CoastAlaska, Inc.
Personnel Policies

CoastAlaska, Inc.
Capital Community Broadcasting, Inc.
Narrows Broadcasting Corp.
Rainbird Community Radio
Raven Radio Foundation
Wrangell Radio Group

January 2017
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1. INTRODUCTION

These personnel policies, adopted by the Board of Directors (Board) of CoastAlaska Inc. (CoastAlaska) establish the policies and procedures under which all employees work at CoastAlaska. These policies and procedures also are intended to guide CoastAlaska’s management in all areas of employment practices and employee compensation and benefits.

These personnel policies are broad in nature and are intended to provide staff with working conditions conducive to individual satisfaction while concurrently enabling CoastAlaska to achieve its goals and objectives. In assigning to management the responsibility for administering CoastAlaska’s personnel policies, it is the Board’s expectation that management will follow both the letter and the spirit of these policies. Management may at any time, with or without notice, establish or modify administrative procedures relating to personnel, but at all times these procedures should be consistent with the provisions of the Board’s personnel policies. However, nothing within these policies shall create or constitute a contract or promise of employment with any employee or create a guarantee of any employment term or condition. All employment relationships with any station or the regional office remain "at-will" meaning the relationship may be altered or terminated at any time with or without any notice and with or without reason by Management.

The operation of CoastAlaska stations is subject to the provisions of the CoastAlaska Compact; if there is any conflict between Compact provisions and the personnel policy, then the provisions of the Compact prevail. A copy of the Compact may be requested from the Executive Director or General Manager.

Many areas of personnel administration are subject to federal, state and local laws, rules and regulations; if there is any conflict between these provisions of law and CoastAlaska’s personnel policies, the provisions of state and/or federal law will prevail.

Unforeseen circumstances or changing conditions may occur which would necessitate modifications to these policies. Accordingly, the Board reserves the right to vacate, change or add to these policies without specific advance notice as it deems appropriate in its sole discretion. Changes to the policy will be shared with employees.

2. STANDARDS OF CONDUCT

2.1 Equal Employment Opportunity & Policy Against Discrimination

It is the policy of CoastAlaska not to unlawfully discriminate against a person in any aspect of employment, including, but not limited to, hiring, compensation,
benefits, training opportunities, promotions, other employment conditions and decisions to terminate, because of the person's race, color, religion, national origin, ethnicity, physical or mental disability, genetic information, age, veteran or military status, sex, sexual orientation, gender identity, gender expression, marital status, changes in marital status, pregnancy, parenthood, or any other status protected under applicable law.

Complaint Procedure. **Employees who encounter or learn of conduct violating CoastAlaska’s Equal Employment Opportunity policy should immediately bring such conduct to the attention of their General Manager or Executive Director. If the General Manager or Executive Director is not appropriate or available, to the attention of the President or Vice President of the station or CoastAlaska Board so that CoastAlaska may investigate the complaint. If CoastAlaska’s investigation determines that it’s Equal Employment Opportunity policy has been violated, CoastAlaska will take appropriate remedial and disciplinary action, including termination.**

2.2 **Anti-Harassment and Anti-Retaliation Policy**

It is CoastAlaska's policy to provide employees with a working atmosphere that is free from unlawful harassment and retaliation. Any conduct that interferes with another employee’s performance or creates a hostile, intimidating, or offensive work environment on the basis of the person's race, color, religion, national origin, ethnicity, physical or mental disability, genetic information, age, veteran or military status, sex, sexual orientation, gender identity, gender expression, marital status, changes in marital status, pregnancy, parenthood, or any other status protected under applicable law will not be tolerated. Harassment includes the making or sharing (forwarding via electronic or non-electronic means) of derogatory, offensive or demeaning remarks, “jokes,” comments, slurs, innuendoes, cartoons, pranks, or engaging in visual or physical harassment.

Any form of harassment is considered serious conduct. All employees of CoastAlaska have a responsibility to maintain a workplace that is free from harassment and must report such misconduct when it occurs.

Retaliation towards an employee who has made a complaint of discrimination or harassment or violation of the organization’s Equal Employment Opportunity policy also is unlawful and will not be tolerated.

