

CORPORATION FOR PUBLIC
BROADCASTING



AFFIRMATIVE ACTION PROGRAMS

October 1, 2007 – September 30, 2008

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Corporation for Public Broadcasting

AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND FEMALES

October 1, 2007 – September 30, 2008

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I. INTRODUCTION

The Corporation for Public Broadcasting (CPB), a private, nonprofit corporation, is committed to providing equal opportunities to all persons, including qualified minorities and females, in all aspects of employment and complying with all applicable laws governing nondiscrimination in employment.

In that regard, affirmative action is taken to recruit, hire, and advance qualified minorities and females. To support this, CPB voluntarily establishes an annual Affirmative Action Program (AAP) to analyze our workforce; identify any areas of under-representation; describe the action-oriented programs developed and implemented to support affirmative action; and, to monitor the progress made from these efforts. This Program is adopted annually by CPB's Board of Directors (BOD).

II. ASSIGNMENT OF RESPONSIBILITIES FOR IMPLEMENTATION OF THE PROGRAM

The President and CEO of CPB bears ultimate responsibility for the success of CPB's equal employment opportunity and affirmative action policies and programs and is responsible for an annual report to the BOD related to the programs.

Overall responsibility for the planning of CPB's equal employment opportunity and affirmative action programs is vested with the Vice President, Human Resources who is responsible for ensuring the development and implementation of CPB's affirmative action programs and for monitoring all actions, activities, and results related to them.

The Human Resources staff is responsible for providing advice and counsel on the interpretation and implementation of CPB's equal employment opportunity and affirmative action related policies and proposed plans and programs; recommending policy to the Vice President, Human Resources; working with management to track and appraise the effectiveness of programs and practices; assisting in the development of guidelines, criteria, measurements, and needed communications to management and staff; maintaining periodic summaries of complaint case status and other related activities; and, keeping senior management informed.

All CPB managers are responsible for the consistent application and enforcement of CPB's Equal Employment Opportunity and Affirmative Action and Anti-Harassment policies with respect to employees working under their supervision. They are also responsible for assisting in the implementation of the affirmative action programs and coordinating their related activities through the Vice President of Human Resources and the Human Resource's staff.

All employees of CPB are responsible for complying with its Equal Employment Opportunity and Affirmative Action policy and the Anti-Harassment policy as well as in helping to implement CPB's affirmative action commitments.

III. JOB GROUP ANALYSIS

In accordance with revised EEOC guidelines, effective September 30, 2007, CPB has analyzed its jobs and organized them into specific job groups based upon job content (i.e., duties and responsibilities of the same type or level); wage or salary rates, and opportunities (i.e., similar training, transfer, promotion, pay, mobility, and other career advancement opportunities). In addition, the availability of requisite skill data and the number of total job incumbents were considered in developing job groups in order to allow for a meaningful analysis of the groups. Job groups were developed in a manner not to obscure any problem areas that may exist.

As a result, CPB's 106 (as of September 30, 2007), employees are grouped into the following Job Groups:

- Executive/Senior Officials & Managers
- First/Mid Officials & Managers
- Professionals
- Technicians
- Administrative Support

IV. AVAILABILITY ANALYSIS

CPB conducted an availability analysis for each of its job groups. This analysis is a two-factor analysis that attempts to estimate the number of minorities and females in CPB's workforce, as well as in the external recruitment areas, who have the skills required to perform the jobs specific to each job group. CPB's external labor market for most positions is the Washington, DC/Maryland/Virginia Metropolitan Statistical Area. Some Officials & Managers are recruited nationally.

The final availability resulting from this analysis has been used as the basis for assessing the current levels of minority and female representation within our workforce.

V. COMPARISON OF INCUMBENCY TO AVAILABILITY

CPB has conducted a comparison of the current percentage of minority and female incumbents within each of our job groups against the final availability established for each group. This was completed using the "80%" test, one of the four methodologies available for employers to use to evaluate the minority and female representation within their workforce. This test requires that a "placement goal" be established in any job group in which representation is less than 80% of the availability for that job group. Such goals are not a quota of any kind. Rather, they are quantifiable targets that are reasonably attainable with good faith efforts.

