

EEO PROGRAM REQUIREMENTS, PRACTICES AND PROCEDURES  
OXNARD EMPLOYMENT UNIT

MANAGERS INVOLVED:

**Brenda Madera, Office Manager**  
**Elsa Bello, HR**  
**Alicia Miranda, Controller**

MAINTENANCE OF EEO RECORDS:

**Human Resources**

RECRUITING:

**Human Resources**

PROCEDURES REVIEW:

**Brenda Madera and Alicia Miranda**

PRACTICES:

Lazer Broadcasting Corp., has establish the following procedures in order to comply with the EEO reporting requirements:

1. All new full time JOB OPENINGS are posted when a vacancy occurs and an announcement with a description of the position is sent to the recruitment sources. (A list of recruitment sources is attached to the report for reference). In an effort to disseminate our EQUAL EMPLOYMENT OPPORTUNITY POLICY: Lazer also posts and runs radio ads to inform the public of any future job openings.
2. At least twice a year the Human Resources person posts a new Job Opportunity memo in the office's bulletin board, and runs ads on the Network of Lazer's stations to inform our employees and public in general of future job openings and to encourage them to apply.
3. The applications received are kept on file for a term of six months. These applications are reviewed every time a vacancy occurs. If there are no applications on file that qualifies for a certain position, a Job Opening Announcement is placed in the company's bulletin board to inform our current employees of the job opening. The Job Opening Announcement is also advertised in the Network of stations or at the individual station. There is also a continuous ad on the website for positions that commonly become available.

4. Human Resources notifies different organizations that distribute employment opportunities to job seekers, such as Colleges, Training Schools or any other organization that would request to be notified. Normally a Job Opening Form with the description of the position is sent to all the organizations in our recruitment list. In some instances depending on the urgency, the Human Resources person places phone calls to find out if they have any referrals for positions that need to be filled immediately.
3. The company will adopt at least four (4) Options from the menu of options of the PRIMER ON EEO COMPLIANCE. Lazer Broadcasting has adopted the following:
  - No. 12 – Listing each upper-level opening in a job bank or newsletter of a media trade group with broad based membership, including participation of women and minorities.
  - No.5 – Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.
  - No. 11 – Sponsorship of at least two events in the community designed to inform the public as to employment opportunities in broadcasting:
  - No. 7 – Participation in scholarship programs directed to students interested in pursuing a career in broadcasting, as well as other careers.
  - No. 15 – Twice a year we must use the media, such as Radio, Newspaper, etc. to inform the public of future job openings in broadcasting and to disseminate our EQUAL EMPLOYMENT OPPORTUNITY POLICY. \*Note: This option may be used in place of any of the above.
4. A semi-annual review must be performed to ensure that the jobs structures and employment practices are followed, as well as to exclude any unlawful form of prejudice or discrimination based upon race, color, religion, national origin or sex.

#### PROCEDURES:

Every manager involved in hiring (Managers) must fill out a JOB OPENING FORM whenever new vacancies occur. They will forward that form to the operation manager or the General Manager for approval, if the Operations and/or General Manager approves it they forward it to Human Resources (person in charge of the EEO records maintenance) for recruiting. The form must specify the position's requirements and the reason why the vacancy became available or if it is a new position, and how long the recruiting period must be.

Human Resources must keep in file a LIST OF RECRUITMENT SOURCES. She must then use that list of sources to advertise, and post the vacancy or vacancies. She must

update and date the list if additional sources are contacted. She must save all ads, scripts, production orders, letters, faxes, receipts for payment for every recruiting source that was contacted which will be part of our EEO report.

After applications are reviewed, appointments for interviews are set up. An EEO REPORT FORM is given to the prospects that are being interviewed so they can fill out and sign. In addition, an APPLICANT RECORD SHEET is filled out with the information of the applicants that were interviewed.

After the eligible person is chosen a NEW HIRE OR PROMOTION EEO REPORT FORM must be completed, this form is filed in the new employee's HR file. To keep record of the recruitment sources used, a LIST OF RECRUITMENT SOURCES FORM is filled out for each position filled.

### THE ANNUAL REPORT:

The annual report is due on July 31 of each year for the period of August 1, of the previous year to July 31 of the current year.

When preparing the report, we start by filling out the EEO PUBLIC FILE REPORT FORM. It must include the call letters, Facility ID, Type and addresses, as well as the list of vacancies filled during the one year period. This is a three page report, parts A, B, C, D and E must be filled out. Part E must show what outlines or manual of procedures to be followed have change or added. (This line I used it to list any internship program or scholarship program that the company would have engaged with).

Last, the EEO folder for the period is reviewed and a YEARLY TOTAL NUMBER OF APPLICANTS REFERRED BY EACH RECRUITMENT SOURCE FORM is filled out, together with the YEARLY ANALYSIS OF HIRES AND PROMOTIONS FORM. These forms are put together with the pertinent back up in the EEO Report files for the year and the market that it corresponds, after uploading the report into the OPIF. Refer to the PRIMER ON EEO COMPLIANCE for additional information.

