

Steps for Recruitment and Hiring to Comply with the FCC's EEO Rules and Policies for KVNO-FM.

Adoption of Program, Outreach and Prong One.

1. A job description must be created. Use [forms to assist in the preparation of a job description](#). The KVNO hiring manager may also contact Lolita Schumacher, Manager, Payroll, Compensation and Records at 402.554.2739.

An approved job description is necessary for the position to be classified and a salary range developed. The job description and classification must be done *before* a job requisition can be prepared and sent to cabinet and before a job is posted.

Once the classification information is received by the KVNO Assistant General Manager, factors in making final salary decisions include budget constraints, internal equity, market relevance, and internal value of the position, within KVNO and UNO.

2. After the position is classified, the designated KVNO hiring manager should create and submit a requisition for the position. Contact **Employment** at 402.554.3668 in Human Resources for further instructions on how to create a job posting in PeopleAdmin or download the [PeopleAdmin User Guide](#).

3. A position may be posted for recruitment in one of three ways:

1. **External** – open to everyone, both University and non-University applicants. Most positions are posted external.
2. **University employees only** (requires Employment approval) – the position would be open to all University employees, including those from University of Nebraska-Lincoln, the University of Nebraska at Kearney, the University of Nebraska Medical Center, and Central Administration.
3. **Department Only** (requires Employment approval) – a search may be limited to those within the department who are current regular part-time or full-time employees hired through the regular UNO competitive search process (*not a temporary employee*).

4. The Employment Success Specialist will post the position after Senior Executive Leadership approval. All positions must be posted for a minimum of seven (7) calendar days.

[All open positions are posted on Handshake](#). For any additional advertising of the position, the KVNO hiring manager will let the UNO Employment Office know. The Employment Office will post all formal advertisements (ads) that do not require a professional association membership. The Employment Office will issue Ad Copy for

KVNO's use in placing ads on websites used by professional associations and social media ads. All Full-Time Open Positions at KVNO are advertised in national and regional publications or websites *to ensure the broadest possible outreach*. KVNO is responsible for all advertising expenses.

5. All applicants, both internal and external, will be instructed to apply through the UNO Employment site unomaha.peopleadmin.com. The Office of Human Resources in Room 205 of the Eppley Administration Building has computers for applicants to use and will assist applicants with the process if necessary.

6. All applications are screened. Those who meet the minimum requirements will be forwarded to the KVNO hiring manager via PeopleAdmin. Except in the case of prior arrangements, all applicants must be screened through the Employment Office. Those applicants not meeting the minimum qualifications for the job are notified via PeopleAdmin immediately.

KVNO is responsible for reviewing the referred candidates and selecting those to be interviewed. Contact the Employment Success Specialist, at 402.554.3668 if you do not find a suitable candidate after interviewing from the referred applicants. The request should include reasons why the candidates initially referred were not acceptable.

A KVNO search committee is required for Senior Level Managerial/Professional positions and strongly recommended for all other positions. All search committee members will need to attend search committee training. The Employment Success Consultant, at 402.554.3668 can assist you with giving access for the KVNO search committee to see applications. Base reviews on qualifications, education, experience, knowledge, skills, and abilities. Document decisions on the applicant log. Identify the applicants you wish to interview. Each search must have four finalists for interviews.

7. The KVNO hiring unit may request that the position be re-posted and re-advertised if a suitable candidate is not found out of the initial pool of candidates referred, or if the job requirements change. Contact the Employment Office for assistance with this process.

8. After identifying the candidates the KVNO Hiring Committee would like to interview, move them in the workflow to "Request for Interview." This list of names will go to the Equity, Access, and Diversity officer. The EAD officer will review the short list and approve interviews. If this step is skipped, approval for offer will be held until it is completed. The KVNO Search Chair/Manager (if one is listed) will receive a system-generated email.

9. Once interviews are completed, KVNO should conduct reference checks of the top two candidates' current and previous employers. Prior to contacting references, please let the candidate know you plan to make the calls. This allows the candidate time to alert the reference to expect the call. Conducting reference checks with supervisors of current

and former UNO employees is strongly recommended. It is important to be consistent in conducting all reference checks.

10. Prior to making an offer of employment, the KVNO hiring manager will email unemployment@unomaha.edu interview summary notes and reference check notes.

This Request for Offer should include all summaries of applicants interviewed and address qualifications of each, and why they are or why they are not being hired. An offer should not be made until the Employment Office has approved the summary notes and received the reference notes. At the time of summary note approval, the posting will be closed to further applicants.

Make a verbal offer to the chosen applicant. If the offer is accepted, notify the Employment Office. If the offer is not accepted, contact the Employment Office to discuss the next candidate.

