



BOARD OF DIRECTORS
Regular Meeting
May 22, 2014

A G E N D A

5:30 P.M.

Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade, Tom Manheim [quorum is six]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Board.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

CONSENT AGENDA

4. Approve Minutes* (p. 3)
Regular Board Meeting Minutes of April 24, 2014.
5. Approve recommendation of the Finance Committee to accept the April 30, 2014 Financials as proposed by the Executive Director*.
6. Approve CTV Personnel Manual as recommended by the Personnel Committee*.

REGULAR AGENDA

7. Fall Event Planning Committee Formation.
8. Oral Report of Station Director.
9. Oral Report of Board Chair.
10. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
11. Announcements.
12. Adjournment.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**



816 Pacific Avenue
Santa Cruz, CA 95060

EXECUTIVE COMMITTEE

Regular Meeting

May 22, 2014

AGENDA

5:30 P.M.

Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade, Tom Manheim [quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

**CTV Board of Directors
Regular Meeting
April 24, 2014**

Meeting Minutes

1. Roll Call

Voting Members Present: Keith Gudger (Chair), Caryn Machado, Doree Steinmann, Adam Wade, Tom Manheim, Lou Tuosto.

Voting Members Absent: Mathilde Rand, James Fisher, Joe Hall, Tess Fitzgerald and Nathan Benjamin.

2. Oral Communications

Phil Harmonic addressed the Board.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Consent and Regular Agendas.

Moved items 5 through 7 to the Regular Agenda.

CONSENT AGENDA

4. APPROVED the Regular Board Meeting minutes of February 27, 2014

Upon the motion of Manheim, duly seconded by Tuosto, the Board, by unanimous vote, approved the consent agenda.

REGULAR AGENDA

5. APPROVED recommendation of the Finance Committee to accept the March 31, 2014 Financials as proposed by the Executive Director.

Upon the motion of Machado, duly seconded by Manheim, the Board, by unanimous vote, approved the March 31, 2014 Financials.

6. APPROVED CTV Financial Policies as recommended by the Finance Committee.

Upon the motion of Manheim, duly seconded by Machado, the Board, by unanimous vote, approved the CTV Financial Policies.

7. APPROVED the CTV Rules and Procedures as recommended by the Governance Committee.

Upon the motion of Manheim, duly seconded by Steinmann, the Board, by unanimous vote, approved the CTV Rules and Procedures.

8. Oral Report of Executive Director.

9. Oral Report of Board Chair.
10. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda.

Machado requested that a "Fall Event Plan" be placed on the next agenda.

11. Announcements.
12. Adjournment.

Upon the motion of Manheim, duly seconded by Machado, the board adjourned the meeting at approximately 5:55 PM.

This set of minutes to be approved on May 22, 2014

Approved: _____
Board Chair

Attest: _____
Board Secretary

**Community Television of Santa Cruz County
Station Director Report to the Board of Directors
May 2014**

On a personal note, I would first like to thank you all for the opportunity to become a part of the CTV organization and team. My roots are very much in both Santa Cruz and Community Media, and I am overjoyed to finally have those two things overlap. Staff, the leadership team in particular, and volunteers have been overwhelmingly welcoming, positive, and supportive of my transition, which is going smoothly. I'm excited to be an asset to the organization during such a pivotal time.

Since the last meeting of the board, CTV has seen extensive progress in the following areas:

1) Production and Content - Jeromie Whalen

Over the past several weeks, CTV has been busy producing some valuable community events in Santa Cruz County. Earlier this month, CTV produced video for the District 4 Candidates Debate in Watsonville. The production provided the community with an insight into the various candidates running for county supervisor and was made accessible on Youtube and the CTV website.

Last week, CTV produced the Queer Youth Leadership Awards at Brighton Middle School. Prior to the production, CTV produced 35 video interviews and 4 montages for the event. The montage videos were shown at the ceremony, and were met with extremely positive feedback. The award ceremony is in its second draft and will be made available soon on Youtube and the CTV website.

2) Community Outreach and Sponsorships

CTV will be participating in the next Santa Cruz First Friday, on June 6. Outreach has been successful to local businesses to donate props for a photo / vine booth in the front studio, where there will be a green screen. Resultant pictures and videos to be posted on CTV social media. There will also be a one hour open mic live to tape in the studio with a variety of talent.

Donation levels for CTV sponsorship spots on the channels have been set, and downtown business owners seem to be reacting positively on initial contact. There are several follow up meetings regarding these sponsorships scheduled over the next few weeks. The flier CTV is currently using for sponsorship outreach is included, please feel free to print and use it.

