

LOUISIANA EDUCATIONAL TELEVISION AUTHORITY



**EMPLOYEE**

**HANDBOOK**

**Revised October 2017**

**NOTE:** Original signed policies by the Executive Director are maintained in Administration

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## INTRODUCTION

Welcome to the staff of the Louisiana educational Television Authority! During your employment there will be times when you may hear this agency referred to as the Louisiana Educational Television Authority (LETA) and other times you will hear Louisiana Public Broadcasting (LPB). LETA is the name of the governing board and the official name of the state agency under which most business transactions are made and its six-state network, known as Louisiana Public Broadcasting, operates. Since the creation of LETA, educational television has also become known as “public television”. Thus, this television network and agency are more commonly known as LPB. We hope you will enjoy your work here and it will be a rewarding experience for you.

As a new employee, you probably have many questions concerning Civil Service rules, office policy, and LETA in general. To make things easier for you, the human resources department has created a new employee orientation and revised this handbook to answer as many of these questions as possible and give you an overview of LETA, its operations, and expectations. We have tried to make this reference as simple and as clear as possible in order to avoid misunderstandings; however, if any statement is not completely clear to you, please ask your supervisor or the Human Resources Director to explain. All policies and procedures set forth are in accordance with state laws and established Civil Service Rules and Regulations. It is your responsibility to become familiar with and abide by these policies.

Our policies and benefits are applied fairly and equally to all full-time LETA employees. Some elements, however, may not apply to part-time employees or working under contract where other agreements have been made.

As an EEO/APP employer, it is the policy of LETA to recruit, hire and promote for all job classifications without regard to age, race, color, religion, sex, national origin, veteran status, marital status, and physical or mental limitations (except where those limitations would interfere with a bona fide occupational qualification). LETA also ensures that all other human resource actions such as compensation, benefits, transfers, layoffs, and agency-sponsored training, and education, social and recreational programs are administered without regard to these conditions.

It is hoped that you will enjoy your work and share our pride as we furnish a service of great importance to the people of this state.

Please familiarize yourself with the contents of this handbook and keep it available for your reference.

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**Executive Director**

In order for this handbook to remain current, you will be provided with updated material periodically and you should make these changes as they occur. Employees having a handbook in their possession shall return it to the Human Resources Office upon termination of employment with LETA.

## HISTORY

To help you understand what Louisiana Public Broadcasting is all about, the following history is offered.

In 1971, Act 13 of the Louisiana Legislature created the Louisiana Educational Television Authority. It charged the 21-member governing board with the responsibility of promoting the use of educational and public television and radio and making the benefits available for use by the citizens of Louisiana.

Members of the Authority include representatives from:

- Governor's Office
- State Superintendent of Education
- President of the Louisiana State Board of Education
- Each of the Congressional Delegations
- LSU Board of Supervisors
- Louisiana School Board of Association
- Active teachers of the public elementary and secondary schools
- Louisiana Association of Broadcasters
- Louisiana Council for Music and Performing Arts, Inc.
- Department of Health and Hospitals
- Council for the Development of French in LA
- AFL-CIO

In 1991, by an act of the Legislature, a 22<sup>nd</sup> member representing Friends of LPB was added to the Authority. In 1992, the Congressional districts of Louisiana were reorganized and LETA lost the Eighth Congressional board seat, thus reverting back to a 21-member board. Louisiana Public Broadcasting (LPB) became a reality in September of 1975 when the original station, WLPB-TV, Channel 27 in Baton Rouge, went on the air. It was followed by KLTM-TV, Channel 13 in Monroe, September 1976; KLTS-TV, Channel 24 in Shreveport, August 1978; KLTL-TV, Channel 18 in Lake Charles, May 1981; KLPB-TV, Channel 24 in Lafayette, May 1981, and completing the six-station, statewide network was KLPA-TV, Channel 25 in Alexandria, signing on in July 1983.

The new Telecommunications Center we presently occupy was completed in January of 1986.

In May, 1994, LETA signed a Letter of Cooperative Agreement with WLAE in New Orleans and the State, through which LETA acquired fifty percent of the station's assets. WLAE carries LPB daytime educational lineup as well as some other programming.

LPB officially entered the Digital Age on September 6, 2000, when WLPB-DT25 in Baton Rouge became the first digital TV station in Louisiana. The remainder of LPB stations, along with our sister station WLAE in New Orleans became digital by 2003.

LETA has two 501(C) (3) corporations serving under its jurisdiction. The first is the Friends of LPB. FLPB's staff is housed in the Telecommunications Center in Baton Rouge. Information on FLPB is found later in the handbook. The other one is the Foundation for Excellence in Louisiana Public Broadcasting, which was organized and operates exclusively for the promotion, development, enhancement and assistance of public television in Louisiana and serves as a repository for funds resulting from its operation.

## GENERAL INFORMATION

### *CIVIL SERVICE AND YOUR JOB*

As A member of the LETA staff, you area a state employee and protected under the Civil Service system – unless you are an unclassified employee, student intern or contract employee.

As a new state employee in the classified service, you will serve a 6 to 24 month probationary period, not to exceed 24 months.. An employee who successfully completes the probationary period is converted to permanent status.

### **Political Activities**

The State Department of Civil Service offers you protection against discrimination and injustice. The Civil Service regulations also place certain restrictions on the political activities of classified employees. Protect yourself and your job by observing the political activity restrictions of the Civil Service law. You should not take part in the management or affairs of any political party or in any political campaign. More specifically:

- Do not solicit votes or contributions;
- Do not make political contributions;
- Do not make a public political statement or address;
- Do not wear a campaign badge or ribbon;
- Do not distribute political campaign materials;
- Do not attempt to influence the vote of others;
- Do not become a candidate for office, serve as a member of any political committee, or take part in the management or affairs of a political party or organization; (See Civil Service Rules for details)
- Do not publically display political literature or place cards on personal property;
- Vote on Election day according to your own convictions;

## *LEAVE*

### **Annual Leave**

Annual Leave is leave with pay granted to an employee for the purpose of vacation or personal affairs. You should apply for annual leave in **advance** on an "Application for Leave" form. The form should be submitted to your supervisor for approval.

### **Sick Leave**

Sick leave is leave with pay granted to an employee who is disabled due to an accident or medical condition and is unable to perform job duties and responsibilities. Sick leave may also be used for dental or optical appointments. The need for written proof of illness will be determined by your supervisor, based upon your attendance record and other matters regarding your job performance.