2.2.1 **Sexual harassment.** Sexual harassment is strictly prohibited. No CoastAlaska employee, male or female, should be subjected to unwelcome
sexual advances, either physical or verbal, while working for CoastAlaska by anyone irrespective of their gender or sexual orientation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct if:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment;
- submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to, the following conduct: unwelcome flirtations and advances; unwelcome propositions or requests for sexual favors; the display or sharing of sexually explicit photographs, drawings, objects, or literature; sexually explicit verbal abuse; touching that is unwanted; sexually suggestive explicit stories or jokes; sexually suggestive or explicit gestures; uninvited or offensive dirty jokes; uninvited inquiries of a sexual nature; degrading or offensive comments about another person or that person's physical appearance; and any other offensive, sexually explicit verbal or physical behavior or other communication (such as via email, text message, social media or other electronic messaging).
2.2.2 **Complaint procedure.** Any employee who feels harassed, witnesses harassment, or believes he or she has experienced retaliatory conduct for complaining about harassment should immediately report the matter to their general manager or the executive director. If the complaint is against a general manager or the executive director the employee should report to the President or Vice President of the station board or CoastAlaska board so that CoastAlaska may investigate the complaint. If CoastAlaska’s investigation determines that there is a basis for concluding that sexual harassment and/or retaliation has occurred CoastAlaska will take appropriate remedial and disciplinary action, including, but not limited to, termination.

2.3 **Open Door Policy**

CoastAlaska strives to provide a harmonious working environment for its employees. The best way to solve a variety of problems that arise in the workplace – other than complaints of discrimination, harassment, and/or retaliation – is by enabling employees to informally discuss and resolve problems with their immediate supervisor or with the general manager or executive director. Procedures for making complaints of discrimination, harassment, and/or retaliation are set forth under Sections 2.1 and 2.2.

3. **GENERAL EMPLOYMENT INFORMATION**

3.1 **Classes of Employees**

3.1.1 **Exempt**

Exempt employees are exempt from the overtime pay provisions of the Fair Labor Standards Act, as amended, and the Alaska Wage and Hour Act. As a general guideline, a person’s primary duties must be executive, administrative, creative, or professional in nature (as those terms are defined by applicable law) and/or otherwise meet the criteria set out under applicable federal and/or state law, including, any salary threshold requirements in order for CoastAlaska to classify an employee as exempt.

3.1.2 **Non-Exempt**

An employee who is eligible for overtime pay under the provisions of the Fair Labor Standards Act, as amended, and/or the Alaska Wage and Hour Act.
3.1.3 Full-Time Employees
An employee who is regularly scheduled to work 40 hours per week (exclusive of overtime) is considered to be a full-time employee.

3.1.4 Part-Time Employees
An employee who is regularly scheduled to work 20 hours per week, but less than 40 hours per week, is considered to be a part-time employee.

3.1.5 Temporary or Casual Employees
A temporary or casual employee meets one of the following criteria:

(a) Works either full-time or part-time for a specified length of time or for a specific short-term project, usually less than one year;

(b) Works on a casual, on-call basis with no set schedule and no guaranteed number of hours per week; or

(c) Usually works less than 20 hours per week.

A temporary or casual employee is not eligible for annual or medical leave, health care insurance, holiday pay or retirement benefits. Employees in this class may be eligible for overtime pay as provided by the Fair Labor Standards Act and/or the Alaska Wage and Hour Act.

3.2 Job Descriptions
CoastAlaska will maintain a job description for every position. The job description will list the essential functions and qualifications for the position. Each employee will receive a copy of the job description for his or her position. CoastAlaska reserves the right to revise job descriptions and/or re-assign employees as the Executive Director and/or Station Manager(s) deem appropriate in their sole discretion in order to address the needs of the organization. The Executive Director and/or Station Managers shall approve new or revised job descriptions.

3.3 Attendance
Sunday is the first day of the CoastAlaska work week. The schedule of any individual employee or station will be determined by the Executive Director or
Station Manager(s). Every employee will report for work promptly and attend work regularly consistent with the schedule set for him/her. Any employee who will be late for work or will be absent from work (other than due to pre-approved leave), is required, at least one hour prior to his or her starting time or as soon as reasonably possible, to notify his or her supervisor. Late arrivals, early departures, and other personal absences that are not pre-approved are disruptive and should be avoided, and may lead to disciplinary action, including, but not limited to, immediate termination.

3.4 Recruiting and Hiring

CoastAlaska will endeavor to fill positions with the most qualified candidates available. At the discretion of management, position openings may be advertised locally, regionally and/or nationally. In order to be considered for an open position, an existing employee must submit an application, resume or other materials as appropriate just as any other outside candidate. CoastAlaska is an Equal Employment Opportunity employer.

