

Public Media That Matters 

The West Tennessee Public Television Council, Inc.

EMPLOYEE HANDBOOK

DATE: 9-5-18

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with WLJT and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by WLJT to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As WLJT continues to grow, the need may arise and WLJT reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or WLJT to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

The policies in this Manual are intended as a general guide to personnel practices to be followed by the West Tennessee Public Television Council, Inc. These policies do not constitute either express or implied contractual obligations of the Council.

The policies in this Manual apply to all employees of WLJT. Nothing in these policies, however, should be taken as superseding any state or federal law or regulation under which an organization or broadcast facility must operate.

SERVICES PROVIDED

WLJT-DT is a locally owned and operated public broadcasting television station licensed to The West Tennessee Public Television Council. Affiliated with the Public Broadcasting Service, WLJT provides local and national programs and services to the West Tennessee area via broadcast operations and educational/community outreach projects.

WLJT broadcasts more than 100 hours of programming each week, including such outstanding shows as NOVA, THE NEWSHOUR, SESAME STREET, MASTERPIECE THEATRE, MYSTERY!, and GREAT PERFORMANCES. In addition, WLJT provides local programming with public affairs, sports, and entertainment oriented productions.

WLJT serves a potential audience of nearly 500,000 viewers. Carried on 20+ cable systems in 16 counties (in addition to our transmitter broadcasting from Lexington, TN), the station covers a region that reaches nearly all of West Tennessee outside of Shelby County.

WLJT's Educational Services provides early childhood literacy services such as parent, teacher and care provider training, free books, and learning activities for at risk children. WLJT provides corresponding teacher guides, monthly schedules, and in-service training for instructors.

Targeting underserved groups and constituencies with special needs, WLJT's Community Outreach actively supports selected television programs with materials designed to enhance their impact. Each year WLJT coordinates various contests and events around literacy, science, technology, engineering, and math.

HISTORY OF WLJT

WLJT-DT originally signed on the air in March 1968 as a repeat site in Lexington, Tennessee for the PBS station in Memphis. All public television entities in Tennessee were owned and operated by the state through the Department of Education. In 1981 studios were activated, staffing was initiated, and administrative offices were established on the campus of the University of Tennessee at Martin.

In 1982 the state divested itself of ownership of all public television stations. Consequently, the West Tennessee Public Television Council was established to take over ownership of WLJT.

On-air operations (Master Control) were handled at the Lexington transmitter site until 1993. A grant was obtained to construct a master control facility in the Communications Building on the UTM campus. A new, remote controlled microwave link between the UTM campus and the transmitter was also established.

Over the years, the staff and services of WLJT have grown. Local programs are produced from the Martin studios and from all over West Tennessee with mobile production truck facilities. Programs serving West Tennessee communities include local and regional high school and college sports, community events, festivals, parades, music and arts, and public affairs. Educational services to enhance the literacy skills of young children were also introduced.

WLJT-DT officially signed on the air February 20, 2004. Through local support, federal grants, and sound fiscal management WLJT-DT now transmits three (3) high power digital programming channels including 1080i High Definition (HDTV). A new HDTV local production truck was constructed in 2007.

WLJT continues as a fully invested PBS member station. Operating budgets are a mix of federal and state grants and local fundraising.

MISSION

To fulfill the need for knowledge and to enhance the quality of life for West Tennesseans-WLJT educates, inspires, and entertains by providing outstanding, distinctive television programming and community services.

VISION

Though we live in an era of five-hundred plus channels, WLJT remains the television lifeline for West Tennessee.

No other service reflects or serves the unique family-centered lifestyle and attitude that spring from our rural roots.

WLJT will celebrate and promote these qualities while expanding intellectual boundaries through its local productions, community events and national programming choices.

VALUES

We believe in life-long learning.

Throughout life's journey, every moment can offer valuable lessons.

The foundation of everything we do is our education heritage.

We use our television programming, community services and involvement, web site and emerging technology to educate the mind, to enlighten the intellect and to energize the senses.

