

**OCEANSIDE COMMUNITY SERVICE  
TELEVISION CORPORATION**



**EMPLOYEE  
INFORMATION  
HANDBOOK**

Updated August 2016



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## KOCT EMPLOYEE INFORMATION HANDBOOK

# Introduction

**W**elcome to Oceanside Community Service Television Corporation (KOCT). The KOCT Employee Information Handbook promulgates about KOCT's employment standards. It outlines the basic framework of benefits, policies and guidelines which governs your employment and conduct at KOCT. The KOCT handbook is a useful but not all inclusive reference guide. Questions are to be addressed to your supervisor for clarification.

The Executive Director of KOCT is responsible for administering all policies and procedures approved by the Board of Directors. Changes to these policies and procedures may be made by the Board at any time and will be considered to be in effect upon distribution. Questions regarding the implementation of the policies and procedures are to be addressed to the Executive Director.

Employees, interns, and volunteers shall receive the KOCT Employee Information Handbook (see page 62). Every employee with supervisory responsibility is expected to be familiar with the personnel policies and procedures. Only the Executive Director or his/her designated representative is authorized to hire or terminate personnel or contract for personnel services.

# About KOCT

**MISSION STATEMENT:** Oceanside Community Service Television Corporation (KOCT) is a nonprofit corporation that produces and facilitates balanced public interest programming for Oceanside and surrounding communities.

**ABOUT KOCT:** KOCT is the Public, Educational, and Government (PEG), access provider for the City of Oceanside. KOCT operates two television channels: 18 – *the community channel* and 19 – *the Government Channel* on Cox Communications cable, AT&T U-Verse, and streams both channels via KOCT.ORG. Governed by a volunteer Board of Directors, KOCT is staffed by full-time and part-time employees, student interns and volunteer personnel.

**HISTORY:** More than three decades ago, a group of dedicated volunteers, spearheaded by the late Bob Bowditch, and working closely with Oceanside City staff members, began videotaping City Council meetings. Their goal was to make Oceanside City government more accessible to its citizens.

In 1984, with the City's encouragement, a separate nonprofit corporation was formed: Oceanside Community Service Television Corporation. KOCT's mission was to create programs about community issues and events and to provide a means for citizens to communicate ideas among themselves via the powerful medium of television. Incorporation, contractual goals and objectives include responsibility for Public, Educational, and Government access programming, instruction and training. The Bob Bowditch vision of a strong community-owned and operated television station is a reality.

**TODAY:** KOCT is a dynamic and respected communications resource for San Diego County. Because of its longstanding service to the community, KOCT inspires dedicated viewership, citywide support and a rapidly growing demand for services and programs. To fulfill its important mission, KOCT is supported by talented professionals, dedicated volunteers and creative student interns and receives financial contributions from philanthropic foundations, viewers, and program underwriting from the business community.

# Hiring Practices

KOCT is a diverse organization committed to a policy of equal employment opportunities delivery. KOCT does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, political affiliation or familial status. Applicants who believe they have been discriminated against should notify the Executive Director of KOCT in writing at 3038 Industry Street, Suite 101, Oceanside CA 92054 with a copy to the KOCT Board of Directors.

# Employment Classifications

## **I. INTRODUCTORY PERIOD:**

- A. The first six months of employment at KOCT is defined as an introductory period during which either KOCT or the introductory employee may terminate employment without notice. Also, the introductory employee may be suspended from duties without compensation pending further review. This six month introductory period is an opportunity for both KOCT and the introductory personal to determine suitability for regular employee status.
- B. Demonstration of satisfactory job performance during the introductory period may result in an offer to advance to regular employment status. However, regular employment status is "At Will" employment.

## **II. GENERAL EMPLOYMENT CATEGORIES:**

- A. **Full-time:** Applies to employees who are scheduled to work at least seventy-two (72) hours in a two-week pay period or who are assigned to work at least seventy-two (72) hours in a two-week pay period. Full-time employment frequently requires employees to work week nights and/or weekends due to the nature of television production.
- B. **Part-time:** Applies to employees who are assigned to work less than twenty eight (28) hours per week.
- C. **Temporary:** Applies to either full-time or part-time employees who are hired with this status. Temporary employment may be for a specified time period or open-ended, based upon the needs of the position.
- D. **Volunteer:** Individuals who perform work duties to help KOCT to achieve its mission and do so without monetary or other compensation from KOCT.
- E. **Intern:** Students who receive school credit, or valuable training and work experience, do so without monetary compensation from KOCT.
- F. **Rehired:** Former employees considered as "eligible for rehire" will be reassessed with other applicants. Prior history with KOCT will be considered. Former employees who were classified as "ineligible for rehire" will not be considered for further employment with KOCT.



G. **Performance Probationary Status:** An employee who attains regular status classification may be placed on performance probation by the Executive Director for a specified period not to exceed six months as a result of unsatisfactory job performance. However, the employee will continue to acquire and utilize benefits available provided in the job classification. During this probationary period, the employee will receive a performance evaluation. Termination may occur at any time during this period, subject to the policies and procedures governing terminations. (See the Performance Evaluation Section Page 15)

### III. **TRANSFERS AND PROMOTIONS:**

#### A. **Request for Transfers:**

1. A *Request for Transfer* is defined as a move to a position with the same or lower wage rate than the employee's present position. Any employee seeking a transfer to an available position must first discuss this move with his or her supervisor. Transfers are permitted only if an employee has worked satisfactorily in his/her present position for at least ninety (90) days and is fully qualified for the requested position (See the Performance Evaluation Section Page 15)
2. Upon receiving a Request for Transfer, the supervisor will coordinate the request by conducting discussions with the employee and the appropriate supervisors. The employee's past performance, qualifications, abilities and job experience balanced with the needs of KOCT are the key factors in evaluating transfer requests.

#### B. **Promotions:**

1. Open position notices within KOCT will be posted on the KOCT Bulletin Board.
2. Employees who are interested in posted positions should contact the Executive Director. New employees are eligible to apply for promotion after six (6) months employment with KOCT.
3. Consideration for promotion will be based on the employee's qualifications, past performance, and capacity to assume the increased responsibilities based on the needs of KOCT.

# Scheduling, Timekeeping, Payroll & Overtime

## **I. WORKING HOURS:**

- A. KOCT's public office hours are 9 A.M. to 5 P.M. Monday through Thursday. Closed on Fridays, Saturdays and Sundays.
- B. The workweek at KOCT begins on Friday 9 A.M. and ends on Thursday 5 P.M..
- C. The workweek for full-time employees is a minimum seventy-two (72) hours in a two-week pay period. For example, thirty-six (36) hours minimum the first week; and thirty-six (36) hours minimum the second week.
- D. Employees are required to fill out their schedule for the week on the Employee Outlook Calendar.
- E. Shift schedules for employees are arranged according to job requirements and the needs of the station.
  - 1. *Exchanging Shifts:* Exchanging of shifts may be done upon prior approval of the Executive Director or his/her designated representative.
  - 2. Authorization for changing shifts will not be granted unless the exchange can be accomplished without interference with KOCT's operations and without either employee working overtime (except in circumstances when overtime is approved).