### **Leave Accrued**

The amount of annual and sick leave you earn is based upon your length of state service. It is credited at the end of each pay period with the balance shown on your payroll check. Annual and Sick leave is computed in accordance with the following schedule:

<b>Years of Service</b>	<b>Leave Accrued</b>
Less than 3	3.6880 hours of leave accrued each 80-hour pay period.
3 but less than 5	4.6080 hours of leave accrued each 80-hour pay period.
5 but less than 10	5.5360 hours of leave accrued each 80-hour pay period.
10 but less than 15	6.4560 hours of leave accrued each 80-hour pay period.
15 or more	7.3840 hours of leave for each 80 hour pay period.

### **Civil, Emergency, and Special Leave**

Civil, Emergency and Special Leave may be granted when you are:

- Performing jury duty.
- Summoned to appear before a court, grand jury or other public body or commission as a witness except as a result of employment other than State employment. Annual leave must be taken in this case or if you are the plaintiff or defendant in a trial.

- Performing emergency civilian duty in relation to national defense.
- Prevented by an act of God from performing duty. (To be determined by Appointing Authority)
- Taking a State Civil Service examination.
- Voting in a primary, general or special election which falls in your regularly scheduled work day.
- Attending a funeral

### **Military Leave**

Military leave is paid leave given to reserve members of the United States Armed Forces or National Guard when ordered to “military active duty for training” for not more than 15 working days in any calendar year. Employees on military leave shall be granted leave of absence from their position without loss of pay, time, annual or sick leave or service rating.

### **Terminal Leave Payment**

Upon termination of employment from LETA, you will be paid the value of your accrued annual leave in a lump sum, disregarding any fraction of an hour. Such payment, however, cannot exceed the value of 300 hours of pay.

When a separated employee has been paid for accumulated annual leave and is reemployed, the employee shall pay the reemploying agency for the value of annual leave at the hourly rate of paid, less the value of working hours intervening between the last day worked and the date of reemployment. The employee shall be reimbursed annual leave the number of hours paid back to the reemploying agency.

### **Family and Medical Leave**

You are eligible for leave under the Family and Medical Leave Act of 1993 if you have completed at least one year and worked for 1,250 hours over the previous 12 months. You are eligible for up to 12 weeks of paid and/or unpaid leave for any of the following reasons:

- For the care of your child after birth, adoption or foster care.
- For the care of your spouse, son or daughter, or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform your job.
- You may be required to provide advance notice and medical certification.

### **Funeral Leave**

Probationary and permanent employees may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, or grandchild; provided sick time off shall not exceed two days on any one occasion.

To show support and sympathy, LPB will send flowers to employees due to the loss of an immediate family member, father, mother, sister, brother or child (and grandchild/grandchildren if legal guardian at some point in time).

### **Compensatory Leave**

In accordance with Civil Service Rules, an employee who is required to perform overtime duty may be credited with compensatory leave for the hours he has been required to work rather than being paid for these hours.

Due to the nature of LPB's broadcast and production schedule, it may be necessary for you to work beyond your normal working hours or on a holiday. With prior approval of your supervisor, you may receive compensatory leave for overtime hours worked. This leave may be taken any time when approved by your supervisor.

## **PERFORMANCE EVALUATION SYSTEM (PES)**

### ***Civil Service Chapter 10 Rule (effective 7/1/2012)***

#### **10.1 Performance Evaluation System; Required Components**

(a) The Performance Evaluation System is a tool used to measure individual performance and to develop employees into high-performing individuals. This Performance Evaluation System is effective July 1, 2012 and applies to all classified employees. The performance evaluation year shall be July 1st through June 30th of each year. The Performance Evaluation System shall consist of at least the following components:

1. A performance plan that lists the performance factors on which the employee's overall performance will be evaluated,
2. A planning session at which the evaluating supervisor and the employee discuss the performance plan,
3. A standard planning and evaluation form approved by the Director,
4. A three-level evaluation system, and
5. A planning and evaluation instruction manual that is accessible to all employees.

(b) An appointing authority may make variations to the performance planning and evaluation form or instructions with prior written approval from the Director.

## **10.2 Evaluating Supervisor.**

(a) The Appointing Authority shall designate an Evaluating Supervisor for each employee. Generally, the Evaluating Supervisor should be the person who, in the Appointing Authority's judgment, is in the best position to observe and document the employee's performance. Failure to designate an Evaluating Supervisor shall be a violation of these rules.

(b) The Evaluating Supervisor shall be responsible for administering the performance evaluation system for his designated employees in accordance with these Rules and any applicable agency policies. An Evaluating Supervisor who fails to administer the performance evaluation system in accordance with these Rules shall not be eligible for a performance adjustment for that year.

## **10.3 Second Level Evaluator**

(a) The Appointing Authority shall designate a Second Level Evaluator for each employee. Generally, the Second Level Evaluator is the Evaluating Supervisor's supervisor. The Second Level Evaluator must approve the performance plan and the performance evaluation prepared by the Evaluating Supervisor before they are given to the employee for signature.

(b) The Second Level Evaluator shall be responsible for administering the performance evaluation system in accordance with these Rules and any applicable agency policies. A Second Level Evaluator who fails to administer the performance evaluation system in accordance with these Rules shall not be eligible for a performance adjustment for that year.

## **10.4 Performance Evaluations**

(a) Each employee shall be evaluated on his overall performance based on work tasks and behavior standards determined by the evaluating supervisor to be requirements of the employee's job.

(b) Additionally, each supervisory employee shall be evaluated on his administration of the performance evaluation system as required by these rules.

## **10.5 Performance Plan and Performance Planning Session**

(a) The Evaluating Supervisor shall prepare a performance plan at the beginning of each evaluation period. The performance plan shall list work tasks and behavior

standards on which the employee's overall performance will be evaluated. These shall be recorded on the planning and evaluation form.

(b) The Evaluating Supervisor shall obtain the Second Level Evaluator's signature approval of the performance planning and evaluation form prior to presenting it to the employee for final signature.

(c) After obtaining the Second Level Evaluator's signature approval of the performance plan, the Evaluating Supervisor will conduct a performance planning session with the employee.

(d) During the planning session, the Evaluating Supervisor shall present the performance planning and evaluation form to the employee and discuss the performance work tasks and behavior standards on which he will be evaluated and the performance that will be expected of him during the coming evaluation period.

