

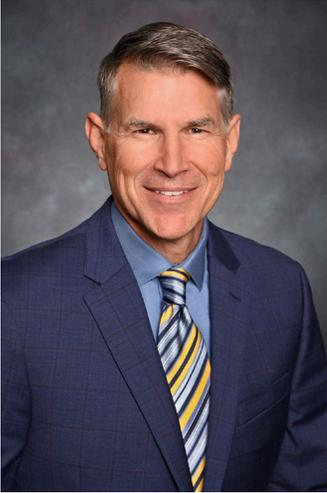


# WEDU PBS EMPLOYEE HANDBOOK

- 2021 -

FLORIDA WEST COAST PUBLIC BROADCASTING, INC.  
1300 NORTH BOULEVARD, TAMPA, FLORIDA 33607 | (813) 254-9338 | WEDU.ORG

## *A Letter from the* **WEDU PBS President & CEO**



On behalf of the Board of Directors and your new colleagues, welcome to WEDU PBS. I wish you every success!

WEDU has broadcast the highest quality programs for more than 60 years. WEDU's on-air programming is the foundation in providing mission driven content that informs, inspires, entertains and enhances the lives of West Central Florida's citizens.

We believe that each employee contributes directly to WEDU's growth, success, and impact in the communities that WEDU serves. We hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of WEDU's staff members and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the handbook as soon as possible for it will answer many questions about employment with WEDU.

Beyond reviewing this handbook, I encourage you to visit [www.wedu.org](http://www.wedu.org) often and sign up for WEDU's weekly e-newsletter to explore all of the great content and services that WEDU provides.

Again, welcome to the team! I hope that your experience here will be challenging, enjoyable, and rewarding.

Onward and upward,

A handwritten signature in black ink that reads "Paul Grove". The signature is fluid and cursive, with a large, stylized initial "P" and "G".

Paul Grove  
WEDU PBS President and CEO  
Sustaining Member

## Welcome

Welcome to **WEDU PBS**! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, you will find that you have joined an organization that has a reputation for outstanding leadership, innovation, and expertise.

Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, **WEDU PBS** will continue to achieve its goals. We sincerely hope you will take pride in being an important part of **WEDU PBS**'s success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

### **WEDU PBS MISSION, VISION AND VALUES**

#### **MISSION**

Our mission is to educate, explore, and engage to inspire a lifetime of learning and discovery.

#### **VISION**

To be a trusted and essential media resource for storytelling that explores diverse experiences, promotes lifelong learning and fosters community engagement.

#### **VALUES**

- **Integrity:** Carry out our work with responsibility and accountability to maintain trust with our audience.
- **Inclusion:** Respect and celebrate diverse ideas and cultures to bring to light stories that would otherwise remain untold.
- **Innovation:** Embrace creativity and change through collaboration, encouragement of alternative perspectives and use of emerging technologies.

### **WEDU PBS Overview**

**WEDU PBS** is owned by the people of West Central Florida and exists through the direct financial support of the community, and is affiliated with the Public Broadcasting Service providing quality educational, cultural and public affairs programming to the nation's eleventh largest media market.

**WEDU PBS** went on air October 27, 1958 and is licensed to Florida West Coast Public Broadcasting, Inc., a nonprofit corporation with a volunteer Board of Directors.

**WEDU PBS**'s primary sources of funding are individual contributions, corporate sponsorships, state, and federal funding. The balance is made up in a variety of fundraising activities.

**WEDU PBS**'s facility of some 50,000 square feet includes three large studios in which the station produces some of its own programs, and which are rented to outside interests for commercial production. Volunteers contribute many hours of service. **WEDU PBS** also works with interns regularly. The building at 1400 North Boulevard is also owned by **WEDU PBS** and leased to the City of Tampa.

**WEDU PBS** broadcasts programs produced by PBS stations across the country, regional organizations, independent producers and its own productions, which include documentaries, public affairs, and cultural programming.

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## **Employment at Will**

Employment at **WEDU PBS** is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President & CEO of **WEDU PBS**.

This means that either the employee or **WEDU PBS** may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

This handbook can and may be amended at any time. This version of the handbook supersedes all prior versions.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. **WEDU PBS** employees have the right to engage in or refrain from such activities.

## **Introductory Period**

In order to become a “regular” employee (either full or part-time), each employee must complete an initial introductory period of ninety (90) days following initial employment or reemployment in a regular budgeted position.

This period will be utilized to train and evaluate the employee’s effective adjustment to work tasks, conduct, observance of rules and regulations, attendance, and job responsibilities. In rare circumstances an introductory period may be extended for a period of time, at the discretion of the supervisor in consultation with the Human Resources Manager.

If employees still in their introductory period are absent due to illness or non-work related injury, their pay will be adjusted to reflect an unpaid absence. Employees who receive a promotion or transfer to another position at **WEDU PBS** will be subject to a new introductory period. Sick time may be utilized if necessary for a transferred Employee but vacation time is discouraged during this new introductory period. Previously scheduled vacation time must be approved by the new manager after a transfer takes place.

## **Equal Opportunity and Commitment to Diversity**

### **Equal Opportunity**

**WEDU PBS** is an Equal Employment Opportunity employer. To give equal employment and advancement opportunities to all people, we make employment decisions at **WEDU PBS** based on each person's performance, qualifications, and abilities. **WEDU PBS** does not discriminate in employment opportunities, practices or promotions on the basis of race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, military status, or any other status protected by applicable national, federal, state or local law. Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Promotional opportunities will be filled based on merit, experience and other job-related criteria.