## **II. PAY PERIODS:**

- A. **Salaries:** Salaries will be paid bi-weekly. Payment for each two-week period will be made on the Thursday following the preceding Thursday end-of-pay-period. Payroll checks and direct deposit receipts will be distributed on Thursday payday afternoon. Direct deposits are entered at 12:01 A.M. Thursday.
- B. **Pay Advances:** KOCT's policy does not allow advances to any employee for any reason.

## **III. MEAL AND REST PERIODS:**

Employees will be given meal and rest periods in accordance with state and federal regulations. The KOCT policy for meal and rest periods is posted in the break room.

## **IV. TIMEKEEPING:**

- A. Employees must submit signed Time Sheets on Thursday the last day of the pay period, which occurs every other week. The Time Sheet must indicate the hours the employee worked each day during that two-week pay period.
- B. Falsification of an Employee Time Sheet records will be cause for disciplinary action up to and including termination.

- C. Failure to follow Time Sheet procedure will be cause for disciplinary action up to and including termination.

**V. STRAIGHT TIME:**

Straight time is the hourly wage paid to an employee for the first forty (40) non-overtime hours the employee has worked during one week. Straight time could include work on Saturday and/or Sunday but not more than eight (8) hours in one day.

**VI. OVERTIME:**

- A. Management and Supervisors: Management and Supervisors are “exempt” and will not be paid overtime.
- B. Full-time hourly wage earning employees are paid overtime when working more than eight (8) hours a day or more than eighty (80) hours in a two-week pay period. Part-time hourly wage earning employees are paid overtime when working more than eight (8) hours a day or more than forty (40) hours a week. An Overtime Form, signed by the employee’s supervisor, must be attached to the Employee’s Time Sheet. **Overtime requires supervisor’s approval.** If a supervisor is unavailable to approve overtime when the circumstances of the production or shoot require overtime, latitude will be granted. It is incumbent upon the employee to promptly seek written authorization after the fact in such circumstances.
- C. Approval: Non-management/non-supervisory employees may not work for more than forty (40) hours in a workweek or eight (8) hours in a workday without the prior written approval of the Executive Director or the employee’s supervisor. **Working overtime without prior approval will be cause for disciplinary actions up to and/or termination.** If a supervisor is unavailable to approve overtime when the circumstances of the production or shoot require overtime, latitude will be granted. It is incumbent upon the employee to promptly seek written authorization after the fact in such circumstances.
- D. Calculation: Overtime pay is calculated as follows:
  - 1. Overtime pay is calculated at one and one-half (1½) times an employee’s regular hourly wage. This rate applies to any hours worked during a workweek that are in excess of forty (40) hours for part-time employees and forty (40) hours for full-time hourly wage earning employees working a compressed work week.
  - 2. Approved overtime hours for part-time employees in excess of eight (8) hours per day, but less than twelve (12) hours in any one (1) work day, will be compensated at one and one-half (1 ½) times the employee’s regular hourly rate.
  - 3. Approved overtime hours in excess of twelve (12) hours in any one (1) workday will be compensated at two (2) times the employee’s regular hourly rate.

**VII. WAGE GARNISHMENT:**

KOCT will comply with State law regarding wage garnishments.

**VIII. WAGE DEDUCTIONS:**

KOCT will take appropriate wage deductions from an employee's pay as required by Federal and State laws and/or agreement with the employee (such as medical benefit deductions).

*Required deductions include, but are not limited to:*

*FICA (Social Security)*

*Federal Income Tax*

*State Income Tax*

*SDI (State Disability Insurance)*

*State and Federal Income Tax Liens*

**IX. SEVERANCE PAY:**

In the event of termination of employment by KOCT or the employee, the outgoing employee will be compensated for salary earned and accrued benefits as required by law.

**X. POLICY STATEMENTS:**

A. Working on days off:

When a video production or KOCT project requires employees to work on their day/days off, employees will choose (with KOCT management written approval) to take an alternative day or days off within the same pay period.

B. Overtime:

Overtime will be paid only if pre-approved, in writing, by the employee's supervisor and if hours are in excess of forty (40) hours in work week or more than eight (8) work hours in a given work day.

# Performance Reviews

## **I. REVIEW PERIODS:**

All employees will be given a written performance review annually which will be included in each employee's KOCT personnel file.

## **II. REVIEW FORMAT:**

- A. Written performance reviews will be given to and discussed with the employee. In the case of performance probationary status, the employee will be given a written reevaluation which will be subjected to discussion.
- B. Employees will be offered the opportunity to attach their written comments to the review form. Written employee comments may be in agreement with or in objection to, with explanations or refutations of the review in whole or in part.
- C. The employee will be requested to sign his/her performance review form as a means of establishing that he/she has been given a copy and an opportunity to read, discuss and repute if necessary. The employee's signature will not be construed as his/her endorsement of the contents of the evaluation, once he/she has received a copy of the review.

## **III. STAFF AUTHORIZED TO PERFORM REVIEWS:**

- A. The Board of Directors will conduct the performance review of the Executive Director.
- B. The Executive Director will conduct the performance review of all full-time employees who report directly to the Executive Director.
- C. The Executive Director will assign responsibility for reviewing all other employees.

## **IV. PERFORMANCE PROBATION:**

- A. The Executive Director may place any employee on performance probation status at any time, provided that probation is for a specified period of time, not to exceed six (6) months, and provided that the probation is based upon the Executive Director's determination the employee's performance has been below the expected performance for that position.
- B. Appeals to the Executive Director's decision regarding performance reviews, pay increases or imposition of performance probationary status, are governed by the Grievance Procedure (see Grievance Procedure Page 33).
- C. Conditions of performance probationary status are as follows:
  - 1) An employee placed on performance probationary status will be reevaluated by the Executive Director, which may include input from other employees as appropriate, prior to the end of the probationary period.

- 2) The Executive Director prior to the end of an employee's probationary status, and after having conducted a reevaluation, will make a determination to either allow that employee to return to non-probationary status or to terminate the employee based upon the employee's failure to show significant improvement in those areas which were the cause for the probationary status.
- 3) An employee on performance probation status may be terminated at any time for reasons unrelated to his/her performance probation status, provided that the cause for termination is such that it could result in termination of a non-probationary employee.
- 4) An employee may be terminated without first being placed on performance probation.