A) Public Access

Public Access services are being offered again, and community members are letting CTV staff know that they are thrilled to hear and be a part of it again.

Classes have been scheduled, posted to the online portal, and are already filling up! Classes in Studio Use, Field Production, and then Basic Editing will be offered on Wednesday evenings from 6-8 over the next 8 weeks.

Thanks to Keith, Nick, and Scott, the first lottery for studio supervisor and production shifts went out at the beginning of May. The lottery process worked very well overall, however, volunteer participation was not as high as had been hoped. The process has been streamlined and retooled. Another lottery will go out the first week of June with much more detailed instructions to producers and volunteers.

In light of the launch of the new website and portal, CTV hosted Community Engagement Days on Friday and Saturday, 5/16 and 17. Volunteers and members were encouraged to come by in person to ask any questions about the new model, set up their new Denver Tools accounts, and meet new staff. The response has been overwhelmingly positive, and more Community Engagement Days will be announced soon.

4)Technology - Nick Brandt

With everything roughly in place and the station opened up again the Technology department has gone into “finishing mode”. This does not mean that everything is perfect and running smoothly just yet. In fact, we have had our successes and our failures. The next couple of months will be devoted to putting out fires and making everything that has been “roughed in” more permanent. This is a normal process for a technology rebuild that is this substantial.

In the successes column we can brag about the Connect media system which has this organization weaned from its dependence on DVDs and over 90% of producers self scheduling their own programs. We can also talk about our new wireless electronic lock system that has almost completely eliminated the need for keys. There will be one more set of upgrades to that system taking place in the next two weeks to include a door phone, an auto latch and keyless entry for the front door.

The studio is live and has produced live shows to the cable channel for the last two Sundays. We are observing how the users are using that space and will be making some changes accordingly. Still to come in the studio: a teleprompter, and a new lighting scheme featuring some new lighting fixture. The computerized lottery system that was designed and built by Keith Gudger was used with lots of success. We learned some things operationally that we will do differently next time but overall I would call the lottery system a success.

We have finished the paper design of the security camera system and are now onto the installation phase of the project. If you see myself or David Goldman crawling around in the ceiling you can bet that we are installing some smart new cameras. Mr Goldman as you may or may not know expressed an interest early on in helping with the installation of some of our larger technology. He has spent many hours and long nights assisting me to install all of these great new tools. Even now I believe he is directing or crewing on this evenings board meeting in our brand new studio. Thank you for your dedication Dave.

The new website and the OMP Tools are fully launched. We are experiencing some major and some minor bugs. Our contractors in Denver are responsive to our needs and I look forward to being able to report bug free tools that have all of the features that this station requires.

As always if you have any concerns to report or questions regarding our new systems please don't hesitate to call or email me.

5) Personnel

Jeromie, the current Director of Content & Production, will be leaving CTV effective June 1, and greatly missed. The position has been posted online, and is generating interest by many qualified applicants. Resumes will be compiled and shared with the hiring/personnel committee the first week of June.

A position for a new part-time Government Services Technician has also been posted. Resumes will again be compiled and shared with the hiring/personnel committee the first week of June.

6)Facilities

The new CTV sign has been installed above the front door and looks great.

The upgrades to the front door, however, have been brought up to Devcon as not meeting our standards. There is a significant gap between the top of the glass and the doorframe. The mess in the CTV dumpster and recycling areas will be cleaned by the end of the week.

Respectfully Submitted,

Lindsey Bishop
Station Director - CTV



April 30th, 2014
Santa Cruz County Board of Supervisors
701 Ocean Street, Room 500
Santa Cruz, CA 95060

Dear Honorable Board of Supervisors,

Thank you for your continued support of community media in Santa Cruz County, and for your trust in our expertise and ability to transition CTV throughout this past year. As you know, in 2013, CTV entered into a one-year contract with CMAP to create a transition plan. This contract has positioned CTV to be prepared for and to implement DIVCA requirements in fiscal year 2014-2015. Community Television (CTV) continues to work with Community Media Access Partnership (CMAP) to build a solid transition that will be post DIVCA for fiscal year 2014-2015.

Over the past ten months, our team has reduced CTV's budget from \$771K to \$364K to prepare for a post-DIVCA zero-operational funds reality in the near future. This was not an easy task but essential for the organization to survive these drastic cuts caused by the effects of the statewide legislation (DIVCA), and to meet your board's goals for CTV to become more sustainable with increased relevancy to our entire community.

