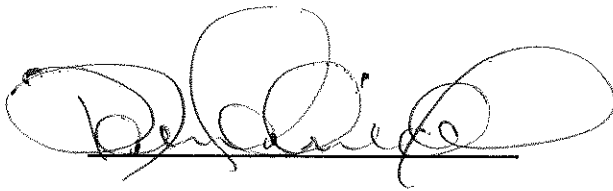


OKLAHOMA EDUCATIONAL TELEVISION  
AUTHORITY  
EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE ACTION PLAN

July 1, 2012- June 30, 2013

A handwritten signature in black ink, appearing to read "Dan Schiedel", written over a horizontal line.

Dan Schiedel, Executive Director

A handwritten signature in black ink, appearing to read "Toni Matthews", written over a horizontal line.

Toni Matthews, EEO Coordinator

**OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY**

**AFFIRMATIVE ACTION PLAN**

**SECTION 1**

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**OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY**  
**POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

**(1.1) Policy statement (M.R. 530:10-3-33.1)**


Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm my continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed.

The principles of equal employment opportunity apply to all employment practices and personnel actions throughout the agency, including recruiting, hiring, promotions, demotions, separations, training, transfers, layoffs (RIF), recall, compensation, benefits and all other terms and conditions of employment. I want to remind each employee that all personnel actions as well as all decisions relating to employment practices, are to be made in accordance with the spirit of equal employment opportunity for all.

We have developed an affirmative action plan to assist us in achieving our goal of equal employment opportunity for all. Toni Matthews, located in the Administration Department, telephone number (405) 841-9247, email address: tmatthews@oeta.tv, has been delegated the responsibility of implementing the plan, including monitoring and evaluating our progress and reporting the results to me.

In addition, Toni Matthews is assigned to serve as the Affirmative Action/Equal Opportunity Officer for this agency. She is available to any employee with questions or in need of assistance in regards to affirmative action or equal employment opportunity in this agency.

My personal commitment to this policy is complete. I accept overall responsibility for equal employment opportunity and affirmative action within this agency. I expect each and every employee to perform their duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area.



\_\_\_\_\_  
Dan Schiedel, Executive Director

Date: October 7, 2013

# OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

## POLICY AGAINST SEXUAL HARASSMENT

It is the policy of the Oklahoma Educational Television Authority not to discriminate in any of its employment practices on the basis of race, color, religion, sex, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the employee unable to do the work for which employed, or marital status. Any form of unlawful discrimination to this policy is a very serious matter and will not be tolerated.

Sexual harassment is a form of unlawful discrimination based on sex. In some circumstances, it may violate other laws (for example, criminal assault). Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Conduct prohibited by this policy included, but is not limited to:

Unwelcome sexual flirtation; Advances or propositions for sexual activity; Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes; Sexually degrading language to describe an individual; Remarks of a sexual nature to describe a person's body or clothing; Display of sexually demeaning objects and pictures; Offensive physical contact, such as unwelcome touching, pinching, or brushing the body; Coerced sexual intercourse; Sexual assault.

Such conduct is unlawful discrimination based on sex when submission to such conduct is explicitly or implicitly a requirement of the individual's employment, or used as a basis for any employment-related decision concerning that individual, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment will not be condoned. Employees are absolutely prohibited from engaging in sexual harassing behavior. Furthermore, any supervisory employee, employee with authority for personnel matters, or other agent or officer of this agency who knows or should have known that an employee of this agency is being subjected to sexual harassment must either take immediate corrective action or report the facts to Assistant Administrator or to me. *All employees have a duty to immediately report sexual harassment to a supervisor, an Assistant Administrator, or directly to me.*

Appropriate disciplinary measures will be taken against any employee who causes, engages in, encourages, condones or otherwise permits unlawful sexual harassment, as well as supervisory or other responsible employees who fail to take corrective action as provided above. Such conduct may be grounds for disciplinary action, up to and including termination of employment.

Any employee who believes that he or she has been the victim of sexual harassment may complain of discrimination based on sex in accordance with this agency's grievance procedure or the complaint may be filed directly with me. Any employee attempting to penalize or retaliate against another employee for filing a complaint, reporting an incident of sexual harassment, or cooperating with an investigation of alleged sexual harassment, shall be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of all employees in this agency, supervisory and non-supervisory, to adhere to this policy and to use all reasonable efforts to further its goals and spirit.