# Pay Adjustments

## **I. PAY ADJUSTMENTS:**

- A. Pay adjustments are neither promised nor guaranteed, regardless of satisfactory performance.
- B. The Executive Director may determine, based upon the fiscal health of the corporation and other factors, which employees will receive pay adjustments.
- C. Employees at the top of his/her salary range may not receive a pay adjustment greater than a cost of living adjustment.
- D. When a pay adjustment is approved, the change in an employee's rate of pay will usually become effective on the first day of the pay period after it is officially approved, unless the employee is notified that the pay adjustment will become effective at a later date.

# Attendance

## **I. FITNESS FOR DUTY:**

Employees are expected to arrive for work punctually and to be fit to perform all assigned duties and responsibilities. Employees who report to work in an unfit condition or become unfit to perform their jobs fully and satisfactorily may create safety hazards for themselves and others. Employee's fitness for duty is essential if the employees are to perform all duties and responsibilities satisfactorily.

## **II. TARDINESS:**

Employees are expected to commence and end work as scheduled. Accordingly, arriving late or leaving early for scheduled work times, breaks or meal periods is impermissible. Repeated incidents of tardiness or leaving work early may result in disciplinary action, including termination.

## **III. ABANDONMENT:**

Employee(s) who are absent for one or more consecutive days without notifying management will be considered to have abandoned or voluntarily resigned from his/her job unless a reasonable excuse is offered and thereafter accepted by the Executive Director.

## **IV. CALLING IN SICK OR LATE:**

Employee(s) who are sick or late are expected to call their supervisor and the KOCT receptionist and inform them of the reason for their absence and/or estimated arrival time. If the supervisor is not available, the employee(s) should leave a voice mail message for the supervisor, as well as inform KOCT's receptionist. The procedure requires actual voice phone call, texting is not permitted.



# Benefits

## **I. INTRODUCTION:**

- A. KOCT offers various benefits to its employees based upon employment classification status. The benefits to which you are entitled will be indicated to you upon your employment with KOCT.
- B. It will be the responsibility of each employee to immediately advise KOCT of any change in name, address, telephone number, marital status, or any other information which may affect employee benefits or KOCT notifications to employees.

## **II. AVAILABLE BENEFITS:**

### A. Medical:

- 1. Medical insurance will be available to new full-time employees after a waiting period no longer than the first of the month following 30 days after employment as per the Affordable Care Act.
- 2. Medical insurance premiums may continue to be paid by KOCT a maximum of two (2) months at the discretion of the Executive Director.
- 3. Employee(s) eligible for health benefits at KOCT will receive a notice of the conditions of COBRA continued coverage upon termination of employment. It is the employee's responsibility to read the information and take appropriate action depending on their circumstances.

### B. Dental and Vision:

Group dental and vision coverage may be made available to full-time KOCT employees.

### C. AFLAC supplemental insurance:

- 1. A menu of different types of AFLAC supplemental insurance coverage is available for all employees to select from and to purchase ninety (90) days after the beginning of the first full month of employment.
- 2. AFLAC supplemental insurance coverage must remain in effect for 12 months.
- 3. Insurance premiums are deducted from employee payroll checks bi-weekly.
- 4. Open enrollment for changes to an employee's plan occurs annually.

### D. Vacation, Holidays and Personal Time:

Vacation, holidays and personal leave shall be as outlined in the Leaves Section of this Information Handbook.

### E. Sick Leave Policies:

- 1. KOCT will follow the law with respect to the Healthy Families Act of 2014 which will be effective on or after July 1, 2015.

2. KOCT will limit an employee's use of paid sick days for full-time employees to six (6) days and part time employees to three (3) days as detailed in the Healthy Families Act of 2014.
3. KOCT will set forth the amount of paid sick leave benefits available on an itemized wage statement.

F. Disability Insurance:

Disability insurance is provided through the State of California state disability insurance program.

G. Retirement: *KOCT does not offer a retirement program.*

H. Workers' Compensation, Unemployment Insurance and Social Security:

These benefits are provided to KOCT employees pursuant to Federal and State laws through those channels administrating the program. (Also see the Safety Section of this Information Handbook.)

I. Reimbursements:

1. Membership Dues:

Once membership of a professional association, society, or club with purposes of officially representing KOCT may have some or all dues and fees will be paid by KOCT if approved in advance by the Executive Director. Other professional memberships may be paid for by KOCT if they are job-related and approved by the Executive Director.

2. Per Diem and Lodging:

- a) Employees who engage in overnight travel or travel to a location more than fifty (50) miles from Oceanside City Center will be entitled to reimbursement. Providing prior approval of the Executive Director.
- b) Requests for reimbursement of approved travel will be submitted on expense vouchers accompanied by appropriate receipts. Maximum amounts allowed for per diem and for overnight lodging is set by the Board of Directors.

3. Transportation:

- a) KOCT will provide employees mileage reimbursement for use of personal vehicles on KOCT business at the maximum rate allowed by the Internal Revenue Code (for deductibility).
  1. KOCT employees **must participate in the California DMV Pull Program** to drive any vehicle while on KOCT time.
- b) KOCT will pay economy airfare for travel on KOCT business outside the City of Oceanside when the airfare has the prior approval of the Board of Directors.
- c) Employees who use privately owned vehicles for KOCT business are responsible for complying with state laws including possession of a valid California Drivers License and personal insurance protection related to the operation of the vehicle. KOCT will maintain a non-ownership liability insurance policy to protect its interests when privately owned vehicles are

used for business. Any accident involving a vehicle on KOCT business must be reported promptly to the Executive Director.

### III. LEAVES:

#### A. PERSONAL/SICK LEAVE:

1. Accrual Rates: Full-time employees are granted six (6) days of paid personal/ sick leave per year, effective July of each year. Newly hired employee(s) will have this amount prorated based upon their date of hire.
2. Accrual: Personal leave may not be carried over from year-to-year, and upon termination no payment will be made for unused personal leave.
3. Scheduling: Personal leave must be arranged in advance with the Executive Director and/or the employee's supervisor.
4. Notification: Employees shall notify the Executive Director, his or her designee, or their immediate supervisor on duty as soon as possible if they will not be working their scheduled shift due to illness. Employee(s) should make every effort to notify supervisor(s) prior to scheduled shift, but in no case shall notification be later than one (1) hour subsequent to the scheduled start of the shift. Employee(s) unable to notify KOCT, he/she may designate another individual to notify KOCT within the appropriate time.
5. Pay In Lieu Of: No payment will be made in lieu of personal leave. If salaried or hourly wage earning employee(s) use all allotted company-paid vacation and personal leave time for the fiscal year they will not be paid for missed work days.