CMAP's team has re-organized the entire organization in order to: meet fiscal realities; increased efficiency and productivity, streamlined and upgraded all aspects of CTV's technological infrastructure, including a new Telvue broadcast server, rebranded the channels launched a new web site, implemented personnel accountability standards, and revised the organization's financial, employee and governance policies. We have begun fundraising and outreach efforts, re-established past and municipal contracts for government meeting coverage, and developed new online check out and reservation tools, and re-built two new media studios.

The community will now be more involved in a structured way to manage their own community media center. Our team has developed a certified volunteer program that trains volunteers over a two-month period to assist with daily operations. In order to generate new revenue for the media center, we have re-established relationships with past paid production clients and sought new clients for our new services. In late April, we hired a new CTV station director, Lindsey Bishop, who has nearly a decade in community media in our region, at Access Monterey Peninsula (AMP Media). Lindsey will manage the day-to-day operations, outreach, fundraising, and all media services at CTV.

CTV and CMAP are currently working on a new contract for 2014-15 based on your approval for CTV to continue on this path, resulting in CMAP's team continuing to some minimal support of CTV through 2104-15. Thank you again for your time, attention and support of CTV, and of community media in Santa Cruz County.

Respectfully submitted,

Kathy Bisbee
Executive Director, CTV/CMAP
Attachments: FY Operating Budget 2014-15; FY Capital Budget 2014-15; CTV Activity Plan 2014-15; CTV PRO; CTV User; CTV Sponsorships

During the next year, CTV must continue to build on the new post-DIVCA model by continuing its increased efficiency in operations, reaching the broader community to build awareness, involvement and generate revenue via new fee-based media services.

Personnel, Fundraising, Outreach & Media Services Development Plan

May-August 2014	<ul style="list-style-type: none"> • Complete Stage One of CTV transition. • Create Take One event schedule for 2014-15; Coordinate First Friday events at CTV. • Grant reporting due for CTV 2013-14 grants in July. • Wrap up first two quarters of production's contracts. • Receive final content from Dunbar Productions. • Train new station director. Hire new production director. • Recalibrate online tools, web site, and work with volunteers to adjust and improve certified volunteer program.
September-December 2014	<ul style="list-style-type: none"> • Train new production team. • Begin donation drive and process for community productions and production grants. • Begin monthly events for Take One tours and for First Friday promotions and lead generation. • Advertise CTV's new media services and new channels in local publications, at business association events and through lists. • Deliver media services with new rate card to non-profits, govt and businesses. • Apply for grants for youth media and digital storytelling. • Organize an auction for fall fundraiser & volunteer event. • Look for opportunities to further reduce operations budget, and increase revenue streams through paid services and donations.
January-April 2015	<ul style="list-style-type: none"> • Attend monthly business and community events in generate donor pipeline leads. • Begin planning annual fundraising breakfast and auction. • Reach 25 new sponsors for underwriting. • Advertise CTV's new media services in local publications, at business association events via mailings, flyers and sales. • Host annual fundraising event/breakfast in spring with 100 participants donating a total of \$20K. • Continue recruitment for volunteer program and internships.
May-June 2015	<ul style="list-style-type: none"> • Complete new budget process for operations budget reductions if needed. Develop Capital budget plan; report to the County. • Continue recruitment for volunteer program and internships. • Plan summer fundraising event, and revenue-neutral summer youth programs.

Technology Infrastructure & Operations Management Training Program Plan

August 2014	Complete first contract with Denver Open Media for Automated tools to manage equipment; Liquidate all remaining parts of old CTV Truck, Studio and Broadcast equipment. Begin next certified volunteer training program.
September 2014	Design and install High Definition Broadcast System at City of Watsonville Council Chambers
October-November 2014	Invest in CTV Professional Productions and Rental Equipment; Work with Denver on next contract for customized automation.
December 2014	Purchase and implement Live-U system for live capability across the county. New certified volunteers are able to begin supporting operations.
January 2015	Begin negotiations for High Definition Services across at CTV channels
February 2015	Change studio configuration to HD; TV acquires at least 80% of content in HD and government venues encode HD on site,
March 2015	CTV Broadcasting in Full HD
April-June 2015	CTV Equipment evaluation and maintenance
July 2014	Pilot program is assessed and adjustments are made including schedule and policy changes as well as necessary equipment purchases; Government venue equipment evaluation and maintenance
August 2014-June 2015	Program runs normally for one year technical help and repairs to equipment are expected to be required once per month.
July 2015	Membership fees and equipment usage rates are increased again to achieve more revenue neutrality.
July 2015	Program runs normally for one year; technical help and repairs to equipment are expected to be required once per month.