Personnel actions, such as compensation, benefits, layoffs, and company-sponsored training programs, will be administered on a nondiscriminatory basis

Direct any concerns about this policy to your immediate supervisor or the Human Resources Department. Employees can express concerns and make reports without fear of reprisals or retaliation. Violation of this policy may result in discipline, up to and including termination of employment.

### **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, **WEDU PBS** will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

### **Commitment to Diversity**

**WEDU PBS** is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at **WEDU PBS** and is an important principle of sound business management.

## WEDU PBS Diversity Goal

Florida West Coast Public Broadcasting, Inc. is committed to diversity in our programming and our people. In order to fulfill this commitment to our Diversity Policy, we seek to appoint, elect and hire qualified individuals to reflect the diversity of populations we serve.

### WEDU PBS Diversity Policy

Florida West Coast Public Broadcasting, the licensee of **WEDU PBS**, a 501(c)(3) organization, is dedicated to serving the population of West Central Florida through media and outreach services that educate, enlighten, engage and entertain.

It is steadfast in its commitment to practices and policies that embrace and encourage diversity and equity in its programming and its people. **WEDU PBS** is committed to fostering, cultivating and preserving a culture of diversity and inclusion, in the governing Board of Directors, the Community Advisory Board and the organization's employees, interns and volunteers.

**WEDU PBS** embraces and encourages board members' and employees' differences in age, disability, ethnicity, family or marital status, gender identity/reassignment, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, maternity or pregnancy, socio-economic status, veteran status, military status, and other characteristics that make people unique.

**WEDU PBS's** diversity initiatives are applicable – but not limited – to our practices on recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment that supports diversity by encouraging:

- Respectful communication and cooperation among all employees
- Teamwork and employee participation
- Providing an Employee Assistance Program
- Conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events

Management and appropriate employees attend formal diversity training programs to fulfill their responsibility for diversity initiatives.

In addition, **WEDU PBS** reflects its diverse community by providing platforms for public discussion through programming, events and services that address the needs of all of our constituents.

## **Anti-Harassment and Discrimination, and Complaint Procedure**

Sexual and other unlawful harassment and discrimination is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment or discrimination based on a characteristic protected by law, such as race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity/reassignment, citizenship, pregnancy or maternity, veteran status, military status, or other characteristic protected by local, state, or federal law, is prohibited.

It is **WEDU PBS's** policy to provide a work environment free of sexual and other harassment and discrimination. To that end, harassment or discrimination of **WEDU PBS's** employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or discrimination or retaliation against individuals for cooperating with an investigation of a harassment or discrimination complaint is similarly unlawful and will not be tolerated. **WEDU PBS** will take all steps necessary to prevent and eliminate unlawful harassment or discrimination.

### **Definition of Unlawful Harassment**

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

### **Definition of Sexual Harassment**

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at **WEDU PBS**.

### **Complaint Procedure**

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint.

- You may, but are not required to, complain first to the person you feel is discriminating against or harassing you.
- You may complain directly to Senior Staff or your department manager, the HR manager, or any other member of management with whom you feel comfortable bringing such a complaint.
- Similarly, if you observe acts of discrimination toward or harassment of another employee, you are required to report this to one of the individuals listed above.
- On page 35 of this handbook is an Employee Complaint Form which can be submitted to HR

No reprisal, retaliation, or other adverse action will be taken against an employee for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, **WEDU PBS** will take immediate and appropriate corrective action, including discipline up to and including immediate termination.

## **Bullying**

Bullying is defined as acts or verbal comments that are hurtful or isolate a person. Bullying normally involves repeated incidents or pattern of behavior intended to intimidate, offend, degrade or humiliate. It is also described as assertion of power through aggression.

Examples of bullying include, but are not limited to:

- Slander, spreading malicious rumors, gossip, or untrue innuendo
- Teasing, name calling, yelling, using profanity
- Hostile glares, intimidating gestures
- Offensive jokes
- Constant or persistent criticism, belittling a person's opinions
- Excluding or isolating socially
- Intrusion of privacy by pestering, stalking or spying
- Withholding necessary information or purposefully giving wrong information
- Physical abuse or threatening abuse, intimidation
- Tampering with a person's belongings or work equipment
- Interference with work, constantly changing guidelines
- Unreasonable assignments or workload intended to pressure or set person up for failure

Bullying can come from an employee, vendor or customer and may occur during or outside work hours. It may happen in person or via email, phone, internet chat rooms and websites.

This policy does not restrict Human Resources, managers and supervisors from legitimately controlling employee's work. Coaching, counseling, discipline, evaluations, standards and goals delivered respectfully in compliance with policies and procedures is permitted.

If you feel you are being bullied tell the offender that their behavior is unwelcome and unacceptable. Do not retaliate. Keep a factual record of the events, including date, witnesses and copies of any letters, email, texts, social media posts, faxes, etc. from the person. If the offensive behavior does not stop, or if you are uncomfortable confronting the offender, you may follow the Complaint Procedure in the Anti-Harassment and Discrimination Policy detailed on Page 5.

Any employee violating **WEDU PBS's** Anti-Harassment and Discrimination Policy will be subject to corrective action, up to and including immediate termination.

