
CORPORATION FOR PUBLIC BROADCASTING
AFFIRMATIVE ACTION PLAN, FY 1996

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I. Policy, Objectives and Implementation

A. EEO Policy

The Corporation for Public Broadcasting, a private, nonprofit corporation established in the District of Columbia, is committed to Equal Employment Opportunity in all aspects of its relationship with employees and job applicants. CPB's firm commitment to Equal Employment Opportunity reflects the historical concern of CPB's board members with these principles. The Corporation's policy is a positive affirmation of these principles and is consistent with applicable laws and regulations. CPB will not discriminate against any individual on the basis of race, color, religion, national origin, sex, age, pregnancy, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap or disability, matriculation, or political affiliation. It will not tolerate sexual harassment in its work place. Further, it will take all reasonable steps necessary to ensure the practice of nondiscriminatory treatment of all persons in its work force.

B. Implementation of CPB's EEO Policy Through an Affirmative Action Plan

The Affirmative Action Plan, hereafter referred to as the "Plan," adopted annually in open session by the CPB Board of Directors, is an affirmation of CPB's commitment to equal employment opportunity. The Plan is revised and published annually.

C. Objectives

The Plan positions the Corporation to: ensure that all qualified applicants receive an equal opportunity for employment at CPB, including individuals with a physical or mental disability; maintain diversity in racial/ethnic and gender representation in its work force; and serve as a leader in the area of affirmative action/equal employment opportunity in the broadcast industry.

D. Dissemination

All employees receive a copy of the Plan at the time of its publication or upon hiring. A copy of the Plan is also posted on employee bulletin boards at CPB. All CPB employment postings, advertisements, and application forms acknowledge the Corporation's status as an affirmative action/equal opportunity employer.

E. Individual Responsibilities

1. The President and Chief Executive Officer

The President and Chief Executive Officer (CEO) bears ultimate responsibility for the success of CPB's affirmative action/EEO policies and is responsible for a semiannual report to the Board of Directors on implementation of the Affirmative Action Plan.

2. The Assistant to the President for EEO

The Assistant to the President for EEO makes recommendations to the President and CEO for affirmative action as necessary. This individual advises the President on the resolution of affirmative action/EEO problems; maintains procedures to ensure EEO compliance in all employment-related activities; keeps current on changes in EEO laws and regulations; informs the CPB staff of any such changes; and maintains corporate EEO files.

3. Department Directors and Managers

All department directors and managers who have supervisory authority are expected to abide by EEO corporate policies and procedures. They are responsible for ensuring that employees in their unit(s) are free from all forms of discrimination, including sexual harassment.

4. EEO Counselors

EEO counselors are elected by vote of the CPB employees to assist those who believe they have EEO problems in the work place. The role of the counselors is to advise complainants in the informal resolution of matters believed to involve discrimination.

F. Complaints

Any CPB employee who believes that he or she has been discriminated against should contact the Assistant to the President for EEO, his/her designee, or an EEO counselor to seek informal resolution of the complaint. Any formal complaint must be filed in accordance with the procedures outlined in the Corporation's Personnel Manual.

Nothing in the CPB process for resolving EEO complaints is intended to limit or prohibit any CPB employee from exercising his or her right to seek redress with federal or local government agencies.

II. **Analysis and Plan of Action**

A. CPB Work Force and Employment Activities

The following summarizes CPB's employment activities during the period October 1, 1994, through August 1, 1995. During this period, the total number of employees on board changed from 124 to 112.

1. Female Employment

Females continued to make up the majority of the work force and were represented in all job categories. The number of females decreased from 84 to 72 during the reporting period.

2. Minority Employment

Minorities were represented in all job categories in FY 1995. The total number of minorities decreased from 54 to 48. However in the Officers and Managers category minority representation increased by 2 persons, from 7 to 9, and by 1 person, from 16 to 17, in the Professional category.

3. Employment of Qualified Individuals with Disabilities

Four persons known to have disabilities were employed in full-time positions in FY 1995.

4. Promotions and Reclassifications

A total of 8 employees were promoted during the reporting period. Of the 8, 6 are females and 6 are minorities. One minority female employee was reclassified to the Professional category.