Revenue Projections and Sources

Categories	2014-15 Re-Org Year
Paid Productions	30,000
Equipment & Studio Rentals	15,000
Donations	15,000
Government Productions	70,000
Grants	10,000
Total Operating Raised	\$140K

Respectfully submitted,

Kathy Bisbee, Executive Director, CTV

COMMUNITY TELEVISION (CTV)

Employee Handbook

Revised May 2014

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INTRODUCTION

Community Television (“CTV”, “the Company”), is a private, nonprofit, tax-exempt corporation with the responsibility of operating the public, educational, and governmental access television channels for Santa Cruz County. It operates under an Agreement with the city and the county of Santa Cruz.

This handbook provides general information and guideline regarding employment at CTV. If you have any questions about a particular benefit or policy, please contact your manager.

Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employment for a period of time. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at CTV’s sole discretion. These provisions supersede all existing policies and practices. Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between CTV and any of its employees.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will inform you of any changes as they occur.

CTV will comply with all terms of local, state, and federal law.

This handbook and the information in it should be treated as confidential and not to be shared externally.

Right to Revise

This handbook summarizes the policies and practices in effect at the time of publication, and the policies may change from time to time. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. CTV reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

No oral statements or representations can in any way alter the provisions of this handbook.

At-Will Employment Status

CTV personnel are employed on an at-will basis. Employees may be terminated or disciplined with or without cause and with or without advance notice at any time by the employee or the Organization.

No manager, supervisor, or employee of the Organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Chairperson of the Board or Executive Director has the authority to make any such agreement, which is binding only if it is in writing.

EQUAL OPPORTUNITY EMPLOYER

CTV is an equal opportunity employer, and follows all rules in accordance with Fair Employment practices in recruitment, selection, promotion, and all other conditions of employment. Any technique or procedure used in recruitment and selection of employees shall be designed to measure only the job related qualifications of applicants.

The Corporation will not discriminate against any employee or applicant because of race, color, religion, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex, sexual orientation, age, veteran status, or any other non-merit factor unrelated to job duties.

WORKPLACE VIOLENCE PREVENTION

CTV is committed to preventing workplace violence and to maintaining a safe work environment. All employees, including supervisors and temporary employees, as well as interns and volunteers, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of CTV without proper authorization. Conduct that threatens, intimidates, or coerces another employee, an access member, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor and the Executive Director. This includes threats by employees, as well as threats by members, vendors or other members of the public.

When reporting a threat of violence, you should be as specific and detailed as possible. The identity of the individual making a report will be protected as much as is practical. All suspicious individuals or activities should also be reported as soon as possible to the Executive Director. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

CTV will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

SEXUAL HARASSMENT POLICY

CTV is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including sexual harassment.

CTV does not tolerate any form of harassment. No person, employee or third party, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied, to harass others.

Harassment includes verbal, visual, or physical conduct that creates an intimidating, offensive, or hostile work environment or that interferes with work performance. Included within such conduct are racial slurs, ethnic jokes, posting of offensive statements or cartoons, leering, or other similar conduct.

Sexual harassment includes any unwelcome sexual advances, solicitation of sexual favors, and any other verbal, visual, or physical conduct of a sexual nature. Such actions or allowance of such actions cannot be made a condition of employment.

Any form of harassment that creates an intimidating, offensive, or hostile work environment or interferes with work performance is prohibited by law.

CTV encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of CTV to promptly and thoroughly investigate such reports. You may be asked to provide specific details of the incident to help further the investigation including names, dates and times of the incident. Details may be given verbally or in writing. CTV prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports. Upon investigation, should an employee be found conducting unlawful harassment, CTV will take appropriate disciplinary action which may include termination. Employees reporting the details of the incident will be protected from any retaliation.

If you have any questions, problems, or complaints regarding a violation of the above, please communicate your concerns to your supervisor, the Executive Director, or the Board Chair. You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. CTV will promptly and thoroughly investigate all reports.

DRUG- and ALCOHOL-FREE WORKPLACE

CTV maintains a drug and alcohol-free workplace. CTV prohibits and does not tolerate the possession or use of alcohol or illegal drugs at any time during the workday or anywhere within CTV's facility. Employees are expected and required to report to work on time and in an appropriate mental and physical condition to work. To do so, employees must not have alcohol or illegal drugs in their system. Violators will be subject to immediate disciplinary action.

