

WFWA(TV)  
EEO PUBLIC FILE REPORT  
April 1, 2024 - March 31, 2025

WFWA(TV)  
EEO PUBLIC FILE REPORT  
April 1, 2024 - March 31, 2025

The purpose of this EEO Public File Report is to comply with Section 73.2080 (c)(6) of the FCC's 2002 Equal Employment Opportunity Rule. This report has been prepared on behalf of the Station Employment Unit that is comprised of the following station: WFWA - Fort Wayne Public Television, Inc. (PBS Fort Wayne) and is required to be placed in the public inspection files of this station and posted on its website.

The information contained in this report covers the time period beginning April 1, 2024 to and including March 31, 2025.

The attached form has been designed to provide the information required by FCC's 2002 EEO Ruling. The applicable section for each area is noted as well as the originating form, which contains this information in detailed:

1. A list of all full-time vacancies filled by WFWA-Fort Wayne Public Television, Inc. during the applicable period - Section 1
2. For each vacancy, the recruitment source(s) utilized to fill the vacancy identified by name, address, contact person (if applicable) telephone number and e-mail address (if applicable) ("Recruitment Sources" form) - Section 2
3. The recruitment source that referred the hiree for each full-time vacancy ("New Job Vacancy" form) - Section 2
4. Data reflecting the total number of persons interviewed for full-time vacancies during the applicable period and the total number of interviewees referred by each recruitment source ("New Job Vacancy" form) - Section 1
5. A list and brief description of the initiatives undertaken - Section 3

For purposes of this report, a vacancy is deemed "filled" not when the offer was extended, but by when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

The information contained in this Public File Report for the period of April 1, 2024 to March 31, 2025 is truthful and accurate to the best of my knowledge.



Kelsey Rutledge, Director of Human Resources

**I. FULL-TIME VACANCY LIST**

April 1, 2024 - March 31, 2025

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Education Outreach Coordinator	5	Various	Indeed #1 Start Date: 05/21/2024

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Controller	12	Various	Recruitment Firm #11 Start Date: 06/24/2024

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Corporate Development Account Executive	9	Various	Indeed #1 Start Date: 11/11/2024

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
General Manager	13	Various	Position available

\*All sources were sent job opening information

\*\*Does not include part-time positions

**II. RECRUITMENT SOURCE INFORMATION - Sources referring interviewed**

April 1, 2024 - March 31, 2025

ID#	Recruitment Source Name and Contact Info	Source entitled to notice? Yes or No	How was notice sent, if used?	# of Interviewees referred
1	Indeed <a href="http://www.indeed.com/">http://www.indeed.com/</a>	No	Posted	66
2	Indiana Broadcasters Association Posting site <a href="http://www.indianabroadcasters.org">www.indianabroadcasters.org</a> Sam Klemet, Director of Member Services <a href="mailto:Sam@IndianaBroadcasters.org">Sam@IndianaBroadcasters.org</a> (248) 229-6898	No	Posted	0
3	LinkedIn - PBS Fort Wayne Account	No	Posted	12
4	University of Saint Francis <a href="http://career.sf.edu/for-employers/">http://career.sf.edu/for-employers/</a>	No	Email	3
5	Purdue Fort Wayne <a href="https://www.pfw.edu/">https://www.pfw.edu/</a>	No	Email	2
6	PBS Fort Wayne A) Internal Transfers	No	Email	3

	B) Human Resource Emails – Website Listing 2501 E Coliseum Blvd. Fort Wayne, IN 46805			
7	Handshake <a href="https://joinhandshake.com/">https://joinhandshake.com/</a>	No	Posted	16
8	Corporation for Public Broadcasting <a href="https://www.cpb.org/">https://www.cpb.org/</a>	No	Posted	0
9	Current/Public Media Jobs <a href="https://jobs.current.org/">https://jobs.current.org/</a>	No	Posted	0
10	Recruitment Firm Livingston Associates (410) 243-1974	No	Email	13
11	Recruitment Firm Robert Half (260) 489-9425	No	Email	6

### III. RECRUITMENT INITIATIVES

April 1, 2024 - March 31, 2025

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Establishment of an internship program designed to assist members of the community in acquiring skills needed for multichannel video programming distributor employment	Facilitated a paid educational internship for a college student from May 2024 to August 2024. Upon completion, the Production Intern earned college credit at Saint Francis University.  The internship program offers comprehensive training and exposure to not only Production, but also multiple departments, providing interns with valuable hands-on experience. As we continue to expand the program, we anticipate hiring a Production Intern for 2025.
2	Participation in at least four job fairs every two years (2 per year) by station personnel who have substantial responsibility in the making of hiring decisions.	PBS Fort Wayne participated in the following job fairs, which included posting of station job openings to the PBS Fort Wayne website, on-air promotion of the Indiana Broadcaster Association Job Fair, and responding to job seekers. <ol style="list-style-type: none"> <li>1. Fall 2024 Indiana Broadcasters Association Career Fair October 14, 2024 Carmel, Indiana</li> <li>2. Spring 2025 Mastodon Career Expo March 5, 2025 Fort Wayne, Indiana</li> </ol>
3	Provision of training to management level personnel as to methods of ensuring equal	1. PBS Fort Wayne has provided leadership training to all senior level managers. This leadership training is from January 2024 - July

