

**CORPORATION FOR PUBLIC BROADCASTING**

**AFFIRMATIVE ACTION PLAN, FY 1999**

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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 workplace. Further, it will take all reasonable steps necessary to ensure the practice of nondiscriminatory treatment of all persons in its workforce.

#### 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 workforce; 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 workplace. 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 Policies 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, 1997, through August 1, 1998. During this period, the total number of employees on board changed from 96 to 111.

1. Employment of Women

Women continued to make up the majority of the workforce and were represented in all job categories. Of 30 applicants hired during the reporting period, 18 are women. The number of women increased from 61 to 71.

2. Minority Employment

Minorities were represented in all job categories in FY 1998. The total number of minorities remained constant at 37.

3. Employment of Qualified Individuals with Disabilities

Three persons known to have disabilities were employed in FY 1998.

4. Promotions and Reclassifications

A total of 18 employees were promoted during the reporting period. Of the 18, 9 are women and 6 are minorities.

5. New and Departing Employees

A total of 30 new employees were hired, and 15 employees left CPB. Of the new hires, 18 are women and 6 are minorities. Of the separated employees, 8 are women and 6 are minorities.

6. EEO Complaints

During this reporting period, one formal EEO complaint was filed against CPB. This has been settled and voluntarily dismissed by the complainant.

B. Assessment of FY 1998 Actions

CPB's affirmative action employment activities resulted in the continued significant presence of women and minorities in its workforce during FY 1998. The workforce 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 women 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 1998. The numbered items refer to elements of the FY 1998 plan.

1. Continue providing promotional opportunities for all persons.
  - A woman was promoted to General Counsel and Corporate Secretary.
  - A woman was promoted to Director, Government Relations.
  - A woman was promoted to Senior Project Officer, Math and Science.

- A minority woman was promoted to Special Assistant to the President and CEO.
  - A minority woman was promoted to Creative Services Manager.
  - A minority woman was promoted to Project Officer for Interactive Education Outreach.
  - A minority woman was promoted to Assistant Corporate Secretary.
  - A minority woman was promoted to Distributions and Conference Associate.
  - A minority woman was promoted from a Support to a Professional position.
2. Continue offering skills development opportunities to CPB employees.
- Tuition assistance was given to 24 employees for undergraduate, graduate and other approved educational courses. Of these recipients, 19 are women and 10 are minorities (8 African Americans, 1 Asian/Pacific Islander and 1 Hispanic).
  - CPB offered a series of financial education workshops during the plan year. These workshops were attended by employees from all job categories and EEO classes. CPB also hosted a TIAA-CREF teleconference on retirement planning. This was well attended by employees from all job categories. Almost half of those present were minorities.
  - Following the appointment of the new president and his assembly of an executive team, all CPB employees were offered training and development seminars in effective organizational alignment. All levels of staff participated in these sessions.
3. Maintain the recruitment process to assure equal employment opportunity.
- Two individuals were hired in paid Intern positions during Plan Year 1998. Of the 2, 1 is a woman.
  - A woman was selected as Executive Vice President.
  - A minority man was hired as Vice President, Communications.
  - A woman was selected as Vice President, Programming.

- A minority woman was hired as Manager, Grants Administration.
  - A woman was selected as Director, Budget and Finance.
  - A woman was selected as Director, Contracts Administration.
4. Continue to explore sources for identifying qualified applicants with disabilities and educate supervisors and staff regarding reasonable accommodations.
- 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 nonprofit organization that screens and matches qualified workers with disabilities with the staffing needs of business and industry. IAM CARES also serves as a resource on accommodations for persons with disabilities and holds various training sessions on this topic. The Manager, Human Resources and Assistant to the President for EEO serves as co-chair of this council.

C. Plan of Action in FY 1999

The following actions are emphasized in the FY 1999 Plan based on the analysis of the current CPB workforce and employment activities.

1. Continue to provide promotional opportunities to CPB employees. Encourage women, 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 women 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.

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