SMOKE-FREE WORKPLACE

CTV prohibits smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees, including e-cigarettes. Please be aware of local smoking ordinances.

SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards.

In the case of an on-the-job injury, the Executive Director shall follow the steps outlined by the State Compensation Insurance Fund in Attachment G, "Steps to Follow When an Injury Occurs." A copy of this notice is also posted in the CTV office. In the event of an injury, the employee will be taken to the designated medical facility posted in the CTV office.

Also included as Attachments H and I are copies of the "Employee's Claim for Workers' Compensation Benefits" and the State of California "Employer's Report of Occupational Injury or Illness." Copies of these forms are kept in the CTV Administrative Files.

All employees shall fill out the form "Employee Designation of Personal Physician."

In the event an employee is injured on the job and she/he has not designated a personal physician, the Executive Director shall arrange to have the employee transported to the Emergency Room of the local hospital.

CONFLICTS OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of CTV may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager. Employees will be asked to sign a conflict of interest policy.

OUTSIDE EMPLOYMENT

CTV asks employees to limit outside employment. If you are considering outside employment, please consult your manager. Any outside work that presents a conflict of interest to CTV is prohibited.

EMPLOYMENT CATEGORIES

CTV has established employment categories that serve to govern the terms and conditions of employment:

Regular Employee: An employee who works 40 hours per week, for an indeterminate time period, and is eligible to participate in benefit programs such as medical, dental, and Paid Time Off.

Regular Part-Time Employee: An employee who works at least 20 but less than 40 hours per week, for an indeterminate time period. Regular part-time employees accrue Paid Time Off proportional to the hours worked. They also receive holiday days off at a proportionate rate to their hours worked, if the CTV holiday falls on a day that is part of their regular work schedule. They may participate in select benefit packages.

Temporary Employee: An employee who is hired as an interim replacement or to assist in the completion of a specific project, scheduled to work the company's full- or part-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are subject to the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

EMPLOYEE PROBATION

Probationary Period. All new regular and regular part-time CTV employees shall serve a probationary period of six (6) months.

During the probationary period, the employee shall be appraised by her/ his supervisor at the completion of six months of service.

During the probationary period an employee may be terminated at any time for any reason, and has no right to appeal. Termination is the responsibility of the Executive Director and the employee's direct manager.

After completion of the probationary period, employees remain at-will employees of CTV.

EMPLOYEE PERFORMANCE APPRAISAL

All employees are entitled to annual appraisals of their work, at which they have an opportunity to discuss their performance during the past year, set objectives for the coming period, and resolve any problems which may exist.

Employees will be evaluated by their direct manager. The Executive Director is responsible for implementing the performance appraisal system for his/her direct reports.

Annual merit increases may be granted to employees based upon successful performance appraisals as determined by the Executive Director. Raises will go into effect upon the employee's date of hire anniversary.

EMPLOYEE COMPENSATION

CTV salaries and wages shall be set by the Executive Director upon review of the Board of Directors.

Merit increases, if earned, shall be effective on the anniversary date of the employee (with retroactive pay if needed). Compensation reviews are designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

TIMEKEEPING AND PAYROLL

Pay periods. CTV issues paychecks on the 1st and 15th of every month. Timesheets to report hours are due two days in advance of the pay day. If the 1st or 15th falls on a weekend or a holiday, the payroll will be issued the business day before. CTV employees can sign up for direct deposit of their paychecks into their bank accounts by filling out the necessary paperwork with the designated payroll administrative staff.

Work Week. The CTV work week begins at 12:01 AM on Sunday and ends at 12:00 Midnight on the following Saturday. A full-time employee is expected to work forty (40) hours per week, excluding meal breaks.

Employee Schedules. The Executive Director shall establish a schedule of hours for each employee, which the employee is expected to follow. Work schedules are subject to change week to week to meet the needs of CTV's operation. Changes in the employee's work schedule must be approved in advance by the Executive Director.

Meal and Rest Breaks. Employees are entitled to a meal break of up to 30 minutes for every five hours of work. Meal breaks are not paid time, and employees should be fully relieved of any duties.

Employees are also entitled to one ten (10)-minute break during each continuous four (4)-hour work period. Ten-minute breaks are paid time and may not be used to compensate for lateness or other leaves nor be cumulated for other leave time. Breaks should be taken in the middle of one's shift, if possible.