#### B. VACATION:

1. Accrual Rates:
  - a) Full-time employees receive five (5) vacation days based on having worked a thirty-six (36) hour week for six months. Full-time employees receive a total of eleven (11) vacation days based upon having worked a seventy-two (72) hour two-week pay period for one (1) year.
  - b) Vacation time is not accrued while an employee is on leave without pay.
  - c) Employees who have achieved five (5) consecutive years of employment with KOCT will accrue fifteen (15) vacation days per year.
2. Accrual Policy:
  - a) Employees may accrue and carry forward vacation days and hours from one year to the next subject to the following limitations. Employees shall not accrue more than twenty (20) vacation days or 160 hours. Employees must reduce their accrued vacation time below the 20-day (160 hours) level before they may resume accrual of vacation time.

- b) Vacation time must be taken in no less than one (1) work day increment unless otherwise authorized by the Executive Director. One (1) work day is defined on page 7, IV. Timekeeping.
- c) Employees may be directed to take vacation by their supervisor.

C. Availability:

Employee vacation periods must be approved by the Executive Director and scheduled in such a manner as to provide adequate coverage for operation of KOCT.

D. Scheduling:

- 1. Employee vacation requests must be submitted in writing (6) weeks prior to the vacation period by notifying his/her supervisor in a written request for time off. In the event that an employee is unable to make his/her vacation request six (6) weeks prior to the desired date, the request must be approved at the sole discretion of the Executive Director.
- 2. Vacation requests with inadequate notice may be denied.

E. Amount Upon Severance:

Employees will be compensated at their regular base pay rate for accrued vacation hours at termination.

**IV. HOLIDAY:**

A. Holidays: Holidays observed by KOCT are:

- 1. *New Year's Day*
- 2. *President's Day*
- 3. *Memorial Day*
- 4. *Independence Day*
- 5. *Labor Day*
- 6. *Thanksgiving Day*
- 7. *Friday after Thanksgiving*
- 8. *Christmas Day*

Full-time employees are granted one (1) day off with pay for each of the above holidays.

B. Compensation for Working Holidays:

- 1. Full-time Employees: Full-time employees who are non-exempt may be directed to work any holiday by the Executive Director at their regular base rate. The Executive Director will designate a suitable day off to compensate for holiday time worked.
- 2. Part-time Employees: Part-time employees may be directed to work any holiday by the Executive Director. Such employees will be compensated at their regular base rate for the hours worked on the holiday.

3. Holidays during Vacations: When holidays fall during an employee's paid vacation, the employee will be credited with one day for the holiday. The holiday will not be charged as a vacation day.

**V. LEAVE OF ABSENCE WITHOUT PAY:**

The Executive Director will grant a full-time employee or new hire introductory full-time employee a Leave of Absence without pay pursuant to the Family Leave Act. The Executive Director may grant leave without pay under other appropriate circumstances.

**A. Emergency Leave:**

1. Jury Duty: Leave for jury service will not be compensated by KOCT.
2. Voting Time: Employees who are unable to vote during non-work hours may arrange in advance with the Executive Director to take up to two (2) hours off from work with pay to vote in a public election. In order to qualify, employees must obtain advance approval from the Executive Director. When you return from voting, it is necessary to present a voter's receipt to the Executive Director.
3. Military Leave: Military leaves of absence will be granted without pay subject to the following conditions:
  - a) In order to be eligible, employees must submit written verification from the appropriate military authority.
  - b) KOCT will reinstate those employees returning from military leave to their same position or one of comparable pay if they:
    - i) have a certificate of satisfactory completion of service
    - ii) Apply within seven (7) days after release from active duty and
    - ii) Are qualified to fill their former position
4. This policy will comply with applicable laws.

# Employee Development

## I. EMPLOYEE DEVELOPMENT:

- A. Employee requests for payment of fees and/or attendance during working hours at training sessions, conferences, workshops, seminars or classes on job-related subject matter shall be submitted to the Executive Director prior to the event and will be authorized or not in the sole discretion of the Executive Director.
- B. If KOCT requires any employee to attend any training sessions, conferences, workshops, seminars or classes, KOCT will pay all fees and the employee's normal hourly rate of compensation.

# Standards of Conduct

## I. WORK RULES:

- A. Employee will maintain working standards commensurate with the professional status of KOCT, including but not limited to the following:
1. Being punctual, reliable and cooperative with staff and the public;
  2. Use computer based systems to file documents and with the advent of cloud computing and mobile technology consider going paperless, especially if you work out of the office;
  3. Ensure to not have loose power cords, computer cables, or equipment lying on the floor that are obstacles and can easily be tripped over. In addition to this being a safety issue, you also have a number of legal obligations under occupational health and safety laws and regulations;
  4. Maintaining a professional demeanor in both behavior and appearance, including business-appropriate dress with a goal of fostering a professional work environment and to present a positive image in the community. The following are more details about KOCT's Dress Code:
    - a) Employees, interns and volunteers, while working for KOCT, are expected to dress appropriately and maintain personal hygiene;
    - b) Reduce clutter and set-up a good filing system that will not only save you time but help avoid frustrations when you can't find the key document when you need it;
    - c) If you eat at your desk ensure you clean it on a regular basis and throw out food packaging or left overs. Often food particles can get into the keyboard or clog up your mouse so ensure these are cleaned as well;
    - d) If a bookcase is used, ensure folders are accurately labelled so key information can be located quickly, that is current and up to date. If you need to archive information then also make sure it is accurately labelled and easily obtained if stored in another location;
    - e) If clients or prospective customers visit the premises, having a messy office can give a wrong or bad impression;
    - f) When working in the KOCT facility you may **not** wear hats, flip flops, sandals or clothing with inappropriate or offensive words or pictures. No under garments should be visible to anyone. Modest dress is essential so as not to distract employees from KOCT work.

- g) Dress for Productions Shoots in studio & in the field:
  - i. All crew members shall wear closed toe shoes, either a KOCT t-shirt or collared shirt and clean, un-torn pants
  - ii. Hats will be worn only outdoors

## **II. CAUSE FOR DISCIPLINARY ACTION:**

A. The commission of any of the following acts will be grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense in the judgment of the Executive Director and/or Board of Directors:

1. Bringing or carrying alcohol or controlled substances to the station and/or any production site.
2. Being under the influence of alcohol or controlled substances while working.
3. Falsifying reports and/or records, including personal absence, timekeeping or production records.
4. Misusing, removing from the premises, destroying, defacing or pilferage of station property without proper written authorization from the Executive Director.
5. Insubordinate conduct or refusal to follow instructions from the supervisor, Executive Director or Board of Directors.
6. Leaving the premises or walking off the job without the permission of a supervisor or the Executive Director.
7. Endangering the safety of oneself or others.

