

AFFIRMATIVE ACTION PLAN

SOUTH FLORIDA PBS, INC.

Adopted March 7, 1980, Updated September 2024

I. GENERAL POLICY

The Board of Directors, the C.E.O. and the management of South Florida PBS, Inc. are committed to providing equal employment opportunity to all job applicants and personnel. In support of this commitment, we will adhere to non-discriminatory employment policies and procedures.

The station will not discriminate in either the election of officers, recruitment, employment, promotion, training or any other job related matters because of race, color, religion, sex, age, national origin, sexual orientation, gender identity or physical challenge where an applicant is qualified. To ensure that all personnel and related actions are administered without discrimination, the following Affirmative Action Plan will serve as a guideline for our management staff in achieving equal opportunity.

II. STATEMENT ON AFFIRMATIVE ACTION

Equal employment opportunity is the right of all persons to work and advance on the basis of merit, ability and potential. Job descriptions will reflect reasonable qualifications and educational requirements for entry into positions. Additional emphasis is placed on potential for development as well as present capabilities. Career ladders will be established whenever possible to permit movement of capable lower level employees. Employees will be assisted in qualifying for positions that are available.

III. RESPONSIBILITY FOR IMPLEMENTATION

- A. The C.E.O. is designated as our Affirmative Action Officer. She is responsible for the overall administration and implementation of the Corporation's Equal Opportunity Plan.

It is the responsibility of Human Resources and its staff to ensure progressive and positive recruiting efforts and to assist management in developing new ideas, sources and means for growth and advancement of applicants and employees.

All division heads, department managers and supervisors are expected to provide a role of personal leadership, responsibility and authority in the areas of affirmative action and implementation of this plan equal with their other areas of responsibility.

IV. POLICY DISSEMINATION

- A. Our Affirmative Action Plan is available in the following locations: the Human Resources Office, in the Office of the C.E.O., and the employee bulletin boards. Individual copies are available upon request to all employees.

- B. Division heads, department managers and supervisors have been provided with a copy of this plan.
- C. To assure that employees and job applicants are cognizant of our equal employment opportunity policy, SFPBS conveys its EEO policy to the public through all recruitment sources by identifying the station as "An Equal Opportunity Employer M/F/D/V."

V. RECRUITMENT

When a position becomes available, qualified applicants are sought without regard to race, color, religion, sex, physical challenge, age, sexual orientation, gender identity or national origin.

- A. To assure non-discrimination in recruiting, there is posted on the employee bulletin board the U.S. Government Office Poster 1970 0-372-821, "Equal Opportunity is the Law," Civil Rights Action of 1964 and by executive order number 11246.
- B. Available positions are posted for a minimum of three week days to encourage promotional opportunities for staff. Employees are encouraged to refer minority, female and physically challenged for employment.
- C. A comprehensive source list is used in order to attract job candidates. The following is a current list of those sources by type as of September 2024.

Schools

Ai Miami International University of
 Art & Design
 Barry University
 Bates College
 Bethune Cookman College
 Broward College
 Carlos Albizu University
 Connecticut School of Broadcasting
 Florida A&M University
 Florida Atlantic University
 Florida Gulf Coast University
 Florida International University
 Florida Memorial University
 Florida State University
 Florida Technical College
 Full Sail Real World Education
 Howard University
 Johnson & Wales University

Jones College
 Keiser University
 Lincoln College of Technology
 Lynn University
 Miami Dade College
 Miami Lakes Technical Center
 Miami Media School
 Nova Southeastern University
 Palm Beach Atlantic College
 Sheffield Institute for the Recording Arts
 St. Thomas University
 University of Central Florida
 University of Florida
 University of Miami
 University of Tampa

Other Sources

Abilities of Florida (Partners with
Employflorida.com)
Association of Fundraising Professionals
Camacol Latin Chamber of Commerce
Careersource South Florida
Corp/Public Broadcasting (CPB Jobline), D.C.
Each Member of our Board of Directors
Employflorida.com (jobs posted through
careersoucesfl.com)
Florida Association of Broadcasters
Goodwill Industries (Partners with Indeed.com)
Hirelatinos.org
National Organization for Women

NAACP, Miami, Ft. Lauderdale & Palm Beach
NATAS Online Job Bank
Office of Disability Management
Palm Beach County Film & TV Commission
Palm Beach Habilitation Center
PBC Workforce Alliance Career Center
The Leadership Institute
Urban League of Broward County
Urban League of Greater Miami
Urban League of Palm Beach County
Youth Co-Op, Inc.

- D. When appropriate, job openings are advertised in LinkedIn.com, Publicmediajobs.org and Indeed.com online which have significant circulation nationally and amongst minority groups and women.
- E. Continuing relationships are established with referral sources likely to produce minority, female, veterans and physically challenged applicants for employment.

VI. SELECTION AND HIRING OF NEW EMPLOYEES

- A. All individuals making hiring decisions shall consider applicants without discriminating on the basis of race, color, religion, sex, physical challenge, age, sexual orientation, gender identity or national origin.
- B. South Florida PBS complies in every respect with selection procedures issued by the U.S. Equal Opportunity Commission. We do not have selection techniques or tests which have the effect of discriminating against applicants.
- C. Applicants are interviewed by Human Resources, the appropriate supervisor, manager and/or division head.

VII. PLACEMENT AND PROMOTION OF EMPLOYEES

Department supervisors, managers and division heads will actively seek ways of providing on the job training for promising employees without regard to race, color, religion, sex, physical challenge, age, sexual orientation, gender identity or national origin.

- A. All placement and promotion will be determined on individual ability, qualifications and performance. Whenever possible, available positions will be filled with current staff to promote upward mobility.

- B. It is the responsibility of supervisors, department managers and division heads to evaluate the qualifications of their employees for promotional opportunities regardless of formal application on the employee's part for a position.

VIII. TRAINING OPPORTUNITIES

As often as possible, individuals will be utilized as interns throughout divisions in order to afford them with training opportunities related to the field of broadcasting.

IX. WORKING CONDITIONS AND BENEFITS

- A. Rates of pay and fringe benefits will be determined without regard to race, color, religion, sex, physical challenge, age, sexual orientation, gender identity or national origin.
- B. Overtime work will be provided without regard to race, color, religion, sex, physical challenge, age or national origin.

X. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMPLAINT PROCEDURE

If an employee believes that he/she has been the victim of discrimination, SFBPS's policies should be followed which are outlined in the employee handbook – Workplace Respect (Policy 115) and/or Complaint Procedure (Policy 205).