3.5 Initial Evaluation Period

New employees and employees who are promoted or transferred are considered to be in an initial evaluation period for the first ninety (90) days of their employment. These employees will receive a performance review at the end of their first 90 days of employment and if the review indicates satisfactory job performance, this initial evaluation period will end. However, if the review indicates unsatisfactory job performance, the supervisor at his or her discretion may dismiss the employee or extend the initial evaluation period for up to another ninety (90) days. If the initial evaluation period is extended, the supervisor and the employee will discuss the job performance problems and set goals for improvement. At the end of the extended initial evaluation period a second performance review will be conducted. If the second review indicates unsatisfactory job performance, the employee will be dismissed.

Notwithstanding anything contained herein to the contrary, CoastAlaska is an at-will employer and employees may be dismissed at any time during their initial evaluation period or during their extended initial evaluation period, without any right of internal appeal through the grievance process.
4. COMPENSATION

4.1 Pay Plan

In order to assure that all employees receive fair, equitable and appropriate compensation for their positions, as well as fair, equitable and appropriate consideration for salary increases, CoastAlaska uses an established pay plan. Each position will be assigned to an established range on the pay plan. Each range will have a minimum and maximum rate of pay and fixed steps of pay between the minimum and maximum. Employees may advance through the range based on merit increases given as a result of the performance review process (see sections 4.5.1. and 7.1). New employees are usually hired at the minimum rate for the position, depending on experience and qualifications. The entire pay plan will be reviewed annually as part of the budget process, when consideration will be given to whether or not any cost-of-living adjustments should and/or can be made to the plan.

4.2 Overtime

Within reason, a non-exempt employee is expected to work overtime on request. Overtime work must be approved in advance by the appropriate supervisor. If an employee works unapproved overtime, the employee may be subject to disciplinary action, including, but not limited to, immediate termination. If a non-exempt employee works in excess of 8 hours in a day (in Alaska) or 40 hours in a work week (as the work week is defined by CoastAlaska), the non-exempt employee will receive overtime pay for the overtime at the rate of one and one-half times the regular rate of pay.

4.3 Holiday Pay

Non-exempt employees, required to work on a CoastAlaska-recognized holiday (see Section 6.12), will receive compensation at two times their normal rate of pay. If it is unclear whether an employee is "required" to work any particular holiday, the employee must obtain written confirmation from his/her supervisor in order to qualify for this premium rate of pay.

4.4 Pay Adjustments

Merit increases provide an incentive for employees to improve their work performance and develop their knowledge, skills and abilities. Merit increases are not automatic and are not granted solely on the basis of longevity or seniority. On completion of the performance review, supervisors may recommend, and the
Executive Director or relevant General Manager may approve, merit salary increases.

CoastAlaska may, from time to time, adjust the overall pay plan to reflect changes in the cost of living. Such adjustments will affect all employees, and are normally considered as part of the budgeting process prior to the start of the new fiscal year. Cost-of-living adjustments are subject to budgetary limitations. Cost-of-living adjustments, merit increases and all other changes in pay whether temporary or permanent remain within the sole discretion of CoastAlaska and must be confirmed in writing before taking effect. No verbal promise of the same by any member of management is binding.

5. PERFORMANCE

5.1 Promotions

A promotion is the advancement of an employee to a position opening at a higher level with a higher salary. A promotion between a member station and CoastAlaska regional is considered the same as a promotion within a member station or within CoastAlaska with no loss of benefits to the employee. CoastAlaska encourages the promotion of current employees whenever possible; management is expected to develop and encourage employees and notify them of opportunities for advancement.

5.2 Transfers

CoastAlaska, a member station, or an employee may request that an employee be transferred to a position in another department as is necessary or desirable. Transfers between CoastAlaska regional and member stations or between member stations are considered the same with no loss of benefits or accrued leave to the employee.

5.3 Demotions

CoastAlaska may demote an employee to a position in a lower salary range if the employee requests the change, if organizational needs are such that the employee's higher salary range position must be eliminated, or if CoastAlaska determines in its sole discretion that the employee is unable to adequately perform the duties of the higher range position. Actions leading to demotion will be fully documented, in writing, and placed in the employee's personnel file. Before any demotion takes effect, the action will be discussed with the employee and approved by the Executive Director or Station Manager.
5.4 Termination

5.4.1 Resignation

An employee who intends to resign is expected to give written notice to the appropriate supervisor at least two calendar weeks before the intended last day of work.

5.4.2 Dismissal

An employee may be dismissed for unsatisfactory job performance or for any of the reasons for disciplinary action and dismissal listed in Section 7.3. If an employee is dismissed for unsatisfactory job performance based upon the performance evaluation process (described in Section 7.1), the employee will be given a two calendar week written notice of the dismissal action or, alternatively, be paid wages for those hours/days the employee would normally work during the two calendar week notice period if CoastAlaska deems it is in its best interests to terminate employment immediately. If, however, dismissal is due to any of the causes for dismissal listed in Section 7.4, no advance notice or pay is required.

