

## ATTACHMENT 3

### Supplemental Initiatives Documentation

1. Internship & High School Job Shadow Program Information

- A. 4-Year Minority Student Paid Internship – *Y.E.S. TO JOBS*
- B. Unpaid Semester-long Internship for Academic Credit
- C. High School Job Shadow – arranged by participating station personnel

2. 2003-2004 Career Fairs

Sponsor	Date	Station Participant
National Academy of Television Arts and Sciences Career Day	February 14, 2004	Senior Promotion Producer
Unity Journalist of Color Convention	August 5-7, 2004	Vice President of Human Resources for TBC (on behalf of TBC station group)

3. 2004-2005 Career Fairs

Sponsor	Date	Station Participant
Sun Sentinel Careerbuilder.com Job Fair	February 1, 2005	HR Director
Sun Sentinel Careerbuilder.com Job Fair	May 10, 2005	HR Director



Dear Prospective Employer,

Y.E.S. TO JOBS was started in 1987 to inform minority high school students about careers they could not imagine would be available to them in the entertainment industry. We recognized that neglecting these bright, creative, and talented young people meant excluding those that could help maintain the entertainment industry as one of the most dynamic entities in the world. Now in its 17th year, Y.E.S. TO JOBS, a non-profit organization, continues to teach youth and business people that, *"People can't be what they don't know exists."* If you are interested in addressing the problems of today's minority youth who have traditionally not had access to opportunities in the entertainment industry, please accept our invitation to participate in the Y.E.S. TO JOBS program.

Created by A&M Records, Youth Entertainment Summer (Y.E.S.) TO JOBS will be operating in 14 cities across the country and has been very effective in opening the doors of the entertainment industry to some very talented young people. The Y.E.S. TO JOBS program provides deserving, minority, high-school students with entry-level, full-time summer jobs in the entertainment industry. The students work with music retailers, distributors, record companies, radio and television stations, trade publications, entertainment law firms and other related businesses.

The enclosed material explains the history, purpose and procedures of Y.E.S. TO JOBS. When you complete the job description form you will be enrolled as a Y.E.S. TO JOBS employer. Employers get enthusiastic workers at minimal cost. The average salary for Y.E.S. TO JOBS students is \$6.75 per hour or whatever the entry-level salary would be for the position. The wages along with a small administrative donation bring the employer the very real benefit of hard working students that come to the workplace with energy and the feeling that no job is too small. Also it is your chance to make an investment in the future of our youth and our industry.

We look forward to you sharing in another successful summer by becoming a Y.E.S. TO JOBS employer and sponsor. Also, check out our website at [www.yestojobs.org](http://www.yestojobs.org) and if you have any questions, contact us at (310) 358-4922.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marsha Cole', is written over the word 'Sincerely'.

Marsha Cole

High School Program Manager  
Y.E.S. TO JOBS

*"People Can't Be What They Don't Know Exist"*

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P.O. Box 3390 • Los Angeles • California • 90078-3390 • 310-358-4922 • 310-358-4330 Fax • [www.yestojobs.org](http://www.yestojobs.org)



2055 Lee Street / Hollywood, FL 33020  
main / 954.925.3939 fax / 954.922.3965 www.wb39.com

August 15, 2003

[REDACTED]

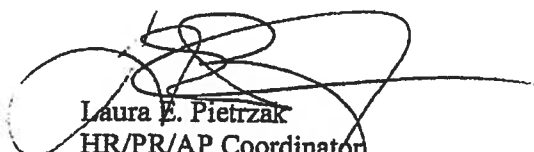
Dear [REDACTED]

We are pleased to inform you that, due to your exemplary performance during your Y.E.S. to Jobs Internship, you have been selected for our Diversity Internship for the summer of 2004.

In order to secure this internship, you must confirm your intention to accept the position as the year progresses. Please insure that you have contacted me prior to April 1, 2004.

We wish you much success with your freshman year at the University of Texas. Please feel free to contact me with any question or concerns.

Sincerely,

  
Laura E. Pietrzak  
HR/PR/AP Coordinator  
Phone: 954.924.1348

CC: Jim Zerwekh, Vice President & General Manager  
Myrna Ramirez, Vice President/HR Broadcasting Group  
Mark Ryan, Director of Fin., Admin. & HR



James D. Zerwekh  
vice-president / general manager

2055 Lee Street / Hollywood, FL 33020  
main / 954.925.3939 fax / 954.922.3965 www.wb39.com

August 15, 2003

To Whom It May Concern:

██████████ worked as an intern the summer of 2003 through the Y.E.S. to Jobs Program at our television station, WBZL Channel 39, Inc. ██████████ is very intelligent and personable. In order to give her the most complete experience at our station, we assigned her to each department for a period of time. She took on that challenge without pause, and adapted to each department without incident. ██████████ was able to be a productive member of each department by quickly learning what is necessary and applying that knowledge.

██████████ performance here speaks volumes for her future potential. In direct response to her performance, she has been offered our Tribune Company Diversity Internship, which grants her an internship here each summer of her college career.

I recommend ██████████ without reservation.

Sincerely,

Jim Zerwekh  
Vice President/General Manager, WBZL

CC: Mark Ryan, HR Director, WBZL



## **WBZL-TV, MIAMI WB39 INTERNSHIP PROGRAM**

WBZL-TV, MIAMI WB39, is Fort Lauderdale-Miami's Source of Family Entertainment. Since going on the air in 1982, WBZL has made a commitment to not only entertain but to educate the community. We know that education is a factor in achieving success, and because of this we participate in programs that benefit youth. In an effort to extend our outreach into the community, we have developed an Internship Program. The goal of our Internship Program is to allow students the opportunity to supplement information learned in the classroom with hands on training.

Internships are available in the following areas:

- ◆ CREATIVE SERVICES
- ◆ ENGINEERING
- ◆ SALES/TRAFFIC/FINANCE
- ◆

The guidelines for qualifying for an Internship include:

- ◆ Must be at least 18 years of age.
- ◆ Must be enrolled in an educational institution that provides sponsorship through a cooperative education program which insures their students through their workmen's compensation and/or liability insurance policy.
- ◆ All internships are for college credit, and students must have a Junior or Senior standing.
- ◆ Positive, professional attitude
- ◆ The ability to work at least 15 – 20 hours per week.

Students will not receive any form of payment for duties performed while interning with the station. Also note that obtaining an internship by no means guarantees future employment. Qualified applicants are considered for all internships without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

All applications must be accompanied by a resume and interested parties should submit their information to the following address:

**WBZL, Fort Lauderdale-Miami's WB39  
Director of Human Resources  
2055 Lee St.  
Hollywood, FL 33020**

**We encourage your participation and look forward to hearing from you. WBZL, the WB 39 is an Equal Opportunity Employer. This station seeks and employs qualified persons in all job classifications and positions without discrimination on the basis of race, religion, sex, national origin, age or disability**

# INTERNSHIP APPLICATION



NAME: \_\_\_\_\_ S.S.# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ MAJOR: \_\_\_\_\_

DEPARTMENT DESIRED: \_\_\_\_\_

DATE AVAILABLE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ HOURS PER DAY: \_\_\_\_\_

WEEKDAYS NOT AVAILABLE: \_\_\_\_\_

GIVE A BRIEF STATEMENT OF YOUR CAREER OBJECTIVE AND WHY YOU WANT AN INTERNSHIP WITH WBZL.

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FACULTY ADVISOR RECOMMENDATION:

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TELEPHONE#: \_\_\_\_\_

Students will not receive any form of payment for duties performed while interning with the station.

SIGNED: \_\_\_\_\_

APPLICANT

ADVISOR

## FOR STATION USE

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ REPORTING DATE: \_\_\_\_\_

SIGNED \_\_\_\_\_



Home  
 About Us  
 Emmy Awards  
 Job Bank  
 Membership  
 Mentoring Program  
 Movie Club  
 Scholarships  
 Seminars  
 Silver Circle  
 Tube Talk  
 Emmy Online

Seminars

Suncoast Chapter



The Suncoast Chapter of the National Academy of Television Arts and Sciences is bringing Professional from South Florida television to your neighborhood - a producer a photographer/editor, a news anchor and on-air talent. You can exchange ideas, Get great answers to tough questions. Make new contacts. If you want to talk about your work, bring a script or VHS tape.