## Conflicts of Interest and Confidentiality

### Conflicts of Interest

**WEDU PBS** expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. **WEDU PBS** recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on **WEDU PBS**.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice, guidance on how to proceed and get approval in writing. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of (Competitor being defined as all local broadcasters and Florida PBS stations, production companies, etc.) or supplier to **WEDU PBS** without written permission.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which **WEDU PBS** makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by **WEDU PBS**.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in **WEDU PBS** or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.
11. Please refer to Public Media Code of Integrity

## **Confidential Information**

The protection of confidential business information and trade secrets is vital to the interests and success of **WEDU PBS**. Confidential information is any and all information disclosed to or known by you because of employment with **WEDU PBS** that is not generally known to people outside **WEDU PBS** about its business.

An employee who improperly uses or discloses trade secrets, confidential business or donor information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the use or disclosure of such information.

Employees should immediately report all violations of this policy to the Human Resources Department.

All inquiries from the media must be referred to the VP of Communications.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

## **Employment Relationship**

### **Employment Classification**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, **WEDU PBS** classifies its employees as shown below. **WEDU PBS** may review or change employee classifications at any time.

**Exempt** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time Employees** who are not in a temporary status and work a minimum of 32 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 32 hours weekly, but at least 10 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by **WEDU PBS** and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work **WEDU PBS's** full-time schedule of a minimum of 32 hours for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 32 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

### **Contractor, Freelance Full or Part Time,**

**Independent contractors can work like freelancers, with multiple clients on a per-project basis, but more generally they work with one company at a time for an extended and specified period (the "contract").** They may be contracting themselves out, and thus reporting their own taxes. Or they may be placed in the contract by a third-party agency, in which case they'll receive a W-2 from that agency at the end of the year for hours worked. Completely independent contractors (so called 1099 workers) do not receive employee benefits. Independent Contractors are not governed by **WEDU PBS** rules and policies, except for being required to follow the Confidential Information policy listed on page 8.

**Generally, freelancers are hired by the project, and the client relationship is straightforward.** Freelancers are expected to report and withhold their own taxes, and typically itemize their deductions. They do not receive employee benefits from the companies they work with. Freelancers are not governed by **WEDU PBS** rules and policies, except for being required to follow the Confidential Information policy listed on page 8.

## **Work Week and Hours of Work**

The standard workweek is from Monday 12:00 a.m. until Sunday 11:59 p.m. Office hours are 8:30 a.m. to 5:00 p.m. Individual work schedules may vary depending on the needs of each department.

## **Meal Breaks**

Non-exempt hourly employees are required to take a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period. All non-exempt hourly employees must clock in and out for this 30 minute period.

## **Time Records**

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. Employees are not permitted to work off the clock, and must clock in for all time worked. At the end of each week, his or her supervisor must electronically sign and lock the time sheet attesting to its correctness. In the event of a missed punch, all non-exempt employees must go to their direct supervisor (not payroll) or in the absence of the direct supervisor to the HR Manager to have this punch corrected. Employee should notify direct supervisor that a change was done in his/her absence. It is employees' responsibility to ensure all hours worked are properly recorded and submitted. Employees should notify the HR Manager if there is any inaccuracy in the hours recorded. If employees do not notify the HR Manager, the Company must assume that all time entered is correct.

## **Overtime**

### **Overtime Pay**

Overtime pay for non-exempt Employees is one and one-half the regular rate of pay for work actually performed in excess of 40 hours in any one workweek. Meals, vacations, holidays, and sick leave do not constitute hours worked for overtime pay purposes. Employees must receive advance permission to work overtime. While the Company will pay for all overtime worked, the Company reserves the right to discipline employees for excessive overtime worked without advance permission.

### **Premium Wages**

Premiums are paid to non-exempt Employees for the following:

- Double time for work performed after 12 hours in one workday
- One and one-half times the regular rate of pay when an Employee is called back to work after completing a full shift, from the time of leaving home until return, at a minimum of three hours, plus mileage.
- Double time and one-half for work performed on a Company holiday, OR time and one-half plus an additional day to be considered a Holiday, at the Employee's choice.
- One and one-half times the Employee's regular hourly rate of pay for all work performed on the Employee's first scheduled day off, provided that a full forty (40) hours has been worked.

- Two times the Employee's regular hourly rate of pay for all work performed on the Employee's second scheduled day off, provided that such Employee has worked a minimum of four hours on the first scheduled day off.
- One and one-half times the Employee's regular hourly rate of pay when an Employee's off-duty time is less than twelve (12) hours, except when waived by an agreement between the Employee and the Company.
- An additional 5% shift differential to be paid when an entire shift begins after 2:00 p.m. A shift is defined as a regular schedule of work lasting three works or more. Temporary schedules of three weeks are excluded from receiving shift differential.

There is no compounding of rates of pay for the same hours worked. If more than one of the above classifications should apply, the Employee shall receive the highest single rate in effect at the time.

### **Compensatory Time**

The Company expects salaried, exempt professionals and managers to perform their work without regard to the number of hours required. However, the Department Head may award compensatory time off, if justified by an unusual workload and requested in writing by the Division Head. Compensatory time must be used within the same 2 week period.