Daniel Schiedel, Executive Director

Date: October 7, 2013

## OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

### RESPONSIBILITY FOR IMPLEMENTATION OF AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

#### (1.2.1.) Responsibility for AA/EEO Implementation (M.R. 530:10-3-33.2)

##### (1) The Appointing Authority

It is the responsibility of the appointing authority to exercise overall responsibility for equal employment opportunity and affirmative action within each agency.

**General areas of responsibility appropriate for EEO/AA Officers include:**

Deputy Director of Finance and Administration is responsible for the following:

1. Developing affirmative action programs, plans, policy statements, and internal communications.
2. Assisting in the identification of problem areas and effecting solutions to problems.
3. Designing and implementing audit and reporting systems to:
  - a. Measure the effectiveness of the agency's program.
  - b. Indicate remedial action needed to correct deficiencies.
  - c. Determine the degree to which the agency's goals and objectives have been attained.
4. Serving as liaison between the agency and the various state and federal compliance agencies.
5. Serving as the agency's outreach and referral resource for minority organizations, women's organizations, organizations for disabled and older persons, and community action groups concerned with employment opportunities for minorities, women disabled and older persons.
6. Investigating cases and drafting recommendations for resolution of discrimination complaints.
7. Keeping the agency's various organizational levels informed of developments in the EEO area.
8. Inspecting the agency's various worksites to ensure that EEO information is being disseminated and prominently displayed when appropriate.
9. Monitoring the agency's personnel practices to ensure no discriminatory practices exist.

##### (2) Managers and Supervisors.

1. Assist in identifying problems and establishing unit goals and objectives.
2. Monitor department training programs and promotion recommendation patterns to eliminate any impediments to goal attainment.
3. Conduct career counseling and training with special attention given to minorities, women, disabled persons and older workers to ensure they have full access to opportunities for career progression.
4. Communicate the agency's EEO and harassment policies.
5. As part of regular department meetings, include information to keep employees abreast of policy changes and program objectives.

##### (3) Employees.

1. Exhibit an attitude of respect, courtesy and cooperation towards fellow employees and the public.
2. Aid supervisors, managers and Human Resources Department in carrying out their responsibilities with regard to the equal employment opportunity program.
3. Make a good faith effort to adhere to assigned responsibilities within the plan.

## OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

### DISSEMINATION OF THE AA PLAN

#### (1.2) Dissemination of Plan (M.R. 530:10-3-33-3)

##### **INTERNAL DISSEMINATION:**

The following methods are used to communicate the affirmative action program to OETA employees:

1. A copy of the signed policy statement is posted in a central area at each staffed site.
2. The employee handbook contains a copy of the Equal Employment Opportunity/Affirmative Action policy statement and the Harassment policy statement.
3. The Affirmative Action Plan is posted to our website once reviewed and approved by the Executive Director.
- 4.

##### **EXTERNAL DISSEMINATION**

1. A copy of the policy statement will also be provided to colleges, university and state employment offices upon request.
2. A statement of this agency's commitment to equal opportunities is included in all job-opening notices and recruitment advertising for open positions.
3. The Affirmative Action Plan is posted on our OETA website and posted in public and employee shared areas of our building such as the reception area and staff lounge.
4. Our agency's policy statement is posted in a public and employee access area via State and federal EEO and Fair Employment Practice poster.

## OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

### EVALUATION OF FY 2013'S AA/EEO EFFORTS

#### 1.6 Evaluation of Preceding years' AA/EEO Efforts (M.R.530:10-3-33.9)

The following efforts have been made towards fulfilling goals in the Oklahoma Educational Television Authority Affirmative Action Plan covering the period of July 1, 2011 to June 30, 2012.

1. **Beginning of Period (07-01-12)**

OETA had 57 staff members, 46 Whites, 4 Blacks, 3 Hispanics, 1 Asian, 0 Pacific Islanders and 3 American Indian or Alaskan Natives. The plan year ended with 11 minorities, 38 males and 19 female staff.

**End of Period (06-30-13)**

OETA had 56 staff members, 45 Whites, 5 Blacks, 2 Hispanics, 1 Asian, 0 Pacific Islanders and 3 American Indian or Alaskan Natives. The plan year ended with 11 minorities, 36 males and 20 female staff.