5.4.3 Reduction in Force (Layoff)

Should budgetary requirements change to the extent that a reduction in staff size is required, CoastAlaska will attempt to transfer affected employees to other positions within the organization.

5.4.4 Exit Interview

Any time an employee leaves the employ of CoastAlaska, for whatever reason, his or her supervisor or the Executive Director will interview the employee with the intent of reviewing the conditions surrounding employment at CoastAlaska. This interview is intended to give departing employees a chance to make constructive suggestions about ways to improve CoastAlaska and its methods of employment and to allow management to keep a record of reasons why employees leave CoastAlaska.
5.4.5 Personnel Actions

All personnel actions will be documented, with an explanation for the actions, and placed in the employee’s personnel file.

5.5 Professional Development

Professional Development opportunities and expenses will be determined on a case-by-case basis consistent with any administrative policy adopted by the CoastAlaska or the individual station.

6. EMPLOYEE BENEFITS

6.1 Health and Life Insurance

Full time and part time employees working 30 hours per week or more may elect to receive personal and dependent health and life insurance coverage under the group plan established by the Alaska public radio and television stations. Eligible full time and part time employees share in the costs of the premiums through payroll deduction. CoastAlaska will pay a prorated portion of the part-time employee’s health insurance but will not pay for any dependent coverage.

6.2 Worker's Compensation

All CoastAlaska employees are covered by a Worker's Compensation policy; employees injured on the job must report the incident to their supervisor. Employees may be eligible to receive worker's compensation payments as well as benefits to cover medical expenses resulting from the injury.

6.3 Social Security (FICA)

The provisions of the Social Security Act, which contains provisions for retirement, medical, and death benefits cover all CoastAlaska employees. Contributions are made by both CoastAlaska and the employee at a rate determined by law, through payroll withholding.

6.4 Employment Security Compensation (ESC)

Employees are covered by provisions of Alaska's Employment Security Compensation laws; contributions are made by both CoastAlaska and the employees at a rate determined by law, through payroll withholding.
6.5 **Retirement Plan**

Full-time and part-time employees are eligible to participate in a retirement plan for employees of CoastAlaska.

6.6 **Annual Leave**

Full-time employees accrue annual leave based upon years of service from initial date of hire as follows:

- 0-2 years of service: 10 hours/month
- 2+ years of service: Annual addition of 1 hour each month

Maximum accrual of 18 hours a month annual leave

Part-time employees accrue annual leave on a pro-rated basis. Temporary or casual employees, as defined in Section 3.1.5, do not accrue annual leave.

Annual leave is not accrued while absent without approval or if an employee is on leave without pay.

Annual leave is not computed on overtime hours. Holidays during annual leave periods are not counted as annual leave taken.

Employees must take at least five consecutive days of annual leave per fiscal year (July 1- June 30).

Employees may not accrue more than 240 hours (30 working days) of annual leave.

Annual leave must be used in increments of one hour or more.

Annual leave may not be taken during the initial evaluation period for new employees or during disciplinary probation; annual leave may be taken during the initial evaluation period for employees who have been promoted or transferred to new positions.

Authorization to take annual leave must be requested, in writing, in advance and approved by the employee's supervisor. Upon termination, an employee will be paid, at the regular hourly rate, for any unused annual leave up to the maximum of 240 hours. Employees are eligible to be paid for earned annual leave should their employment with CoastAlaska terminate during the initial evaluation period or during the extended initial evaluation period.
6.7 Medical Leave

Due to the size of our organization, CoastAlaska is not subject to the provisions of the Family Medical Leave Act. If that changes, CoastAlaska will comply with its obligations under that law. Until then, the following terms and conditions will apply to employee requests for medical leave.

Full-time employees accrue medical leave at the rate of 4 hours per pay period, to a maximum of 720 hours. Part-time employees accrue medical leave on a pro-rated basis. Temporary or casual employees do not accrue medical leave. Employees absent without approval or on leave without pay do not accrue medical leave. Medical leave may be taken during the initial evaluation period or the extended initial evaluation period.

CoastAlaska may at any time request written verification of the nature of the employee's condition and of the advisability of continued medical leave from the employee's physician or other medical practitioner.