### **Deductions from Pay/Safe Harbor**

**WEDU PBS** does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized in writing by the employee;
- Offset for amounts received as witness or jury fees, or for military pay;
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- Deductions for personal absences of a day or more; or
- Deductions for absences of a day or more due to sickness or disability.

During the week an exempt employee begins work for **WEDU PBS** or during the last week of employment, the employee will only be paid for actual hours worked.

**Improper deductions** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, **WEDU PBS** will reimburse the employee for the improper deduction.

## **Paychecks**

**WEDU PBS's** pay day for all employees is biweekly on Thursday. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts. It is employees' responsibility to ensure all pay is correct. Employees should notify the HR Manager if there is any inaccuracy in the employee's paycheck. If employees do not notify the HR Manager, the Company must assume that pay is correct

## **Access to Personnel Files**

Employee files are maintained by the Human Resources department and are considered confidential company property. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies and financial auditors in the course of their duties may be allowed access to file information.

## **Employment of Relatives and Domestic Partners**

The employment of relatives in our organization is not permitted as it may cause perceived conflicts and problems with favoritism and employee morale. In addition to claims of partiality, personal conflicts from outside the work environment may be carried into day-to-day working relationships. No placements (hires) will be made where there is a direct reporting relationship or where one employee has influence over the other's status or job security. Individuals that fall into the categories below will be strongly discouraged from being hired in a full time, regular part-time or on-call capacity.

For the purposes of this policy, any relationship either on or off the job, that affects our ability to run our business, or the employee's ability to do their job, should be considered under this policy including but not limited to immediate family (defined as spouse or qualifying domestic partner, mother, father, grandparent, brother, sister, child, grandchild, aunt, uncle, niece, nephew, cousin) of both the employee and spouse or similar common law relationship. This definition includes all of the same relatives as above of an "in-law," "half," or "step" nature.

Employees and applicants are expected to disclose relationships created by marriage or others that exist by virtue of living together in the same household as "significant others" or economic relationships which include roommates, landlord/tenant/creditor/debtor, and the like to determine if there is a potential conflict. Failure to do so may lead to discipline, which may include termination. If these relationships come into existence after employment, the affected employees will have 90 days to make the relationship known to management. If there is a conflict the respective management and HR will settle the issue of possible re-assignment or if necessary which employee will terminate their employment.

The outcome will be binding unless the President/CEO grants a special exemption.

## **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. Accrued vacation/sick/personal time may not be used in lieu of actual time worked during this 10 day notice period.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. In any event, any employee that is terminated or resigns, for whatever reason, must return all Company property and confidential information to the Company. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address. Should it become necessary because of business conditions to reduce the number of employees or work hours, the reduction will be done at the discretion of **WEDU PBS**.

## **Severance Pay**

In the event of an involuntary termination due to a reduction in force/downsizing, change in control, or job elimination, **WEDU PBS** may provide a severance benefit for the affected employees. This does not apply to terminations for cause, refusal to be reassigned, or refusal to be relocated.

Employees affected shall be given two weeks' notice. In addition to this notice, Employees shall be given one week's severance pay for every year of Company seniority, pro-rated. Such payment is capped at 12 weeks for Employees hired after 1/1/02. If an Employee receives severance pay and is thereafter recalled to work, such Employee is only eligible for future severance benefits from the date of recall, not from the original date of hire. The Company reserves the right to amend this policy at any time, with or without notice.

## **Workplace Safety**

### **Drug-Free Workplace**

It is the policy of **WEDU PBS** to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with **WEDU PBS**.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for **WEDU PBS** is strictly prohibited. **WEDU PBS** also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours with the exception of **WEDU PBS** sponsored events or business dinners. During these events all active employees are expected to behave in a manner suitable to representation of this station and PBS as a whole; any alcohol consumption should be limited to a social level.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations

**Pre-employment:** As required by **WEDU PBS** for all prospective employees who receive a conditional offer of employment

**For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

**Post-Accident Testing:** In the event of an accident and/or injury to the employee or an event that causes injury to another employee alcohol/drug testing is mandatory.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening may be subject to discipline, up to and including termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

### **Smoke-Free Workplace**

Smoking is not allowed in company buildings, work vehicles or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

## **OSHA and Hazardous Materials**

As an employee of **WEDU PBS** you have certain rights regarding the use of hazardous materials in the workplace. The Company will provide you with information regarding the following:

1. The chemicals used in the workplace (SDS Sheets).
2. Where the chemicals are located.
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals.

For additional information on hazardous materials in the workplace consult your supervisor. SDS sheets are located in the HR office.

## **Workplace Violence Prevention**

**WEDU PBS** is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All **WEDU PBS** employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform his/her supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against **WEDU PBS**, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

**WEDU PBS** prohibits the possession of weapons inside of its property at all times, including our company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

**WEDU PBS** reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, or duffel/gym bags on company property.

## **Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

During a hostile intruder or active shooter situation, all employees are to follow their training and use the Panic Buttons throughout the building to activate group text and notify emergency personnel. Employees should immediately Run, Hide or Fight as directed in training.

## **Emergency Closings**

**WEDU PBS** will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to not come to work or leave the office if he or she feels uncomfortable. Those choosing to not come in will be required to use a personal or vacation day.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. Exempt employees will be paid for a normal full day but are expected to complete their work at another time or place if they are able to.

