

**RESOLUTION
THE BOARD OF DIRECTORS
CORPORATION FOR PUBLIC BROADCASTING
WASHINGTON, D.C.
Monday, May 1, 2006**

unanimously

WHEREAS,

The Corporation for Public Broadcasting is strongly committed to improving the governance and operation of the Corporation; and

WHEREAS,

The Executive Compensation Committee is charged with developing and making recommendations to the Board concerning policies and procedures designed to prevent the use of political tests or qualifications in connection with personnel decisions at the Corporation, as required by the Public Broadcasting Act of 1967; and

WHEREAS,

The Executive Compensation Committee has reviewed CPB's proposals to strengthen procedures to prevent political tests being used in employment decisions and recommends them to the Board.

NOW, THEREFORE, BE IT RESOLVED,

That the Board of Directors hereby endorses these proposals as outlined in the attached and directs management to revise its policies and implement the procedures accordingly.

SUMMARY

Preventing Political Tests in Employment Decisions

CPB's current personnel policies prohibit discrimination in employment on the basis of a number of factors, including political affiliation. This complies with the D.C. Human Rights Act. In addition, Section 396(e)(2) of the Communications Act states "...no political test or qualification shall be used in selecting, appointing, promoting, or taking other personnel actions with respect to officers, agents, and employees of the Corporation."

After reviewing our policies and practices, and having consulted with Inspector General Konz, we will ensure compliance at CPB through the following recommended steps:

1. **Enhance personnel policies** – CPB has a number of policies that we have already begun to update. The following principles will apply to hiring and personnel policies. As we revise hiring and personnel policies we will incorporate these principles and require that they be followed. We will also be clear as to who has decision-making authority in hiring.
 - a. New language will be added to the personnel policy that expressly prohibits the use of political tests in employment and personnel decisions. Such language will also ban discrimination on the basis of political affiliation.
 - b. Vacant jobs will be posted widely in order to attract a diverse candidate pool. For VP level jobs and above, CPB will maintain flexibility to decide when the use of a search firm adds value to the search process and is cost effective; if a search firm is not used, a minimum of five external recruiting sources will be used.
 - c. Human Resources will be responsible for coordinating all job recruitment, promotion, and hiring efforts, including vice president level and above, and for assuring that policies and procedures are followed.
 - d. Candidates (both internal and external) will be reviewed and selected by those who have direct knowledge of the duties to be performed by the position and the qualifications required to perform the duties of the job. For all vice president level jobs and above, and when it is deemed appropriate by the hiring manager and Human Resources for other staff positions, an internal hiring panel may be used to review the candidates and make recommendations on the selection to the hiring manager.

- e. The hiring decision requires a number of approvals: the hiring manager, vice president or officer to whom the hiring manager reports, the Senior Director of Human Resources, and the Office of the General Counsel. For director level jobs and above, approval is also required by the COO; for vice president level jobs and above, the CEO will also review and approve the hiring decision.

The Senior Director of Human Resources will review the process for each job placement and certify that the process was rigorous and that the decision was based on job qualifications. The review information is then to be passed on to those who make the hiring approvals. They must also certify that the decision was made in accordance with CPB's recruitment and selection policies.

- f. The CEO can override the decisions of those reviewing the hire, however, the Executive Compensation Committee of the Board must be notified.

- 2. **Conduct related training** – Following the implementation of these revised policies and procedures, CPB will conduct separate training for those in managerial/supervisory roles and the rest of staff. The training will review and reinforce our hiring and personnel policies, including the policy regarding political tests. CPB's outside employment attorney, who has experience training on these topics, will conduct our training. He will review all aspects of the law in which discrimination is prohibited, with particular emphasis on political affiliation.

*Adopted by the Board of Directors
on May 1, 2006*

Attachment

Sample Possible Questions for CPB's Hiring Panel to Address

- Does the position description contain a realistic and relevant description of the job duties, reporting relationships, and job qualifications?
- Was the position posted internally?
- Was the position advertised with a variety of sources in order to seek a diverse applicant pool?
- Were a representative sample of candidates interviewed based on the resume pool?
- Were there any internal applicants? Were they interviewed?
- Were reference checks satisfactory?
- Was a background check required for this job (financial and OIG jobs)? If so, were the results satisfactory?
- Were applicant evaluation forms satisfactorily completed by the hiring manager justifying the hiring recommendation?
- Are there any concerns or issues about the appropriateness of the compensation or job level?
- Are there any other concerns about this hire?