(e) The Evaluating Supervisor and the employee shall sign and date the performance planning and evaluation form to document the planning session. The employee shall be given a copy of the form. Should the employee decline to sign the performance planning and evaluation form, the Evaluating Supervisor shall note this on the form and record the date that the planning session occurred. An employee cannot prevent the planning session from becoming official by refusing to sign the form.

(f) Planning sessions shall be conducted during the first three (3) calendar months following:

1. the appointment of a new employee;
2. the permanent movement of an employee into a position having a different position number with **significantly different duties**;
3. the beginning of the new performance evaluation year (no later than 9/30).

(g) A performance planning session **may** be conducted when:

1. the employee gets a new Evaluating Supervisor,
2. performance expectations change, or
3. the Evaluating Supervisor deems a performance planning session is appropriate.

## **10.6 Overall Performance Evaluation**

(a) At the end of the performance evaluation period, the Evaluating Supervisor shall assign one of the three values listed below to the employee's overall performance based upon the work tasks and behavior standards established in the performance plan.

**Exceptional:** Work and behavior consistently exceeded the performance criteria.

**Successful:** Work and behavior met the performance criteria.

**Needs Improvement/Unsuccessful:** Work and/or behavior did not meet the performance criteria.

(b) An Evaluating Supervisor may elect to assign an employee who worked less than three calendar months within the performance evaluation year a default overall evaluation of "Not Evaluated." An overall evaluation of "Not Evaluated" shall have the same effect as an evaluation of "Successful." "Not Evaluated" evaluations may be given only when:

1. the employee is active as of June 30th, the end of the performance year, and
2. the employee has worked less than three (3) months at the evaluating agency within the performance year, and
3. the appointing authority determines that not enough time has elapsed to create an evaluation for the employee.

(c) When an evaluation is in violation of these rules, the employee shall receive an overall evaluation of "Unrated." "Unrated" evaluations shall have the same effect as an evaluation of "Successful."

## **10.7 Official Performance Evaluations and Evaluation Sessions**

(a) Official performance evaluations are required for all classified employees. The Evaluating Supervisor shall base the official evaluation of the employee's performance on the work tasks and behavior standards as stated on the performance planning and evaluation form.

(b) Official evaluations shall be made after the performance year has ended and must be rendered no later than August 31st. All official overall evaluations will be recorded with an effective date of July 1st.

(c) Evaluations become official on the date they are rendered. No evaluations shall be rendered after August 31st. To render an official evaluation, the Evaluating Supervisor shall:

1. complete a performance evaluation form after June 30th of the evaluation year,
2. provide documentation to support an evaluation of "Needs Improvement/Unsuccessful" or "Exceptional,"
3. obtain the Second Level Evaluator's signed approval of the evaluation form prior to discussion with the employee,
4. discuss the evaluation with the employee and present the evaluation form to the employee to be signed and dated, and
5. give the employee a copy of the evaluation form with his official overall evaluation noted.

(d) When an employee is not available, the provisions of this rule shall be satisfied when notification to the employee is made by mail. If the employee is notified by mail, the notification shall be deemed timely if it was mailed to the employee's most recent address on or before August 31st, as evidenced by official proof of mailing. The agency must maintain documentation that the employee was notified on or before August 31st.

(e) Should the employee decline to sign the performance evaluation form, the Evaluating Supervisor shall note this on the form and record the date that the evaluation session occurred. An employee cannot prevent the evaluation from becoming official by refusing to sign the form.

(f) Evaluations of "Unrated" shall be indicated on the final overall performance evaluation form by the Evaluating Supervisor, Second Level Evaluator, or Human Resources officer. An employee shall be notified when he has been assigned an official overall evaluation of "Unrated".

### **10.8 Effects of the Needs Improvement/Unsuccessful Evaluation**

(a) An evaluation of "Needs Improvement/Unsuccessful" is not a disciplinary action.

(b) Any employee whose official overall evaluation is "Needs Improvement/Unsuccessful" shall **not** be:

1. eligible for a performance adjustment, a promotion or permanent status, or
2. detailed to a higher level position unless approved in advance by the Director of Civil Service.

(c) An employee whose official overall evaluation is "Needs Improvement/Unsuccessful" may be separated or disciplined in accordance with the rules applicable to the employee's status.

(d) Permanent employees shall have a right to request a review in accordance with the provisions of rules 10.11 and 10.12.

### **10.9 Effect of the Absence of an Official Evaluation**

An employee who is not evaluated in accordance with the provisions of these rules shall have an official overall evaluation of "Unrated" on the evaluation effective date of July 1st. Permanent employees shall have a right to request a review in accordance with the provisions of rule 10.11.

### **10.10 Record Keeping and Reporting Requirements.**

(a) Each completed performance evaluation form shall be kept in the agency Human Resource office or other designated, secure location not accessible to the public, and shall not be considered a public record. Completed forms must be available upon request to the Department of Civil Service for auditing purposes, to other agencies of the State of Louisiana for purposes of checking employment references and to the employee.

(b) Each Appointing Authority shall annually report to the Director of Civil Service, in such manner as the Director prescribes, information about evaluations given during the previous year ending June 30th. The Director of Civil Service may require more frequent reporting as needed.

### **10.11 Agency Review**

(a) A permanent employee who receives an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful" may request an official review of that evaluation by an Agency Reviewer(s).

(b) The appointing authority shall designate the Agency Reviewer or an Agency Review Panel. The Reviewer(s) shall not be either the Evaluating Supervisor or the Second Level Evaluator who signed the evaluation being reviewed.

(c) The official overall evaluation may only be changed by the Agency Reviewer(s).

(d) A request for review must be submitted in writing and be postmarked or received in the employing agency's Human Resources office no later than September 15th following the evaluation year. In the request for review, the employee must explain and provide supporting documentation for the request for review.

(e) If the request for review is timely, the Agency Reviewer(s) must review the employee's request, the evaluation given and any supporting documentation provided. The contested evaluation must be discussed with the employee and the Evaluating Supervisor.

(f) The Agency Reviewer(s) shall give the employee, the Evaluating Supervisor, and the Human Resources office written notice of the results of their review. This notification shall be provided no later than October 15th. Any change in evaluation shall be retroactive to July 1st.

(g) The performance evaluation form, the employee's request for review, the Agency Reviewer(s)' decision, and the supporting documentation attached to the performance evaluation, as well as any documents requested from the employee or supervisor during the review, shall be maintained in the employee's official personnel file or other secured performance file maintained in Human Resources.