**Ramada Inn & Suites Riverfront Hotel and Convention Center**  
**2500 Edwards Drive ■ Ft. Myers, Florida**  
**Saturday, October 16, 2004 ■ 11AM to 3 PM**

You must be sign up in advance for the Saturday, October 16, 2004 Seminar - limited. [Click here](#) for Sign up FORM

Space is



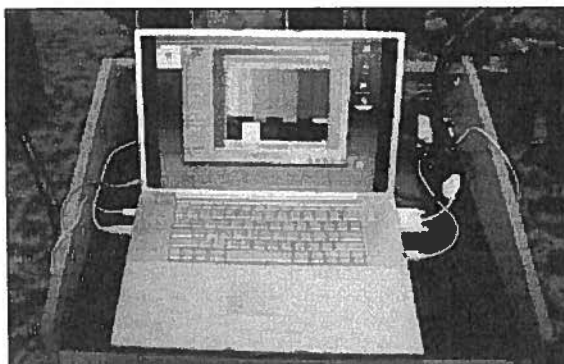
### **From Murrow To MSNBC** ***Dumbing Down Journalistic Ethics***

Av Westin, legendary television newsman, presented a two hour seminar on news ethics on Saturday, April 3, 2004 at the Marriott Hotel Centroplex in Orlando, Florida to an audience of area television news professionals. Av talked about maintaining news ethics today in the face of distant ownership, distant legal advice, concentration on the bottom line and concentration on ratings. The goal is news that is fair, accurate and balanced. Double source information. Check facts. He told the story of a girl newly hired as a reporter. She found herself in the station news truck near a drug bust at 10:45 pm. Her boss told her that she was leading the 11:00 pm news with the story. She protested, saying that she didn't know anything. What is the ethical thing to do, Av asked. After some discussion, he suggested that the girl should go on air and tell the facts as she knew them and otherwise say that that she knew nothing further at this time. Many other news ethics examples were given. There was considerable back-and-forth between Av and an audience that was composed of news professionals from WESH-TV, Orlando, WFTV, Orlando, WKMG-TV, Orlando, WTLV, Jacksonville and Bay News 9 in Tampa-St. Petersburg. One student, Jason Bent, attended. Jason is a senior at George Jenkins High School in central Florida and a winner in last year's Student Achievement Awards.



## FINAL CUT PRO UPDATE

Orlando Luna, Apple Certified Trainer, and photographer/editor/owner of Miami-based Luna Studios, demonstrated the latest techniques of Final Cut Pro to an appreciative audience of television pros and students at a Suncoast Chapter seminar on Saturday, March 13, 2004 at the Miami Airport Marriott.



Final Cut Pro is increasingly replacing more expensive editing systems. The open for the 76th Academy Awards, the series "Scrubs", the program "When Dinosaurs Roamed the Earth" on the Discovery Channel and the Tonight Show Open were all edited in Final Cut Pro on Apple computers. One of the reasons is cost. Multiple Final Cut Pro systems can be purchased for the cost of one Avid. Multiple staff members can work at the same time on a project, saving time and money. Another reason is the completeness of the system. There's not much it can't do.

Final Cut Pro is a DV nonlinear editor, a film editor, a high definition editor. It also does compositing, audio, motion graphics, transitional effects, music generation with 4,000 royalty free editing loops and titling. As an editor, you don't have to go to another software program. Final Cut Pro already has it built in.

Orlando demonstrated editing using the time line. To first-time users, he recommended that they first learn the product, then learn the shortcuts. He also recommended restraint. Final Cut Pro can provide an endless palette of effects. He said many people think that the inclusion of a lot of effects in a project demonstrates hard work. He said the hardest thing in the world – and the best demonstration of talented editing – is to edit a coherent story with straight cuts and little or no effects.

Orlando can be reached at [info@lunastudio.com](mailto:info@lunastudio.com). His web site is [www.lunastudio.com](http://www.lunastudio.com).

*You Oughta Be In Television!*  
**CAREER DAY** Saturday, Feb. 14



Mary Ross Agosta



Troy Chrisman



Michael Colleran



Abe DeJesus

Robert  
Hernandez

Joel Kaplan



Paul Kaniewski



Mary Killeen



Glenna Milberg



Richard Savino

The ten television professionals came from all corners of the industry and talked about their experiences breaking into the business and offering occasional words of wisdom. **Mary Ross Agosta**, Communications Director, Archdiocese of Miami, **Troy Chrisman**, Design Director, WSVN-TV/7, **Michael A. Colleran**, Vice President and General Manager, WFOR/CBS4, WBFS/UPN33, Miami and WTVX-TV, West Palm Beach, **Abe DeJesus**, Vice President of Technical Production, Telemundo Network, **Robert Hernandez**, Photographer, NBC6/WTVJ, **Joel Kaplan**, President, Kaplan Multimedia, **Paul Kaniewski**, Director of Creative Services, WPLG/TV10, **Mary Killeen**, Investigative Producer, WFOR/CBS4, **Glenna Milberg**, Anchor/Reporter, WPLG/TV10 and **Richard Savino**, Senior Promotion Producer, WBZL/WB39. The seminar ended with an extended session of one-on-one Q&A.



# One-Day TV News Storytelling BOOTCAMP

With  
Al Tompkins of the  
Poynter Institute



Al Tompkins, Broadcast/Online Group Leader at the Poynter Institute in St. Petersburg gave a day-long seminar sponsored by the Suncoast Chapter at the Miami Airport Marriott on Wednesday, January 14. Miami-area television news professionals attended from *Nightly Business Report* (PBS), WFOR/CBS4, WPBT/2, NBC6/WTVJ and WLTV as well as news professionals from WPBF-TV, WPEC-TV, WPTV and WXEL-TV, W. Palm Beach and WBBH-TV, Ft. Myers. Students from Florida International University and the University of Miami also attended.



Al said, "My job is to help you on your next shift." He asked what are the things that make a great story? Out of audience participation, an active discussion followed with participants offering ideas.

**CONFLICT** – Al quoted author William Faulkner, "The basic conflicts of life are the only things worth writing about".

**SURPRISE** – Al urged news writers to "sprinkle gold coins" through each story to hold the attention of the viewer.

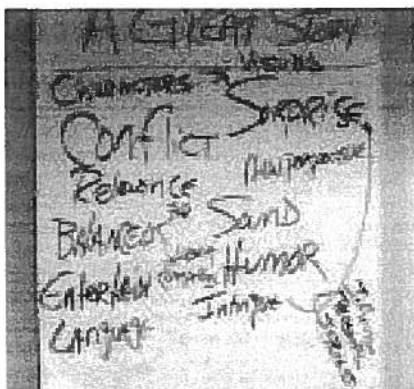
**RELEVANCE** – Is the information really useful.

**PERSPECTIVE** – Put the viewer in a new place to see something he or she has never seen before.

**NATURAL SOUND** – Put the viewer's ear where his or her eye is.

**BALANCE** – We mean fair, Al said.

**CHARACTER** – Telling details about people.



**ACTION** – Don't fail to give your viewer reaction to action. Every third shot on *Monday Night Football* is a reaction shot.



Al screened a variety of news stories which the audience discussed at length. Was this a great story? If not, why not? He drew out comments from people and pressed them until they reached a thoughtful opinion.

He passed out flyers crammed with ideas that encouraged discussion. "Live and Lively – Not Live, Local and Lame", "Hook 'em with the Lead", "Write Great Teases" and "Clearer, Stronger Writing.";

He projected web sites from his computer that can be useful to journalists and gave away a CD called "Places You Should Go on the Web."

It was a long, valuable day that overflowed with useful information. The one-day storytelling

bootcamp was worth every minute!



## **SATURDAY, NOVEMBER 15, 2003 SEMINAR OFFERED OPPORTUNITY!**



In the early days of television, they said, advertisers produced and owned television programs, like the *US Steel Hour*, *Texaco Star Theatre*, the *Colgate Comedy Hour* and many others. In time, the networks gained control of their programming and instituted the marketing concept of selling commercials.

Today, several factors are making advertisers question the value of buying packages of commercials. The remote control allows viewers to fast-forward past commercials in taped programs. The TiVo allows viewers to skip commercials. Television now sells clusters of commercials in all prime-time programs, creating clutter that reduces the advertising value of commercials.

Brian and Kevin produce *Cartelera Pepsi*. It's a one-hour weekly music performance show targeting Spanish-speaking young people. It is fully paid for by Pepsi who gives the series to the Telefutera Network and stations throughout South America. Telefutera stations and the other stations get the right to sell the commercial availabilities in the program. The Ford Motor Company is producing a weekly one-hour drama called *24* scheduled on the Fox network that is marketed in the same way. Brian and Kevin screened scenes from *Cartelera Pepsi* and *24* for the seminar audience.

Sponsor-produced programs shift power away from the networks to the benefit of advertisers. Brian and Kevin suspect that this shift is growing! It is an opportunity for new producers and creative marketers.

