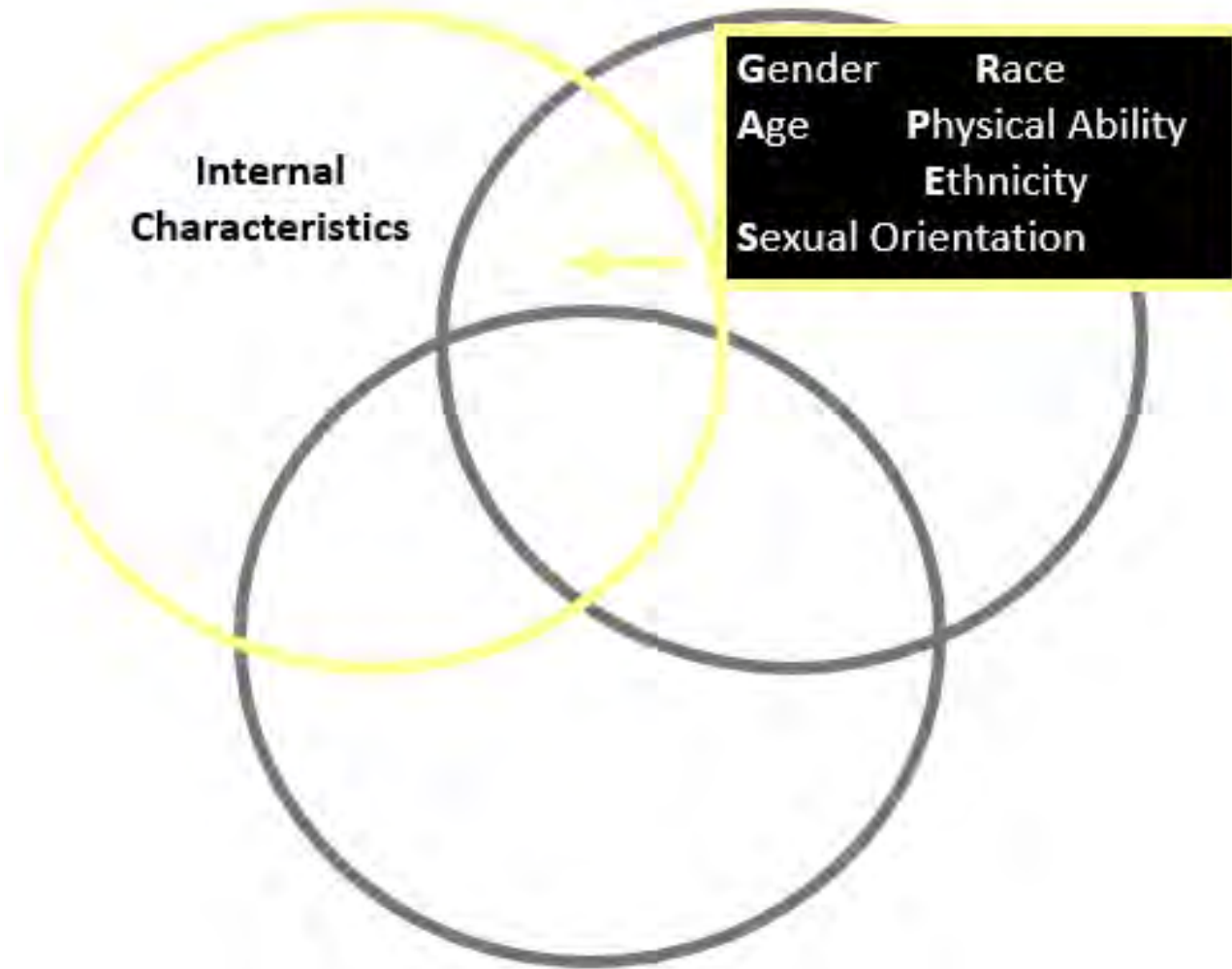


What is diversity?