#### **10.12 Request for Review by the Director of Civil Service**

(a) A permanent employee who receives an overall evaluation of "Needs Improvement/Unsuccessful" following an Agency Review may request to have his performance file reviewed by the Director or the Director's designee.

(b) A request for review under this rule must be postmarked or received by the Director no later than 10 calendar days following the date the employee received the Agency Review decision. In the request, the employee must explain why he is contesting the decision of the Agency Reviewer(s).

(c) If the request for review is timely, the Director or his designee shall obtain and review the employee's performance file. The Director may either affirm the overall evaluation or change the overall evaluation to "Unrated". The Director's decision shall be final.

(d) The Director shall provide a written decision to the employee, the Evaluating Supervisor, and the Human Resources Officer no later than thirty (30) calendar days following the date the request for review was received.

#### **10.13 Exceptions.**

The Director may approve exceptions to these Rules.

#### **10.14 Grievance Process**

The agency's grievance process shall not be used to review or reconsider evaluations or a procedural violation of these rules.

#### **10.15 – 10.18 Repeal**

### *HOLIDAYS*

The following days are observed as legal holidays:

- New Year's Day
- Mardi Gras Day
- Good Friday
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Inauguration Day (every 4 years, employed in Baton Rouge)
- General Election (every 2 years)
- Any special holiday proclaimed by the Governor

### *WORKING HOURS*

As a full-time employee, you will work a forty-hour week. Normal working hours are from 8:00 a.m. to 5:00 p.m. with an hour for lunch. Examples of other work schedules are 7:30 to 4:00 p.m. with a half hour for lunch.

Working hours may be changed at the discretion of your supervisor, depending upon the needs of LPB and your department.

### *PAYROLL*

Pay periods are set bi-weekly with paydays falling every other Friday. Pay periods begin on Monday and end on the Sunday prior to payday. Time sheets are due in the Human Resources Office on Thursday afternoon of the non-payday week. Deductions from your pay check can be made according to your request and existing laws pertaining to your income. Federal and State Withholding Tax, Medicare Tax, and retirement contributions are payroll deductions required by law. Voluntary deductions may be made for hospitalization, cancer insurance, life insurance, dental insurance, credit union saving, United Way, etc. Any necessary changes in your deductions,

changed in your number of dependents or changes in your address should be reported to Human Resources. Your paycheck must be directly deposited to your personal checking account. Any questions regarding your paycheck should be directed to your supervisor or Human Resources.

### *INSURANCE*

All new full-time regular employees may apply for health, life, dental, cancer and accident insurance. **When applying for or making changes to health insurance, it is very important to apply within the first 30 days of employment or within 30 days that the change occurs.** "Pre-Existing Conditions" may apply for new hires or late applicants.

Insurance premiums are payroll deductible. The state pays approximately one-half of your premiums for health and life insurance. You are responsible for the entire premium of any supplemental insurance you carry.

### *CAFETERIA PLAN*

The Flexible Benefits Plan (Cafeteria Plan) was implemented by the State of Louisiana to help you reduce taxes and increase your take-home pay. The plan allows you to shelter federal or state income taxes on deductions for eligible insurance premiums. Check with Human Resources for details and enrollment forms.

### *DEFERRED COMPENSATION PLAN*

The Louisiana Deferred Compensation Plan provides state employees with the opportunity to invest money on a before-tax basis, using payroll deduction. Check with Human Resources for details and enrollment forms.

### *CREDIT UNION*

The Louisiana Capitol Federal Credit Union (LACAP) is available to you as a state employee. It offers many benefits to its members including payroll deduction savings, checking accounts and all types of loans. Check with Human Resources for details regarding membership applications.

### *LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM*

Membership in the Louisiana State Employees' Retirement System (LASERS) is mandatory for all state employees, except employees excluded by law. Please refer to your LASERS Handbook for specific information on contributions and retirement benefits.

### *GRIEVANCES*

If you have a job-related problem, or you are involved in a work situation with which you are dissatisfied, you may seek resolution of the problem by following LETA's grievance procedures, either through the Ombudsman Program or through the formal Grievance Procedure. These procedures allow you as an employee, to discuss your

concerns with the appropriate authorities with freedom from reprisal. The formal grievance procedure involved sequential steps that are listed below.

Step 1. All grievances should be presented within fourteen (14) calendar days of the alleged misconduct to the immediate supervisor. The immediate supervisor has seven (7) calendar days to render a decision. If there is no resolution within the prescribed time limit, proceed to the next step.

Step 2. Employees have seven (7) calendar days to present the grievance in writing to the appropriate department head. The department head shall investigate, afford the employee an opportunity to present his viewpoint; and furnish the Appointing Authority, Director of Civil Service and the employee a written statement of his findings and recommendations within ten (10) calendar days from the date of presentation. If the second step fails to produce a solution satisfactory to the employee, proceed to the third step.

Step 3. Employee has five (5) calendar days to present the matter in writing to the Appointing Authority, who shall conduct a hearing and issue a written decision to all interested parties within fourteen (14) calendar days.

For detailed information and Grievance Forms, please contact the Human Resources Office.

### *OMBUDSMAN PROGRAM*

The Ombudsman Program was developed in 1981 and adopted by the Board as a vehicle for employees to present work-related complaints and request solutions informally and confidentially. When approached with a problem by a staff member, it is the ombudsman's responsibility to investigate and try to resolve the problem. The program consists of 3 staff members elected annually by popular vote. The program was designed as a means of resolving problems internally and avoiding the formal and very lengthy Civil Service Grievance Procedure. It is completely confidential, and the program has no set rules.

### *REWARDS & RECOGNITION PROGRAM*

In January 2007, LPB implemented a Reward & Recognition Program. A committee was formed to chose the years of service and the appropriate value of the reward for which service would be recognized, beginning with one year of service. The first presentation ceremony of awards was held in May 2007, and will be held at least annually. The years of service and the rewards chosen by the committee are as follows:

<u>Yrs Service</u>	<u>Value of Reward</u>
1	\$15-25
5	\$25-40

10	\$40-50
15	\$50-75
20	\$75-100
25	\$100-125

### *LPB's ORGANIZATION*

The six major departments that make up the operations of LPB are:

- Administration
- Business and Finance
- Educational Services
- Engineering
- Production
- Programming
- Information Technology (IT)

An overview of each of these divisions follows to provide you with a better understanding of their function.