5. New and Departing Employees

A total of 13 new employees were hired, and 25 employees left CPB. Of the new hires, 8 are females and 3 are minorities. Of departing employees, 20 were females and 9 were minorities.

6. EEO Complaints

No formal complaints were filed against CPB during the reporting period. No complaints are pending against CPB at this time.

B. Assessment of FY 1995 Actions

CPB's affirmative action employment activities resulted in the continued significant presence of females and minorities in its work force during FY 1995. The work force continues to reflect racial/ethnic diversity. CPB continued its educational efforts designed to facilitate the employment of qualified individuals with disabilities.

CPB's employment record for females and minorities is strong. The Corporation recognizes that it must remain diligent in pursuing the Plan's objectives to the fullest in its policies and practices, including periodically reviewing its activities with regard to the implementation of the Plan to fulfill its commitment as an Affirmative Action/Equal Employment Opportunity Employer.

The following special efforts were undertaken in accordance with the plan of action for FY 1995. The numbered items refer to elements of the FY 1994 plan.

1. Continue providing promotional opportunities for all persons
 - o A female minority individual was hired as the Senior Vice President, Office of Government Relations and was later promoted to Senior Vice President for Government Relations, General Counsel and Corporate Secretary.
 - o A female minority employee was promoted to Director, System Human Resource Development.
 - o Of 8 employees who were promoted, 6 are females and 6 are minorities. One female minority employee was reclassified from the technical to the professional category.
 - o A female employee was promoted to the position of Associate General Counsel.

2. Continue offering skills development opportunities to CPB employees.

- o Tuition assistance was given to 25 employees for undergraduate, graduate and other approved educational courses. Of these recipients, 21 are females and 17 are minorities (17 African Americans, 3 Hispanics, and 1 Asian/Pacific Islander).
 - o In-house workshops were offered on health-related subjects including stress management and nutrition. Of 30 employees who attended, 25 are females and 12 are minorities. In-house seminars were held on financial planning. Of 41 attendees, 28 are females and 21 are minorities.
 - o Eighty-one employees were trained in computer applications both in-house and at off-site classes. Of those trained, 57 are females and 33 are minorities.
 - o A year-long leave of absence was granted to a female minority employee to complete requirements for a graduate degree.
3. Maintain the recruitment process to assure equal employment opportunity.
- o A minority female was appointed to the position of Senior Vice President, Office of Government Relations.
 - o Female applicants were selected for Director, Community Relations and Director, Education Programs.
 - o A minority individual was hired in a professional accounting position in Station Grants Administration.
 - o Both individuals in CPB's summer internship program were females.
4. Continue to explore sources for identifying qualified applicants with disabilities and educate supervisors and staff regarding reasonable accommodations.
- o CPB is a member of the Business Advisory Council for IAM CARES, the International Association of Machinists Center for Administering Rehabilitation and Employment Services, a non-profit organization that screens and matches qualified workers with disabilities with the staffing needs of business and industry. This year CPB hosted a meeting of the Business Advisory Council.

- o CPB continues to provide two part-time positions in Office Services for individuals hired through the Green Door program, a non-profit organization that trains, places and supervises individuals with a history of mental illness in temporary work assignments.

C. Plan of Action in FY 1996

The following actions are emphasized in the FY 1996 Plan based on the analysis of the current CPB work force and employment activities.

1. Continue to provide promotional opportunities to CPB employees. Encourage females, minorities and persons with disabilities to seek promotional opportunities at every level of employment at CPB.
2. Continue to offer skills and career development opportunities to CPB employees through tuition assistance and training in order to encourage upward mobility of support, technical and professional staff.
3. Continue to assure that equal employment opportunity guides every phase of the recruitment process. Encourage female and minority individuals and individuals with disabilities to compete for CPB job openings.
4. Continue to explore sources for identifying qualified applicants with disabilities and educate supervisors regarding reasonable accommodations that can be made for successful employment of individuals with disabilities.
5. Undertake outreach efforts in order to offer employment or promotional opportunities to disabled veterans and Vietnam-era veterans.

The implementation of the Plan is tracked through continuous monitoring of employment activities and practices to ensure equal treatment of all employees and applicants.