Many of the people in the seminar audience will try to grasp this powerful opportunity.



**"GREAT LOOKING DOWN  
AND DIRTY LIGHTING"  
WAS A GREAT SEMINAR!**



Tony Zumbado, award-winning director of photography, has worked around the world shooting for ABC,

BBC, CBS, Discovery, HBO, NBC, German TV ZDF and many others. He started his career shooting for local TV stations. He has had years of experience in creative field lighting, which he enthusiastically communicated to an audience of over sixty people at a seminar on Saturday, October 11, 2003 at the Miami Airport Marriott.

He opened his remarks by saying, "Down and dirty can be a rope around your neck. You have to be careful. Do it right." He talked about cameras and the importance of

proper set-up well in advance of the shoot. He stressed the importance of white balancing and the equal importance of knowing how to black balance a camera. He discussed the uses of shutter adjustment, glass filters, matt boxes and B&W monitors. And he encouraged creativity and improvisation.

He told the story of shooting Al Roker, the weatherman from the *Today* show, on location in a hurricane. Shooting in very high wind, he lost his lights to a huge wave. He reached into his pocket, pulled out a miniature high-intensity flash light with which he lit Al Roker's stand up.

Tony did a lengthy 'show and tell', describing location equipment that he considers vital. He demonstrated various portable lights from Frezzi, Anton Bauer and Sachtler in 25, 50 and 75 watts sizes and explained how and when he used different lights. He showed lights for photography that he had built from work lights available from Home Depot and other hardware stores. He carries a lot of Velcro strips from Radio Shack to help mount lights on location. He urged camera operators to pack many batteries. Power is the key to "down and dirty lighting!"

Tony frequently inserted humorous stories in make a point. One of his themes was creative use of readily available items. He said that when he went to Iraq, he carried a bunch of empty fanny packs. In the desert, he set up a light stand for a field interview. He reached down and scooped sand from the desert floor and filled several fanny packs. He hung the now heavy packs on the light stand to stabilize it. He said, "Why carry sand bags to the desert?"

As the seminar ended, one person said, "He's a terrific communicator and he really enjoys communicating."



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201103 10/19/2005



SIGNATURE GRAND JOB FAIR 10/19/2005



UNITY

A A J A



JOURNALISTS OF COLOR

AUGUST 4-8, 2004

# A POWERFUL ALLIANCE A FORCE FOR CHANGE

WASHINGTON CONVENTION CENTER · WASHINGTON, DC



**Newsday**



**Los Angeles Times**



**Chicago Tribune**



**careerbuilder®**



COMMITTED  
TO EXCELLENCE.

DEDICATED  
TO DIVERSITY.

TRIBUNE

# **Sun-Sentinel**

*How can we help you?*

**Meet representatives from  
South Florida's hottest companies.**

**Sun-Sentinel  
careerbuilder  
JOB FAIR**

**Tuesday, February 1, 2005**

**Signature Grand, Davie**

**9 a.m. — 3 p.m.**

## **Exhibitors**

Applied Card Systems  
BankAtlantic  
Bankers Life and Casualty Company  
Boca Raton Community Hospital  
Cafe Iguana Pines  
FastTrain  
First Southern Bank  
Florida Metropolitan University  
Forum Publishing Group  
Hertz Local Edition  
HIP Administrators  
Intercap Wealth Management  
JM Field Marketing  
Kaplan University  
MedVance Institute  
Office Depot  
P2P Professional Staffing  
PC Professor of Broward County

Personnel One  
Phillips and Cohen Associates, Ltd.  
Pollo Tropical  
Precision Response Corporation  
Preferred Healthcare Staffing  
Premium Capital Funding  
Progressive Insurance  
Prudential Financial  
Rec Warehouse  
7-Eleven, Inc.  
Sun-Sentinel  
SunStar Lighting  
Sysco Food Services of South Florida  
TAG Support Company  
The Atlantic Hotel  
T-Mobile  
Wackenhut Corporation  
Westside Regional Medical Center

**For more information call:** 954-425-1155 or 561-243-6600, ext. 1155

# **Sun-Sentinel**

*How can we help you?*

**Meet representatives from  
South Florida's hottest companies.**

**Sun-Sentinel  
careerbuilder  
JOB FAIR**

**Tuesday, May 10, 2005**

**Greater Fort Lauderdale/Broward County Convention Center  
9 a.m. — 3 p.m.**

## **Exhibitors**

AAA Auto Club South  
Aventura Hospital and Medical Center  
Applied Card Systems  
BankAtlantic  
Bankers Life and Casualty Company  
BellSouth  
Carnival Cruise Lines  
Cash Out Mortgage  
City Furniture  
City of Fort Lauderdale Police  
Coverall Cleaning Concepts  
Cross Country Healthcare  
CRUISE.COM  
Crystal Springs  
Enterprise Rent-A-Car  
Florida Metropolitan University  
Forum Publishing Group  
Global Response  
GMC Lending and Mortgage Services  
GMPCS Personal Communications, Inc.  
HCR Manor Care  
The Hertz Corporation  
Ibis, LLC

Integrated Regional Laboratories  
IVAX Pharmaceuticals, Inc.  
JM Family Enterprises, Inc.  
Kaplan University  
Lumbermen's Underwriting Alliance  
MedVance Institute  
Mentor 4, Inc.  
Metro PCS  
National Car Rental & Alamo Rent-A-Car  
Northwest Medical Center  
Novartis Pharmaceuticals  
Personnel One  
Phillips and Cohen Associates, Ltd.  
Precision Response Corporation  
Premium Capital Funding  
Progressive  
Quantum Fine Casework, Inc.  
Spherion  
Sun-Sentinel  
T-Mobile  
TAG Support Company  
The Wackenhut Corporation  
Unifirst

**For more information call: 954-425-1155 or 561-243-6600, ext. 1155**

**Trinh, Cam B.**

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**m:** Trinh, Cam B.  
**Sent:** Tuesday, January 04, 2005 2:48 PM  
**To:** Lorenzo, Marilyn  
**Subject:** RE: Sun-Sentinel CareerBuilder Job Fair - Feb. 1

**Tracking:** Recipient      Read

Lorenzo, Marilyn Read: 1/4/2005 2:46 PM

Thanks and Have a very Happy and Healthy New Year!  
 Would you please squeeze me in tentatively for Feb1, May 10 and October 25? Believe it or not most of the dates below coincide with closing but I'll do my best to join you.  
 Cam

-----Original Message-----

**From:** Lorenzo, Marilyn  
**Sent:** Tuesday, January 04, 2005 2:23 PM  
**To:** Trinh, Cam B.  
**Cc:** Condenzio, Robert; Kyler, Frank  
**Subject:** FW: Sun-Sentinel CareerBuilder Job Fair - Feb. 1  
**Importance:** High

Hi Cam,

Happy New Year to you! I hope you enjoyed the holidays and that all is well with you.

Below you will find the dates of the Sun-Sentinel Career Fairs for 2005. You had informed me that you wanted this information so you could decide if you wanted to attend with us. We also are attending a Career Fair at Lynn University located in Boca Raton on February 16, 2005. Please let me know if you would like to attend as I have to register for the event and will include you if you like.

I heard you have a sales representative position available, if you could please send me the specifics of the position, it would greatly assist me in helping you find good talent.

Regards,  
 Marilyn

-----Original Message-----

**From:** McCaslin, Sharon  
**Sent:** Tuesday, January 04, 2005 2:08 PM  
**To:** Lorenzo, Marilyn; Goldberg, Karen; Thompson, Jan; Feldkamp, Beverly  
**Subject:** Sun-Sentinel CareerBuilder Job Fair - Feb. 1  
**Importance:** High

We will be having a Job Fair:

**Tuesday, Feb. 1, 2005**  
 9 a.m. to 3 p.m.  
 Signature Grand  
 6900 State Road 84  
 Davie, FL

As in the past, HR will handle ordering their booth through Anthony's Inflatables.

1/5/2005

A copy of our poster at 2/1/05 Job Fair  
at Signature Grand



# Job Line

## Master Control - Tape Operator/Switcher

### Tape Operator

• Operate CompuSat automated feed acquisition software to ensure that all satellite feeds are scheduled and recorded at the proper times. Quality check all prerecorded programming to assure they are suitable for on-air playback.

- Dub syndicated programming from Pathfire Store and Forward server.
- Ingest commercial spots and in-house promotional material from Beta SP to Profile spot server.

### Switcher

- Sign on and correctly maintain program, transmitter and EAS logs in accordance with FCC rules and regulations. Accurately report all on-air discrepancies.
- Setup, adjust and monitor video and audio levels for all playback material to assure compliance with FCC broadcast standards.
- Integrate commercials, promos, PSA's and station ID's in programs as logged using Crispin software.
- Check daily playlists for accuracy and append next day's log.

