

Personnel Committee
January 13, 2014

Attendees: Zale Chadwick (chair), Sue Bartlett, Bill Michtom (1st meeting), Timothy Welp, Ani Haines (notes), Grace Marion (2nd meeting, seeking membership)

Approval of minutes from December: It is noted that the minutes do not state that Ani attended the meeting, which she did. She is added to the list of attendees, as the note taker, no less. Minutes approved as amended.

Job Descriptions

Our goal is to rewrite job descriptions this year. There are a number of interim positions which need updated job descriptions before we can move forward with open hires, etc.

As a first step, this committee suggests the following process:

Recommend to the board that the station manager directs the staff to review current job descriptions following the winter membership drive. We are particularly interested in what each staff member is currently doing that is not reflected in their job description, and what is in their job description that they are not doing.

Passed unanimously

It Takes a Village at KBOO: Volunteerism amongst employees in community radio

We need to develop policy / practice about paid staff volunteering in different capacities at KBOO.

On the easiest end of this issue, we have staff that volunteer to do on-air programming that has nothing to do with their staff roles. We should be able to write criteria about this.

More problematic is an hourly employee, who is out of hours for their week, but “volunteers” to come in and finish up a project on a deadline, or an hourly employee that “volunteers” to serve on a committee.

Goal: We must clarify positions with “a foot in both worlds”,

We recommend that the Board direct the Station Manager to engage with BOLI in a conversation to sort out where these lines need to be drawn.

From the BOLI website FAQ:

http://www.oregon.gov/boli/TA/pages/t_faq_tawaitim.aspx#volunteers

Volunteer Activities

Q. Can an employee also act in a volunteer capacity for my organization?

A. In order for an employee to qualify as a volunteer, these four criteria must be met..

- The work must be at the employee’s initiative.
- The work must be outside normal or regular work hours.
- The employee must be performing a religious, charitable or other community service without contemplation of payment.
- The employee must be performing a task outside of the regular job functions performed for the same employer.

The foregoing minutes were received by the Board of Directors on Jan 20, 2014.

Mark Sherman

Secretary

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