1.1 NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with WLJT.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor WLJT is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, WLJT reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment- at-will. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of WLJT.

1.2 OPEN DOOR POLICY

WLJT has adopted an Open Door Policy for all employees. This means, literally, that every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time about any topic.

Responsibilities Under an Open Door Policy:

If any area of your work is causing you concern, you have the responsibility to address your concern with a manager. Whether you have a problem, a complaint, a suggestion, or an observation, your company managers want to hear from you. By listening to you, the company is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Benefits of the Open Door Policy:

By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, your company's employees have the opportunity at all times, through the open door policy, to be heard.

1.3 EMPLOYEE RELATIONS

WLJT believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that WLJT amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will resist organization, within applicable legal limits, and protect the right of employees to speak for themselves.

1.4 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WLJT will be based on merit, qualifications, and abilities. WLJT does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

WLJT will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, WLJT supports an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Personnel Office. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.5 HIRING OF RELATIVES

The employment of relatives in the same area of an organization can cause conflicts, favoritism and low employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into working relationships.

Relatives of persons currently employed by WLJT may be hired only if they will not be supervised by a relative. WLJT employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will have 30 calendar days to decide who is to be transferred. If the employees do not make the decision within the allotted period, the company will make the decision based upon employment history, job performance of both employees, and the company's needs.

In any case where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or termination.

For the purpose of this policy, relative is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

1.6 IMMIGRATION LAW COMPLIANCE

WLJT is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with federal law, each new employee, as a condition of employment, must complete appropriate Employment Eligibility Verification and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the forms if they have not done so within the past three years or if the forms are no longer valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Personnel Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1.7 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which WLJT wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the General Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of WLJT. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of WLJT's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of WLJT as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which WLJT does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving WLJT.

1.8 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with WLJT. All employees will be judged by the same performance standards and will be subject to WLJT's scheduling demands, regardless of any existing outside work requirements.

If WLJT determines that an employee's outside work interferes with performance or the ability to meet the requirements of WLJT, the employee may be asked to terminate the outside employment if he or she wishes to remain with WLJT.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside WLJT for materials produced or services rendered while performing their jobs.

2.1 EMPLOYMENT CATEGORIES

It is the intent of WLJT to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and WLJT.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by WLJT management.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work WLJT's full-time schedule. Generally, they are eligible for WLJT's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of WLJT's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of WLJT's other benefit programs.

2.2 ACCESS TO PERSONNEL FILES

WLJT maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of WLJT, and access to the information they contain is restricted. Generally, only supervisors and management personnel of WLJT who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Personnel Office. With reasonable advance notice, employees may review their own personnel files in WLJT's offices and in the presence of an individual appointed by WLJT to maintain the files.

2.3 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join WLJT are well qualified and have a strong potential to be productive and successful, it is the policy of WLJT to check the employment references of all applicants. The Personnel Office will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

2.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify WLJT of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Personnel Office.

2.5 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. WLJT uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or WLJT may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If WLJT determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After completing the introductory period, employees may also be eligible for other WLJT- provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

2.6 EMPLOYMENT APPLICATIONS

WLJT relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in WLJT's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

2.7 PERFORMANCE EVALUATION

All WLJT employees will receive periodic performance reviews. Your review will be conducted by your supervisor who will discuss it with you. Performance evaluations are scheduled approximately every 12 months, coinciding generally with the budget cycle for the next fiscal year. Additional evaluations may be conducted when deemed necessary by employee's supervisor. Evaluations will be included in the personnel file.

Performance evaluations will include (but are not limited to): quality and quantity of work, attendance record, knowledge of the job, initiative, work attitude, and attitude toward others. The performance evaluations will help employees to be aware of their progress, areas needing improvement, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in compensation or promotion.

Employees will sign the evaluation report to acknowledge that it was presented and discussed. Employees may add comments and clarifications which will be filed with the evaluation.

