

# WCBK-WMYJ

## An Equal Opportunity Employer

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### **Equal Employment Opportunity Program**

#### **General Policy**

It is the policy of this station not to discriminate in its employment and personnel practices, to provide equal employment opportunity to all qualified applicants, without regard to race, color, creed, national origin, religion, sex or age, in all matters, including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discriminatory employment practices are specifically prohibited by the Federal Communications Commission. If you believe your equal employment rights have been violated, you may contact the FCC in Washington DC 20554 or other appropriate state or local agency.

#### **Responsibility For Implementation**

Ruth Ann Arney of WCBK-WMYJ is responsible for the administration and implementation of our Equal Employment Opportunity Program. It is also the responsibility of all persons making employment decisions with respect to the recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that our policy and program is adhered to and that no person is discriminated against because of race, color, creed, national origin, religion, sex or age.

#### **Policy Dissemination**

To insure that all members of the staff and potential employees are aware of our EEO policy and their individual responsibilities in carrying out this policy, the following communications will be made:

- When a job vacancy arises, it is the responsibility of each level of management to coordinate with the designated person at the station responsible for EEO compliance. For example, if a job vacancy arises in sales, the

Sales Manager will coordinate regarding hiring procedures and enforcement of our EEO policy.

- All employees will be given a copy of our EEO program.

Notices are posted, in easy view, on the bulletin board in the hallway informing applicants and employees that this station is an Equal Opportunity Employer and of their right to notify an appropriate EEO local, state or federal agency if they have been victims of discrimination.

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Our employment application form contains a statement regarding our EEO program and non-discriminatory employment practices, as well as, a person's right to notify an appropriate EEO agency if they believe they have been victims of discrimination.

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A statement regarding our Equal Employment Opportunity policy will be posted on each station's website.

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Our annual EEO Public file report will be placed in the public inspection file and posted on station's website.

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So that no segment of the community is inadvertently omitted from recruitment efforts, and in order to accomplish broad outreach, the following notice will be posted on station's website, broadcast on-air and advertised in the classified section of our local newspaper:

***"Stations WCBK-WMYJ are looking for organizations that regularly distribute information about employment opportunities to job applications or have job applicants to refer. If your organization would like to receive notification of job vacancies at our stations, please notify Ruth Ann Arney at 1639 Burton Lane, Martinsville, Indiana 46151. [ruthann@wcbk.com](mailto:ruthann@wcbk.com) or 765-342-3394.***

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***Stations WCBK-WMYJ are Equal Opportunity Employers and encourage minorities and females to apply.***

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## **Recruitment**

To ensure that information concerning each full time vacancy is widely disseminated, we propose that following recruitment sources be utilized:

- Utilize our recruitment list, comprised of colleges, universities, broadcasters organizations and minority affiliated organization.
- Post the job vacancy on the Indiana State Broadcasters Association job *bank web site*.
- Promote the job vacancy on our stations.
- Advertise the job vacancy in the local newspaper.
- Issue a memo announcing the job vacancy to all employees at this station as well as our other affiliated stations.
- Participate in or co-sponsor at least one job fair per calendar year.
- At least one time per calendar year, participate in or co-sponsor job/trade fair targeting women and/or minorities.
- At least one time per calendar year, participate in or co-sponsor a career day at an area elementary, junior or high school.

In all correspondence relating to the job vacancy, a deadline will be established for receipt of applications. The time frame allowed will be flexible, but never less than one week from date of posting or notification.

To make sure there are no unlawful forms of prejudice or discrimination regarding our employment practices, personnel policies and working conditions, our EEO program will be reviewed annually, utilizing input from our recruitment sources and employees.

# **WCBK ANNUAL EEO PUBLIC FILE REPORT**

**April 1, 2010 through March 31, 2011**

**Total # of Full-Time Positions Vacant  
for Period Above: 0**

**Total # Interviewed for Full-time  
Positions for Period Above: 0**

## **VACANCY**

**Job Title:** None

**Recruitment Sources Used to Fill Vacancy:**

**Date Position Opened:**

**Date Position Filled:**

**Total # Interviewed:**

0 from Recruitment Source:

## **OUTREACH RECRUITMENT MEASURES FOR TIME PERIOD**

- IBA Fall 2010 Job Fair in Indianapolis, Indiana
- IBA Spring 2010 Job Fair in Indianapolis, Indiana

- 1/2/11-3/1/11 Offered Scholarship  
Applications through IBA for 2011 IBA  
 College Scholarship Program & 2011 High  
School Senior College Scholarship  
Program
- Summer 2010 Job Shadow from  
Martinsville High School-Summer  
McFarland
- Fall 2010 Job Shadow -Steven Dunigan

## **RECRUITMENT SOURCES USED      # INTERVIEWEES**

### **TO FILL VACANCY REFERRED BY SOURCE**

1.    WCBK Radio 102.3  
FM

1639 Burton Lane

Martinsville , IN 46151

Ph 765-342-3394   Fax 765-342-5020

2. WCBK  
Website

wcbk.com

3.    Reporter-  
Times

Stacy

60 S. Jefferson St .

Martinsville , IN 46151

Ph 812-331-4283 Fax 813-331-4285

4. Hendricks County  
Flyer

Sam

8109 Kingston St .

Avon , IN 46123

Ph 812-331-4283 X 4554 Fax 765-640-  
2314

5. Indiana  
Broadcasters

3003 E. 98<sup>th</sup> St., Ste 161

Indianapolis , IN 46280

Ph 800-342-6276 Fax 317-573-0895

6. Work Force of Indiana

Work One Mooresville Express

490 St. Clair St .

Mooresville , IN 46158

Ph 317-834-3907 Fax 317-834-4937

7. Ball State University

Career Center

2000 W. University Ave.

Lucina Hall 220

Muncie , IN 47306

Ph 765-285-1522 Fax 765-285-3757

8. Indiana University

Career Development Center

625 N. Jordan Ave.

Bloomington , IN 46405

Ph 812-855-5234 e-mail:  
iucareer@indiana.edu

9. Butler University

Center for Career Planning

Atherton Union 315

4600 Sunset Ave.

Indianapolis , IN 46208

Ph 317-940-3838 Fax 317-940-6443

10. University of Indianapolis

Career Services

1400 E. Hanna Ave.

Indianapolis , IN 46227

Ph 317-788-3296 e-mail:  
ocs@uindy.edu

11. Delta Theta Tau  
Sorority

Connie Feagans

933 N. Lincoln Hill Ln.

Martinsville , IN 46151

Ph 765-342-6545

12. Delta Theta Tau  
Sorority

Susan Ulmer

3025 River Bay Dr. North

Indianapolis , IN 46240

Ph 317-576-0513

13. Job  
Fairs

14. Current Employee  
Referral

15. Former Employee  
Referral

16. Acquaintance  
Referral

17. Job  
Shadow

18. Unsolicited (walk-in, phone-in, mail-in)

19. WCBK  
Sign

20. Herald Times via  
Reporter