There's no need to list PART-TIMERS.

For the internship program offered by the company, all interns must fill out applications, and provide all pertinent personal documentation for their file. Their files must be kept on the active HR files for the duration of their internship. (Internships were paused during COVID and are not being offered at this but will be re-established soon).

## **LAZER BROADCASTING CORPORATION INTERNSHIP PROGRAM**

Our Internship Program gives you real-world experience and lets you get familiar with the Radio Broadcasting field.

At Lazer Broadcasting Corp., we work with Colleges and Broadcasting Training Schools to provide students the opportunity to apply coursework learned or taught in the classroom with practice in the workplace. Students are placed in broadcast/production areas, business operations and interactive positions related to their major and career goals.

Lazer Broadcasting Corp. considers the use of interns as an important recruiting tool. It is a feeder program to regular college hires. The program allows Lazer Broadcasting Corp. to identify high potential talent for future employment.

### **What We Require**

The Internship program offers college students the opportunity to take a first step into the broadcasting industry. Lazer Interns are unpaid and therefore must be:

- Enrolled at an accredited two or four-year College on an accredited Vocational Training School of Broadcasting.
- Able to provide proof of credit from your college or vocational training school prior to starting your assignment.
- On track to receive a bachelor or advanced degree from a college.
- Currently of sophomore standing or above.

Lazer Broadcasting Corp. looks for students who are committed to a career in media and broadcasting through experiences in their major studies, college clubs/organizations. Grade point average, community service and leadership experience are also an important part of the total assessment of student applicants.

Students may work during the Fall, Spring, or Summer college semesters full-time or part-time (minimum 3 days per week) based on student availability and department's needs. Internships are located at Lazer Broadcasting offices in Oxnard CA, San Bernardino CA, Santa Maria CA, Santa Barbara CA, Riverside CA, and Reno Nevada.

### **Departments Available for Internships**

**Business Department:** Learns how a business office functions within the broadcasting industry. The intern will assist in the areas of Traffic and Continuity, Accounts Payables, Accounts Receivables and some exposure to Human Resources.

**Creative Services Department:** Assists in the overall promotion of the radio station. The intern will assist the promotion writers and producers in the creation and development of advertising, promotions, and public service announcements material.

**Public Relations Department.** The intern would assist with the station's public relations and public service activities including writing press releases and other publicity materials, assisting in the production and scheduling of public service announcements, and planning special events and other community outreach programs.

**Sales Department:** The intern will learn about selling local radio and national radio advertising time. As well as creating special sales projects, understanding ratings trends for specific sales proposals, and creating presentations for obtaining new business accounts.

**Application Periods and Deadline Date:**

Summer Semester Internships: The application period is January 1<sup>st</sup> to March 1<sup>st</sup>. The deadline is March 1<sup>st</sup>.

Fall Semester Internships: The application period is July 1<sup>st</sup> to September 1<sup>st</sup>. The deadline is September 1<sup>st</sup>.

Spring Semester Internships: The application period is October 1<sup>st</sup> to December 1<sup>st</sup>. The deadline is December 1<sup>st</sup>.

**How to Apply**

If you are interested in applying for an internship in any of our locations, please specify on your resume which location you're interested on and also indicate the semester (Fall, Spring, Summer ) and the type of internship desired in the body of the email.

Please email resume and cover letter to: [lazerbroadcasting@lazerbroadcasting.com](mailto:lazerbroadcasting@lazerbroadcasting.com).

We offer the professional advantages of an environment that supports your development and recognizes your achievements. We are an **Equal Opportunity Employer**.

**Lazer Broadcasting Corp., Owned Radio Stations**

Oxnard, CA	KXLM-FM KLJR-FM KOXR-FM
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San Bernardino, CA	KXSB-FM KCAL-AM
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Riverside, CA	KXRS-FM
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Beaumont, CA	KAEH-FM
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Barstow, CA	KBTW-FM
Apple Valley, CA	KWRN-AM
Newberry Springs, CA	KIQQ-FM
Santa Barbara, CA	KZER-AM
Santa Maria, CA	KLMM-FM KSBQ-AM
San Luis Obispo, CA	KSMY-FM
Paso Robles, CA	KLUN-FM
Reno, NV	KSRN-FM KWRN-FM KNEZ-FM KZTI-FM
Monterey/Salinas	KXSM-FM KMLY-FM KSGZ-FM
San Jose, CA	KXZM-FM
Santa Rosa, CA	KSRT-FM KJOR-FM
Merced, CA	KGAM-FM KMZR-FM
Modesto, CA	KBBU-FM
Sacramento, CA	KGRB-FM KLMG-FM KSTV-LP
Bakersfield, CA	KEAL-FM KXTT-FM