3.1 EMPLOYEE BENEFITS

Eligible employees at WLJT are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by the law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

Auto Mileage	Benefit Conversion at Termination (annual leave only)
Bereavement Leave	Cafeteria Plan
Credit Union	Family Leave
Holidays	Jury Duty Leave
Medical Insurance	Military Leave
Parking	Pension Plan
Personal Leave	Recreational Activities
Sick Leave Benefits	Travel Allowances
Vacation Benefits	Voting Time Off
Life Insurance	

Some benefit programs require contributions from the employee, but many are fully paid by WLJT.

3.2 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Only Full-time employees are eligible to earn and use vacation time as described in this policy. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

YEARS OF ELIGIBLE SERVICE	VACATION DAYS MONTHLY	VACATION DAYS EACH YEAR
Upon initial eligibility	1.000 days	12 days
After 5 years	1.500 days	18 days
After 10 years	2.000 days	24 days

The length of eligible service is calculated on the basis of a "benefit year" which is the 12-month period that begins when the employee starts to earn vacation time.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned. One vacation day is equal to 8 hours.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors including business needs and staff requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to two times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

3.3 HOLIDAYS

WLJT recognizes the following special days and holidays:

New Year's Day (January 1)
Martin Luther King Day (third Monday in January)
President's Day (third Monday in February)
Good Friday (Friday preceding Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas Day (December 25)

Day(s) awarded by the General Manager for special occasions.

All full-time employees will use or accrue holiday time as it occurs during the fiscal year. Employees are encouraged to use the actual holidays. However, when an employee cannot appropriately use or is scheduled to work during a holiday period, holiday time will be awarded for that shift (based on the employee's standard shift hours) or the actual hours worked, as appropriate. Accrued holiday time is recorded for future use.

Employees not regularly scheduled to work may request advance approval to work during a holiday period to accomplish necessary activities. Holiday time will be awarded if the requested time is listed on a flex time sheet and signed by the employee's supervisor.

Recognized holidays that fall on Saturday will be observed on the preceding Friday.
Recognized holidays that fall on Sunday will be observed on the following Monday.

If a recognized holiday falls within a full-time employee's paid absence (such as vacation or sick leave), the appropriate holiday time will be charged against that day.

Accrued holiday time may be used in quarter-hour increments and must be used within a reasonable period of time. Holiday time will accrue until reaching a cap of 96 hours.

Holiday time is not redeemable for cash payment. Holiday time will not be counted as hours worked for purposes of calculating overtime compensation.

3.4 SICK LEAVE BENEFITS

WLJT provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s): ***Full-time employees***

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year" which is the 12-month period that begins when the employee starts to earn sick leave benefits.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The supervisor must also be contacted on each additional day of absence. A doctor's note should be provided after 3 consecutive days of sick leave.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 60 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

3.5 COMPENSATORY TIME

WLJT operates on a base work week of 40 hours. Employees are expected to schedule their work so as to meet that minimum. There are occasions when the work will require additional time. In these instances, compensatory time can be awarded to employees who work beyond their 40 hours on legitimate company projects. The following represents the comp time regulations (but are not inclusive):

- a. Employees must try to "schedule shift" first. Schedule shifting replaces the "extra hours" with equivalent time off during the surrounding days (preferably within that same week).
- b. All schedule shifting and comp time must be pre-approved by your supervisor. Comp time will not be given "after-the-fact."
- c. Comp time accrues to a cap of 40 hours. Use of approved comp time must be approved by your supervisor, similar to vacation (annual) time.
- d. Unused comp time is not paid to employees while they are employed or upon termination of employment.

Comp time applies to exempt (Full Time) employees only.

3.6 WORKERS' COMPENSATION INSURANCE

WLJT provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither WLJT nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during the employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by WLJT.