**Promotions:**

OETA, promoted 2 staff members in the reporting period of July 01, 2012 – June 30, 2013. All OETA employees are made aware of each internal opening and are given equal opportunity to apply and be considered for the promotion. The department head/supervisor is responsible for recommending promotions and the Executive Director reviews and approves all promotions.

2. **Good faith efforts to achieve last year's goals and timetables**

We did not reach all our goals mainly due to budget constraints and not filling vacant positions. When the budget and hiring freeze allows we will continue to send recruitment announcements to a broad spectrum of statewide community organizations and the broadcasting industry in efforts to attract women and minorities.

3. **During the plan year**

OETA was able to recruit for seven open positions. We were however able to fill one of the positions with a minority (Black/Female) and in total three females were hired in the reporting period of July 01, 2012 – June 30, 2013.

**OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY**  
**IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS**

**1.7 Identification and Analysis of Problem Areas: Corrective Action (M.R.530:10-3-33.10)**

1. We were unable to fill all vacant positions during FY13 due to budgetary reasons. The positions we did fill we were able to fill with only one minorities. We continue lacking in the minority area because other private television stations can offer a more competitive salary than OETA. When a position is filled we will continue looking in areas where minorities can be located, if they have the skill set needed.
2. OETA depends on the State of Oklahoma to provide the funds needed to attract and retain its employees. When the economy improves, OETA will resume efforts to recruit minorities and females. We will post the salary range based on experience, a detailed list of job requirements and expectations in the job announcements.
3. The responsible party for OETA's Affirmative Action Plan is the Executive Director, the Deputy Director of Finance and Administration, and the Managers/ Supervisors of each department.



OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY

GOALS AND TIMETABLES

2.4(M.R.530:10-3-33.11)

REVIEW OF JOB GROUPS WHERE GOALS WERE NOT ATTAINED

*OFFICIAL/ADMINISTRATIVE*

Under utilization in the following categories:

Black, Hispanic, and Asian/Pacific Islander categories

**Good faith efforts made:**

One job opening during plan year.

**Reason(s) goals not met:**

All broadcasters work to achieve a workplace that reflects the diversity in the workforce. Commercial television stations are quick to hire qualified television broadcast minorities. This leads us into the other difficulty we have attracting minority candidates – and candidates in general – to our positions. Due to budgetary constraints, OETA is not able to compete with commercial stations' consistently higher salaries and their financial ability to provide more training opportunities. Commercial stations also generally offer generous overtime opportunities adding significantly to annual pay.

**Proposed Corrective measures:**

A continued effort will be made to locate qualified minority and female applicants through advertising, web site postings and contact with minority organizations for all external job postings.

*PROFESSIONAL*

Under utilization in the follow category:

Black

**Good faith efforts made:**

OETA had three positions that were filled in this category. Of the three positions filled two were with white females and one white male.

**Reason(s) goals not met:**

All broadcasters work to achieve a workplace that reflects the diversity in the workforce. Commercial television stations are quick to hire qualified television broadcast minorities. This leads us into the other difficulty we have attracting minority candidates – and candidates in general – to our positions. Due to budgetary constraints, OETA is not able to compete with commercial stations' consistently higher salaries and their financial ability to provide more training opportunities. Commercial stations also generally offer generous overtime opportunities adding significantly to annual pay.

**Proposed Corrective measures:**

A continued effort will be made to locate qualified minority and female applicants through advertising, web site postings and contact with minority organizations for all external job postings.

### *TECHNICIANS*

Under utilization in the follow categories:  
Black, Asian/Pacific Islander and Female

**Good faith efforts made:** Only one position was vacant in this category and it was filled with a white male.

**Reason(s) goals not met:** No other positions were opened in this category and only one application was received for the position available.

**Proposed Corrective measures:** When OETA has an opening, we will make every possible effort to recruit qualified females and minorities to apply for this job group. A continued effort will be made to locate qualified minority and female applicants through advertising, web site postings and contact with minority organizations for all external job postings.

### *ADMINISTRATIVE SUPPORT*

Under utilization in the follow categories:  
Asian/Pacific Islander, American Indian/Alaskan Native and Hispanic

**Good faith efforts made:** One female hispanic terminated and therefore left us under utilized in that category. We did fill one of the two positions with a black female and the other was filled with a white male.