WFWA(TV)  
 EEO PUBLIC FILE REPORT  
 April 1, 2024 - March 31, 2025

	<p>employment opportunity and preventing discrimination.</p>	<p>2024. In this training, managers have reviewed Equal Employment Opportunity, Harassment training, Personality Assessments, Discrimination Prevention, Interview training, Situational and Conversational training, Title VII, and ADA compliance.</p> <p>2. Equal Employment Opportunity Compliance Training – Tuesday, September 24, 2024</p> <p>3. Additionally, all employees are required to complete a CPB harassment training annually.</p>
4	<p>Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.</p>	<p>PBS Fort Wayne has supported the professional development of employees in the Membership Department by facilitating their enrollment in a Nonprofit Management and Grant Writing Certificate program by Purdue Fort Wayne.</p> <p>This initiative is designed to enhance their expertise in nonprofit operations and grant writing, empowering them to advance their careers in media and public funding. This investment reflects PBS Fort Wayne's commitment to fostering employee growth.</p>

### **Equal Opportunity**

PBS Fort Wayne is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. PBS Fort Wayne strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, sex, national origin or any other characteristic protected under applicable federal, state, or local law.

All PBS Fort Wayne employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

All employees are expected to comply with PBS Fort Wayne's Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to comply fully with PBS Fort Wayne's equal employment opportunity policy.

Employee suggestions, problems, or complaints regarding alleged violations of this policy should be reported to the Human Resource Director immediately.

### **Community Representation Statement**

The Communications Act requires the Corporation for Public Broadcasting (CPB) to support content and collaborations for unserved and underserved audiences that educate, inform, inspire, and entertain, and to make public media's content available for free to rural and urban audiences throughout the United States. Locally owned and operated public media stations are uniquely connected to America's communities and positions to reflect and serve communities with different needs and perspectives.

CPB encourages stations to continue to reflect and include their communities in station employment, membership on boards primarily responsible for station governance, community advisory boards (if required) and to provide educational, informational, and cultural content that meets the needs of the community populations they serve. Station activities and practices in support of these objectives must be consistent with the Equal Employment Opportunity provisions and with other applicable federal and state laws.

The following statement affirms this ongoing commitment:

Fort Wayne Public Television, Inc. (PBS Fort Wayne, PBS FW) is committed to fairness, integrity, and the utmost care in its governance, operations, and community relationships. This commitment is central to the station's public service mission of providing responsive, relevant, and impactful programs and services to the northeast Indiana community. By integrating different perspectives, PBS FW contributes to a strong civil society and active community life.

PBS FW values a broad range of backgrounds, experiences, and perspectives for its boards, staff, volunteers, and all candidates for employment. We strive to create an environment where all individuals feel respected, valued, and supported. To ensure this, we uphold the following practices:

- Actively seek qualified candidates from a broad range of media and various outreach efforts
- Regularly review recruitment processes to prevent discrimination in all forms
- Support employee growth through consistent communication and development opportunities

- Enforce a zero-tolerance policy toward harassment
- Provide training for all staff members
- Value and respect the unique perspectives of every employee
- Undertake local programming that reflects the interests and needs of the communities we serve
- Use technology to bridge the gap and provide equitable access to our content

PBS FW envisions being a vital community partner, continuously enhancing the quality of life in the region. We honor the unique backgrounds and perspectives of our employees, volunteers, and the audiences we serve.

### **Sexual Harassment Policy**

All PBS Fort Wayne employees, other workers, and representatives [(including vendors/patients/customers/subscribers/clients and visitors)] are prohibited from harassing employees and other covered persons based on that individual's sex, regardless of the harasser's sex.

Sexual harassment means any harassment based on someone's sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

PBS Fort Wayne will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, X (formerly Twitter), Instagram, Snapchat, etc.).

This list is illustrative only and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited both at the workplace and at employer-sponsored events. Additionally, any employee who has knowledge of behavior that could be construed as sexual harassment is required to report the conduct to the Human Resources Director or the General Manager.

A prompt, thorough and impartial investigation of all complaints will be conducted as quickly as possible (confidentiality will be maintained to the extent possible without hindering the thoroughness of the investigation). After completion of the investigation, any employee of PBS Fort Wayne who has been found to have harassed another employee under the guidelines outlined in this policy will be subject to disciplinary action up to and including termination.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against persons for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at PBS Fort Wayne.

All employees are required to take annual CPB harassment training.

### **Harassment and Complaint Procedure**

PBS Fort Wayne's anti-harassment policy applies equally to harassment based on an employee's race, color, religion, sex, national origin or any other characteristic protected under applicable federal, state, or local law. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, X (formerly Twitter), Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated. Harassment is prohibited both at the workplace and at employer-sponsored events.

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your direct supervisor or the Human Resources Director as soon as possible after the offending conduct.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. PBS Fort Wayne will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate. Additionally, any manager or supervisor who observes discriminatory conduct must report the conduct to the Human Resources Director or General Manager so that an investigation can be made and corrective action taken, if appropriate.