In that regard, CPB will undertake good faith efforts to meet any goals established, while continuing to evaluate all applicants without regard to race, sex, color, age, religion, national origin, disability, sexual orientation, marital status, veteran status, or any other protected basis under applicable federal and District of Columbia laws.

The results of our comparison of incumbency to availability are summarized on the charts below. Job groups where incumbency for minorities and/or females with representation less than 80% of the availability are highlighted to reflect that a goal is required.

CPB COMPARISON OF INCUMBENCY TO AVAILABILITY

Minorities

EEO Job Group Name	Minorities Availability	Total Incumbents as of 09/30/07			CPB Incumbency Compared to Availability	Goal Required Y/N
		Minorities # as of 09/30/07	Minorities % as of 09/30/07			
Exec/Sr Officials & Mgrs	18.33%	15	1	6.7%	36.4%	Y
First/Mid Officials & Mgrs	25.89%	22	6	27.3%	105.3%	N
Professionals	34.99%	49	20	40.8%	116.7%	N
Technicians	34.64%	4	2	50.0%	144.3%	N
Administrative Support	48.76%	16	12	75.0%	153.8%	N
TOTALS		106	41	38.7%		

Females

EEO Job Group Name	Females Availability	Total Incumbents as of 09/30/07			CPB Incumbency Compared to Availability	Goal Required Y/N
		Females # as of 09/30/07	Females % as of 09/30/07			
Exec/Sr Officials & Mgrs	41.72%	15	4	26.7%	63.9%	Y
First/Mid Officials & Mgrs	46.78%	22	13	59.1%	126.3%	N
Professionals	56.21%	49	31	63.3%	112.6%	N
Technicians	35.73%	4	1	25.0%	70.0%	Y
Administrative Support	82.05%	16	13	81.3%	99.0%	N
TOTALS		106	62	58.49%		

VI. IDENTIFICATION OF OPPORTUNITIES

The overall composition of CPB's workforce as of September 30, 2007, was 39% minority and 58% female for a total staff of 106 employees. Based upon a workforce analysis that was completed in conjunction with the preparation of this Program, both

minorities and females are represented in all, but two, of our 17 departments and those two particular departments are comprised of only two or three staff members.

The results of our incumbency compared to availability indicate that in three of our five job groups, our incumbent representation of minorities and females is greater than the availability. Only two of the five job groups have an incumbent to availability ratio of less than 80% minorities and/or females and, for those two groups, CPB has established placement goals equal to the percentage of availability. For the Executive/Senior Officials and Managers group, the percentage representation for both females and minorities is less than would reasonably be expected based upon their availability. And, for the Technicians job group, which includes our non-management information technology incumbents, the percentage representation of females is less than would reasonably be expected in this job group.

VII. ESTABLISHMENT OF GOALS

Based upon the identification of the job groups with representation of minorities and/or females with representation less than would reasonably be expected, the following three placement goals have been established:

Minorities

Job Group	Total % Minorities	Availability	Goal
Exec/Sr Officials & Mgrs	6.7%	18.33%	Increase minority representation to availability.

Females

Job Group	Total % Females	Availability	Goal
Exec/Sr Officials & Mgrs	26.7%	41.72%	Increase female representation to availability.
Technicians	25.0%	35.73%	Increase female representation to availability.

It should be noted that any placement goals established because minority and/or female representation is less than would reasonably be expected based on the availability do not amount to an admission of impermissible conduct, a finding of discrimination, or a lack of good faith affirmative action efforts.

Although placement goals have been established for specific job groups where representation is less than would reasonably be expected, CPB will continue to make efforts to place qualified females and minorities within all departments.

VIII. ACTION-ORIENTED PROGRAMS

CPB continues to execute a variety of action-oriented activities and initiatives to support our equal employment opportunity and affirmative action programs and facilitate our ability to increase the representation of minorities and females in the workforce.

For example, CPB is committed to supporting local and national programs designed to improve employment opportunities for minorities and women.