Overtime. Overtime for non-exempt employees must have prior approval from the Executive Director, or the employee's supervisor, unless an emergency situation does not allow time for pre-approval. Overtime for non-exempt employees at the rate of one and one-half times the regular rate of pay is earned after eight (8) hours per day, or forty (40) hours per week. Overtime at double the regular rate of pay is earned after twelve (12) hours in a day. All hours of work must be documented on time cards.

Minimum Pay for Crewpeople: Per the law, if a production crewperson shows up for a meeting and it is cancelled, CTV will pay the employee a minimum of two hours.

Tardiness. Employees expecting to be late to work shall notify the Executive Director in advance. Late time is limited to one half (1/2) hour or less, and must be made up. Absences of more than one half (1/2) hour must be charged as PTO time, compensatory time off, or docked, and will be subject to disciplinary action.

TIME OFF AND HOLIDAYS

All leaves and time off must be approved in advance by the Executive Director. Every effort will be made to afford the employee the opportunity to utilize accrued time and to select dates that best suit personal convenience. However, CTV requirements will take precedence over individual considerations.

Absence without prior approval shall constitute unauthorized leave and shall be sufficient grounds for dismissal. If other leave or other absence occurs after the normal payroll time sheet has been submitted for processing, the absence will be charged in the next pay period.

Paid Holidays

Only regular employees shall be eligible for paid holidays. A list of paid holidays will be issued at the beginning of the year and distributed to all staff. Generally, there will be eleven federal holidays observed and one floating holiday. The floating holiday can be used before or after an existing CTV holiday or for any holiday of your faith. It may not be used as a vacation day. Advance notice should be given to the Executive Director when an employee would like to use their floating holiday. The Executive Director may add paid holidays for staff when the station is closed.

Holidays typically include:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day After Thanksgiving
- Christmas
- New Year's Eve

This is subject to change. The holiday calendar will be published and updated annually.

Paid Time Off (PTO)

Paid Time Off is a pool of time that eligible employees can use for purposes of vacation or sick leave. Only regular employees shall be eligible to accrue and use paid time off. Hourly employees start accruing at a rate of 4 hours per pay period. Salaried employees can negotiate their PTO rate. Probationary employees begin accruing PTO immediately, but shall not be eligible to use PTO unless they successfully complete their probationary period and become regular employees.

Each regular part-time employee is entitled to accrue paid time off at the same rate in proportion to hours worked.

Paid Time Off accumulation may not exceed 120 hours. If hours are not used, the employee will stop accumulating PTO until the balance reaches under 120. However, the Executive Director, with the approval of the Chair, may grant excess accumulation of PTO under special circumstances.

Advance PTO Credit

PTO credit shall not be used prior to the time it is actually earned except in unusual circumstances. The Executive Director, with the approval of the Chair, may grant such advance leave, but with the understanding that the employee shall be allowed to take only accrued time.

Advance PTO Pay

Upon approval by the Executive Director, and subject to appropriate accounting procedures, employees may receive PTO pay in advance of leave taken. However, advance pay may not exceed the PTO balance nor be more than the actual PTO taken.

PTO at Termination

In the case of an employee resignation, the effective date of the resignation is the last day that the employee actually works. At termination, the employee will be paid for any accumulated PTO leave.

Minimum PTO Charging

The minimum PTO chargeable shall be one half (1/2) hour and shall be computed in one half (1/2)-hour increments.

Employee PTO Reporting

When PTO must be used in the event of an illness, an employee will notify her/his supervisor of the cause of the leave and its probable duration within one hour after the regular starting time. PTO due to an illness shall not be granted unless such report or advance reporting is made, unless the Executive Director determines that the employee's failure to report was due to circumstances beyond her/his control.

OTHER PAID TIME OFF

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The company will pay regular full-time and regular part-time employees for time off for jury duty for the length of the time spent on a jury, to a maximum duration of one month.

Voting Leave

If an employee who is a registered voter does not have sufficient time outside of his/her working hours within which to vote in any statewide election, the employee may take off so much working time that would enable him/her to vote. CTV will cover employees up to two hours of paid time to ensure the employee has sufficient time to vote. If you need additional time beyond two hours, please consult your manager.

Military Leave of Absence

CTV is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Bereavement

Regular employees are eligible for two days bereavement upon the death of an immediate family member (defined as parents, siblings, children, grandparents, spouse/ domestic partner, and in-laws of the same categories). Should employees need additional time off, they can use PTO.