**Reason(s) goals not met:** Two job openings available.

**Proposed Corrective measures:** When OETA has an opening, we will make every possible effort to recruit qualified females and minorities to apply for this job group. A continued effort will be made to locate qualified minority and female applicants through advertising, web site postings and contact with minority organizations for all external job postings.

### *SKILLED CRAFT WORKERS*

Under utilization in the follow categories:

Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Female

**Good faith efforts made:** No current job openings during plan year.

**Reason(s) goals not met:** The current staff has been with OETA since 1998.

**Proposed Corrective measures:** When OETA has an opening, we will make every possible effort to recruit qualified females and minorities to apply for this job group. A continued effort will be made to locate qualified minority and female applicants through advertising, web site postings and contact with minority organizations for all external job postings.

### *SERVICE MAINTENANCE*

Under utilization in the follow categories:

Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Female

**Good faith efforts made:** No current job openings during plan year.

**Reason(s) goals not met:** The current employee has been with OETA since 1991.

**Proposed Corrective measures:** When OETA has an opening, we will make every possible effort to recruit qualified females and minorities to apply for this job group. A continued effort will be made to locate qualified minority and female applicants through advertising, web site postings and contact with minority organizations for all external job postings.

# PRESENT STAFFING

Agency Name and Code: OETA 266

EEO Coordinator: Toni Matthews

As of: June 30, 2013

Job Categories	MALE										FEMALE									
	TOT EMP	WHITE	BLACK	HISP	AS/PI	A/AN	TOT MALE	WHITE	BLACK	HISP	AS/PI	A/AN	TOT FEM	TOT MIN						
<b>Official/ Admin</b>	11	6	0	0	0	1	7	4	0	0	0	0	4	1						
% Represented		54.5	0.0	0.0	0.0	9.1	63.6	36.4	0.0	0.0	0.0	0.0	36.4	9.1						
% CLF		53.9	1.8	1.3	0.7	2.7	62.4	31.0	1.8	1.0	0.3	2.2	37.6	15.1						
<b>Professionals</b>	24	10	0	1	0	1	12	10	1	0	1	0	12	4						
% Represented		41.7	0.0	4.2	0.0	4.2	50.0	41.7	4.2	0.0	4.2	0.0	50.0	16.7						
% CLF		37.3	1.8	0.9	1.3	1.8	44.4	45.5	2.9	1.1	0.9	3.3	55.6	17.2						
<b>Technicians</b>	13	11	0	1	0	1	13	0	0	0	0	0	0	2						
% Represented		84.6	0.0	7.7	0.0	7.7	100.0	0.0	0.0	0.0	0.0	0.0	0.0	15.4						
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9						
<b>Protective Services</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
% CLF		66.2	4.5	1.7	0.3	7.1	83.3	12.2	1.8	0.5	0.2	1.3	16.7	21.6						
<b>Paraprofessionals</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% Represented		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!						
% CLF		32.4	2.2	1.2	0.6	2.5	40.3	45.7	4.9	1.0	0.7	5.1	59.7	21.9						
<b>Admin Support</b>	5	1	0	0	0	0	1	1	3	0	0	0	4	3						
% Represented		20.0	0.0	0.0	0.0	0.0	20.0	20.0	60.0	0.0	0.0	0.0	80.0	60.0						
% CLF		23.5	2.1	0.9	0.3	1.7	29.9	55.3	5.0	2.0	0.6	4.6	70.1	21.2						
<b>Skilled Craft Workers</b>	2	2	0	0	0	0	2	0	0	0	0	0	0	0						
% Represented		100.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0						
% CLF		73.3	3.4	5.3	0.5	7.0	93.5	4.8	0.4	0.3	0.2	0.5	6.5	21.9						
<b>Service Maintenance</b>	1	0	1	0	0	0	1	0	0	0	0	0	0	1						
% Represented		0.0	100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0						
% CLF		40.5	4.8	5.2	0.8	4.8	58.5	28.4	4.1	2.6	0.9	3.7	41.5	31.1						
<b>TOTALS</b>	56	30	1	2	0	3	36	15	4	0	1	0	20	11						
% Represented		53.6	1.8	3.6	0.0	5.4	64.3	26.8	7.1	0.0	1.8	0.0	35.7	19.6						
% CLF		41.7	3.0	2.8	0.7	3.5	53.8	35.4	3.4	1.7	0.6	3.3	46.2	22.9						

OPM-AA/EEO-6  
(05/31/2012)