B. Zero Tolerance:

In an effort to improve KOCT's professional demeanor and foster better communication skills, KOCT has adopted a zero tolerance for profanity, vulgarity or abusive language at KOCT and in any location at which KOCT personnel are working. The above list of infractions is not to be construed as the only behavior for which disciplinary action may be taken. KOCT reserves the right to review individual behavior on a case-by-case basis.



# Grievance Procedure

## **I. PROCEDURE FOR FILING GRIEVANCE:**

- A. Employees who wish to file a grievance regarding persons or circumstances related to their work shall make their grievance known to their supervisor in writing, including cases in which that supervisor is the subject of the grievance, with a copy to the Executive Director. Response by either the Supervisor or Executive Director will be made within ten (10) days or as soon as possible if investigation is required.
- B. Employees, who wish to file a grievance with regard to the Executive Director, shall address their written complaint to the Executive Director with a copy to the Chair of the KOCT Board of Directors.
- C. No action shall be taken against any employee who is the subject of a grievance and no record placed in any such employee's personnel record without first providing that employee an opportunity to present written and/or oral arguments or explanation in response to the grievance.

# Suspension • Termination • Separation

## **I. AT-WILL STATEMENT:**

- A. This Handbook and the policies contained herein are not a contract of employment between Oceanside Community Service Television Corporation (KOCT) and the employee or a promise of employment. (See Introduction Page 5.)
- B. All employees understand that their employment with KOCT is for no definite period of time and that just as the employee may terminate his or her employment at any time without notice or cause, so too may KOCT terminate or modify the relationship at any time without notice or cause. Employees are requested to notify the organization at least two (2) weeks in advance their resignation.
- C. In consideration of your employment with KOCT, you agree to conform to the rules and regulations of the company and you understand that no department head or representative of the company, other than the Executive Director and/or Board of Directors, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement contrary to this policy.

## **II. SUSPENSIONS**

The Executive Director may suspend an employee from duties with or without pay for a specified period of time for any appropriate reason(s).

## **III. SEPARATION:**

- A. Resignation:  
An employee may voluntarily terminate his or her employment for any reason. All employees are requested to notify the organization at least two (2) weeks in advance of resignation.
- B. Mutual Agreement:  
An employee may terminate his or her employment, to be effective at a date mutually agreed upon with the Executive Director and with the understanding that both the employee and KOCT believe the termination to be desirable.
- C. Reduction in Force:
  - 1. Employment may be terminated due to job elimination resulting from economic consideration, reorganization, and/or expiration of a grant or contract which provided all or part of the wages of an employee.
  - 2. Reduction in force due to expiration of a grant or contract shall not include severance pay or time off to seek employment.

G. Unsatisfactory Performance:

1. An employee may be terminated for failure to complete assigned tasks in a timely fashion; for failure to demonstrate the ability to complete assigned tasks; for chronic absence from work; or for other reasons which cause interference in the work of other employees or which interfere with the ability of KOCT to meet commitments to its users.
2. Termination for such reasons does not need to be preceded by a period of probation.

H. Misconduct:

1. An employee may be terminated for refusal to obey the reasonable instructions of his or her supervisor, refusal to do reasonable expected work, deliberate wrongful use of the property or name of Oceanside Community Service Television Corporation (KOCT), theft from KOCT or any of its users, deliberate falsification of any KOCT records, gross misconduct on any KOCT premises or in the course of work being performed as an employee of KOCT.
2. Termination for such a reason does not require that KOCT give advance notice.

**IV. EXIT INTERVIEWS:**

- A. Exit interviews may be conducted with terminating employees.
- B. The employee and his or her supervisor may arrange an appointment with the Executive Director for an exit interview. At that time the exiting employee may make comments regarding his or her department or KOCT. Employee comments, based on first-hand experience, can be extremely helpful.

**V. RETURN OF COMPANY PROPERTY:**

- A. Employees who leave employment with KOCT will return all equipment, tapes, DVDs, production information and any and all materials belonging to KOCT prior to receiving final compensation.
- B. At termination, the outgoing employee will return all company furnished uniforms, tools, equipment, ID cards, keys, credit cards and/or other items belonging to KOCT. Company property must be returned by the employee before or when the final paycheck is provided.
- C. Employees will not erase any information, programs or emails from KOCT's computers upon termination of employment.
- D. All contact data (e.g. names, phone numbers, email, web sites and mailing addresses) for KOCT personnel, volunteers, board members, clients and vendors is proprietary information and may not be used for an employee's personal business while employed and/or after leaving the employment of KOCT. This prohibition does not apply when the information is accessed from a source other than KOCT.

# No Solicitation

## I. NO SOLICITATION:

In order to avoid disruption of KOCT's operations, the following rules shall apply to solicitation and distribution of literature on KOCT property or production sites.

- A. Persons who are not employed by KOCT may not solicit or distribute literature on company property at any time for any purpose.
- B. Employees of KOCT may not solicit or distribute literature during working time or in work areas to include off site locations, at anytime.
- C. Employees may post flyers, notices and articles on the KOCT break room bulletin board. If inappropriate materials are posted, these will be removed.
- D. Working time is defined as including scheduled time on the job for both the employee doing the soliciting and distributing and the employee to whom the soliciting or distribution is being directed.

# Proprietary Property

## **I. PATENTS AND ROYALTIES:**

Patents and/or copyrights resulting from work done by employees using KOCT facilities shall be registered in the name of Oceanside Community Service Television Corporation (KOCT) and all benefits derived there from shall accrue to KOCT.

## **II. OWNERSHIP OF PRODUCTION:**

All productions originated by and at KOCT and/or created by use of KOCT's equipment and/or property shall remain the exclusive property of KOCT.

## **III. CONTACT INFORMATION:**

All contact data (e.g. names, phone numbers, email lists, web sites and mailing addresses) for KOCT personnel, volunteers, board members, clients and vendors is proprietary information and may be used only for KOCT business. This prohibition does not apply when the information is accessed from a source other than KOCT.

# Conflict Of Interest

## **I. OUTSIDE EMPLOYMENT:**

- A. Employees may not engage in outside remunerative work in television production or training or in any remunerative work for any person or business that supplies goods or services to KOCT, without the prior written approval of the Executive Director.
- B. It is a conflict of interest for KOCT employees who operate personal television production or training businesses to bid on and accept private work for pay from clients who are potential clients of KOCT without prior written approval of the Executive Director.
- C. Under no circumstances may any employee use KOCT equipment or facilities for personal use.

## **II. TRADE SECRETS:**

All information related to KOCT productions, production scheduling, production techniques and other proprietary information shall not be divulged to anyone unless through a public information release from the Executive Director and/or Board of Directors.