## Local Account Executive

WBZL, Tribune Broadcasting's South Florida WB station, is seeking an aggressive, customer-focused sales professional to join our sales team. The individual will be responsible for servicing existing clients with major emphasis on developing new to television advertisers. The ideal candidate should possess excellent communication skills, creative outlook on selling, have positive outlook on account service, and have exceptional organizational skills. Knowledge of computer based tools with broadcasting sales experience and a college degree a plus. If you are that person don't tell us why, show us!

EOE Email resumes to:  
[wbzl.jobline@tribune.com](mailto:wbzl.jobline@tribune.com)

2/1/2005



## **ATTACHMENT 4**

**Excerpts from Station Employee Handbook  
Application Form  
Sample Website Job Posting  
Script for EEO PSA**

**COMPANY-WIDE**

**POLICIES**

## COMPANY-WIDE POLICIES

### **A. General Information**

- 2-1 Disclaimer
- 2-1 About This Handbook

### **B. Employment**

- 2-1 Equal Employment Opportunity
- 2-2 Anti-Harassment
- 2-3 Employment of Relatives
- 2-3 Personal Relationships
- 2-3 Personal Leaves of Absence
- 2-4 Military Leave
- 2-4 Employee Information Changes
- 2-4 Overtime

### **C. Conduct at Work**

- 2-5 Safe and Secure Workplace
- 2-6 Open Door
- 2-6 Code of Business Conduct
- 2-11 Expense Reimbursement
- 2-11 No Solicitation/No Distribution
- 2-12 Confidentiality of Company Information
- 2-12 Electronic Communications
- 2-15 External Communications
- 2-15 Information Requests
- 2-16 Direct Deposit

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## SECTION 2 COMPANY-WIDE POLICIES

### General Information

#### **DISCLAIMER**

Nothing contained in this handbook or in any other materials or information provided to you in connection with your employment creates a contract between you and Tribune and/or its business units. Employment at the Company is on an at-will basis. This means you have the right to terminate your employment at any time. Likewise, the Company has the right to discipline or terminate you or change the terms of your employment, at any time, with or without cause or advance notice. No supervisor/manager can enter into a contrary agreement, unless expressly authorized to enter into a written employment contract with you by the head of the business unit.

This handbook is intended to provide a general overview of Tribune and/or its business units' policies and benefits and does not represent a comprehensive review of all such policies and benefits, and, with the exception of the policy of at-will employment, these policies may be changed from time to time at the Company's sole discretion. To ensure that you are using the most recent version of this handbook, you should consult the Web site at [http://triblink.trb/intranet/site/Tribune\\_Handbook](http://triblink.trb/intranet/site/Tribune_Handbook). Violations of any of the policies in this handbook could result in corrective action, including termination of your employment. This handbook replaces and supersedes all prior handbooks, policies or other information you may have received concerning your employment.

#### **ABOUT THIS HANDBOOK**

Welcome to Tribune! We are happy to have you as a member of our team.

This handbook is designed to answer commonly asked questions concerning policies at Tribune. References in this handbook section to "Tribune," "Tribune Company," or the "Company" mean Tribune and its business units. "Human Resources" refers to the appropriate staff at your location, unless otherwise specified. You should also refer to the local and benefits policies. The policies are available on the Intranet. If at any time you have questions that are not addressed in the materials you have been given, you should consult with your supervisor/manager or Human Resources.

This handbook applies to eligible employees of Tribune and its business units. There may be some exclusions for certain employees, such as part-time employees and employees covered by a collective bargaining agreement.

### Employment

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Tribune believes in equal employment opportunities for all, regardless of race, color, religion, sex, national origin, age, sexual orientation, disability or any other legally protected classification. It is the Company's policy to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws. Tribune also is committed to maintaining a work environment free of all forms of employment discrimination and/or harassment.

This policy governs employment and all the Company's terms and conditions of employment, including, but not limited to, policies and practices affecting recruitment, recruitment advertising, hiring, promotion, demotion, termination, transfers, reclassification, selection for training, compensation, benefits, Company-sponsored educational programs and all other aspects of employment. Our Harassment Policy also extends to every aspect of the work environment, including abuse of electronic mail and all other forms of communications.

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## **ANTI-HARASSMENT**

Tribune is committed to providing its employees a professional work environment free from harassment or any unwelcome conduct based on an individual's race, color, religion, sex, national origin, age, sexual orientation, disability, or any other legally protected classification. Tribune has "zero tolerance" for such conduct. This commitment is in keeping with the Company's equal employment opportunity policy and practices and with applicable statutes and regulations.

Any conduct, whether verbal, physical, or visual, that creates a hostile, offensive or intimidating work environment constitutes harassment under this policy. Harassment includes, but is not limited to, the following:

- ~~etc~~ Physical or verbal abuse (demeaning, insulting comments)
- ~~etc~~ Derogatory or off-color jokes
- ~~etc~~ Slurs (racial, ethnic, religious, gender, age, etc.)
- ~~etc~~ Unwelcome physical contact of any nature
- ~~etc~~ Taunting, intended to provoke an employee
- ~~etc~~ Display or circulation of written materials or pictures (hard copy, via electronic mail, etc.) that are derogatory to males, females, persons with disabilities, or to racial, ethnic, religious, and other protected groups
- ~~etc~~ Unwarranted and unfounded charges and complaints brought against a fellow employee with intent to discredit, harass or in any way harm that employee
- ~~etc~~ Unwelcome and unsolicited sexual advances
- ~~etc~~ Requests for sexual favors used as a condition of employment or affecting any personnel decisions, such as hiring, promotion, transfer, performance appraisal, compensation
- ~~etc~~ Employment opportunities or benefits granted to one individual over another individual as a result of submission to or rejection of sexual advances.

The Company prohibits any employee, co-worker, supervisor, manager, outside vendor, consultant, customer, agent, officer or director of the Company from harassing any Company employee or applicant. The Company views such actions as extremely serious misconduct. It is the responsibility of each employee to ensure that these prohibited activities do not occur. Violations of this policy will result in disciplinary action, including possible discharge.

Further, the Company believes harassing conduct or language directed at Company employees by outside vendors, consultants, etc., is an affront to Tribune business ethics, beliefs and practices. As a representative of Tribune, you should state that harassing conduct or language violates Company policies. Similarly, you are prohibited from engaging in any harassing conduct toward outside vendors, consultants, customers or others.

If you feel that you have been or are being harassed, or have witnessed any conduct inconsistent with this policy, you are to immediately bring it to the attention of your department head, to human resources at your business unit or if you prefer, to Luis Lewin, senior vice president/human resources of Tribune. Mr. Lewin may be reached at 312/222-4581. Complaints will be investigated and resolved in a thorough and timely manner. Every effort will be made to ensure confidentiality throughout the complaint/investigation process to the greatest extent possible. Retaliation against anyone who complains of harassment, who provides information relating to such complaints or who otherwise

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cooperates in any harassment investigation is in itself a violation of this policy. Employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above. *Reissued 1/04*

### **EMPLOYMENT OF RELATIVES**

To prevent favoritism and possible conflicts of interest, employment of relatives of employees at the vice president level and above at Tribune or any of its business units is prohibited, except as provided under applicable law.

This policy may not apply in certain cases where relatives were employed prior to a company acquisition or where a conflict is created by virtue of an employee's promotion to vice president.

The relatives of all other employees may work at the same business unit, but may not report, directly or indirectly, to one another; nor may a relative hold a position in which he/she can directly or indirectly affect the compensation, evaluation, promotion or other job opportunities of another relative.

The term "relative," as used in this policy, includes any child, step-child, parent, step-parent, spouse, domestic partner, sister/brother, step-sister/brother, aunt/uncle, niece/nephew, cousin, grandparent/grandchild, mother/father-in-law, sister/brother-in-law and daughter/son-in-law.

### **PERSONAL RELATIONSHIPS**

The Company recognizes that close relationships may exist or develop between employees. To prevent favoritism, the appearance of favoritism, or conflicts of interest premised upon personal relationships that are romantic in nature, supervisory/managerial employees should be mindful of the following:

- ~~225~~ The Company discourages romantic relationships between employees at the supervisory/managerial level and above and any other employees, where the supervisory/managerial employee directly or indirectly supervises, or could affect the compensation, evaluation, promotion, or job opportunities of the employee with whom he/she is having the romantic relationship.
- ~~225~~ Romantic relationships between employees and persons employed by Company competitors, suppliers, or customers may also create actual or perceived conflicts of interest where the Company employee's job duties could enable him/her to influence or favorably affect the outside party's compensation, contracts, order, billings or other business dealings.