#### ADMINISTRATION

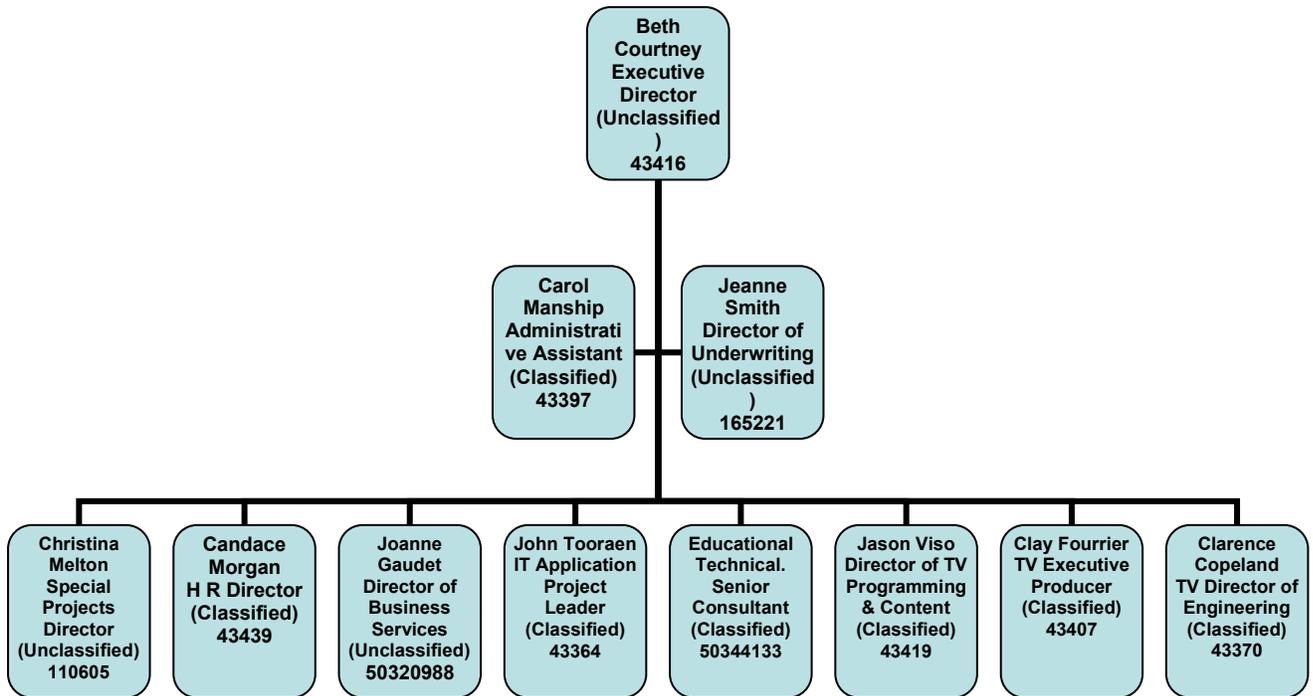
The Administration Division consists of the offices of the Executive Director, the Deputy Director, Human Resources, Information Technology and Marketing and Development. The Executive Director is responsible for LETA's external affairs, liaison with state government, organizational accountability to LETA, fund and grant development, representation to regional and national organizations of public broadcasting, long-range planning and works with and acts as liaison with the Board and oversight and evaluation of strategic planning of department. Responsible for recruiting department heads.

The Deputy Director is responsible for the day-to-day operational management of LPB, which includes the direction, oversight and evaluation of strategic planning, financial and personnel administration, promotion, production, educational services, engineering and facilities.

The Underwriting, Sales and Development Director oversees all underwriting efforts for the Foundation for Excellence in Louisiana Public Broadcasting (LPB). Underwriter support from individuals, corporations, agencies, foundations, etc., is reflected in the non-commercial messages that air around programming on LPB.

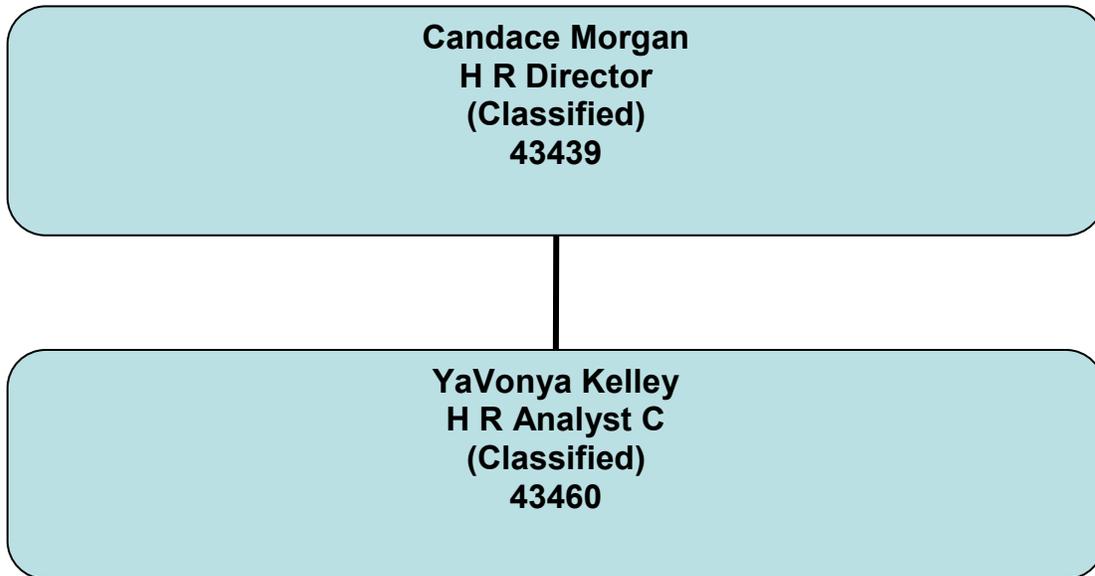
Also assists with production funding for LPB documentaries and other self-generated programming and makes regular reports to LETA and Foundation Boards.