Worker's Compensation Leave

Any employee who is unable to work due to a work related injury or illness and who is eligible for Worker's Compensation benefits will be provided an unpaid leave for the period required by law.

Leave for Victims of Domestic Violence

Unpaid time off is also available to victims of domestic violence for the purpose of appearing in court to obtain legal relief, seeking medical attention, obtaining services from a domestic violence program, obtaining psychological counseling or participating in safety planning. Victims of domestic violence should provide reasonable advance notice when possible; otherwise, they must provide evidence from the court, prosecuting attorney, police or medical professional, domestic violence advocate, health care provider or counselor, as appropriate.

Organ Donation and Bone Marrow Leave

Any employee who is participating in organ or bone marrow donation program may receive time off without pay of up to 30 days during a single calendar year.

School Activities and Appearance Leave

Employees will be granted time off without pay for up to 40 hours per calendar year, but no more than eight hours in any calendar month, to participate in the activities of schools or licensed child day care facilities attended by their children. Employees must provide reasonable notice of the planned absence. Employees may also be granted time off without pay in order to appear at school on a child's behalf with regard to school suspension.

Witness Leave

Employees will be granted time off without pay to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. Employees are required to provide reasonable advance notice of the need for witness leave.

Office Closing

The Executive Director shall have the power to close the CTV office for security or other reasons if, after consultation with the Chair or another elected CTV officer, she/he believes such action is in the best interests of CTV. Employees already on leave on dates when the office is closed shall not be charged for their absence.

LEAVES OF ABSENCE

Disability Leave

Employees are eligible to use short term disability insurance due to a non work-related illness or injury, or due to pregnancy or childbirth. California short term disability insurance has a seven-day, non-payable waiting period. Short term disability payments are effective starting the eighth day of disability.

See <http://www.edd.ca.gov/disability/> for more detail. You will need to apply for payment through the State.

Paid Family Leave

Employees are eligible to take up to six weeks of partially-paid family leave to bond with a newborn baby, adopted or foster child or to care for a seriously ill parent, child, spouse or registered domestic partner.

See www.paidfamilyleave.org for more detail. You will need to apply for payment through the State.

CTV will continue to provide health insurance benefits for employees on **disability** or **paid family leave** for a period of three months. After that date, the employee may elect to pay her/his own premium in order to maintain membership in the insurance pool.

Personal Leave

A personal leave of absence without pay may be granted in emergency or under limited circumstances. Employees granted a leave of absence without pay must use all accrued PTO prior to the commencement of the leave of absence, and no PTO or any other paid benefit shall be accrued during such leave. The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis. The employee may elect to pay her/his own premium while he/she is on leave.

BENEFITS

Healthcare Benefits

CTV has established medical, dental, and vision benefits plans for full-time employees. See benefit plan summaries for more information.

Retirement Plans

A retirement plan is available for regular full time employees. Ask your manager for details about the current board-approved plan.

TB Tests and Background Checks

Employees that will be teaching after-school classes do so subject to school policy and will need to have a TB test by a medical physician and a live scan or other background check by an authorized establishment. Both are reimbursable expenses.

Education Benefits

CTV will reimburse tuition and other business-related training course expenses, with the prior approval of the Executive Director. This may include conference registration, meals, or travel costs provided for in the annual budget. Travel costs should be approved by the Executive Director and in line with the budget.

Additionally, the Executive Director may approve reimbursement of registration fees and other costs for attendance at conferences, workshops, and other non-CTV meetings, to the extent budget funds are available.

PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Should there be issues with an employee's performance, CTV will implement disciplinary action, which may include the following steps: a verbal warning, a written warning, and placement of the employee on a performance improvement plan.

CTV reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and immediate termination. In certain circumstances, depending on the severity of the case, CTV may choose to terminate employment without advance written notice.

DISCIPLINARY ACTION

Disciplinary action at CTV may mean the discharge, demotion, reduction in salary, suspension and/or written reprimand of an employee. When disciplinary action is taken, the employee must be informed in writing of the action and the precise reasons for it.