Employees must inform their supervisor/manager as soon as they become aware of or involved in a relationship that might create actual or perceived favoritism or is in conflict with the best interests of the Company. This will allow a determination of whether a problem exists, and if so, what action is appropriate under the circumstances. Failure to disclose a relationship violates this policy.

### **PERSONAL LEAVES OF ABSENCE**

Under certain circumstances, employees may be granted an unpaid leave of absence. Leaves will be granted at the Company's sole discretion, unless otherwise required by law. Such personal leaves typically are granted only under unusual circumstances and require the written advanced approval of your department director and Human Resources. Generally, personal leaves are granted only after all paid time has been used and must be for a specific period of time. You may not engage in other employment during the leave. During a personal leave, you will continue to be eligible for coverage under Company benefit plans, according to the terms of the plans, but you may have to pay full premiums. If you do not return to work within three working days after an approved leave expires, you may be considered to have voluntarily terminated your employment.

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## **SAFE AND SECURE WORKPLACE**

Tribune is committed to maintaining a safe work environment free of all forms of violence, including verbal and physical threats, intimidation, abusive behavior, and harassment. In an effort to maintain the safety and security of our employees, our visitors, and those with whom we do business, Tribune has a policy to specifically address violence in the workplace and has created these guidelines for the reporting of incidents.

Individuals who engage in conduct prohibited by this policy may be subject to disciplinary action, up to and including immediate termination, and may be reported to law enforcement. In addition, under this policy, all employees are responsible for reporting acts or threats of violence to their supervisor, Human Resources, or Security.

### **Prohibited Conduct**

Tribune prohibits any acts or threats of violence committed by or against Company employees, consultants, customers, vendors, or others on Company premises or through Company communications equipment, nor will the Company tolerate or condone any acts or threats of violence by or against Company employees while engaged in business on behalf of the Company.

This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

- ~~ex~~ Causing physical injury to another person;
- ~~ex~~ Fighting, hitting, biting, kicking, pushing, or shoving another person;
- ~~ex~~ Threatening, intimidating or bullying another person or his/her family, friends, associates or property;
- ~~ex~~ Behaving in an aggressive or hostile manner that creates a reasonable fear of injury to another person;
- ~~ex~~ Intentionally damaging Company property or property of another employee on workplace premises;
- ~~ex~~ Committing acts motivated by, or related to, domestic violence on Company premises;
- ~~ex~~ Creating a hostile and intimidating work environment;
- ~~ex~~ Bothering someone by following or with an excessive number of visits, calls, pages, faxes, e-mails, letters, or gifts;
- ~~ex~~ Behaving in a lewd manner or making/sending obscene or inappropriate calls, pages, faxes, e-mails, letters, gifts, or graffiti.

In an effort to maintain the safety and security of our employees, visitors, and those with whom we do business, Company employees are prohibited from carrying weapons or other inherently dangerous instruments on Company property, including but not limited to parking areas and facilities, or while engaged in Company business off the premises, regardless of any state permit to carry a weapon. Any employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

### **Reporting Procedures**

Any situation recognized as potentially dangerous must be reported immediately to your supervisor, Human Resources, or a Security Manager. Every employee has an obligation to report conduct in the workplace that is reasonably believed to be suspicious or dangerous, regardless of the alleged

Dennis J. FitzSimons  
Chairman, President and  
Chief Executive Officer  
312/222-3373

# TRIBUNE

Tribune Company  
435 North Michigan Avenue  
Suite 2300  
Chicago, Illinois 60611-4066  
fax: 312/222-3203  
e-mail: dffitzsimons@tribune.com

January 18, 2005

Dear Fellow Employees:

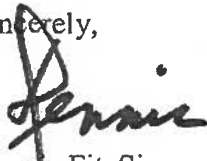
Tribune Company has guiding values that are integral to the way we conduct our business. One of these values is integrity, which we view as a personal commitment to be reaffirmed every day. That's why we start off each year by re-issuing our written commitment to maintaining a work environment free of employment discrimination and harassment.

Attached to this letter is a copy of Tribune Company's Equal Opportunity and Harassment policies. In providing equal opportunity for all employees, we have "zero tolerance" for all forms of harassment. Acts of discrimination and harassment have no place in our company, and it is the responsibility of all supervisors to properly stress and enforce these policies.

We hope that situations of this nature will not arise, but should one occur, the policy includes a complaint procedure. You should know that we investigate and resolve complaints in a prompt and thorough manner and make every effort to ensure confidentiality throughout the process. Our policies also prohibit retaliation against anyone who alleges a violation of our policies.

Thank you for helping achieve our goal of continuing to provide a productive work environment.

Sincerely,



Dennis FitzSimons

Enclosure

# TRIBUNE

## Statement of Equal Opportunity Policy

Tribune Company believes in equal employment opportunities for all, regardless of race, color, religion, sex, national origin, age, sexual orientation, disability or any other legally protected classification. It is the Company's policy to hire and promote the most qualified applicants and to comply with all federal, state and local equal employment opportunity laws. Tribune Company also is committed to maintaining a work environment free of all forms of employment discrimination and/or harassment.

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## Statement of Harassment Policy

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- Slurs (racial, ethnic, religious, gender, age, etc.)
- Unwelcome physical contact of any nature
- Taunting, intended to provoke an employee
- Display or circulation of written materials or pictures (hard copy, via electronic mail, etc.) that are derogatory to males, females, persons with disabilities, or to racial, ethnic, religious, and other protected groups
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The Company prohibits any employee, co-worker, supervisor, manager, outside vendor, consultant, customer, agent, officer or director of the Company from harassing any Company employee or applicant. The Company views such actions as extremely serious misconduct. It is the responsibility of each employee to ensure that these prohibited activities do not occur. Violations of this policy will result in disciplinary action, including possible discharge.

Further, the Company believes harassing conduct or language directed at Company employees by outside vendors, consultants, etc., is an affront to Tribune Company business ethics, beliefs and practices. As a representative of Tribune Company, you should state that harassing conduct or language violates Company policies. Similarly, you are prohibited from engaging in any harassing conduct toward outside vendors, consultants, customers or others.

If you feel that you have been or are being harassed, or have witnessed any conduct inconsistent with this policy, you are to immediately bring it to the attention of your department head, to human resources at your business unit or if you prefer, to Luis Lewin, senior vice president/human resources of Tribune Company. Mr. Lewin may be reached at 312/222-4581. Complaints will be investigated and resolved in a thorough and timely manner. Every effort will be made to ensure confidentiality throughout the complaint/investigation process to the greatest extent possible. Retaliation against anyone who complains of harassment, who provides information relating to such complaints or who otherwise cooperates in any harassment investigation is in itself a violation of this policy. Employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above.

Dennis J. FitzSimons  
Chairman, President and  
Chief Executive Officer  
312/222-3373

# TRIBUNE

Tribune Company  
435 North Michigan Avenue  
Suite 2300  
Chicago, Illinois 60611  
fax: 312/222-3203  
e-mail: [dfitzsimons@tribune.com](mailto:dfitzsimons@tribune.com)

March 1, 2006

Dear Fellow Employees:

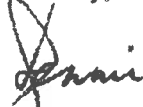
Tribune Company has guiding values that are integral to the way we conduct our business. One of these values is integrity, which we view as a personal commitment to be reaffirmed every day. That's why every year we re-issue our written commitment to maintaining a work environment free of employment discrimination and harassment.

Attached to this letter is a copy of Tribune Company's Equal Opportunity and Harassment policies. In providing equal opportunity for all employees, we have "zero tolerance" for all forms of harassment. Acts of discrimination and harassment have no place in our company, and it is the responsibility of all employees to abide by these policies--and it is the responsibility of all supervisors to enforce these policies.

We hope that situations of this nature will not arise, but should one occur, the policy includes a complaint procedure. You should know that we investigate and resolve complaints in a prompt and thorough manner and make every effort to ensure confidentiality throughout the process. Our policies also prohibit retaliation against anyone who alleges a violation of our policies.

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Dennis FitzSimons

Enclosure

# TRIBUNE

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If you feel that you have been or are being harassed, or have witnessed any conduct inconsistent with this policy, you are to immediately bring it to the attention of human resources at your business unit or, if you prefer, to your supervisor, manager or department head. Complaints will be investigated and resolved in a thorough and timely manner. Every effort will be made to ensure confidentiality throughout the complaint/investigation process to the greatest extent possible. Retaliation against anyone who complains of harassment, who provides information relating to such complaints or who otherwise cooperates in any harassment investigation is in itself a violation of this policy. Employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures stated above.