Employees must notify their supervisors and request medical leave as soon as possible when missing their usual work starting time. Medical leave may be granted for any of the following reasons:

(a) personal illness or injury

(b) visits to practitioners of the healing arts

(c) illness or injury to a member of the employee's immediate family

(d) pregnancy-related medical conditions and childbirth

Immediate family includes parent, sibling, spouse, domestic partner, child, grandparent or grandchild or other persons the employee reasonably has caregiving responsibilities for and/or has obtained pre-approval in writing from the Station Manager as someone who falls within this policy.

If medical leave is depleted, the employee may then request annual leave for the remaining period of absence; if annual leave is depleted, the employee may then request unpaid leave (see Section 6.9).

Unused accrued medical leave benefits are not paid upon termination of employment.
Medical Leave may be donated to another employee who has exhausted all medical leave due to a catastrophic illness, injury or birth of a child. Donated medical leave may be accrued to a maximum medical leave of 720 hours including the employee’s existing medical leave accrual at the onset of catastrophic illness, injury or birth of a child. Requests to donate medical leave must be made in writing and must be approved by the executive director or station manager.

6.8 Bereavement Leave

The Executive Director or General Manager may grant paid bereavement leave of up to five consecutive days upon the death of a member of the employee's immediate family. Immediate family includes: parent, sibling, spouse, domestic partner, child, grandparent or grandchild other persons at the discretion of the Executive Director or Station Manager.

6.9 Leave Without Pay

Brief leaves of absence without pay may be granted by the Executive Director or Station Manager and only when all accrued annual leave and/or accrued medical leave (if applicable to the situation) has been used. Brief leaves of absence may not be granted to employees during their initial evaluation period or an extended initial evaluation period except in extreme cases of personal hardship, and only with the approval of the Executive Director or General Manager. The employee continues to receive benefits during the leave period; however, additional annual leave or medical leave does not accrue during unpaid leave that exceeds two weeks. Brief leaves of absence must be requested, in advance and in writing, and approved by the employee's supervisor.

Extended leaves of absence, in excess of two weeks may be granted within CoastAlaska's sole discretion upon a case-by-case basis to employees whose two most recent performance reviews indicate at least satisfactory work. The employee may be able to continue health insurance and retirement plan benefits during extended unpaid leaves at his or her own expense, subject to any limitations in the benefit plans. Annual leave and medical leave do not accrue during unpaid leave. Extended leaves of absence must be requested, in advance and writing, and approved by the Executive Director or Station Manager.

6.10 Military Leave

CoastAlaska complies with all the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and will grant military
leave to all eligible full-time and part-time employees in accordance with that act. As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For military leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or member of the National Guard, they will be granted unpaid time off for military training. However, employees may elect to have their reserve duty period be considered as annual leave to the extent they have annual leave available.

6.11 **Jury Duty**

An employee called to serve as a juror or subpoenaed as a witness will be entitled to court or jury duty leave, with pay. Upon completion of the duty, the employee may be required to submit a statement of attendance from the court to his or her supervisor.

6.12 **Holidays**

CoastAlaska recognizes 10 holidays for all full- and part-time employees:

- New Year’s Day
- Labor Day
- Martin Luther King Day
- Alaska Day
- Presidents Day
- Veterans Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day
At the start of each calendar year, the Executive Director will issue a list of the dates upon which each CoastAlaska holiday will be observed.

In addition, each eligible employee may each year select three "floating" holidays of his or her choice, with the approval of the employee's supervisor. However, floating holidays may not be taken during the initial evaluation period for new employees or during disciplinary probation. Floating holidays may be taken during the initial evaluation period for employees who have been promoted or transferred to new positions. New employees annual floating leave is granted as follows:

- 3 floating holidays for new hires between Jan 1 - Mar 31
- 2 for new hires between Apr 1 - Jun 30
- 1 for new hires between Jul 1 - Sep 30
- 0 for new hires hired Oct 1 – Dec 31

Floating holidays are to be used in full day increments. Unused floating holidays do not accrue as annual leave and may not be added to the employee's annual leave balance. At the end of the calendar year unused floating holidays are not carried forward. Each calendar year floating holidays are available beginning on January 2 of the new year.

A CoastAlaska designated holiday which falls on Saturday will be observed on Friday; a holiday which falls on Sunday will be observed on Monday.

Holidays do not accrue as annual leave and may not be added to the employee's annual leave balance. Non-exempt employees scheduled to work holidays will receive holiday pay (see Section 4.3).

6.13 Non-Compensation for Unused Benefits.

An employee who declines to receive or to use a benefit for which he or she is made eligible by the Personnel Policies shall not be entitled to any other compensation, consideration, remuneration, or alternative benefit in lieu thereof.
7. EMPLOYEE PERFORMANCE, EVALUATION, DISCIPLINE AND GRIEVANCES

7.1 Performance Evaluations

CoastAlaska strives for written performance evaluations to strengthen communication and clarity of the employee’s role in organization’s mission. These are the goals for performance evaluations:

(a) Better communication between employee and their supervisor.