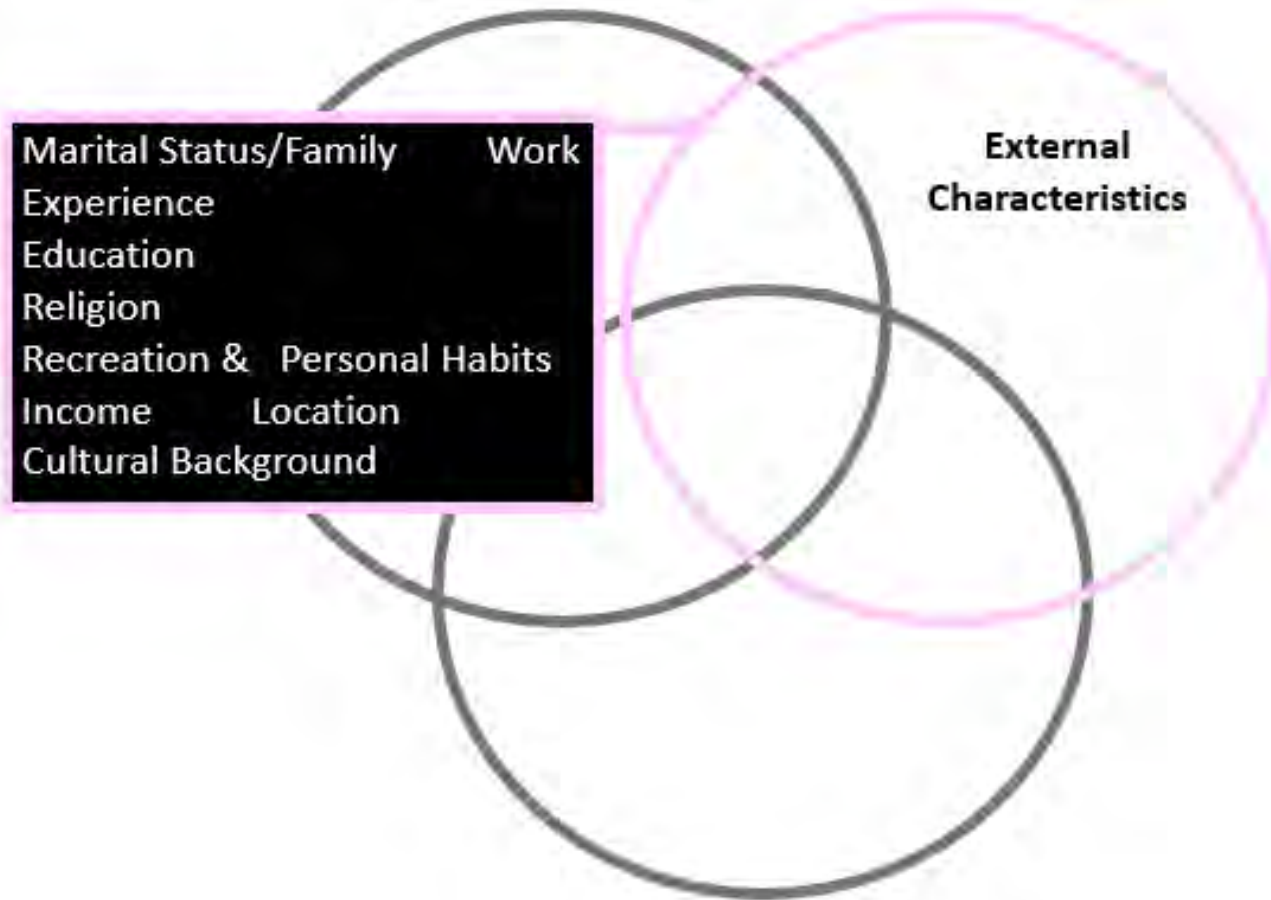
Diversity Matrix



Diversity Matrix



Diversity Matrix



Diversity Matrix



Expectations of WPBS-TV Employees

- ▶ Respectful communication and cooperation among all employees;
- ▶ Teamwork and employee participation, permitting the representation of all group's employees and perspectives.
- ▶ Work/life balance through flexible work schedules to accommodate employees' varying needs; and,
- ▶ Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

Expectations of WPBS-TV Employees

- ▶ All WPBS employees and board members have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company sponsored and participative events. All employees are required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

~Remember~

▶ When we really, deeply understand each other, we open the door to creative solutions and third alternatives. Our differences are no longer stumbling blocks to communication and progress. Instead, they become the steppingstones to synergy.