If the office is officially closed for a full day, the Disaster Policy will be followed with Supervisors/Managers implementing the Emergency Phone tree and contacting all employees in their department. Employees may also call in to the Emergency Hot line number 813-254-9338 Ext. 2911. Employees will be allowed to work from home at the supervisor's discretion and only if needed.

## **Workplace Guidelines**

### **Attendance**

Reliable attendance is an important, essential function of every employee's job. As such, all employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact his/her supervisor at least one hour before the start of a shift unless there is an emergency, in which case, as soon as possible.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform his/her supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

### **Job Performance**

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

### **Code of Conduct**

This Code of Conduct is intended to inform employees which actions and behavior the Company considers inappropriate. Violations of the Code of Conduct will lead to discipline. This list is not all-inclusive and the Company has the right to discipline for any behavior or action as the Company sees fit. The Company generally follows a system of progressive discipline, but the Company may bypass those procedures in its sole discretion and at any time the Company believes appropriate.

Examples of conduct that are inappropriate, include, but are not limited to, the following:

- Engaging in the sale of, possessing, transferring or offering to buy or sell illegal drugs or controlled substances, using or being under the influence of drugs or alcohol during working hours or on Company property, or abusing prescribed drugs.
- Possessing dangerous weapons on Company premises or any Company sponsored events, including visible or concealed weapons.
- Theft, attempted theft or failure to report theft.
- Fighting or provoking a fight with other employees.
- Working for a competitor or for another employer (other than the military) while on leave, unless prior approval is obtained from the Department Supervisor.
- Violating the Conflict of Interest policy
- Misrepresentation of identity or presenting false documentation.
- Discriminating against or harassing another employee.

- Retaliation, in any form, against another employee, especially when in response to a complaint or grievance.
- Excessive tardiness or absenteeism.
- Refusal to obey instructions of management or any other insubordinate behavior such as willful refusal to perform duties assigned to you.
- Threatening, harassing or violent behavior.
- Disclosure of trade secrets or confidential information.
- Falsification of time records or other employment records, including clocking in and out for other employees.
- Removing any portion of an employee file from the office without prior permission or instructions.
- Unauthorized operation or misuse of Company equipment or systems.
- Deliberately engaging in unsafe conduct.
- Destruction or waste of Company property.
- Violation and/or failure to comply with any Company policy.

### **Discipline Procedures**

The Company endorses a policy of progressive discipline to give employees an opportunity to improve. When deemed appropriate by the Company, the following disciplinary steps may be used in any order:

- Verbal warning (which may be documented or undocumented);
- Written warning placed in personnel file;
- Additional disciplinary action, up to and including suspension or immediate termination.

Under normal circumstances, the Company endorses a policy of progressive discipline to attempt to provide employees with notice of deficiencies and an opportunity to improve. The Company does, however, retain the right to administer discipline in any manner the Company sees fit and may bypass any or all of the progressive discipline steps in the Company's absolute and sole discretion depending upon the circumstances. This policy does not modify the employment-at-will relationship between employees and the Company.

### **Outside Employment**

Employees are permitted to work a second job as long as it does not interfere with their job performance with **WEDU PBS**. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Outside employment that constitutes a conflict of interest is prohibited as per the established Conflict of Interest Policy.

## **Dress and Grooming**

**WEDU PBS** provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

**WEDU PBS** supervisors may exercise reasonable discretion to determine appropriateness in employee dress and appearance.

### ***Basic guidelines for appropriate attire***

Basic elements for appropriate business attire include clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include tight pants or skirts, workout gear such as yoga or sweat pants, tank tops, halter tops, low-cut blouses or sweaters, see-through blouses or any extreme style or fashion in dress footwear, accessories, fragrances or hair. Men should not wear sleeveless shirts or T shirts, tank tops or cut off shorts.

Although it is impossible and undesirable to establish an absolute dress and appearance code, **WEDU PBS** will apply a reasonable workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or supervisor.

If a supervisor or the Human Resources department decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy. Employees will not be paid for that time off.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by supervisors and the Human Resources department and not by individual departments or managers.

## Electronics and Technology Use

The use of **WEDU PBS** electronic systems, including computers, fax machines, and all forms of Internet/intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch), and does not result in expense or harm to **WEDU PBS** or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to **WEDU PBS's** business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of Company files or other Company data;
- Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to **WEDU PBS** or to other authorized users of Company systems;
- Misrepresenting oneself or **WEDU PBS**;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either **WEDU PBS's** networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;

- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

*Important exception:* consistent with federal law, you may use **WEDU PBS's** electronic systems or equipment in order to discuss with other employees the terms and conditions of your and your coworkers' employment. However, any such discussions should take place during non-duty times and should not interfere with your or your coworkers' assigned duties. You must comply with a coworker's stated request to be left out of such discussions.

Using Company electronic systems or equipment to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates **WEDU PBS** anti-harassment policies and subjects the responsible employee to disciplinary action. **WEDU PBS's** electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. **WEDU PBS** will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of **WEDU PBS's** electronic systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

### **Social Networking**

**WEDU PBS** understands 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 risks and carries with it responsibilities. To assist you in making responsible decisions about your social media use, we have established these guidelines for appropriate use of social media.

**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 **WEDU PBS**, as well as any other form of electronic communication. 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 **WEDU PBS** or **WEDU PBS** legitimate business interests may result in disciplinary action up to and including termination.

- Ensure your postings comply with our confidentiality, ethics, and harassment policies. Inappropriate postings may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct.

- Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of **WEDU PBS**. Work-related complaints should be resolved through our Complaint Procedure.
- Avoid using statements, photographs, and video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying.
- Always be honest and accurate when posting information or news, correct mistakes quickly. Be open about any previous posts you have altered. Never post false information or rumors about **WEDU PBS**, fellow associates, members, customers, suppliers, and people working on behalf of **WEDU PBS** or competitors.
- Maintain confidentiality of **WEDU PBS** trade secrets and private or confidential information. Trade secrets may include information regarding systems development, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communication including copyrighted photos, video, etc.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others for buying or selling stocks or securities.
- Do not create a link from your blog, website or other social networking site to a **WEDU PBS** website without identifying yourself as a **WEDU PBS** associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for **WEDU PBS**. If **WEDU PBS** is a subject of the content you are creating, be clear and open that you are an associate and your views do not represent those of **WEDU PBS**, fellow associates, members, customers, suppliers or people working on behalf of **WEDU PBS**. If publishing a blog or posting online about your work or a subject associated with **WEDU PBS** clearly state that you are not speaking on behalf of **WEDU PBS**. 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 **WEDU PBS**.”
- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Electronic and Technology Use Policy. Do not use **WEDU PBS** email addresses to register on social networks, blogs or other online tools utilized for personal use. Company equipment is monitored to ensure compliance with its policies.

**WEDU PBS** will delete from its website, files, computer systems, and storage media any unauthorized materials it may find, at any time and without notice. We monitor use of the company name, trademarks, and service marks on the Internet.

This policy is not intended, nor will be used, to interfere with or limit employee’s legal rights.

**WEDU PBS** 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.

## **Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy**

**WEDU PBS** owns the rights to all data and files in any computer, network, or other information system used in **WEDU PBS** and to all data and files sent or received using any company system or using **WEDU PBS's** access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. **WEDU PBS** also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. **WEDU PBS** has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with Company policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

**WEDU PBS** uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with Company equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on Company electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Company use at any time. Further, employees who use Company systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than Company systems or **WEDU PBS**-provided Internet access.

**WEDU PBS** has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

### **Confidentiality of Electronic Mail**

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

### **Electronic Mail Tampering**

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

### **Policy Statement for Internet/Intranet Browser(s)**

The Internet is to be used to further **WEDU PBS's** mission, to provide effective service of the highest quality to **WEDU PBS's** customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

### **Personal Electronic Equipment**

Due to the significant risk of harm to **WEDU PBS's** electronic resources, or loss of data, from any unauthorized access that causes data loss or disruption, employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, USB/flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media) to the workplace and connect them to Company electronic systems unless expressly permitted to do so by **WEDU PBS**.

## **Bulletin Boards**

All required governmental postings are posted on the boards located in the break room on the 2<sup>nd</sup> floor. These boards may also contain general announcements.

The bulletin boards are primarily used by the Company to notify employees of important announcements. Employees are not permitted to post material on the bulletin boards without prior approval from the Human Resources Department.

**WEDU PBS** reserves the absolute right to refuse permission to post or to take down any announcement. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated.

## **Solicitation**

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

## Time Off and Leaves of Absence

### Holidays

**WEDU PBS** observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth (June 19<sup>th</sup>)
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve

Any additional holidays will be designated by **WEDU PBS**.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, **WEDU PBS** will select either the following Monday or the preceding Friday as a substitute holiday. **WEDU PBS** reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

**Holiday pay.** Full-time regular employees are eligible for holiday pay. Hourly employees and salaried employees may receive holiday pay immediately upon joining **WEDU PBS**. Part-time employees will receive 4 hours of holiday pay after their 90 day introductory period only if their scheduled work day is on the Holiday. Temporary employees are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times his/her regularly scheduled hours (not to exceed 8 hours).

No holiday shall be considered as hours worked for the purpose of computing overtime.

**Religious observances.** Employees who need time off to observe religious practices or holidays not already scheduled by **WEDU PBS** should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation/personal time, or take off unpaid days. **WEDU PBS** will seek to reasonably accommodate individuals' religious observances.

### Personal Days

Full-time regular employees will receive two personal days of the employee's choice, scheduled in advance and taken no less than half a day at a time. Part-time employees will receive one personal day per year. These days are given January 1 and must be used by December 31 of the same year. Personal days do not accumulate or rollover. Employees who separate from employment with the Company for any reason, whether termination or resignation, forfeit all accrued but unused personal days.

## Full Time Employees – Vacation and Sick Leave

### Vacation

**WEDU PBS** recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. **WEDU PBS** provides paid vacation time to full-time and part-time employees for this purpose and employees are encouraged to take vacation during the year.

**Full Time Regular Employees** accumulate Vacation pay at their regular rate, accrued bi-weekly, according to the following schedule:

Up through 5 years' service	120 Hours Vacation per year
At the beginning of the 6 <sup>th</sup> year through 1 years' service	160 Hours Vacation per year
At the beginning of the 15 <sup>th</sup> year and beyond	200 Hours Vacation per year

Unused Vacation accrues to a maximum of 160 hours per calendar year; hours in excess of 160 must be used or it will be lost. Employees are permitted to carryover from up to a maximum of 160 hours of unused Vacation from one calendar year to the next, though employees cannot accrue more than 160 hours in total. Employees who resign with at least 10 working days' notice or are terminated without Cause shall be paid for all accrued unused Vacation upon termination. Employees who are terminated for Cause shall forfeit all accrued unused Vacation. "Cause" shall be determined in the sole discretion of the Company and shall include, but not be limited to: violation of any policy or provision of this handbook, failure of the employee to perform the duties required for his/her position, violation of his/her duties to the Company, negligence in performance of his/her duties, dishonesty, or misconduct in dealings with the Company.