# Employee Interpersonal Relations

## **I. STATEMENT OF GUIDANCE:**

- A. KOCT encourages employees to maintain cooperative interpersonal relationships. KOCT personnel are cautioned about having intimate personal, non-business relationships with employees, volunteers and interns whom they supervise to avoid conflicts of interest and disruptions in the workplace.
- B. If a KOCT supervisory employee develops an intimate personal, non-business relationship with another KOCT employee, volunteer or intern whom he or she supervises, the supervisor must immediately notify the Executive Director of the relationship.
- C. Failure to comply with these policies may result in disciplinary action up to and including termination.

## **II. EMPLOYMENT OF RELATIVES:**

- A. Relatives of present KOCT employees may be hired by the company only if individuals concerned do not work in a direct supervisory relationship or within the same department.
- B. Relatives are defined to include spouses, children, sisters, brothers, mothers, fathers, grandmothers or grandfathers.
- C. Present employees who marry or become domestic partners will be permitted to continue work only if they do not work in a direct supervisory relationship with one another.

# Electronic Media & Information Systems

## **I. TELEPHONE:**

- A. Good telephone manners are important and mainly reflect KOCT's public image. The voice on the telephone is often the only contact with KOCT that the caller remembers. Here are some basic rules of telephone etiquette.
  - 1. Answer politely and promptly, announcing your name and department, if necessary.
  - 2. If the call must be referred to someone else transfer and announce the caller's name before hanging up.
  - 3. Give concise and accurate information, but do not attempt to provide information you are not qualified or able to give.
  - 4. When taking written telephone messages, ask the caller to spell his or her name, verify the caller's correct telephone number and write it on the message.
  - 5. Upon termination of any call hang up carefully.
- B. Employees are requested to keep personal phone calls to a minimum. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstances should an employee charge a long distance call to KOCT unless it is work related and approved by the employee's supervisor.

## **II. INFORMATION SYSTEMS AND RECORDING MEDIA:**

- A. Any information input into the computer and/or recorded on film or sound, including electronic mail messages, is available to and may be reviewed by KOCT, its Executive Director and/or Board of Directors at any time.
- B. The television and sound recording equipment is company property and should be used for business purposes only.
- C. Some of the KOCT computer equipment, software, and servers are owned by the City of Oceanside and employees will adhere to restrictions and requirements set forth by the City.
- D. Sending messages or creating electronic media of any kind that may be considered offensive, as described in the Harassment Section of this Information Handbook, is strictly prohibited.
- E. Do not add software programs, screen savers, sound or any addition to KOCT computers without permission from the Executive Director.

## **III. SOCIAL MEDIA POLICY:**



Due to the widespread use of the Internet to receive and send communications, KOCT has established this policy which is intended to cover all forms of social media. This policy identifies standards regarding activities associated with Internet use, including but not limited to, blogging, posting information, pictures or other material on web logs or the Internet, and creating or maintaining blogs, message boards, profile pages on social or business networking sites, such as, LinkedIn, Facebook, Twitter, etc. Even though the Internet is frequently used to express personal views, it can directly or indirectly impact KOCT, its employees and its members. As such, employees (the term employee throughout the policy refers to all employees, interns and volunteers) are reminded that compliance with all KOCT policies is essential. The following guidelines should be kept in mind:

- A. KOCT is firmly committed to its equal employment opportunity policies. KOCT does not condone or tolerate any form of discrimination or harassment. Accordingly, employees are prohibited from engaging in any conduct, activities, communications or postings that violate the rights of others to be free of unlawful discrimination or harassment.
- B. Use common sense and good judgment. We expect employees to demonstrate respect for others when participating in a blog or other form of online posting. Communications that are associated with or linked to KOCT, even indirectly by innuendo, which disparage or exhibit disrespect for other individuals are not appropriate. We ask that employees demonstrate the same respect for others as they would want for themselves.
- C. KOCT does not permit employees to take pictures or disseminate any images, pictures, or depictions of its employees or customers for any purpose that is not expressly authorized by KOCT.
- D. In order to enforce this and other KOCT policies, KOCT reserves the right to access any of its computers and electronic communications devices and to monitor blogs, online sites, and online communications. Employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or posted on such sites.
- E. KOCT expects all employees to represent positively the City of Oceanside, KOCT and its members. KOCT expects employees to be aware of opinions, comments or images displayed on personal social media sites and blog sites that may reflect KOCT and/or the mission of KOCT. If you believe that any blog, Internet posting, or other online communication violates KOCT policies, please report the matter to the KOCT Executive Director. A violation of this policy may result in disciplinary action, up to and including termination of employment. Legal action may also be taken in accordance with all applicable laws.

# Safety

## **I. GUIDELINES:**

Every employee is responsible for safety. To achieve KOCT's goal of providing a safe work place, everyone must be safety conscious. Please report any unsafe or hazardous condition directly to your supervisor immediately. KOCT will make every effort to remedy problems as quickly as possible.

## **II. ACCIDENTS:**

In case of any accident involving a personal injury, regardless of how serious, employees must immediately notify their supervisor or the Executive Director or his/her designee if the supervisor is not available. Failure to report accidents can result in disciplinary action up to and including termination.

## **III. WORKERS COMPENSATION:**

- A. KOCT adheres to all laws regarding Workers Compensation, which is insurance that covers injury on the job.
- B. See KOCT administrative staff with questions regarding Workers Compensation.

## **III. ILLNESS AND INJURY PREVENTION PROGRAM**

### **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) administrator, Executive Director -Thomas Reeser, has the authority and responsibility for implementing the provisions of this program for Oceanside Community Service Television. He can be reached at 760 722-4433 Ext 102, [reeser@koct.org](mailto:reeser@koct.org)

All Managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas as well as answering worker questions about the program. A copy of this IIPP is available on KOCT.org.

### **COMPLIANCE**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by informal and formal recognition
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices. The disciplinary process includes verbal warning, written warning, and possible termination.
- Other means that we use to ensure employee compliance with safe and healthful work practices include: recognizing employees who perform safe and healthful work practices, providing training to workers whose safety performance is deficient, disciplining workers for failure to comply with safe and healthful work practices.

## COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way dialog between management, supervision and employees:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety Meetings will be conducted on a monthly basis via an outlook email questionnaire. More frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. This is accommodated by managers, supervisors, and employees reporting any hazardous conditions or activities noted during daily routine operations. Hazards can be reported to their supervisors anonymously via email, note or verbally.
- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include recognizing that open, two-way communication between management and employee on health and safety issues is essential to an injury-free and productive workplace.