# TRIBUNE

## **Declaración de política sobre igualdad de oportunidades**

Tribune Company cree en la igualdad de oportunidades de empleo para todos, sin consideración a la raza, color de piel, religión, sexo, origen nacional, edad, orientación sexual, incapacidad o cualquier clasificación protegida por las leyes. Es la política de la compañía contratar y ascender a los aspirantes de empleo y empleados más calificados en cumplimiento de todas las leyes federales, estatales y locales sobre la igualdad de oportunidad de empleo. Tribune Company también tiene el compromiso de mantener un ambiente de trabajo libre de toda forma de discriminación y/o acoso contra los empleados.

Esta política rige todos los términos y condiciones de empleo de la compañía, incluyendo, pero sin limitarse a, políticas y prácticas que afectan la manera como reclutamos a empleados, la publicidad para reclutar empleados, contratación, ascenso o descenso o terminación laboral, transferencias, reclasificación, selección para el entrenamiento o capacitación, recompensación, beneficios, programas educativos patrocinados por la compañía y cualquier otro aspecto del empleo. Esta política de "cero tolerancia" también se extiende a cada aspecto del ambiente de trabajo, incluyendo el uso indebido del correo electrónico y todas las demás formas de comunicación.

## **Declaración de política sobre acosos**

Tribune Company tiene el compromiso de proporcionar a sus empleados un ambiente profesional de trabajo, libre de toda forma de acoso, basado en la raza, color de piel, religión, sexo, origen nacional, edad, orientación sexual, incapacidad o cualquier clasificación protegida por las leyes. Tenemos la política de "cero tolerancia" para dichas conductas. Este compromiso se compagina con la política y la práctica de igualdad de oportunidades de empleo de la compañía, así como se compagina con los estatutos y normas reguladoras aplicables.

Toda conducta, ya sea, verbal, física, o visual, que cree un ambiente de trabajo hostil, ofensivo o intimidante constituye un acto de acoso, incluso si la conducta es percibida razonablemente como acto de acoso por alguna persona. El acoso incluye, pero no se limita a lo siguiente:

- Los insultos físicos o verbales (comentarios denigrantes o insultantes)
- Bromas o chistes despectivos o impropios
- Difamaciones (por motivo de la raza, el origen étnico, religión, sexo, edad, etc.)
- Contacto físicos indeseados de cualquier naturaleza
- Burlas, dirigidas a provocar a un empleado o empleada
- Presentación o circulación de materiales escritos o imágenes (en papel, por correo electrónico, etc. que sean denigrantes para hombres o mujeres, personas con incapacidades, grupos raciales o religiosos u otros grupos protegidos por la ley
- Las acusaciones y quejas injustificadas o infundadas elevadas contra un compañero de trabajo con la intención de desacreditar, acosar o causar algún daño a ese empleado
- Insinuaciones sexuales indeseadas y desagradables
- Las peticiones de favores sexuales usadas como condición de empleo o que afecten cualquier decisión sobre el personal como, por ejemplo, la contratación, ascenso, transferencia, evaluación de rendimiento, remuneración, etc.
- Las oportunidades o beneficios de empleo concedidos a un empleado en perjuicio de otro empleado como resultado de la sumisión o el rechazo de tales insinuaciones sexuales.

La compañía prohíbe los actos de acoso por parte de los empleados, compañeros de trabajo, supervisores y gerentes, proveedores externos, consultor, cliente, agente, oficial o director de la compañía de acosar cualquier empleado o aspirante de la compañía. Todo empleado tiene la responsabilidad de asegurarse de que no ocurra ninguno de dichos actos prohibidos. Las violaciones a esta política acarrearán medidas disciplinarias, incluyendo el posible despido.

Además, la compañía cree que las conductas o los actos verbales de acoso dirigidos contra los empleados de la compañía por parte de proveedores externos, asesores, etc. es una ofensa para las creencias, prácticas y políticas éticas empresariales de Tribune Company. Como representante de Tribune Company, usted debe saber que la conducta o los actos verbales de acoso violan las políticas de la compañía. En forma similar, se prohíbe que los empleados cometan actos de acoso contra proveedores externos, asesores, clientes y demás personas.

Si usted cree que ha sido acosado o esté siendo acosado, usted debe presentar una queja inmediatamente ante el departamento de recursos humanos local o, si usted prefiere, a su supervisor, gerente o jefe de departamento. Investigaremos y resolveremos las quejas en forma concienzuda y oportuna. Haremos el mayor esfuerzo posible para garantizar la confidencialidad durante todo el proceso de presentación de la queja y su investigación. Tomar represalias contra cualquier persona que presente una queja de acoso es en sí mismo una violación de esta política.

## LOCAL POLICIES

### **A. General Information**

- 3-1 Disclaimer
- 3-1 About This Handbook
- 3-1 Business Unit Mission, Vision, Values, History
- 3-1 Payroll Procedures
- 3-2 Parking

### **B. Employment**

- 3-2 New Employee Orientation
- 3-2 Access to Facilities
- 3-2 Environment, Health and Safety Issues
- 3-3 Compensation
- 3-3 Periodic Performance and Salary Reviews
- 3-4 Personnel Records
- 3-4 FMLA
- 3-5 Holiday/Personal Days
- 3-5 Vacation
- 3-6 Sick Days
- 3-6 Bereavement Leave
- 3-7 Jury Duty Leave
- 3-7 Voting Leave
- 3-7 Rest and Meal Periods

### **C. Conduct at Work**

- 3-7 Job Posting
- 3-7 Leaving the Company
- 3-8 Substance Abuse
- 3-11 Standards of Conduct and Corrective Action
- 3-12 Property Inspections
- 3-13 Attendance
- 3-13 Cell Phones
- 3-13 Appearance at Work
- 3-13 No Smoking
- 3-13 Recycling
- 3-14 Inclement Weather

### **D. Services**

- 3-14 Employee Development
- 3-15 Employee Communications
- 3-15 Awards/Recognition Programs
- 3-16 In the Community
- 3-16 McCormick Foundation
- 3-17 Wellness Programs
- 3-17 U.S. Savings Bonds

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## SECTION 3 LOCAL POLICIES

### **DISCLAIMER**

Nothing contained in this handbook or in any other materials or information provided to you in connection with your employment creates a contract between you and Tribune or WBZL-TV. Employment at the Company is on an at-will basis. This means you have the right to terminate your employment at any time. Likewise, the Company has the right to discipline or terminate you or change the terms of your employment, at any time, with or without cause or advance notice. No supervisor/manager can enter into a contrary agreement, unless expressly authorized to enter into a written employment contract with you by the head of the business unit.

This handbook is intended to provide a general overview of Tribune and/or its business units' policies and benefits and does not represent a comprehensive review of all such policies and benefits, and, with the exception of the policy of at-will employment, these policies may be changed from time to time at the Company's sole discretion. To ensure that you are using the most recent version of this handbook, you should consult the Web site at [http://triblink.trb/intranet/site/Tribune\\_Handbook](http://triblink.trb/intranet/site/Tribune_Handbook). Violations of any of the policies in this handbook could result in corrective action, including termination of your employment. This handbook replaces and supersedes all prior handbooks, policies or other information you may have received concerning your employment.

### **GENERAL INFORMATION**

#### **ABOUT THIS HANDBOOK**

Welcome to WBZL-TV! We are happy to have you as a member of our team.

This handbook is designed to answer commonly asked questions concerning policies at WBZL-TV. References in this handbook section to the "Company" mean WBZL-TV. You should also refer to the Tribune Company-wide and benefits policies. The policies are available on the Tribune Intranet at <http://triblink.trb/>. If at any time you have questions that are not addressed in the materials you have been given, you should consult with your supervisor/manager or Human Resources.

This handbook applies to eligible employees of WBZL-TV. There may be some exclusion for certain employees, such as part-time employees and employees covered by a collective bargaining agreement.

#### **COMPANY MISSION**

The mission of WBZL-TV is to provide a high level of community and customer service and maximum return on investment by broadcasting entertainment and information to the viewer in the greater Miami Dade and Fort Lauderdale market.

#### **COMPANY HISTORY**

WDZL-TV signed on as WDZL-TV Channel 39, Inc. on October 16, 1982 from a 733-foot tower with 315 kW. WDZL-TV operated as an independent station in the Miami-Fort Lauderdale market, a market designated the 13th largest in the United States. WDZL-TV programming features movies, series, cartoons and specials. Broadcasting 24 hours a day, the station reached viewers from Dade and Broward counties.