At **WEDU PBS's** discretion, a full time Employee may be compensated for up to 40 hours of unused Vacation per year, provided that no less than 40 hours remains in the Employee's account, and at a minimum of 8 hours per request. Request must be made in writing, and shall be included at the regular payroll cycle.

An Employee may request any accrued Vacation, up to the amount accumulated, and scheduled 2 weeks in advance according to departmental work needs and as approved by the supervisor. Any period of request for leave in excess of 10 consecutive workdays requires approval by the department head.

If a Full Time Regular Employee's Vacation includes a paid Holiday of **WEDU PBS**, the Holiday is not charged against Vacation. If a Staff Employee becomes a Part Time Employee, he or she may use accumulated Vacation or Personal Holidays and will earn additional hours after the date of such transfer under Part Time Employee accrual rates.

## **Sick Leave**

**Full-time Regular** Employees are eligible for Sick Leave benefits at their regular rate of pay accrued in proportion to actual hours worked, at the rate of 80 hours per year. If a Full Time Employee becomes a Part Time Employee, he or she may use accumulated sick leave, and will earn additional hours after the date of such transfer under Part time Employee accrual rates. Unused Sick Leave may accumulate from year to year up to 160 hours maximum for employees hired after January 1, 2018, 320 hours maximum for employees hired prior to January 1, 2018 reduced by any benefits payable through Workers' Compensation and/or long-term or short-term disability insurance. Sick leave hours shall not be compensable upon termination of employment for any reason, whether initiated by the employee or the Company.

Illness in an Employee's immediate family that requires the Employee's absence from work may be charged against accumulated Sick Leave. A doctor's certificate may be required if two or more consecutive days of Sick Leave are used; if Sick Leave is taken in conjunction with a Holiday or Vacation; or if a Supervisor believes Sick Leave is being abused.

For Sick Leave due to family illness "Immediate Family" is defined as: father, mother, son, daughter, brother, sister, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister or grandchild.

Employees are not entitled to use Vacation or Sick Leave until completion of the Introductory Period. Vacation and Sick leave hours are credited back to date of hire.

### **Accrual of Paid Leave Benefits during Paid Leave**

All employees who are actively at work or on paid leave—such as vacation leave, sick leave or personal days—will continue to accrue paid leave benefits provided by **WEDU PBS**.

### **Accrual of Paid Leave Benefits during Unpaid Leaves**

Employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation.

## **Part Time Employees – Vacation and Sick Leave**

Part Time Employees are eligible for paid Vacation and Sick Leave. Hours are accrued each payroll period, beginning from the date of hire to reach 40 hours of vacation time and 40 hours of sick leave per year. Vacation and Sick Leave hours may not be taken during the 90 day introductory period. 8 hours of Personal Leave per year is also granted to Part Time Employees. The Personal Leave is effective January 1<sup>st</sup> of each year and must be used by the end of the calendar year. Part-time employees are subject to the same termination and forfeiture of accrued unused Vacation and Sick Leave as full-time employees.

## FMLA

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

### **COVERED EMPLOYERS**

The FMLA only applies to employers that meet certain criteria. A **covered employer** is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

### **ELIGIBLE EMPLOYEES**

Only eligible employees are entitled to take FMLA leave. An **eligible employee** is one who:

- Works for a *covered employer*;
- Has worked for the employer for at least *12 months*;
- Has at least *1,250 hours of service* for the employer during the 12 month period immediately preceding the leave; and
- Works at a location where the employer has at least *50 employees within 75 miles*.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service.

### **LEAVE ENTITLEMENT**

Eligible employees may take up to **12 workweeks** of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to **26 workweeks** of leave during a "single 12-month period" to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. The "single 12-month period" for military

caregiver leave is different from the 12-month period used for other FMLA leave reasons, and begins on the first day the employee takes leave for this reason and ends 12 months later.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the Company's approval.

If an employee takes leave under the FMLA, the employee must concurrently use any accrued sick leave and, if none, vacation until such paid leave is exhausted.

### ***NOTICE***

Employees must provide enough information for the Company to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave

### ***CERTIFICATION***

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employee must provide certification in support of the leave from a health care provider. The Company may also require second or third medical opinions (at the Company's expense) and periodic recertification of a serious health condition.

### ***JOB RESTORATION***

Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, reinstatement will not be provided where the employee would have been laid off during the leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued before the start of your leave.

### ***HEALTH BENEFITS***

During the leave, employees will be permitted to retain their current insurance coverage as specified in the provisions of the Company's policy, with the Company paying the portion of the premiums as indicated. During any paid portion of a leave, an employee's portion of premiums will continue to be taken as a regular payroll deduction.