3.7 TIME OFF TO VOTE

WLJT encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, WLJT will grant up to one hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

3.8 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three work days of paid bereavement leave (normally the day before, day of and day after a funeral) will be provided to eligible employees in the following classification(s): *Full-time employees*

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

"Immediate family" is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

3.9 JURY DUTY

WLJT encourages employees to fulfill their civic responsibility by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisory may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either WLJT or the employee may request an excuse from jury duty if, in WLJT's judgment, the employee's absence would create serious operational difficulties.

WLJT will continue to provide health insurance benefits for the full term of the jury duty absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

3.10 BENEFITS CONTINUATION (COBRA)

WLJT employees are not covered under the Federal Cobra Law because we employ less than 20 employees working 30 or more hours per week. However, State of Tennessee law provides that health coverage may be continued under the State Continuation law. State Continuation gives the employees and their qualified beneficiaries the opportunity to continue health insurance coverage under WLJT's health plan when they are no longer full-time employees, for any reason other than gross misconduct, for a period of 90 days.

Under the State Continuation option, the employee or beneficiary pays the full cost of coverage at WLJT's group health rates. The health coverage is available up to and not longer than 90 days from the last day of the month in which the employee is no longer considered full-time. WLJT provides each eligible employee with a written notice describing rights granted under State Continuation when the employee becomes eligible for coverage under WLJT's health insurance plan. The notice contains important information about the employee's rights and obligations.

3.11 MEDICAL INSURANCE

WLJT provides each full-time employee with the option of acquiring major medical insurance. WLJT pays a portion of the premium; the remaining portion is deducted from the employee's payroll check.

An employee is eligible for major medical insurance on the first of the month, thirty days after the hire date (for example: hire on May 5th, eligible for insurance on July 1st).

3.12 LIFE INSURANCE

All full-time employees have the option of obtaining a life insurance policy in a designated amount at the hire date. WLJT will pay a portion of the premium, with the remaining portion deducted from the employee's payroll check.

3.13 RETIREMENT PLAN

A retirement plan is available for all full-time employees. After 6 months of continuous employment, WLJT contributes an equivalent of 7.5% of an employee's salary to this retirement fund.

4.1 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require WLJT to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they spend on the job performing assigned duties. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

4.2 PAYDAYS

All full-time and part-time employees are paid bi-weekly on Thursday. Each paycheck will include earnings for all work performed from the previous two weeks of work. Bi-weekly work is from Monday to the second Sunday.

4.3 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for nondisciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

WLJT will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to WLJT, or return of WLJT-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with WLJT is based on mutual consent, both the employee and WLJT have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid when all exit requirements are fulfilled. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

4.4 PAY ADVANCES

In the event of personal emergency, employees may submit a written request for a pay advance to the General Manager, indicating the nature of emergency involved. The General Manager will evaluate the request and determine whether a pay advance can be granted.

4.5 ADMINISTRATIVE PAY CORRECTIONS

WLJT takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Office so that corrections can be made as quickly as possible.

4.6 PAY DEDUCTIONS AND SETOFFS

The law requires that WLJT make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. WLJT also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." WLJT matches the amount of Social Security taxes paid by each employee.

WLJT offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by WLJT, usually to help pay off a debt or obligation to WLJT or others.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

5.1 SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, workplace safety is a top priority at WLJT. The Business Office has responsibility for implementing, administering, monitoring, and evaluating the safety for the station. Its success depends on the alertness and personal commitment of all.

WLJT provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Business Office or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

5.2 WORK SCHEDULES

The normal work schedule for all full-time employees is 8 hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

WLJT's usual office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday, with a one-hour lunch, making 8 hours per day for a total of a 40 hour weekly work schedule. However, since certain full-time employees are exempt from overtime, there will be times when an employee will be asked to work more than 8 hours in a day without additional compensation (see section on compensatory time). Every employee is required to submit a time card for the previous week no later than 12:00 noon each Monday.