- The following system of communication is designed to facilitate a continuous flow of safety and health information between management and employee in a form that is readily understandable and consists of the following items: Management or Supervisor will conduct new worker orientation including a discussion of safety and health policies and procedures, to all new interns, volunteers and employees as to our IIP Program.

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by Executive Director Thomas Reeser or Station Manager Jacob Rush according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- At least weekly job site inspections; performed by the Executive Director, Station Manager and/or the Production Supervisor. Inspection will be conducted each week. Inspections shall be made to identify and evaluate hazards prior to beginning of the shifts;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- Whenever workplace conditions warrant an inspection;
- Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist\*, and any other effective methods to identify and evaluate workplace hazards. Identification and or evaluations can be placed in a "Safety" Suggestion Box located in the truck studio.

**The following chemicals are used and/or stored at KOCT which may be hazardous to your health:**

- Vehicles stored inside the building contain gasoline or diesel fuel, motor oil and battery acid (sulphuric acid)
- The battery operated lift contains sulphuric acid within its batteries
- Household cleaning and pest control chemicals – stored in break room and bathrooms:
  - Dish soap
  - Cleansers
  - Dusting spray
  - Floor cleaners

- Bleach
- Chemicals stored in Garage – Large brown metal cabinet:
  - Spray paint in cans
  - Water based paint
  - Oil based paint – small amount
  - WD-40 lubricant
  - Paint Thinner
  - Contact cement: water and solvent based
- Chemicals stored in Shop – Large gray metal cabinet and tool cart:
  - Solder, lead or non-lead based on original spools.
  - Typically no acid fluxed solder is used or kept in the area
  - Paint Thinner
  - Lacquer thinner
  - Acetone
  - Denatured alcohol
  - Isopropyl alcohol, 70% and 99%
  - Contact cleaner – petroleum based
  - Various glues and cements in small quantities
  - Silicone lubricants – small tubes
  - Tape head cleaners – Isopropyl alcohol based
  - Screen cleaners – water/detergent based
  - New and spent batteries may be stored in the shop and studio equipment room.
  - Spent batteries are collected in plastic containers and taken to recycling periodically.
- ✓ Chemicals stored in the shop are typically in containers of one pint or less.
- ✓ Cements and glues are stored in small tubes as purchased
- ✓ All chemicals generally show their native packaging and appropriate warnings.
- ✓ An exception to the above may be paints off stored in alternate cans and not clearly marked.
- ✓ KOCT does not use any bulk chemicals in its business processes.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by each department Supervisor/Manager and shall promptly be investigated, thoroughly analyzed, and reported in writing to Thomas Reeser. All accidents involving personal injury and/or property damage or the potential there for, once they occur.

Accident investigation reports shall be submitted within 24 hours of the first notice to the Supervisor/Manager and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;

- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring;
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection;
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record\*.

## **TRAINING AND INSTRUCTION**

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established
- To all new workers
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.

- Proper storage to prevent:
  - Stacking goods in an unstable manner
  - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment such as lighting and electricity to the extent that such information was not already covered in other training.

## **RECORDKEEPING**

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist\* and the Identified Hazards and Correction Record\* and the Investigation/Corrective Action Report\*. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record\*. This documentation is maintained for at least one (1) year.

\*Forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.

1. Hazard Assessment Checklist
2. Hazards and Correction Record
3. Investigation/Corrective Action Report
4. Reportable OCHA Form
5. Recordable OCHA Form
6. Employee Receipt Verification Form (Signature Required)

# Smoking

## **I. SMOKE FREE WORKPLACE:**

KOCT is committed to a philosophy of good health and a safe workplace. Therefore, smoking is not permitted inside KOCT offices, production areas or any work locations. Employees who wish to smoke must limit their smoking to break and meal periods, and this is only permitted outside KOCT's work premises.

# Gifts And Gratuities

## **I. GENERAL GUIDELINES REGARDING GIFTS, GRATUITIES AND TIPPING:**

Every customer is entitled to efficient and courteous service. Since such service is given impartially to all, tips, gifts and/or gratuities are not appropriate. Therefore, employees are not allowed to accept substantial gifts from customers, visitors or vendors. If an individual presses an employee to accept such a substantial gift, the employee should thank the individual, but explain that KOCT's policy makes it impossible to accept any substantial gift. Employees may (although not encouraged to do so) accept nominal gifts. A substantial gift is one whose value is greater than Fifty Dollars (\$50.00). A nominal gift is valued at less than Fifty Dollars (\$50.00).



# Substance Abuse & Drug Free Workplace Compliance

## **I. POLICY GUIDELINES:**

KOCT is committed to maintaining a drug free workplace.

Drug and alcohol use is highly detrimental to the workplace and to the efficiency and productivity KOCT desires to promote. The use, possession, distribution or sale of controlled substances or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while on duty, while on KOCT's premises or production sites or while operating a vehicle on KOCT business.

## **II. DEFINITION OF DRUG FREE WORKPLACE:**

Every KOCT work site shall be free of the use or abuse, sale or distribution of alcohol or any illegal substance or non-prescription drug. Drug or alcohol usage and being under the influence of drugs or alcohol is not permitted when driving a KOCT vehicle. The abuse of prescription medication or over-the-counter medication for recreational purposes is also prohibited at all KOCT work sites and when operating a KOCT vehicle.

## **III. DISCIPLINARY ACTION:**

Violation of this policy will result in disciplinary action, up to and including termination.

# Harassment

## **I. POLICY GUIDELINES:**

Welcome to KOCT, Your Community Channel. As a new KOCT employee, volunteer or intern, please be aware of the following:

KOCT is committed to providing an environment that is free of harassment. In keeping with this commitment, KOCT maintains a strict policy prohibiting sexual harassment. This policy prohibits harassment in any form, including verbal and visual harassment. Sexual harassment of, or by, an employee or agent of KOCT will not be tolerated and may result in disciplinary actions against the offender. KOCT prohibits retaliatory behavior against a complainant or any participant in the complaint process. This means that no adverse employment decision will be made as a result of someone making a complaint about sexual harassment. Complaints will be handled as quickly, confidentially, and fairly as possible.

Attached to this letter is a more detailed description regarding this policy – Including: the legal definition of sexual harassment, The EEOC Guidelines on Discrimination Because of Sex', and KOCT's official Sexual Harassment Policy.

Thank you for your cooperation.

## **II. LEGAL DEFINITION OF SEXUAL HARASSMENT:**

Sexual harassment is a form of gender discrimination and violates both Title VII of the 1964 Civil Rights Act, and State discrimination laws.

The federal law is enforced by the Equal Employment Opportunity Commission (EEOC.)