During unpaid leave, the employee will be required to submit payments for his/her portion of insurance premium payments. The Company may pay the employee's unpaid premiums in order to ensure reinstatement of insurance coverage upon his/her return to work. The employee will be responsible for repayment of any insurance premium cost borne by the Company for continuation of insurance during the leave should the employee fail to return to work at the conclusion of the leave period for reasons other than a serious health condition which qualifies under the leave provisions or circumstances beyond his/her control.

### **OTHER PROVISIONS**

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent or reduced schedule FMLA leave or the taking of FMLA leave near the end of a school term.

Salaried executive, administrative, and professional employees who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to an eligible employee’s use of FMLA leave.

### **EMPLOYEE PROTECTION**

The Company will not interfere with, restrain, or deny the exercise of any right provided under the FMLA and will not discharge or discriminate against any employee for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. Employees wishing to report or complain about a possible violation of the FMLA are encouraged to speak with the Human Resources Department. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

### **Military Leave**

**WEDU PBS** supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

### **Compassionate Leave**

Up to three days of compassionate leave may be granted at the Employee’s regular rate of pay for emergency circumstances defined below:

Birth, adoption or foster placement of a child, grandchild or great grandchild.

Critical illness defined as a life threatening illness or injury affecting the Employee’s immediate relatives. Immediate relatives are defined as husband, wife, father, mother, son, daughter, brother, sister, grandparents, in-laws.

Compassionate Leave may also be granted in cases of death of a husband, wife, father, mother, son, daughter, brother, sister, grandparents, uncle, aunt, first cousin, nephew, niece, grandchild, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

A maximum of two instances per year may be used for birth or critical illness.

Documentation may be requested by the employer for any instance above.

### **Jury Duty/Court Appearance**

**WEDU PBS** supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

### **Time Off for Voting**

**WEDU PBS** recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

### **Personal Leave of Absence**

**WEDU PBS may approve leaves of absence for other specific purposes. During such leave of absences, benefits and other conditions of employment shall be decided on a case-by-case basis.**

### **Employee Benefits**

**WEDU PBS** recognizes the value of benefits to employees and their families. **WEDU PBS** supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to **WEDU PBS** Summary Plan Descriptions (SPD) or contact the Human Resources department. To the extent of the information provided here conflicts with the full plan document, the full plan document will control.

### **Medical, Dental, and Vision Insurance**

Full-time employees working 32 hours or more per week are eligible for Medical insurance on the first of the month following 60 days of service. Dental and Vision Insurance eligibility begins on the first day of

the month after 90 days of service. To keep coverage in force, every insured employee must work a minimum of 32 hours per week.

### **Supplemental Insurance**

**WEDU PBS** provides additional supplemental insurances that are available at employee cost. Employer does not contribute to these add-on plans. Reviewed with benefit package upon eligibility.

### **Group Life Insurance**

**WEDU PBS** provides life insurance for full-time employees who work a minimum of 32 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. The life benefit is equal to an employee's annualized base rate plus \$10,000.00. The cost of this coverage is paid for in full by **WEDU PBS**.

### **Short-Term Disability**

Short-term disability is offered to full-time employees working a minimum of 32 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. Short-term disability is meant to bridge until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employer.

Short-term disability benefits may run concurrently with any other leave where permitted by state and federal law.

### **Long-Term Disability**

Long-term disability benefits are offered to full-time employees working a minimum of 32 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employer.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

### **FSA**

A health flexible spending account (FSA) is part of your benefits package. This plan lets you use pre-tax dollars to pay for eligible health care expenses for you, your spouse, and your eligible dependents.

Here's how an FSA works. Money is set aside from your paycheck before taxes are taken out. You can then use your pre-tax FSA dollars to pay for eligible health care expenses throughout the plan year. You save money on expenses you're already paying for, like doctors' office visits, prescription drugs, and much more. This will be explained upon eligibility.

### **403(b) Plan**

**WEDU PBS** recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan. **WEDU PBS** contributes up to a 4% match after the employees 90 day waiting period.

Eligibility, vesting, and all other matters relating to these plans are explained in the Summary Plan Description that can be obtained from Human Resources.

### **Workers' Compensation**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

**WEDU PBS** pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

**WEDU PBS** abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room. A post-accident drug/alcohol test is mandatory as per the accident policy.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. **WEDU PBS** wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any services that might be needed.

**WEDU PBS** encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to **WEDU PBS**, nor is **WEDU PBS** given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.

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

Dept.: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

The reason for my complaint is as follows:

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Date(s) the problem occurred:

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I have discussed this problem with my supervisor: Yes \_\_\_\_\_ No \_\_\_\_\_ if **yes**, give dates discussed and what was told to the supervisor:

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If **no**, the reason not discussed is:

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Efforts I have made to resolve this problem are as follows:

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The following individuals are involved or may have additional information:

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Desired resolution:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please submit this form to Human Resources – you will be given a copy for your records.**

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I hereby acknowledge receipt of the employee handbook of **WEDU PBS**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook, including the Anti-Harassment and Discrimination Policy.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind **WEDU PBS** to employ me now or hereafter and that my employment is at-will and may be terminated by me or **WEDU PBS** without reason at any time. I understand that no representative of **WEDU PBS**, other than the President & CEO, has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the President & CEO of **WEDU PBS** may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the President and CEO of **WEDU PBS**.

\_\_\_\_\_  
Employee's Name in Print

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed by Employee

**EMPLOYEE COPY**

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\_\_\_\_\_  
Employee's Name in Print

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed by Employee

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**