Some reasons for disciplinary action may be taken against any employee for reasons which may include:

- a) Fraud in securing employment.
- b) Misconduct or negligence which causes damage to CTV or lessor property.
- c) Refusal or failure to perform work assigned.
- d) Disobedience of proper authority.
- e) Violation of safety rules.
- f) Tardiness.
- g) Use of Paid Time Off in a manner not authorized by CTV rules
- h) Unauthorized leave of absence.
- i) Falsification of paperwork, including but not limited to time sheets, personnel-related documents, certification records, equipment check-out records, and medical claims.
- j) Theft, unauthorized use, or misuse of CTV property, including removal of property without prior permission.
- k) Offensive treatment of the public or another employee.
- l) Consuming, possessing, or being under the influence of alcoholic beverages, non prescription or unauthorized narcotics, or dangerous drugs during working hours and on the CTV work site.
- m) Conviction, including pleas of guilty or nolo contendere, of a felony or misdemeanor if the conviction has a rational relationship to the employee's position.
- n) Violation of CTV rules and regulations.
- o) Inability to perform the job duties for which employee was hired.
- p) Inexcusable neglect of duty.

TERMINATION OF EMPLOYMENT

Resignation

An employee may voluntarily terminate employment by submitting a written statement of resignation. A minimum of two weeks' written notice is expected of any employee wishing to resign in good standing. The Executive Director shall report all resignations to the Chair immediately and to the Personnel Committee as soon as possible.

CTV may terminate the employment relationship at will at any time, with or without

notice or cause, so long as there is no violation of applicable federal or state law.

Lay off

The Executive Director may terminate, without prejudice, any employee because of lack of appropriate funds, or curtailment or lack of work. The Executive Director must give the employee two (2) weeks' notice of such termination. An employee who is to be terminated for the above reasons may elect to accept transfer or demotion, providing there is a vacant position for which the employee qualifies, as determined by the Personnel Committee.

Discharge or Dismissal

The Executive Director may terminate any employee for one or more of the reasons cited in the DISCIPLINARY ACTION section. The Executive Director will immediately notify the Board of Directors of any such action.

In the event an employee is dismissed for such cause, the termination shall be effective upon notification.

TECHNOLOGY RESOURCES

Employees at CTV may be issued a company laptop for which to conduct company business. Employees are expected to take care of company equipment and return the equipment at the end of their employment with CTV.

CTV telephones are for business use. Employees may make limited use of the telephone for the conduct of brief personal business. However, the Executive Director may forbid such use if it is being abused.

CTV equipment such as personal computers, cameras, etc., are for business use. Employees may make limited use of CTV equipment for the conduct of brief personal business, provided such use does not interfere with the operations and services of CTV. No use may be made for projects resulting in personal gain. However, the Executive Director may forbid such use if in her/his opinion it is being abused.

All company-supplied technology and company-related work records belong to the company and not to the employee. CTV may monitor use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Separating employees must return all company property at the time of separation, including cell phones, keys, computers, and identification cards. Failure to return company property will result in deductions from the final paycheck in accordance with local state law.

Cell Phones

Employees who are required to use cell phones for business purposes on a regular basis may receive a cell phone stipend of \$50/month. Please consult with your manager to confirm if your position is eligible for reimbursement. Cell phone bill statements are required for expense reimbursement.

SOCIAL MEDIA POLICY

CTV may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Employees may not post financial, confidential, sensitive or proprietary information about CTV, its clients, employees, board members, or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees, board members, or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *"The opinions expressed on this site are my own and do not necessarily represent the views of CTV."*

EXPENSE AND MILEAGE REIMBURSEMENT

CTV shall reimburse regular employees and regular part-time employees for the authorized use of their own vehicles in the course of doing CTV work at the rate established by the Internal Revenue Service. Employees should submit expense reports for mileage reimbursement. For other expenses incurred by the employee on behalf of the organization, the employee will be expected to submit receipts that detail the cost, subject to pre-approval by their supervisor.

PERSONNEL RECORDS and EMPLOYMENT VERIFICATION

A personnel record shall be maintained for each CTV employee, which shall contain the name, title of position held, salary, changes in employment status, annual performance appraisals, letters of recommendation based upon CTV service, and such other information as is deemed pertinent by the Board Chair.

Personnel records shall be regarded as confidential.

Personnel records for terminated employees shall be retained for five years.

Employment verification can be provided on as-needed basis and at the written consent of the employee. CTV will verify length/dates of employment and confirm job titles.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about CTV and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with CTV voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or CTV can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the Executive Director, no manager, supervisor or representative of CTV has any authority to enter into any agreement for employment other than at will; only the Executive Director has the authority to make any such agreement and then only in writing signed by the Executive Director.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with CTV. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by CTV, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Executive Director or the Board of Directors has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at CTV is employment at will, which may be terminated at the will of either CTV or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by CTV or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date