The studio location in Hollywood, some ten miles north of Miami, was formerly occupied by a commercial television production house and was perfectly suited for WDZL-TV since it had ample power, air conditioning, a studio and a layout that could readily adapt to the new station's needs.

The offices, studio and production facilities are located at 2055 Lee Street in Hollywood; the transmitter and antenna are located at 3200 SW 52 Ave., Pembroke Park.

In 1995, WDZL became Miami-Fort Lauderdale's WB network affiliate. In 1997, Tribune acquired Renaissance Communications, a group of six television stations that included WDZL. In 1998, the station's call letters were

changed to WBZL to emphasize its affiliation with the WB network.

WBZL enjoys close ties with the community by airing local news and syndicated programming that help make WBZL a top-rated television station in the Miami-Fort Lauderdale market. Along with our local resources, we are also the only local news in South Florida that utilizes the combined resources of the South Florida Sun Sentinel, Tribune Broadcasting, CNN, and NBC.

#### OFFICE HOURS

WBZL-TV regular workweek is Monday through Friday. The main lobby and switchboard are open from 8:30 a.m. until 5:30 p.m. WBZL-TV broadcasts 24 hours a day, 7 days a week, work hours may vary by department.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### Employment

##### NEW EMPLOYEE ORIENTATION

To help you get off to a good start, WBZL-TV conducts an orientation program for all new employees. This program generally includes assistance in completing employment-related forms, review of benefits information and presentations designed to introduce you to the Company. In addition to the Company orientation program, your supervisor/manager will typically introduce you to your co-workers and working environment. He/she will also discuss your job, work schedule and other important information with you.

[REDACTED]

changed to WBZL to emphasize its affiliation with the WB network.

WBZL enjoys close ties with the community by airing local news and syndicated programming that help make WBZL a top-rated television station in the Miami-Fort Lauderdale market. Along with our local resources, we are also the only local news in South Florida that utilizes the combined resources of the South Florida Sun Sentinel, Tribune Broadcasting, CNN, and NBC.

#### OFFICE HOURS

WBZL-TV regular workweek is Monday through Friday. The main lobby and switchboard are open from 8:30 a.m. until 5:30 p.m. WBZL-TV broadcasts 24 hours a day, 7 days a week, work hours may vary by department.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### Employment

##### NEW EMPLOYEE ORIENTATION

To help you get off to a good start, WBZL-TV conducts an orientation program for all new employees. This program generally includes assistance in completing employment-related forms, review of benefits information and presentations designed to introduce you to the Company. In addition to the Company orientation program, your supervisor/manager will typically introduce you to your co-workers and working environment. He/she will also discuss your job, work schedule and other important information with you.

[REDACTED]

SEARCH

Home | Shopping | Jobs | Buy WB Stuff | Cars | Apartments | Advertise | TV Sched



## Employment

### Careers @ WB39

WB39 WBZL is a Tribune Broadcasting Station and an Equal Opportunity Employer.

opportunities currently available:

### Account Executive

#### Marketplace

ShopLocal  
Find a Job  
Find WB Stuff  
Find a Car  
Find an Apartment  
Find a Home

#### What's on

Video  
Comedy favorites  
WB39 News at Ten  
Weather  
Hurricane  
Kids  
Station info  
WB39 Jobs

#### Site Features

TV schedule  
Health & Fitness  
Weather email alerts  
Movies  
Music  
Shop The WB

#### WB Programs

7th Heaven  
8 Simple Rules  
Blue Collar TV  
Charmed  
Everwood  
Gilmore Girls

#### WBZL EEO Public File Report - Part A | Part B

You will need free **Acrobat Reader®** software to view the EEO reports. If you don't already have it, [download here](#).



WBZL, South Florida's WB39, a Tribune Broadcasting station, is a commercial, WB-affiliated television station located in Hollywood, Florida serving the Miami/Ft. Lauderdale area.

WBZL, South Florida's WB39, is an Equal Opportunity Employer. This station seeks and employs qualified persons in all job classifications and positions without discrimination on the basis of race, religion, sex, national origin, age or disability.

WBZL, South Florida's WB39, an equal opportunity employer, is dedicated to providing outreach regarding job vacancies at the station. We need the help of local organizations in referring qualified applicants to our station. Organizations that wish to receive our vacancy information should contact The Human Resources Dept. at WBZL.

Call 954.925.3939 or 305.949.3900

or

Fax: 954.924.1405

or

Contact via postal mail:  
Human Resources Dept.

WB39 WBZL

2055 Lee St.

Hollywood, FL 33020

or

Contact via e-mail to [wbzl.jobline@tribune.com](mailto:wbzl.jobline@tribune.com).

#### Tribune Jobs

### Sun-Sentinel

Sun-Sentinel is a Tribune Publishing business unit. Tribune South Florida Employment Opportunities / Sun-Sentinel

### TRIBUNE

Tribune is a leading media company with operations in television and radio broadcasting, publishing and interactive. It is an industry leader in venture partnerships with new-media companies. Get information about job openings at the Tribune Company. Click here and go to [www.tribjobs.com](http://www.tribjobs.com)

Careerbuilder.com

### careerbuilder®

Find your dream job online at Careerbuilder.com. Search for



GEI  
gelco

SUN  
PREPAID TO

Living With Fran  
 One Tree Hill  
 Pepper Dennis  
 Reba  
 Smallville  
 Supernatural  
 Twins  
 What I Like About You

### WB Extras

Free Fans'  
 Newsletters  
 Gallery of Galleries  
 Games  
 WB Lookalike  
 Galleries

### More Shows

Blind Date  
 Everybody Loves  
 Raymond  
 Friends  
 Jerry Springer  
 Malcolm in the Middle  
 Maury  
 Seinfeld  
 Sex and the City  
 The Simpsons  
 South Florida Voices  
 Will & Grace

positions, post your resume, get career advice and much more!

### Ads by

**Expedia |**  
**Hotel De:**  
 Hotel Pho  
 & Virtual  
 Save up to  
 hotels at E  
 www.Exp

**Miami Fl**  
 Free home  
 estate listi  
 Miami, Fl  
 Updated M  
 Miami.Ho  
 Listings.o

**Tourist A**  
 Get info c  
 Attraction  
 Sightseeir  
 any spot h  
 Yahoo.co

**Loews Ho**  
**Beach**  
 Official si  
 reservatio  
 Miami's S  
 Beach. C  
 www.Sou

**Fine Fabi**  
**Discount:**  
 From Shij  
 Your Fam  
 Store.  
 www.sob

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 WEBPOINT ® Entertainment News



## application for employment

name: \_\_\_\_\_

position applied for: \_\_\_\_\_

date: \_\_\_\_\_

**Tribune  
Broadcasting  
is guided by  
these values**

**citizenship  
customer satisfaction  
diversity  
employee involvement  
financial strength  
innovation  
integrity  
teamwork**

Tribune Broadcasting fully supports and complies with the requirements of the Immigration Reform and Control Act of 1986. All applicants who accept employment will be required to submit documentation attesting to their identity and authorization to work in the United States as required by applicable law.

Tribune Broadcasting is committed to a policy of equal employment opportunity and considers all persons without regard to race, color, religion, age, sex, national origin, disability or any other legally protected classification as defined by state or federal law.

# Personal Information

last name \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ day phone \_\_\_\_\_ evening phone \_\_\_\_\_

email: \_\_\_\_\_

## Address

number and street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

driver's license number \_\_\_\_\_

Are you 18 or older? \_\_\_\_\_

Do you have the legal right to work in the US? \_\_\_\_\_

Have you ever been convicted of a felony? (if yes please explain)  
(a conviction record will not necessarily eliminate an applicant from consideration for employment.)

Except where otherwise required by applicable law, under certain circumstances Tribune Broadcasting policy precludes the employment of relatives of current employees in order to prevent favoritism and possible conflicts of interest. For this reason, we need to know whether you have any relatives employed by Tribune Broadcasting or any of its subsidiaries and if so, who and where?

Have you ever been employed by Tribune Broadcasting? (if yes please state when and where) \_\_\_\_\_

salary requirements \_\_\_\_\_

date available for employment \_\_\_\_\_

How did you hear about job opportunities at Tribune Broadcasting?