5.3 USE OF TELEPHONES

Employees may be required to reimburse WLJT for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

5.4 SMOKING

In keeping with WLJT's intent to provide a safe and healthful work environment, smoking in the workplace is discouraged. Nonsmoking areas are clearly designated where smoking is expressly prohibited, and employees are asked to respect these designations. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. Employees are required to follow the guidelines of the University of Tennessee at Martin, state law and WLJT's smoking policy.

This policy applies equally to all employees, customers, and visitors.

There are some specific areas of WLJT that smoking is expressly prohibited. These are working areas that involve technical equipment that is sensitive in nature to dust, smoke, and subsequent tar buildup on internal components that may cause damage. The following areas are specifically designated as non-smoking areas:

- Edit Bays
- Production Control Rooms
- Audio Control Rooms
- Studios
- Master Control Rooms
- Engineering Equipment Rooms
- Remote Production Truck
- Transmitter Control Rooms
- High Density Computer Rooms

5.5 MEAL PERIODS

All full-time regular employees, whenever possible, are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

5.6 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Exempt employees are not eligible for overtime pay because their basic salary covers all time worked, whether in regular or overtime hours.

Employees with questions about overtime computations or eligibility should speak to their supervisor or the Business Office.

5.7 FAIR LABOR STANDARDS ACT (FLSA)

Nonexempt employees are entitled to overtime pay for work beyond the 40-hour work week. Overtime pay is calculated at 1.5 times the regular rate of pay. A list of exempt and nonexempt positions can be found in the Business Office.

Overtime must be approved by the employee's supervisor. Understandably, there will be occasions when overtime is unavoidable-however, supervisors have the authority to question the legitimacy of any overtime claim and deny such in writing. Employees have the right to appeal those denials to the General Manager.

Overtime calculation begins at the quarter-hour. An employee must be actively working at least 15 minutes beyond the weekly, 40-hour threshold before overtime can be requested. Overtime pay will be calculated to the nearest quarter hour.

Overtime must be reported to the Business Office using the approved request form. Overtime will be paid in the next appropriate check and is listed separately in the line-item section.

5.8 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using WLJT property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

5.9 EMERGENCY CLOSINGS

Emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

5.10 BUSINESS TRAVEL/EXPENSES

Employees may be assigned to attend conferences or events with overnight stays. Due to the expense incurred by WLJT, employees are required to make schedule adjustments with their supervisor so the conference or event fits within the employee's 40-hour work week. Where such arrangements cannot be made, compensatory time or overtime may be given and must be approved in advance when possible.

Actual travel time and event attendance will be used to calculate the work week.

Business travel must be approved, in advance, by the General Manager. Travel arrangements/reservations will be made or approved by the Business Office.

Approved travel, meals, lodging, and other expenses incurred by the employee will be reimbursed by receipt only (alcoholic beverages are not reimbursable). Employees are required to limit expenses to reasonable amounts and for the purpose of conducting the company's business.

When travel is completed, employees must submit a travel expense report with appropriate receipts, within 5 days to the Business Office. The Business Office will review the report for accuracy. The General Manager gives final approval for the reimbursement. The General Manager may disallow any or all items on an expense report.

Expenses associated with a business meeting or seminar (i.e. association or council meeting) may be reimbursed if pre-approved by the General Manager.

Employees may submit a written request for a cash advance to cover reasonable, anticipated expenses. A cash advance must be approved by the General Manager. Specifically, the request may contain any or all of the following reimbursable items: Ground Transportation, Personal Mileage, Parking Fees, and up to three (3) days of meal expenses.

Employees on business travel may be accompanied by a family member or a friend, when the presence of a companion will not interfere with the employee's work requirements or the company's business objectives. Employees are also permitted to combine personal travel with company travel. Personal travel expenses and expenses incurred by a companion are the responsibility of the employee and must be kept strictly separate from business reimbursements. Employees must submit special travel itinerary needs/requests to the Business Office prior to travel planning/purchasing. Prepayment of personal travel costs may be required.

Accidents or injuries while traveling must be promptly reported to the Business Office and/or the General Manager.