# EXECUTIVE DIRECTOR/ADMINISTRATION



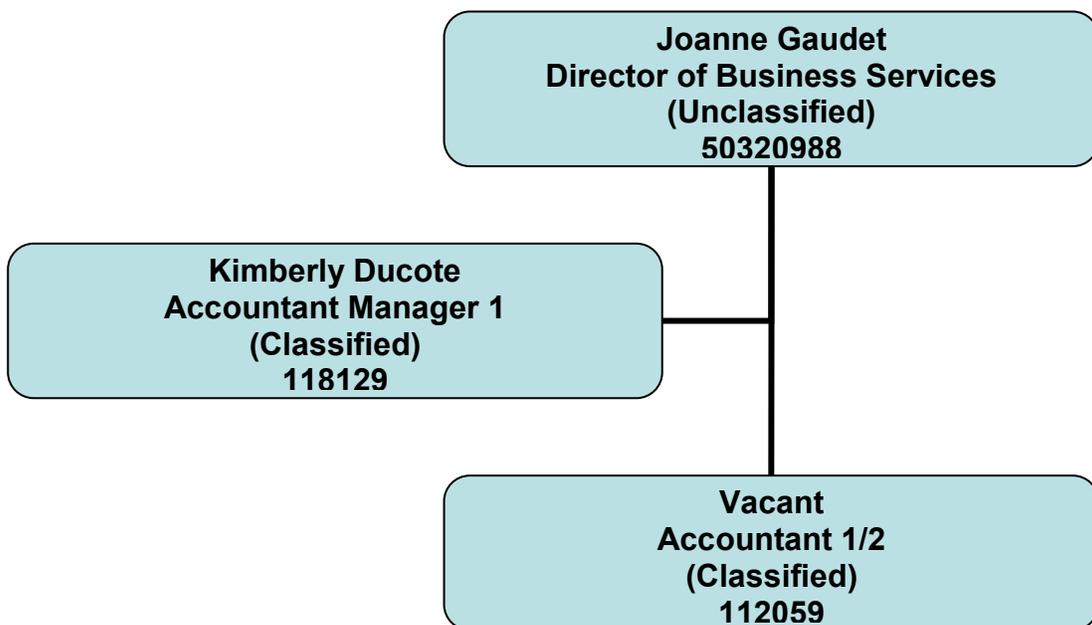
## HUMAN RESOURCES

The Human Resources Division is responsible for providing information regarding Civil Service Rules and benefits available to employees. The Human Resources Director also oversees the EEO, payroll and insurance programs. The Human Resources Office is here to serve all employees and it welcomes your suggestions.



## BUSINESS OFFICE

The business office oversees fiscal operations for the agency, which consists of financial reporting, accounts receivable/payable, budgeting, purchasing and property control. Accounting is designed to provide proper handling of funds by recording and summarizing financial transacting and reporting the results through monthly/quarterly statements. The Business Office ensures that all expenditures and reporting are in accordance with all applicable local, state and federal laws and guidelines.



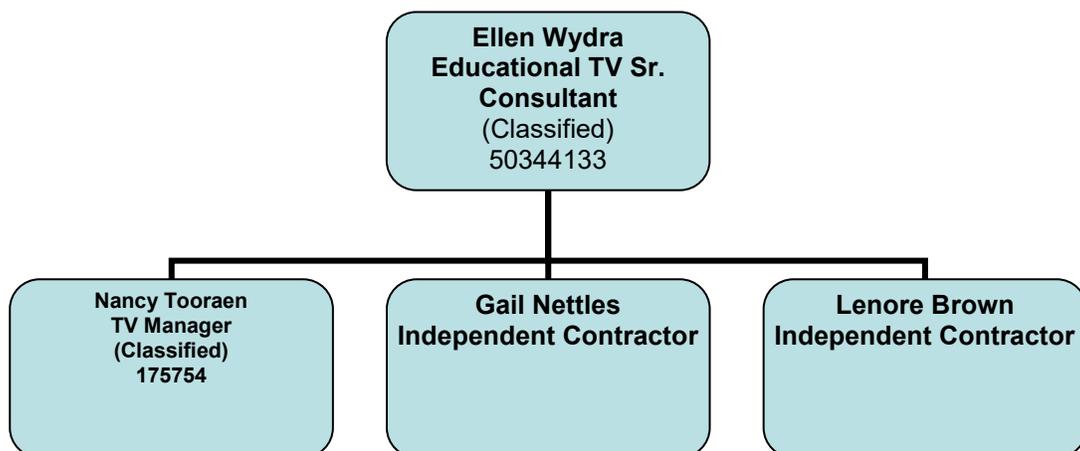
## EDUCATIONAL SERVICES

The Educational Television/Technology Services Department manages two electronic media libraries and for grades Pre-K through 12 statewide. Ed TV/Technology also produces live electronic field trips and webinars for students and teachers statewide, e-blasts to teachers statewide to promote events and programming with educational appreciation. In addition, Ed TV/Technology also coordinates and produces demonstrations tutorials and podcasts to show new technology resources for education.

Educational Television/Technology Services trains early childhood teachers to implement Super Why literacy camps and use LPB's children's programs and resources.