- Summer interns have been utilized and, in FY07, eight were hired - all female, and three of whom were minorities.
- The organization serves as a national partner in the Emma L. Bowen Scholarship program which provides minority students with summer internships at public broadcasting stations. In 2007, CPB hosted an event at our offices in Washington for all participants in the program, giving them an opportunity to learn more about our organization and visit local stations. Our Senior Director, Human Resources continues to serve as an active board member of the Emma L. Bowen Foundation for Minority Interests.
- CPB supported the Griot Initiative - StoryCorps, a national oral history project that inspires and helps people to record each other's stories in sound. Through partnerships with radio stations, historically black colleges and universities, and other cultural institutions and membership organizations, StoryCorps embarked on a six week excursion across the nation to record and distribute the stories of 1,750 African Americans – stories with special emphasis on WWII veterans and men and women involved in the Civil Rights struggle.

In addition, CPB has utilized a variety of recruitment sources designed to enhance the diversity of our applicant pools.

- National Association for Multi-Ethnicity in Communications
- IMDiversity
- Women for Hire
- American Women in Radio & Television
- Second Chance Employment Service

Finally, CPB developed a Voluntary Self Identification form to capture information from current employees relative to new race and ethnicity EEO categories established by the Department of Labor, as well as gender information. All staff was resurveyed in August 2007.

Fiscal Year 2008

For Fiscal Year 2008, CPB has set the following objectives for activities and initiatives in order to reinforce our commitment to affirmative action and demonstrate our good faith efforts for achieving the three placement goals that have been established:

- CPB will continue its best efforts to recruit, employ, and promote female and minority representation in all positions by utilizing an external recruitment process designed to attract minority and female applicants.
- CPB will brief all managers on their duties related to the maintenance of and support for this affirmative action program and CPB's related policies, upon adoption of this Program by the BOD. In addition, CPB managers will be expected to attend required training on equal employment opportunity, sexual harassment, and diversity as these programs are offered throughout Fiscal Year 2008.

- CPB will produce and disseminate quarterly affirmative action reports for management.
- CPB will disseminate a communication in January, 2008 to all search firms, temporary agencies, and any other employment sources utilized by CPB advising them of our equal employment opportunity and affirmative action commitments and that any referrals and/or placements made by them must be done without regard to race, sex, color, age, religion, national origin, disability, sexual orientation, marital status, veteran status, or any other protected basis under applicable federal and District of Columbia laws.
- CPB will continue to include a minimum of one professional development objective on each employee's annual performance plan.

IX. REPORTING

In order for CPB to measure its progress in implementing Equal Employment Opportunity and Affirmative Action policy and programs, as well as its progress in achieving its affirmative action commitments and goals, data and other patterns of employment are periodically monitored, tracked, and reported. This includes preparing an annual update of progress for review with CPB's BOD.

**AFFIRMATIVE ACTION PROGRAM FOR
VETERANS AND INDIVIDUALS WITH DISABILITIES**

October 1, 2007 – September 30, 2008

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I. PURPOSE AND POLICY

The Corporation for Public Broadcasting (CPB), a private, nonprofit corporation, is committed to the principles of equal employment opportunity for all individuals, including those with disabilities, special disabled veterans, veterans of the Vietnam Era and other eligible veterans. CPB will recruit, train, and promote into all job levels the most qualified individuals without regard to their physical or mental disability or status as a special disabled veteran, veterans of the Vietnam Era or other eligible veterans. Similarly, all other human resources transactions and activities, including employment, promotions, demotions or transfers, recruitment advertising, reductions in force or terminations, rates or other forms of compensation, and selection for or participation in training programs, will be administered in accordance with this policy.

CPB's is voluntarily establishing this Affirmative Action Program to (AAP) ensure the selection of qualified individuals with a disability, disabled veterans, Vietnam Era veterans and other eligible veterans at all levels and in all job classifications. CPB is resolved to take voluntary, positive, business-oriented action which will contribute to the furtherance of the spirit and intent of federal, state and local legislation and government regulations by providing affirmative action and Equal Employment Opportunity to qualified individuals with a disability, disabled veterans, Vietnam Era veterans and other eligible veterans.

CPB's Equal Employment Opportunity and Affirmative Action policy and its Anti-Harassment policy represent a reaffirmation of CPB's commitment to provide Equal Employment Opportunity to qualified individuals with a disability, disabled veterans, Vietnam Era veterans and other eligible veterans.

This Program is adopted annually by CPB's Board of Directors (BOD).