Vehicles owned, leased, rented, or borrowed by WLJT may only be used for business activities unless specifically approved by the General Manager, in writing.

No meal reimbursement may be claimed unless an overnight stay is involved. However, business meetings scheduled around a meal (such as an association or council meeting) may be claimed in some situations if approved in advance by the General Manager.

Hotel rates for conferences and seminars are not necessarily within our control. When attending PBS or business-related conferences, the conference rate established at the participating hotel will prevail.

Any abuse of this travel policy, including falsified expense reports, will be grounds for disciplinary action, legal action, and may result in termination of employment.

5.11 VISITORS IN THE WORKPLACE

For the safety and security of employees and facilities of WLJT, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter WLJT at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

FCC and Homeland Security policies prohibit any and all unauthorized persons from entering Master Control facilities.

If an unauthorized individual is observed on WLJT's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area. Campus security and/or Martin Police should be called immediately if unauthorized persons present a real or perceived danger.

6.1 MEDICAL LEAVE

WLJT provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy: **Full-time employees / Part-time employees**

Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to WLJT. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 13 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period or approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, WLJT will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, pension, promotional/salary review eligibility, and holiday benefits, will not continue during the approved medical leave period. However, upon their return to work, they will be credited retroactively with service time for these benefits equal to the period of their medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide WLJT with at least two weeks advance notice of the date the employee intends to return to work.

Employees who return to work at the end of their leave of absence will be returned to their former position if an opening exists, or will be offered the first available opening in a comparable position for which they are qualified, unless a reduction in work force or other reorganization has taken place while the employee was on leave, in which case the employee will be treated as if working rather than on leave.

If an employee fails to report to work promptly at the end of the medical leave, WLJT will assume that the employee has resigned.

6.2 FAMILY LEAVE

WLJT provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy: **Full-time employees / Part-time employees**

Eligible employees may request family leave only after having completed 365 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, WLJT will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, pension, promotional/salary review eligibility, and holiday benefits will not continue during the approved family leave period.

However, upon their return to work, they will be credited retroactively with service time for these benefits equal to the period of their family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide WLJT with at least two weeks advance notice of the date the employee intends to return to work. Employees who return to work at the end of their leave of absence will be returned to their former position if an opening exists, or will be offered the first available opening in a comparable position for which they are qualified, unless a reduction in work force or other reorganization has taken place while the employee was on leave, in which case the employee will be treated as if working rather than on leave.

If an employee fails to report to work promptly at the end of the approved leave period, WLJT will assume that the employee has resigned.

6.3 PERSONAL LEAVE

WLJT provides leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy: **Full-time employees**

Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days every one year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, WLJT will continue to provide health insurance benefits for the full period of the approved personal leave.

Vacation, sick leave, promotional/salary review eligibility, and holiday benefits, will not continue to accrue during the approved personal leave period.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, WLJT cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, WLJT will assume the employee has resigned.

6.4 PREGNANCY-RELATED ABSENCES

WLJT will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

6.5 PERSONAL BUSINESS DAYS

WLJT provides 16 hours of personal leave per fiscal year. Eligible employees may request personal time off from their immediate supervisor or General Manager. There is no carryover of personal leave time from year to year.

7.1 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, WLJT expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of WLJT property
- Falsification of timekeeping or expense records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with WLJT is at the mutual consent of WLJT and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

7.2 DRUG AND ALCOHOL USE

WLJT recognizes that the future of the company is dependent on the physical and psychological health of its employees. The company also recognizes drug and alcohol dependency as an illness and a major health problem.

WLJT will utilize every reasonable means to maintain a drug-free work environment for its employees including providing employees access to information concerning drug and alcohol abuse programs and implementing substance abuse testing of employees to detect use of illegal substances.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug or alcohol problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

Definitions

As used in this policy, the term:

- A. *Alcohol* means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.
- B. *Drug* means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substance.
- C. *Employee* means any person who works for salary, wages, or other remuneration for WLJT.
- D. *Nonprescription medication* means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

- E. *Prescription medication* means a drug or medication lawfully prescribed by a physician for an individual and taken in accordance with such prescription.
- F. *Substance* means drugs or alcohol.