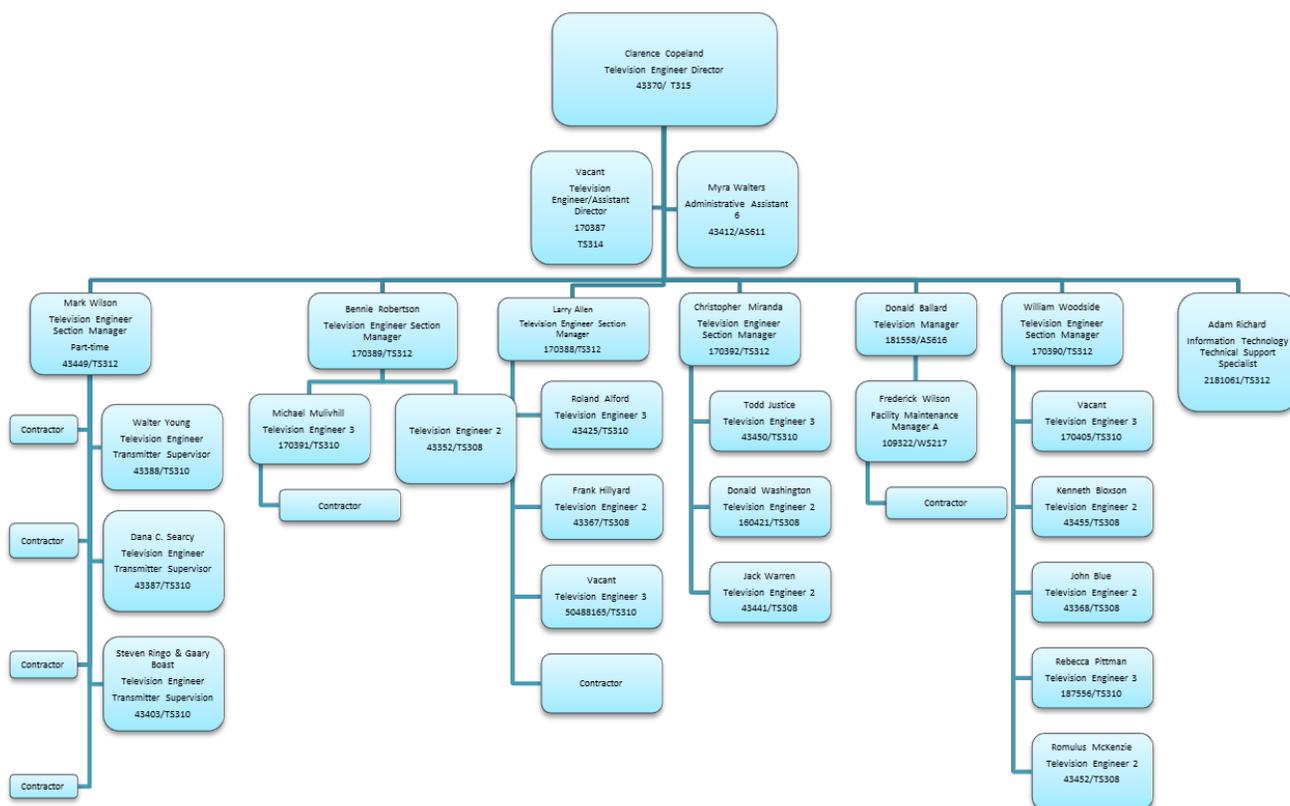
Educational Television/Technology offers a GED program for adult learners and PBS Teacherline professional development courses for teachers.

Funding for many of the Educational Television/Technology Services projects come from grants secured by the department. These projects require the staff to work closely with the other departments of LETA to carry out its mission of providing the best educational resources for the citizens of Louisiana.



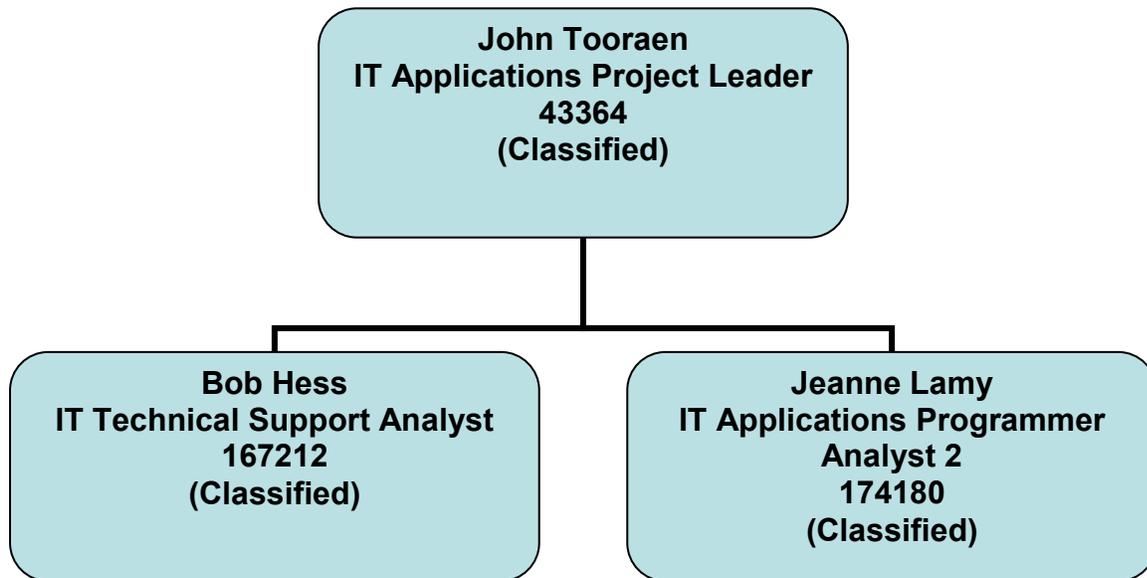
## ENGINEERING

The Engineering Department is responsible for planning, directing, organizing and coordinating all technical aspects of the network. These responsibilities include technical support for all other departments in the transmission of LPB programming to schools and the public, as well as providing technical support for the production of LPB programming. This is accomplished by the installation and maintenance of all production, recording and other ancillary equipment, by the installation and maintenance of the six transmitters located throughout the State and by the installation and maintenance of equipment of the 84 satellite schools.