II. APPLICABILITY OF THE AFFIRMATIVE ACTION PROGRAM

Individuals may identify themselves as individuals with a disability, disabled veterans or veterans of the Vietnam Era so that they can benefit from this affirmative action program.

III. DISSEMINATION OF POLICY

Internal Dissemination

- All new and current employees are notified of CPB's affirmative action programs. During normal business hours, this Affirmative Action Program is available for inspection by any employee or applicant for employment upon request.
- CPB's Equal Employment Opportunity and Affirmative Action policy as well as its Anti-Harassment policy are included in our corporate policy manual which is available to all employees on our intranet.
- Information about all Human Resources policies is referenced to all new employees in their orientation session with CPB, and how to access them is also provided.

- All required state and federal posters/policies are posted so they can be read and reviewed by employees, applicants, visitors and vendors.
- Management is expected to attend training on equal employment opportunity, sexual harassment and diversity; training which also includes a review of applicable city, state and federal equal employment opportunity laws.
- When possible, information is presented at management meetings, in publications or through other forums regarding our equal employment opportunity and affirmative action programs. This includes progress reports on established goals, employment actions, complaints, etc. On an annual basis, the CPB BOD is provided an overview of the programs and related progress.

External Dissemination

- CPB informs all major recruitment and employment firms of our commitment to equal employment opportunity. These sources are requested to actively recruit and refer candidates consistent with our policy.
- All external employment advertisements, postings, and our employment application identify CPB has an Equal Opportunity Employer (EOE).

Outreach and Positive Recruitment

- CPB reviews its employment practices to assure that its programs are consistent with its AAP for disabled individuals, disabled veterans, Vietnam Era veterans and other eligible veterans.
- CPB has also contributed and supported local and national community service programs through:
 - Providing all employees with one day off a year to be used for volunteer activities.
 - Supporting the Griot Initiative – StoryCorps, a national oral history project that inspires and helps people to record each other’s stories in sound. Through partnerships with radio stations, historically black colleges and universities, and other cultural institutions and membership organizations, StoryCorps embarked on a six week excursion across the nation to record and distribute the stories of 1,750 African Americans – stories with special emphasis on WWII veterans and men and women involved in the civil rights struggle.
 - Hiring through the Green Door Program, which places and trains individuals with a history of mental illness in temporary work assignments.

IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES

Proper Consideration of Qualifications

CPB reviews its employment procedures on an ongoing basis to assure careful, thorough, and systematic consideration of the job qualifications of all candidates, including those known disabled individuals, disabled veterans, Vietnam Era veterans and other eligible veteran applicants for job vacancies filled either internally or externally and for all training opportunities offered and/or available.

Physical and Mental Qualifications

CPB reviews all physical and mental job qualification requirements with management to ensure that they are job-related and consistent with business necessity and safe performance of the job. This review is generally conducted as vacancies occur.

To the extent that physical or mental job qualification requirements screen out qualified or disabled individuals, disabled veterans, Vietnam Era veterans or other eligible veterans in the selection of employees or applicants for employment or other changes in employment status such as promotion and training, CPB assures that the requirements are related to the specific job(s) for which the individual is being considered and are job-related and consistent with business necessity and the safe performance of the job.

Information obtained from applicants/employees concerning a physical or mental condition is kept confidential, except that:

- Managers may be informed regarding accommodations or restrictions on work duties.
- First aid and safety personnel may be informed when, and to the extent appropriate, the condition might require emergency treatment.
- Government officials engaged in enforcing laws administered by the EEOC and the Americans with Disabilities Act may be informed.

Reasonable Accommodation to Physical and Mental Limitations

Upon request, CPB makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship on the conduct of its business. CPB will determine its accommodation obligations by considering business necessity and the financial costs and expenses.

When an employee who is known to be a special disabled veteran or an individual with a disability is having significant job performance problems, CPB will confidentially inquire about a possible connection between the known disability and the performance problem. If the employee responds affirmatively, CPB will confidentially inquire whether the employee is in need of a reasonable accommodation.

CPB's building and space planning includes reasonable accommodation to the special needs of disabled individuals, disabled veterans, Vietnam Era veterans and other eligible veterans, including access to the building, utilization of restroom facilities, and mobility requirement within the building.