Prohibited Conduct

The primary goal of WLJT is to maintain a safe, productive, and drug-free working environment. For this reason, the company has established the following policy:

- A. It is a violation of company policy for an employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- B. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
- C. It is a violation of company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of prescription or non-prescription medications.

Violations of this policy are subject to disciplinary action up to and including termination.

Employee Drug Testing-General Procedures

- A. An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether illegal drug use has occurred. If, in the opinion of the supervisor, the employee is considered impaired, a drug test may be required. If a drug test is not immediately possible, the employee will be sent home or to a medical facility by safe transportation alternative depending on the determination of the observed impairment and accompanied by the supervisor or another employee if necessary. An impaired employee will not be allowed to drive.
- B. To ensure that the decision to test is reasonable, the supervisor will discuss with the appropriate departmental supervisor his or her reasons for believing that testing is warranted. If the employee is a departmental supervisor, the General Manager will be consulted.

Alcohol Abuse

- A. An employee who is under the influence of alcohol, as defined above, at any time while on company business or at any time during the employee's work day, whether on WLJT property or not, shall be guilty of misconduct and is subject to discipline up to and including termination.
- B. An employee shall be determined to be under the influence of alcohol if:
 - a. The employee's normal faculties are impaired due to the consumption of alcohol; or
 - b. The employee has a blood alcohol level of .05 or higher.

Confidentiality

WLJT shall treat as confidential all information received by the company through its drug and alcohol testing program, consistent with the provisions of the Drug-Free Workplace Act, and other applicable federal, state, and local laws. Except as provided therein, release of such information shall be solely pursuant to a written consent form signed by the person tested.

7.3 SEXUAL AND OTHER UNLAWFUL HARASSMENT

WLJT is committed to providing a work environment that is free of discrimination and unlawful harassment.

Actions, words, jokes, or comments which adversely reflect on an individual's gender, race, ethnicity, age, religion, sexual orientation, or other protected characteristic will not be tolerated.

Any conduct that is perceived as demeaning and/or creates a hostile work environment undermines the integrity of working relationships, the public perception of WLJT, and the forward progress of company goals and initiatives. Demeaning and/or hostile conduct will not be tolerated.

Supervisors and other management personnel are responsible for maintaining a discrimination and harassment free work environment. They must address all reported incidents of harassment quickly, fairly, thoroughly, and in writing.

Employees may report any questionable activity or conduct without fear of reprisal. Harassment complaints must be made within 48 hours of any individual incident. Whether or not an employee reports an incident verbally, the complaint must be submitted in writing. All meetings, interviews, investigations, and written reports will be kept in the strictest confidence. Reports, letters, memoranda, and results will be kept on file in the WLJT Business Office.

Employees should submit harassment complaints to their immediate supervisor. If the supervisor does not adequately address or is the subject of the complaint, the employee should report to the General Manager. In the event that the General Manager is the subject of the complaint, or does not adequately address a complaint, the employee may report to the President or any member of the board of the West Tennessee Public Television Council, Inc.

If it is determined that harassment has occurred, the individuals responsible will be subject to disciplinary action which may include termination of employment.

7.4 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, WLJT expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on WLJT. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

7.5 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image WLJT presents to customers and visitors.

While working, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions regarding appropriate attire.

7.6 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all WLJT property immediately upon request or upon termination of employment. Where permitted by applicable laws, WLJT may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. WLJT may also take all action deemed appropriate to recover or protect its property.

7.7 RESIGNATIONS

Resignation is a voluntary act initiated by the employee to terminate employment with WLJT. Although advance notice is not required, WLJT requests at least two weeks' written resignation notice.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

7.8 SECURITY INSPECTIONS

WLJT wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, WLJT prohibits the possession, transfer, sale, or use of such materials on its premises. WLJT requires the cooperation of all employees in administering this policy.

