

2021 FCC EEO Public File Report for Long Lines

Woodbury, Monona, Harrison, Sioux and Buena Vista County, Iowa and Dakota County,
Nebraska

EEO Unit #508617

This report covers October 1, 2020- September 30, 2021

Total number of full-time vacancies filled this period: 6

Total number of people interviewed for full time vacancies this period: 24

Supplemental Recruitment Initiative:

This employment unit has more than 10 full time employees and is in a metropolitan statistical area, as defined by the Office of Management and Budget, with a population in the three counties greater than 150,000. Accordingly, it was required to complete two supplemental recruitment initiatives during this period. Pursuant to 47 C.F.R. 77.75(b)(2)(xiv), this unit completed two training programs to management level personnel as methods of ensuring equal employment opportunity and preventing discrimination.

Hiring remained constant at 6 during this same timeframe the previous year. Customer care and service technician positions were posted internally and externally through multiple websites, which were increased through our partnership with E-Quest. .

One of our recruiting initiatives involved our Director of IT working with Western Iowa Tech Community College to secure a department intern for the Spring 2020 session. He worked an average of 20+ hours for the Director. This internship was 50% funded by the State of Iowa. Currently as of September 2020, there is a new intern from WITCC, and he should be at the property until the end of next school year. Long Lines has been awarded an intern for the Fall, Spring and Summer sessions.

All employees can utilize the Career Development tool through our corporate Ulti Pro portal. Long Lines also encourages associates to acquire skills that could qualify them for higher level positions through the National Cable Television Institute courses (NCTI). NCTI training helps increase their industry and technological knowledge base- which allows for pay increases after completion of each tier. This system had 12 people successfully complete 30 courses in total during the reporting period. Additionally, Long Lines employees are also eligible for annual tuition reimbursement benefits of \$500 per year for approved courses.

Regarding the training programs completed, all the employees of this unit, including managers, participated in a live training given by corporate Human Resources in September, titled- "A Culture of Prevention". The objectives of this course were to help employees identify the two main types of sexual harassment and learn courses of action available to employees that become victims of this behavior. This training also reinforced the importance of being respectful of others regardless of race, ethnicity, sex, religion, or any other protected class. Lastly, the course also gave employers an outline of responsibilities if this behavior occurred in the workplace. Employees signed off on the harassment avoidance policy in our UKG HR system by 9/30/2021.

On 3/29/21 and 8/26/21, the company leaders participated in a course titled- "Legal Issues Refresher" that illustrate the kinds of legal questions that commonly occur in our workplaces. These case studies, along with an explanation of relevant laws, help supervisors answer legal questions that commonly occur in our workplaces. These stories will help supervisors respond appropriately when faced with issues of fairness, scheduling, employee requests for leave or accommodations.

Finally, all employees participated in late June in a diversity session that explained Microaggressions and different ISM's, that explained the definitions and how to address those violations in the workplace. Also, in October of 2020 corporate HR did sessions on Unconscious Bias and How to be an Upstander vs. a Bystander.