The EEOC's guidelines define sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" when:

- A. Submission to such conduct is made an implicit or explicit condition of employment;
- B. Submission to or rejection of such conduct affects employment opportunities; or

- C. The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

### III. KOCT'S SEXUAL HARASSMENT POLICY:

KOCT prohibits sexual harassment of its employees (Employees, Volunteers, Student Interns, hereafter referred to as "employee") by other employees or outside parties. Sexual harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and illegal and will not be tolerated.

Sexual harassment includes unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, or advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

Any employee who is aware of any instances of sexual harassment should report the alleged act immediately to his or her supervisor. If the employee is uncomfortable in discussing the matter with the supervisor, or if the supervisor is not available, the employee should report the alleged act immediately to the Executive Director or to KOCT's Board of Directors' Chairperson. Supervisors and managers who receive a sexual harassment complaint are to contact the Executive Director.

All complaints will be investigated promptly, impartially and discreetly and, upon completion of the investigation, the appropriate parties will be notified immediately of the finding. Any supervisor, agent, or other employee who has been found to have sexually harassed an employee will be subject to appropriate corrective action ranging from a disciplinary warning to termination. No employee will suffer retaliation for reporting instances of sexual harassment.

We trust that employees of Oceanside Community Television will act responsibly to maintain

a pleasant working environment, free of discrimination, allowing each employee to perform to his or her maximum potential. Oceanside Community Television encourages any employee to bring questions he or she may have regarding discrimination of this type to any staff member.

**IV. REPORTING INCIDENTS OF HARASSMENT:**

- A. Any employee who believes he or she has been harassed by a co-worker, supervisor, or agent of KOCT, should promptly report the facts of the incident or incidents and the names of the individuals involved to the Executive Director.
- B. The Executive Director will investigate all such claims and take appropriate corrective action.
- C. If you have any questions regarding this policy, please contact the Executive Director.

**V. EEOC GUIDELINE RE: DISCRIMINATION BECAUSE OF SEX:**

The Equal Employment Opportunity Commission's Guidelines regarding Discrimination Because of Sex contain guidelines that deal specifically with sexual harassment. The Guidelines read as follows:

- A. Harassment on the basis of sex is a violation of 703 of Title VII. Unwelcome sexual advances,
  - B. requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute
  - C. sexual harassment when:
    - 1. Submission to such conduct is made either explicitly or implicit a term or condition of an individual's employment.
    - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
    - 3. 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.
- B. In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incident has occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-

case basis.

- C. Applying general Title VII principles, an employer, employment agency, joint apprenticeship, committee or labor organization (hereinafter collectively referred to as “employer”) is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisor or agency capacity.
  
- D. With respect to conduct between the fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer, its agent or supervisory employees, knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
  
- E. An employer may also be responsible for the acts of non employees, with respect to sexual harassment of employees in the workplace, where the employer, its agents or supervisory employees, knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases, the Commission will consider the extent of the employer’s control and any other legal responsibility which the employer may have with respect to the conduct of such non employees.
  
- F. Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing the strongest disapproval, developing appropriate sanctions, informing employees of their rights to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.
  
- G. Other Related Principles: (Superseded by the EEOC Policy Guidance on Employer Liability for Sexual Favoritism).

# Locker And Desk Inspection

## **I. PROVISION FOR LOCKERS AND DESKS:**

- A. KOCT employees may be provided lockers and/or desks for their use during work.
- B. Although lockers and/or desks are made available for the convenience of employees while at work, employees should remember that all lockers and desks remain the sole property of KOCT.

## **II. RIGHT TO ENTER:**

- A. KOCT reserves the right to open and inspect lockers and desks, as well as any contents, effects, or articles that are in lockers and desks.
- B. Such an inspection may occur at any time, with or without advance notice or consent, and may be conducted during, before or after working hours by any supervisor, the Executive Director and/or Board of Directors.

## **III. PROHIBITED MATERIALS:**

- A. Materials prohibited from storage in KOCT lockers and/or desks include, but are not limited to:
  - 1. Weapons, explosives, alcohol and controlled substances or non-prescription medications; and/or
  - 2. Perishable items such as foods should not be left in desks or lockers for prolonged periods

## **IV. DISCIPLINARY ACTION:**

Employees, who if requested, fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge.

## **V. NON-RESPONSIBILITY:**

KOCT is not responsible for any articles that are placed in or left in a locker or desk that may be lost, damaged, stolen or destroyed.

# DMV Employer Pull Notice Program

KOCT participates in the California Department of Motor Vehicles PULL program.

As a KOCT employee/volunteer your drivers license and proof of insurance will be submitted to the California Department of Motor Vehicles PULL program for verification of eligibility to drive KOCT vehicles to productions and for KOCT assigned tasks.

**The Employer Pull Notice (EPN) Program** was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. An employer enrolled in the EPN program is assigned a requester code. The requester code is added to an employee's driver license (DL) record. When an employee's DL is updated to record an action/activity, a check is made electronically to determine if a pull notice is on file. If the action/activity is one that is specified to be reported under the EPN program, a driver record is generated and mailed to that employer.

The EPN program allows KOCT to monitor DL records of employees who drive on our organization's behalf. This monitoring accomplishes the following:

- Improves public safety.
- Determines if each driver has a valid DL.
- Reveals problem drivers or driving behavior.
- Helps to minimize KOCT's liability.

The EPN program automatically generates a driver record when any of the following actions/activities occurs:

1. Upon enrollment of driver in the EPN program.
2. Annually from the date of enrollment.
3. When a driver has any of the following actions/activities added to his/her driver record:
  - Convictions
  - Failures to Appear
  - Accidents
  - Driver License Suspensions or Revocations
  - Any other actions taken against the driving privilege

## Out-of-State Drivers

A driver licensed in another state will be assigned an "X" number for tracking purposes. Citations issued in California will be added to the "X" record and monitored. If another state reports an action/activity to California on out-of-state licensed drivers or California licensed drivers, it will be stored on the driver record and reported to employers.

# Guidelines Statement

The above policies and procedures are guidelines and do not in any way constitute and should not be construed as a contract of employment, express or implied, or a promise of employment for any specified time. No contract is specific or implied by this document, and the company is not considered to have any contract unless it is a specific individual document, in writing and signed by the employee and the Executive Director and/or the Board of Directors.

The company, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this document at any time without prior notice. Any such action shall apply to existing, as well as future employees, with continued employment being the consideration between the employer and the employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work, and such benefits must be provided for in writing. Employees shall not accrue eligibility for any benefits or rights and privileges beyond the last day worked.

The company reserves the right to amend, modify, suspend or discontinue the policy, and any such action shall apply to existing as well as future employees.

All State and Federal laws will be adhered to with regard to the matters herein addressed.