Compensation

In offering employment or promotions to disabled individuals, disabled veterans, Vietnam veterans or other eligible veterans, CPB does not reduce the amount of

compensation offered because of any disability income, pension or other benefit the applicant or employee receives from other sources.

Harassment

CPB's policy is that all staff have a right to work in an environment free of harassment. In keeping with this commitment, CPB has developed and implemented procedures to ensure that its employees, including those that are disabled and/or are veterans are not harassed because of their disability or veteran status. As mentioned earlier, CPB has an established Equal Employment Opportunity and Affirmative Action policy, as well as an Anti-Harassment policy, and these policies are included in our corporate policies which are posted on CPB's intranet.

V. REPORTING

In order for CPB to measure its progress in implementing equal employment opportunity and Affirmative Action policies and programs, as well as its progress in achieving its affirmative action commitments and goals, data and other patterns of employment are periodically monitored, tracked, and reported. This includes preparing an annual update of progress for review with CPB's BOD.

VI. RESPONSIBILITY FOR IMPLEMENTATION

The President and CEO of CPB bears ultimate responsibility for the success of CPB's equal opportunity and affirmative action policies and programs and is responsible for annual report to the BOD related to the programs.

All employees of CPB are responsible for complying with its equal employment opportunity and affirmative action policies, as well as helping in implementing its affirmative action commitments and efforts related to these.

Overall responsibility for the planning of CPB's equal employment opportunity and affirmative action programs is vested with the Vice President, Human Resources who is responsible for ensuring the development and implementation of CPB's affirmative action programs and for monitoring all actions, activities, and results related to them.

The Human Resources staff is also responsible for providing advice and counsel on the interpretation and implementation of CPB's equal employment opportunity and affirmative action related policies and proposed plans and programs; recommending policy to the Vice President, Human Resources; working with management to track and appraise the effectiveness of programs and practices; assisting in the development of guidelines, criteria, measurements, and needed communications to management and staff; maintaining periodic summaries of complaint case status and other related activities; and, keeping senior management informed.

CPB managers are responsible for complying with our equal employment opportunity and affirmative action policies, as well as striving to ensure the compliance of their staff regarding these. They are also to support the implementation of affirmative action initiatives within their area of responsibility. This includes, but is not limited to,

monitoring hiring and promotion practices, identifying problem areas, and taking other actions outlined in this Program, as necessary. In addition, management is expected to attend required training programs on diversity, sexual harassment, and equal employment opportunity.

VII. PLAN OF ACTION

CPB views this Affirmative Action Program as a results-oriented program designed to enhance the opportunities of qualified disabled individuals, disabled veterans, and covered Vietnam Era veterans and other eligible veterans. CPB recognizes that the ultimate success of this undertaking will be largely the result of the “good faith efforts” detailed in the action section of this Plan. There is executive support for the Program, and this commitment and our policy is emphasized to all employees, external candidates for positions, and our vendors/contractors, by notifying them of it and enlisting their adherence to it.

Recruitment

CPB actively seeks qualified candidates, including disabled individuals, disabled veterans, Vietnam Era veterans and other eligible veterans, for existing and future employment.

Employment and Selection

All employees engaged in making hiring and selection decisions are provided guidance on the process to assure nondiscrimination in decision-making. Employment decisions are reviewed regularly to monitor results.

Recruitment and interview training is offered periodically for individuals involved in the hiring process.

Position Changes

All internal candidates for positions are considered without regard to their disability and/or veteran status. All qualified individuals are given equal consideration as opportunities for promotion and transfer occur.

Training

Disabled employees, disabled veteran employees, Vietnam veterans and other eligible veterans are given equal access to all developmental training designed to enhance an employee’s ability and/or to support their career growth. CPB will utilize job programs at rehabilitation facilities and/or schools which specialize in the training and education of individuals with disabilities, where appropriate and practical.

Facilities

CPB has made accessible and usable all new construction and remodeled primary function space of existing facilities as required by local law and the American’s with

Disabilities Act of 1990. CPB inspects existing machines, equipment periodically to identify areas where additional modifications might be necessary to accommodate disabled employees.

VIII. COMPLAINT PROCEDURE

Guidance for reporting or submitting complaints of harassment or discrimination is provided to CPB employees in CPB's Equal Employment Opportunity Complaints policy, as well as its Anti-Harassment policy.