(b) Clarity about job performance.

(c) An opportunity to share kudos and critiques.

(d) A time to set plans for productivity and creativity.

Effective communication is the cornerstone of a good understanding between an employee and the supervisor. Employees are evaluated upon the duties described in their job description.

Employees are encouraged to ask for clarification or direction as needed.

Employees are usually evaluated at the end of their initial evaluation period and, if applicable, after an extended initial evaluation period. After that time, evaluation reports are to be completed on an annual basis.

Evaluations usually include a self-evaluation and a document prepared and signed by the supervisor, shared with the employee for signature, and signed by the supervisor’s superior.

7.2 Administration of Merit Increases

Upon completion of an annual performance evaluation if a supervisor considers an employee’s performance to be excellent, the supervisor may recommend the employee receive a merit increase. The Executive Director and/or Station Manager shall review the recommendation and the availability of funds may approve a merit increase. Merit increases are not automatic and are not given based upon longevity or seniority. No verbal promise or written recommendation of a merit increase by the Supervisor is binding upon CoastAlaska. The employee has no reasonable expectation to any increase unless and until it is approved in writing by the Executive Director and/or Station Manager.
7.3 Disciplinary Probation

An employee who has satisfactorily completed the initial evaluation period or the extended initial evaluation period can be placed on probation if the employee’s performance, attitude, attendance or conduct is not deemed acceptable by the supervisor. An employee shall be given a written notice from his or her supervisor stating that the employee is being placed on formal disciplinary probation and such notice shall also indicate the reasons for the action, the length of time for the probation period, and the expected improvements. At the end of the probationary period, the supervisor will conduct a special performance evaluation. If the results are unsatisfactory, the probation period may be extended, not to exceed a total of six months total probation, or the employee may be demoted or dismissed.

Employees on disciplinary probation may not take annual leave or unpaid leave except at the sole discretion of the Executive Director or General Manager.

7.4 Disciplinary Actions and Dismissal

Certain violations of law, CoastAlaska policies, or professional work standards may be cause for immediate disciplinary action against any employee. A supervisor may take action in the form of an oral or written reprimand, placing the employee on disciplinary probation (see Section 7.3), or immediate dismissal for the following causes:

(a) Violation of FCC rules and regulations

(b) Theft, abuse or deliberate destruction of the property of CoastAlaska or other third-party (if said property is at a CoastAlaska controlled premises or event)

(c) Violation of CoastAlaska's Drug Free Workplace Policy, including, but not limited to, possessing, distributing, selling, using, or being under the influence of alcohol, illegal drugs or other controlled substance (including, but not limited to, recreational marijuana or synthetic drugs even if legal under local law) or a narcotic drug not prescribed to the employee on CoastAlaska premises, at CoastAlaska events or while working or representing CoastAlaska (or a member station). The only exception to this prohibition is that an employee may possess, use or be under the influence of alcohol at a CoastAlaska sponsored function where alcohol is being served so long as the use is still
legal (person is of drinking age and prohibited from consuming alcohol), reasonable levels are consumed (two drinks or less) and good judgment is exercised by the employee.

(d) Falsifying station records

(e) Revealing confidential information

(f) Sleeping on duty

(g) Fighting or assaulting another person on CoastAlaska premises

(h) Commission of any crime on CoastAlaska premises

(i) Possession of weapons or explosive materials on station premises

(j) Abusive or discourteous conduct toward members of the public or employees of CoastAlaska

(k) Excessive unexcused absenteeism or tardiness

(l) Conviction of a felony crime

(m) Unlawful harassment (including sexual harassment) or retaliation

(n) Discriminatory statements or conduct

(o) Insubordination

(p) Inappropriate use of CoastAlaska’s IT software and hardware, including Internet access

(q) Falsification of information on the employee’s job application or resume

(r) Such other misconduct which in the judgment of management constitutes reasonable grounds for discipline, including oral or written reprimands, placing the employee on disciplinary probation, or immediate dismissal.

No attempt has been made here to establish a complete list of conduct that can result in disciplinary action or termination. CoastAlaska wishes to remind all employees that they are at-will employees, and that CoastAlaska can terminate the employment relationship at
any time, for any reason, or for no reason, despite the guidelines and examples set forth above. There is no guarantee of continued employment or of any progressive discipline prior to termination.