Stephen Covey

Thank You and have a
great day!



Christine Rolfe

From: Mark Prasuhn
Sent: Friday, March 18, 2022 7:56 AM
To: Christine Rolfe
Cc: Tracy Duflo; Leah Woodworth
Subject: FW: CAREER JAM---Date Change

Apologies, I somehow missed this email at the time, should have forwarded it to you then.

I told Brittaneey that Tracy and Leah will be our representatives at the booth and will set up some form of a camera demonstration. Tracy, if you need additional help with any of this please let me know. I can certainly come and help at the booth for part of the day.

Thanks,

Mark Prasuhn
President & General Manager
WPBS TV
1056 Arsenal Street
Watertown, N.Y. 13601
O: 315-782-3142 ext. 211
M: 315-921-1023



From: Brittaneey Cole <bcole@co.jefferson.ny.us>
Sent: Thursday, February 17, 2022 1:42 PM
Subject: CAREER JAM---Date Change

Good Morning:

CAREER JAM date has changed. The event will now take place on **Thursday, May 26th** from 8:00am to 2:00pm. The set-up day is Wednesday, May 25th from 1:00pm to 3:30pm. You do not need to fill out another registration form for the date change.. If you still plan on attending with the new date you are all set, I need nothing else from you at this time. If you are unable to attend with the date change please email me so I can take you off the list. Thank you.

--

Brittaneey Cole
Secretary
The WorkPlace / Jefferson County Department of Employment & Training
315-786-3691

1000 Coffeen St
Watertown, NY

CAREER JAM
Presented by The WorkPlace

315-786-3691
bcole@co.jefferson.ny.us



- What:** The WorkPlace's 6th Annual **CAREER JAM**
When: Event Day: **Wednesday, May 18th from 8:30 am to 2:00 pm** ~ Rain or Shine!
Set-up day is Tuesday, May 17th from 1:00 pm to 3:30 pm
Where: Watertown Municipal Arena, Agricultural Hall, & surrounding grounds

Dear Community Partner,

We're gearing up for our 6th Annual **CAREER JAM** & have attached the Registration Form below. **Please:**

- Fill out the form as completely as possible to help us determine your needs for event day
- Return the form ASAP to bcole@co.jefferson.ny.us to secure your spot
- Want to attend, but aren't sure of a hands-on activity? Return your registration form anyway & we'll contact you to brainstorm ideas for an activity.

What is CAREER JAM? It is:

- A one-day, hands-on career exploration event for 8th grade students
- Designed to highlight local career opportunities in the 16 Career Clusters. Visit mygpsforsuccess.com for more info!
- Engages students & encourages them to look at careers relevant to where we live
- Don't forget that we provide **FREE** morning refreshments, **FREE** lunch & the event is always **FREE!**

Why 8th grade students?

We first started **CAREER JAM** with our 9th graders but quickly realized it was too late, as our students choose a high school tract at the end of 8th grade. By focusing on 8th graders, we're hoping to give our students enough info to make a more informed choice on what they want to take in high school.

We need your help...to show our youth what careers are available locally! By setting up an interactive booth, you allow our students to examine what various occupations in the North Country entail.

Volunteering and Donations!

As stated above, there is **no fee** to participate in Career Jam! However, the average cost of the event is \$15,000 per year. If you would like to donate to help offset costs, it would be greatly appreciated! To make a donation, please send a check payable to Jefferson-Lewis WDB with Career Jam written in the memo section. Any donations received go directly to this event! We are also always in need of **Volunteers!** If you're unable to attend as a vendor but still want to be involved, please think about helping out by volunteering!