Desks, closets, file cabinets, and other storage devices may be provided for the convenience of employees but remains the sole property of WLJT. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of WLJT at any time, with or without prior notice.

7.9 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state WLJT's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

WLJT's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with WLJT is based on mutual consent and both the employee and WLJT have the right to terminate employment at will, with or without cause or advance notice, WLJT may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

WLJT recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and WLJT.

7.10 SOCIAL MEDIA

At WLJT, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with WLJT, as well as any other form of electronic communication. The same principles and guidelines found in WLJT policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of WLJT or WLJT's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines, the discrimination policy, the harassment and workplace violence prevention policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of WLJT. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about WLJT, fellow associates, members, customers, suppliers, people working on behalf of WLJT, or competitors. All content should be appropriate and respectful.

Our team members are expected to maintain the confidentiality of WLJT trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a WLJT website without identifying yourself as a WLJT associate. In any content, team members should express only your personal opinions. Never represent yourself as a spokesperson for WLJT. If WLJT is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of WLJT, fellow associates, members, customers, suppliers or people working on behalf of WLJT. If you do publish a blog or post online related to the work you do or subjects associated with WLJT, make it clear that you are not speaking on behalf of WLJT. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of WLJT."

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the company policy. Do not use WLJT email addresses to register on social networks, blogs or other online tools utilized for personal use.

WLJT prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

7.10 PROBLEM RESOLUTION

WLJT is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from WLJT supervisors and management.

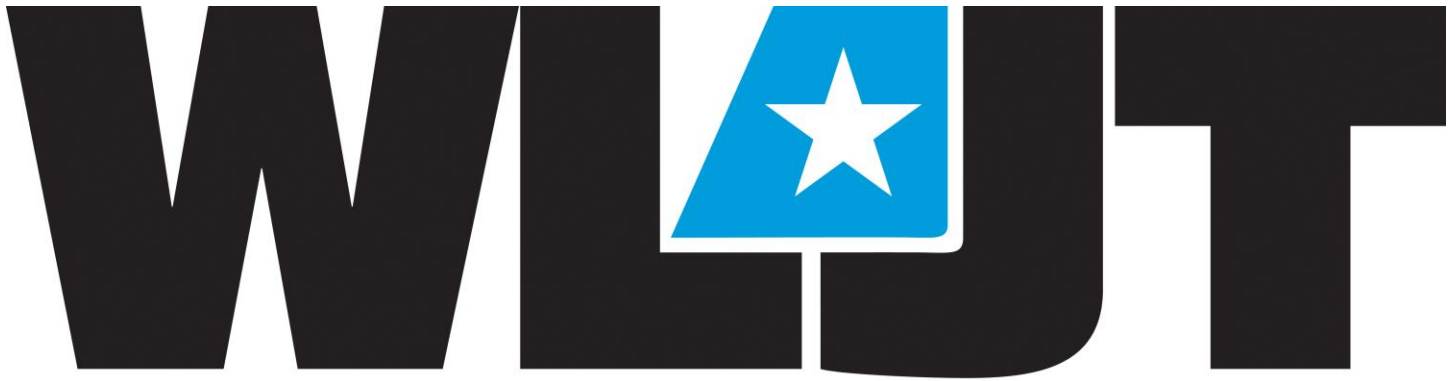
WLJT strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with WLJT in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to General Manager.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to General Manager if problem is unresolved.
4. General Manager counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to return for review of problem.
5. Employee presents problem to General Manager in writing.
6. General Manager reviews and considers problem. General Manager informs employee of decision and forwards copy of written response to Business Office for employee's file. The General Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.



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EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about WLJT and I understand that I should consult the Business Office regarding any questions not answered in the handbook. I have entered into my employment relations with WLJT voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or WLJT can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to WLJT's policy of employment-at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of WLJT has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINT PLEASE)