7.5 Grievance Process

When employee dissatisfaction results from working conditions, management decisions and/or personnel actions, employees have an opportunity to have their grievances considered and answered. However, employees during their initial evaluation period or an extended initial evaluation period are not entitled to grieve their demotion or dismissal. Personnel-related problems are best resolved informally between the employee and supervisor or the employee and appropriate department head. However, if a problem cannot be resolved informally, the employee may initiate a formal grievance procedure which follows these steps:

The employee will prepare a written statement of his or her position on the problem and submit it to the immediate supervisor within 30 days of the personnel action or management decision. The supervisor will prepare a written response and submit it along with the employee's statement within two weeks to the appropriate department supervisor. In the event of a grievance against a General Manager or Executive Director, the President of the station or regional Board of Directors is the appropriate department head. The department supervisor will offer, in writing, a proposed solution to the problem within two weeks, if that is not practical, at least the next step in the process will be proposed within that time frame. The parties may accept the department supervisor's proposed solution or either party may appeal to the Executive Director or Station Manager, who in turn will render a decision on the proposed solution (or next step) within two weeks. If no department head exists, then the appeal process goes directly to the Board of Directors.

The decision of the Executive Director or Station Manager may be appealed to the Board of Directors at the next regular or board initiated special meeting of the Board. The President of the Board may create a special Grievance Committee to hear the appeal. The Committee will consist of at least three Board members; it will be chaired by the Board President or chair of the Personnel Committee; the party bringing the grievance will select the second member, and the Executive Director or Station Manager will select the third member. At the discretion of the Board President the full Board of Directors may review the grievance and follow the steps outlined below.

The special Grievance Committee will establish a process for hearing the appeal and considering the positions of the various parties. The Committee will meet to
hear the appeal within two weeks of the establishment of the committee, or as soon as reasonably practicable. The Committee will prepare a written report of its findings and recommendations and give to the Board of Directors, within two weeks following the conclusion of the hearing, or as soon as reasonably practicable. The Committee will present the report to the Board of Directors at the next regular meeting of the Board, and upon consideration of the report, the Board itself will render a final decision.

Prompt resolution of the grievance is in the best interest of the employer and the employee. Therefore, the employer will attempt to move expeditiously through the grievance process in order to resolve the matter in a timely manner but can only do so with the cooperation of the employee requesting the review.

8. OTHER PROVISIONS

8.1 Ownership of Program Material

All program material created by CoastAlaska employees while working for CoastAlaska or using CoastAlaska facilities remains the property of CoastAlaska, unless otherwise specified in a contract approved and signed by the Executive Director or Station Manager. Additional compensation to the employee from outside sources for material owned by CoastAlaska or created by the employee while being paid by CoastAlaska or using CoastAlaska's equipment or resources may be approved by the Executive Director or Station Manager, upon consideration of the specific circumstances.

8.2 Employment of Relatives

CoastAlaska will not employ two relatives (including relatives by marriage) in the same department. An employee may not be the immediate supervisor of a relative. Two relatives may not both be employed in the same department or as department heads. The CoastAlaska or station Board of Directors may waive this rule if it is deemed to be in the best interest of CoastAlaska.

8.3 Conflict of Interest

Employees are expected to conduct themselves, especially in matters of outside employment, in such a way as to avoid any conflict between the interests of CoastAlaska and the employee, or the appearance of such a conflict. It is the responsibility of employees to notify CoastAlaska of any potential conflict or appearance of conflict. Employees shall disclose such situations as soon as possible.
Employees may not accept gifts, money or gratuities from persons who might benefit from business relationships with CoastAlaska, or in exchange for promotional consideration over the air. Unsolicited gifts may be returned to the giver.

8.4 Soliciting/Conduct of Outside Activities

Solicitation of funds for charitable causes may be allowed with the approval of the Executive Director or Station Manager.

Sales of commercial products or services and distribution of advertising matter, circular or leaflets in connection with commercial products or services are prohibited on CoastAlaska premises, except in designated areas. Solicitation for political purposes, including posting of leaflets, notices or other materials on CoastAlaska premises, is also prohibited.

CoastAlaska encourages employee involvement in other non-profit community activities, but such personal business must not interfere with the employee's duties. Use of CoastAlaska resources for the benefit of other community organizations must be approved, in advance, by the Station Manager or Executive Director. These resources include, but are not limited to: telephones, meeting space, production facilities, IT software and hardware, office equipment and supplies and CoastAlaska personnel.

Nothing herein is intended, nor shall it be construed, to interfere with an employee's rights to raise workplace concerns or to engage in any activity for purposes of attempting to unionize.