<input type="checkbox"/> tribjobs.com	<input type="checkbox"/> college
<input type="checkbox"/> other website	<input type="checkbox"/> contractor
<input type="checkbox"/> employee referral	<input type="checkbox"/> job fair
<input type="checkbox"/> tribune ad	<input type="checkbox"/> other

# Education, Training

## Education

high school \_\_\_\_\_ degree received \_\_\_\_\_ GPA \_\_\_\_\_

college \_\_\_\_\_ degree received \_\_\_\_\_ GPA \_\_\_\_\_

graduate school \_\_\_\_\_ degree received \_\_\_\_\_ GPA \_\_\_\_\_

business/vocational \_\_\_\_\_ degree received \_\_\_\_\_ GPA \_\_\_\_\_

special training certification \_\_\_\_\_

## Skills

Please list all job related skills:

Please list any awards or recognition you have received for your job or scholastic performance:

# Employment History \_\_\_\_\_

please fill out even if attaching your resume

If you are currently employed, may we contact your present employer? \_\_\_\_\_

present or most recent employer \_\_\_\_\_

address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

job title and responsibilities \_\_\_\_\_

supervisor \_\_\_\_\_ phone number \_\_\_\_\_

dates from - month \_\_\_\_\_ year \_\_\_\_\_ to - month \_\_\_\_\_ year \_\_\_\_\_

starting salary \$ \_\_\_\_\_ ending salary \$ \_\_\_\_\_

reason for leaving \_\_\_\_\_

prior employer \_\_\_\_\_

address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

job title and responsibilities \_\_\_\_\_

supervisor \_\_\_\_\_ phone number \_\_\_\_\_

dates from - month \_\_\_\_\_ year \_\_\_\_\_ to - month \_\_\_\_\_ year \_\_\_\_\_

starting salary \$ \_\_\_\_\_ ending salary \$ \_\_\_\_\_

reason for leaving \_\_\_\_\_

prior employer \_\_\_\_\_

address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

job title and responsibilities \_\_\_\_\_

supervisor \_\_\_\_\_ phone number \_\_\_\_\_

dates from - month \_\_\_\_\_ year \_\_\_\_\_ to - month \_\_\_\_\_ year \_\_\_\_\_

starting salary \$ \_\_\_\_\_ ending salary \$ \_\_\_\_\_

reason for leaving \_\_\_\_\_

## Professional References (other than those previously listed)

name: \_\_\_\_\_ phone number: \_\_\_\_\_

title: \_\_\_\_\_

company: \_\_\_\_\_

street: \_\_\_\_\_ city: \_\_\_\_\_

name: \_\_\_\_\_ phone number: \_\_\_\_\_

title: \_\_\_\_\_

company: \_\_\_\_\_

street: \_\_\_\_\_ city: \_\_\_\_\_

name: \_\_\_\_\_ phone number: \_\_\_\_\_

title: \_\_\_\_\_

company: \_\_\_\_\_

street: \_\_\_\_\_ city: \_\_\_\_\_

I hereby reaffirm that I have read the foregoing questions and that my answers to them are true and correct and that I have not misrepresented or withheld any information in this application or any other materials I have submitted in connection with my employment application. I understand that falsification of this information or any other information I submit is grounds for denial of employment or if hired, immediate dismissal.

Nothing in this application or any other materials or information provided to me during the course of the hiring and/or pre-employment process creates a contract between me and Tribune Broadcasting and/or its business units. Employment at the Company is on an at-will basis. This means that I am free to terminate my employment at any time, for any reason, and the Company retains the same right. In addition, any offer of employment can be withdrawn by the Company, without prior notice, at any time, for any reason.

I hereby authorize all references, educational entities, and former employers listed in my employment application and/or resume to give the Company and its representatives any and all information concerning my education, previous employment, and any other pertinent information they might have, personal or otherwise, and release all parties from any claims, causes of action, or liability from damages that may or could result in furnishing such information to the Company and its representatives.

I also understand that all offerees will be tested for drugs before beginning employment with the Company.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# APPLICANT/EMPLOYEE INFORMATION RELEASE FORM

Please fill out completely for verification purposes:



APPLICANT  
INSIGHT.

## APPLICANT NAME / OTHER INFORMATION

LAST		FIRST		M I	
DOB	SS NO.	DL NO.		STATE	
FULL NAME AS IT APPEARS ON DL				SEX (Optional - Circle One) MALE FEMALE	
FORMER NAMES / MAIDEN NAME AND TIMEFRAMES				TELEPHONE NUMBER	

## ADDRESSES

CURRENT ADDRESS	CITY	STATE	ZIP	DATES TO
PREVIOUS ADDRESS (ACCOUNT FOR PAST 5 YEARS)	CITY	STATE	ZIP	DATES TO
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES TO
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES TO

I hereby authorize Applicant Insight, Inc. (AI) and any of its authorized agents to gather information about me regarding the following:

All records including criminal, civil, motor vehicle, professional certifications, workers' compensation (as allowed by law), credit, and/or education. I also release all information (salary data, etc.) from previous employers (including governmental agencies, military service, etc.) whether contained in written records or not or any other pertinent information relating to the successful function of my job.

I hereby release AI (its client, as well as agents), former employers, and other references from any liability and understand that there is no invasion of personal privacy. All information will be obtained in connection with an application for employment. Upon receipt of a photocopy of this authorization any such person may accept the photocopy with the same authority as the original authorization.

I have the right to request a copy of the report from AI (upon proper identification). If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for procurement of consumer reports at any time during my employment or contract period. I also understand that all information is being obtained pursuant to the Fair Credit Reporting Act (FCRA).

SIGNATURE:

DATE:

<input checked="" type="checkbox"/> Pre-employment <input type="checkbox"/> Post Offer	<b>EMPLOYER/RECRUITER USE ONLY</b> <u>AI will perform standard package if no items are checked.</u> <b>Required information or form:</b> ( name, address, DOB, social security no.) ( name, address, DOB, social security no.) ( name, DOB, license no. and state of issue ) ( name and address or social security no. ) ( name, address, DOB, social security no. ) ( RELEASE FORM FOR CREDIT HISTORY ) ( APPLICATION OF EMPLOYMENT ) ( APPLICATION OF EMPLOYMENT ) ( APPLICATION OF EMPLOYMENT ) <b>OTHER BACKGROUND SERVICES</b> Please provide name, DOB and social security no. for the following services: <input type="checkbox"/> COUNTY CIVIL CHECK <input type="checkbox"/> FEDERAL CRIMINAL CHECK <input type="checkbox"/> FEDERAL CIVIL CHECK <input type="checkbox"/> FEDERAL BANKRUPTCY <input type="checkbox"/> SEXUAL OFFENDER/PREDATOR <input type="checkbox"/> HHS/OIG/GSA <input type="checkbox"/> OFAC/TERRORIST SEARCH <input type="checkbox"/> NASD <input type="checkbox"/> BIOGRAPHICAL AFFIDAVITS <input type="checkbox"/> If this box is checked and we have requested a criminal check, search all work addresses as well.	<b>Workers' Compensation</b> Checks must be done on a post offer basis.
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Please check what you wish to order:

☒ COUNTY CRIMINAL CHECK  
☐ STATEWIDE CRIMINAL CHECK  
☒ MOTOR VEHICLE REPORT  
☒ SOCIAL SECURITY  
☐ WORKERS' COMP  
☐ CREDIT REPORT  
☒ EDUCATION VERIFICATION  
☒ EMPLOYMENT VERIFICATION  
☐ PERSONAL REFERENCES  
☐ PROFESSIONAL LICENSING: (Type: \_\_\_\_\_ No: \_\_\_\_\_ State: \_\_\_\_\_)  
☐ DRUG TEST  
☐ PHYSICAL EXAM

ADDITIONAL COMMENTS:

CLIENT NAME: WBZL

ORDERED BY:

Applicant Insight - P.O. Box 458, New Port Richey, FL 34656  
Local: (727) 841-0918 Toll-Free: (800) 771-7703 Fax: (800) 952-6477 www.smc-corp.com

(Standard)

**NOTICE REGARDING BACKGROUND INVESTIGATION**

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT**

\_\_\_\_\_ ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of "consumer reports" and "investigative consumer reports" which may include information about your character, general reputation, personal characteristics and mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made after receipt of this notice, to request disclosure of the nature and scope of an investigative consumer report.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and the SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these forms. I hereby authorize the obtaining of "consumer reports" and "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by any consumer reporting agency acting on behalf of \_\_\_\_\_. I also agree that a facsimile ("fax") or photocopy copy of this Authorization shall be as valid as the original.

Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you-- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you-- such as denying an application for credit, insurance, or employment-- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data-- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a

written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone-- such as a creditor who reports to a CRA that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

## **EEO PSA SCRIPT: WBZL**

WBZL, South Florida's WB39, an equal opportunity employer, is dedicated to providing outreach regarding job vacancies at the station. We need the help of local organizations in referring qualified applicants to our station. Organizations that wish to receive our vacancy information should contact the Human Resources Department at WBZL at 954-925-3939 (Broward County) or 305-949-3900 (Dade County).