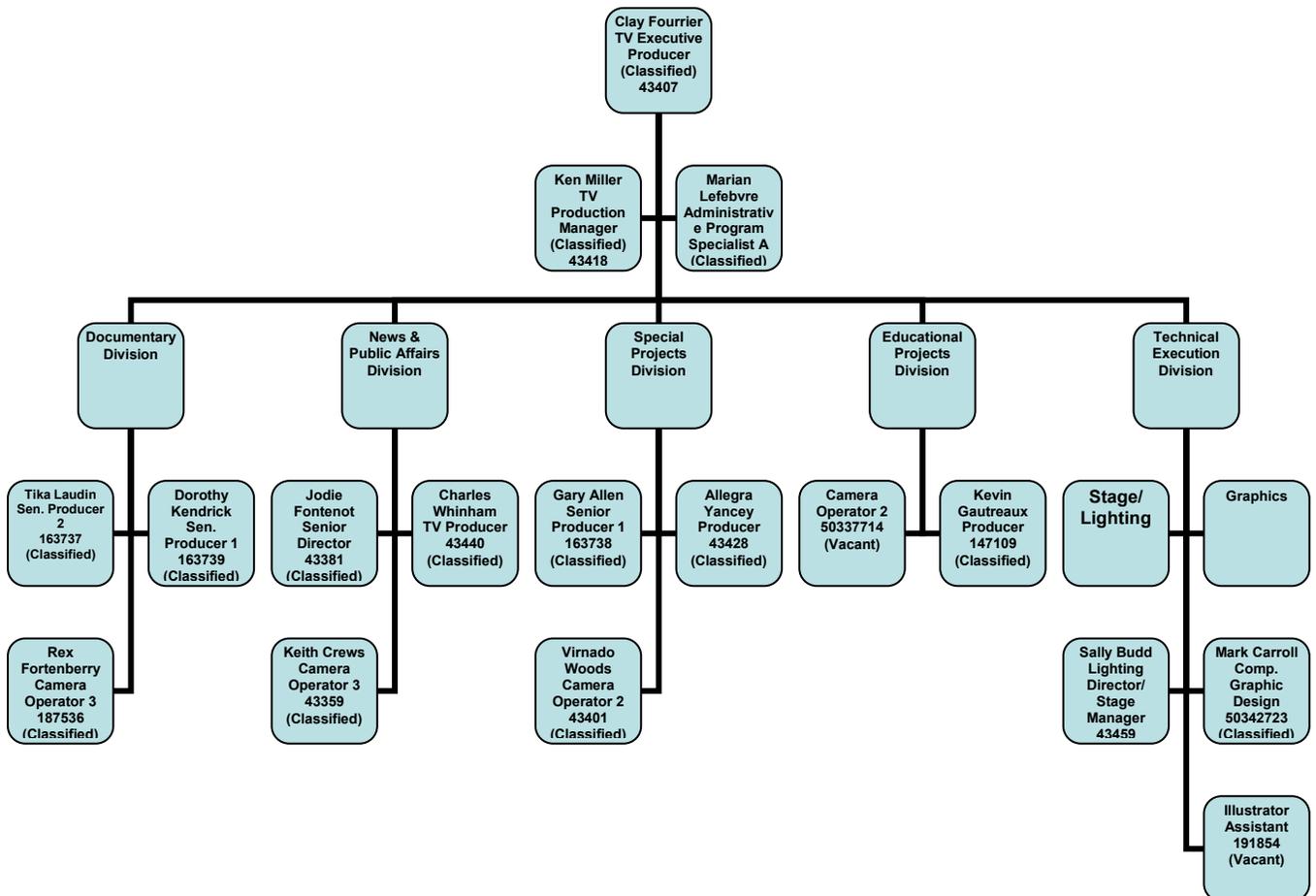
## INFORMATION TECHNOLOGY

The Information Technology Director is responsible for email setup, website management, and collaboration with all department heads in programming and technical matters as they pertain to I.T.



## PRODUCTION

The Production Department is responsible for the creation of educational, informative and entertaining television programs for statewide and national distribution. Activities include content design and development which researches, formats, develops and tracks budgets and oversees the creation and distribution of productions, and creative construction and execution activities which handles the technical phase of production, including staging, directing, photographing and editing all program elements. This department coordinates all activities that underlie television production at Louisiana Public Broadcasting.



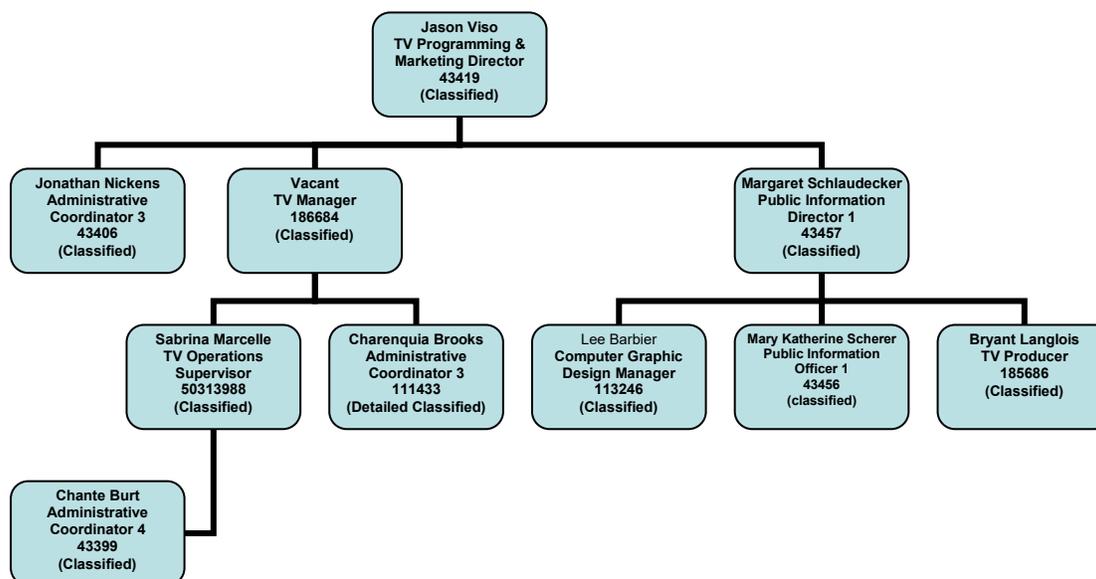
## PROGRAMMING

The Programming Department consists of three divisions. Program Acquisitions and Scheduling, Promotion and Broadcast Services. The department is headed by Director of Programming & Content.

Program Acquisition and Scheduling, in addition to the purchase and placement of television programs, tracks the success of the program schedule through ratings and viewer feedback. Regular reports are issued showing LPB's audience size and distribution and which programs have the largest audience. The monthly, quarterly, and yearly Viewer Services report shows all calls and letters received by LPB and indicates which programs received the most response.

Promotion is responsible for "getting the word out" about LPB's programs and services. This is accomplished through the design and placement of print ads, the writing and distribution of press materials, and through outreach efforts. This division also coordinates the production of VISIONS, the monthly program guide that is mailed to members of Friends of LPB. Graphic Design is part of A&P and serves as the LPB Art Department.

Broadcast Services has two unites: On-air promotions and Traffic. On-air promotion is responsible for all elements that air between the programs. Institutional and program promotions, network and station ID's and special announcements are produced and scheduled by on-air promotion. Anything that is to go on the must go through Traffic. The Traffic unit translates the program schedule into a complete set of second-by-second instructions, resulting in what the viewer sees on his television. Recordings, routings, and dubbing requests are directed to the Traffic Manager. Traffic also handles all shipping and the videotape library.



## FRIENDS OF LOUISIANA PUBLIC BROADCASTING

Friends of Louisiana Public Broadcasting is a private, non-public membership organization whose primary function is to raise funds for LPB. Although a separate organization, FLPB's volunteer and financial support play a vital role in helping LPB bring quality programming to its viewers.

FLPB's responsibilities include identifying persons having an interest in promoting and supporting LPB, and enlisting them as financial supporters. Additionally, their support is needed for many activities throughout the year including mail and on-air membership campaigns in cooperation with the staff of LPB.