8.5 Personnel Records

CoastAlaska maintains confidential personnel records for each employee. The contents of these personnel files may be revealed only to the employee, the Executive Director or Station Manager, the employee's department head and supervisor. The employee may authorize, in writing, other persons they wish to have access to their records. Personnel records are the property of CoastAlaska. Files may be copied but cannot be removed from the premises. Requests for copies must be directed to the Personnel Accountant. Copies will be available within 5 work days.
8.6 Drug-Free Workplace

Under the provisions of the "Drug-Free Workplace Act of 1988", it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance in the workplace. Employees of CoastAlaska who violate this are subject to disciplinary actions under section 7.4.

All employees will abide by this policy and prohibition as a condition of employment and will notify the Executive Director or General Manager within five days of any criminal conviction of drug-related activities occurring in the workplace.

8.7 Technology Hardware, Software and Internet Usage

All IT hardware and software purchased or leased by CoastAlaska for business use are the sole property of CoastAlaska. Additionally, the electronic mail and Internet access systems are CoastAlaska property. The use of CoastAlaska computers, printers, electronic mail and Internet systems is reserved primarily for the conduct of business at CoastAlaska. Limited personal use of the computers, electronic mail and Internet systems is permitted, but should not be excessive or interfere with CoastAlaska needs or normal operations nor used for non-CoastAlaska business or political purposes.

All messages and attachments composed, sent or received on CoastAlaska computers, via email or IT systems are and remain the property of CoastAlaska. They are not the private property of any employee, and employees should not consider any messages or material as private, confidential or as their personal possessions, including, but not limited to, any messages or data sent or received by a personal data device if it was transmitted or received using CoastAlaska's IT infrastructure or data services.

Employees must not use a code, access a file, or retrieve any stored communication, other than where authorized. All pass codes are the property of CoastAlaska.

You may not remove from the premises any hardware, software, files or data without prior management authorization.

8.7.1 Relation to Other Policies. This guideline is intended to be consistent with other CoastAlaska policies, including the CoastAlaska’s Equal Employment Opportunity and Harassment policies. Employees are to use CoastAlaska computers, email and IT infrastructure in a manner that is
consistent with these other policies. CoastAlaska email, hardware and software are not to be used to create or receive any offensive or disruptive messages (data sent or received by a personal data device will also be covered if transmitted or received using CoastAlaska’s hardware or software). CoastAlaska’s IT system must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene or otherwise inappropriate. The computers, electronic mail, Internet systems and data services must not be used to commit any crime, including but not limited to sending obscene emails with the intent to annoy, abuse, threaten, or harass another person. In addition, CoastAlaska’s IT system may not be used by employees for running their own business or engaging in non-CoastAlaska related advocacy or political activity.

8.7.2 **Electronic Media Guidelines.** Email, internet access, and other electronic media, and equipment are business tools that are provided by CoastAlaska to employees to facilitate timely and efficient conduct of business. Employees are allowed use these resources when necessary to serve our needs and conduct CoastAlaska’s business. No employee shall have any expectation of privacy related to his/her use of email, internet access or use of any other electronic media or equipment provided by CoastAlaska.

CoastAlaska reserves the right to monitor, limit and terminate any employee's access to the Internet at any time.
Employee Acknowledgement & Agreement

I hereby certify that I have received and read a copy of the document containing CoastAlaska Inc.’s Personnel Policies and understand the policies listed herein, and agree to abide by all policies listed herein. I further acknowledge that I have received a copy of this document for my own records and that the original copy of this Acknowledgement & Agreement will be placed in my personnel file. I understand that this document is intended to provide an overview of personnel policies, that it is not an employment contract, that it does not create any express or implied employment contractual obligation, and that the Board of Directors of CoastAlaska may at any time add, change, rescind, eliminate, or revise the contents of this Personnel Policy at its sole discretion and without my prior knowledge, consent, or approval.

I understand that my employment, compensation, benefits and other employment terms and conditions are for no fixed term and that I can be re-assigned, transferred, subjected to changes in pay, benefits and other terms and conditions as well as terminated by CoastAlaska, its Board of Directors or my station’s General Manager at any time with or without cause or notice. Likewise, I may resign at any time for no reason, however, I understand that I am expected to give at least two calendar weeks’ notice of my intent to resign before my proposed last day of work. I further understand and agree that no person other than the Board of Directors of CoastAlaska acting through a resolution has authority to enter into any written or oral agreement different than what is stated herein.

Employee’s Name (Please Print) ____________________________

Employee’s Signature ____________________________ Date ______________

Supervisor’s Name (Please Print) ____________________________

Supervisor Signature ____________________________ Date ______________