We thank you in advance for your help with this great event & look forward to seeing you at **CAREER JAM!**

Sincerely,

Cheryl Mayforth
Executive Director
Jefferson-Lewis Workforce Development Board (WDB)

Lauren Buttimer
will submit
form.

2/8/2022



My GPS for Success Career Cluster Workshop

Objective: Students will explore the mygpsforsuccess.com website to better familiarize themselves with careers clusters and the occupational opportunities available to them.

Students will know that: A career is a pathway for an individual to advance their livelihood. Over time, a career allows them to learn new skills, gain responsibilities, and earn money.

Students will understand that: A job and a career are two different things, because one is short-term, and one is long-term. Even though both are a means to earn an income, a career is an investment in your future goals and achievements that evolves over time.

Students will be able to: Explore the mygpsforsuccess.com website and learn more about the 16 Career Clusters. Ultimately, students will begin to identify careers that interest them and potentially start planning for their futures.

Activity (35-40 min):

Opening (5-7 min):

Materials needed: Easel with large paper. Markers. JOB/CAREER word blast worksheet. Pens.

Pass out the word blast worksheet to students. Have them start writing down anything they associate with the concept of JOB (on the front of the worksheet).

Expect students to write: Work, Money, Boss, Hours, etc.

Ask students to share out what they wrote. If possible, have volunteers come to the easel and write in marker the words they associated on the paper displayed on the easel.

Next, have students flip the worksheet over and ask them to write words they associate with the concept of a CAREER. Tell them that this is not a trick question, and that they can reuse words that they wrote for JOB.

Expect students to write: Occupation. College. Money. Promotion. Boss. Full Time.

Ask students to share out what they wrote. If possible, have volunteers come to the easel and write in marker the words they associated on the paper displayed on the easel.

Discussion (5 min):

Review the words that were associated with each concept. Then, ask the students to explain what the major difference is between a JOB and a CAREER.

If students are struggling, pose questions to help. Ask them to give examples of a job versus a career, or ask them, “Which concept is more short-term, which one is more long-term?”

Share a personal example to connect to your audience.

“My first job was at McDonald’s, where I worked as a cashier. Ultimately, I went to school to become an educator and spent almost 10 years as a high school English teacher.”

Be sure to emphasize that for some people, a job can evolve into a career. For example, someone can start off as a retail salesperson at a clothing store and work their way up to store manager.

To conclude, poll the students: Ask if any of them have a job, or if they have worked somewhere in the past. Ask students if they have a sense of what career interests them.

Foundation: Career Clusters (7-10 min)

Pass out the worksheet of the 16 Career Clusters (**Page 3**). Call on a volunteer to read the 16 Clusters. *If no one volunteers, just read them aloud yourself.*

Ask the students to then write one occupation that falls under each of the careers.

Walk around as students write and see if you can answer individual questions that might arise.

Call on volunteers to share out what they came up with.

Pass out **Pages 10 & 11** and compare what the students brainstormed with the Career Clusters list from Career Tech.

Ask if students have any questions about the occupations that are on the sheet.

Engagement: Exploring the My GPS for Success Website (10-15 min)

Tell the students that now that they have an idea of what a career is, and the 16 different clusters that exist, they can use the mygpsforsuccess.com website to explore more about an occupation that suits their interests.

Students should each be at a computer, so direct them to the website.

Pass out **Page 1** of the packet and have students use the note sheet as they peruse the website.

Walk around the room as students engage with the website. Answer individual questions students might have. Remind them to fill in the boxes, and at the very least, reflect on an important take-away from today’s activity.

Closure: Group Share (5 min)

Call on volunteers to share out what they explored on the website and what they learned.

Have students share out their greatest take-away from the activity.

Remind students that they are never too young to start thinking about their careers and that they can always learn new skills and try different jobs. Encourage them to visit the mygpsforsuccess.com website as they start to plan for their futures.