If the verbal offer is accepted, ensure the candidate understands that the verbal offer is contingent on the background check being returned in good standing. HR initiates the background check process. The KVNO hiring manager sends the candidate the link to access the background check form. Background checks must be performed on all new hires and all internal hires whose last background check is more than 12 months old. Contact HR for the background check information if needed: 402.554.3668.

After the background check is completed, if other testing is required for the position, initiate said testing. KVNO's hiring manager will be notified by the Employment Office when final hiring is approved. At that time, the KVNO hiring manager will send the applicant the official offer letter using [UNO's official hiring templates](#). This letter should not be sent until the background check and any physical testing has been completed and approval has been received from the Employment Office.

11. Contact Human Resources once the posting should be closed. Postings can be closed before the position is filled if the hiring manager feels that they have an adequate pool of applicants and feels confident that a hire can be made from said pool.

The KVNO hiring manager will disposition all applicants to their appropriate workflow throughout the hiring process. Applicants who applied to the position and/or participated in the interviewing process need to receive notification that the position has been filled via PeopleAdmin within 30 days of the hire being made.

Contact The Employment Success Specialist, at 402.554.3668 if you have questions.

12. All newly hired regular employees (Office/Service and Managerial/Professional) must serve a six-month original probationary period. This probationary period is an extension of the selection process and is used to determine an employee's suitability for UNO employment.

13. KVNO and New Hire will complete the following and submit to the Office of Human Resources: The following employment documentation must be completed and received in HR no later than 1 week prior to the new employee's start date:

- Personnel Action Form (PAF)
- Personnel Data Form (PDF)
- Copies of Offer Letter and Acceptance
- I-9 Form
- E-Verify
- Direct Deposit Form
- Federal W-4 Form
- Nebraska W-4N Form
- NU Confidentiality Non-Disclosure Information Security Agreement
- UNO Information Security Agreement
- UNO Policies Acknowledgement
- Self-Identification for Disability and Veteran's Data Form

The I-9 must be completed to give access to all systems. Do not wait until the new employee's first day of work to complete the I-9 Verification section. I-9's for international hires must be completed in Human Resources. Failure to do so will result in delay of many essential services for new employees, including but not limited to obtaining their MavCard on the first workday, which allows physical access and parking. One of HR's primary focuses is to ensure that all new employees have the best possible on-boarding experience possible. This starts with the timely submission of accurate employment information and will require some advance planning on KVNO's part.

If the employee is new to UNO, he/she should meet with Human Resources to arrange [benefits](#).

14. All materials pertaining to the recruitment process must be maintained within the department official files for a period of four years starting from the successful candidate's start date. These materials will be important to KVNO in the event KVNO has to respond to any legal action or inquiry in connection with the hiring process.

Prong Two.

KVNO will notify referral organizations on file that have requested information on job vacancies of each full-time employment opportunity at KVNO. Requests must be made in writing and include the necessary contact and forwarding information for verification purposes. These requests must be mailed or forwarded to the attention of KVNO Business Manager, KVNO Radio, CPACS 200, 6001 Dodge Street, Omaha Nebraska 68182. KVNO Management will also reach out to existing recruitment organizations in the community.

Documentation of above:

January 2023

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

January 2022

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

January 2021

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

January 2020

Reviewed by Chris W. Allen, General Manager and Carolyn Schwinck, Business Manager.

INFORM EMPLOYEES AND RECOGNIZED EMPLOYEE ORGANIZATIONS OF THE POLICY AND PROGRAM AND ENLIST THEIR COOPERATION.

[University Policies / University of Nebraska at Omaha](#) is available online for all employees. The Affirmative Action/Equal Opportunity Statement is the first item under Employment Policies.

Programs offered on campus to employees. Employees notified through daily emails (Maverick Daily) and flyers. Examples follow:

January 9, 2022 – UNO Launches Lifelong Learning Program for Seniors, Adult Learners

January 24, 2022 – Re-Imagining U Registration Spring 2022 – New offerings for Spring 2022 include “Employee Development Coaching”, “Omaha’s Diverse Foremothers”, “Yoga for Mental Health”, “Grit” and “Effective Meetings” just to name a few. Technology training includes Excel, PowerPoint and OneNote. These courses (upon registration) were offered February through May.

January 25, 2022 – CliftonStrengths Finder Assessment for UNO Staff

January 26, 2022 – Curious People Series: Immigration and Nationalism – What Difference Does Religion Make on 2/7/2022.

January 27, 2022 – Major Prolegomena Issues in Black Studies Past, Present and Future

February 1, 2022 – Black History Month Kick-off

February 2, 2022 – Black History Month: A Conversation on Anti-Blackness with Dr. Kyra Shadid

February 3, 2022 – Black History Month: The History of Jazz in Omaha

February 8, 2022 – The Business of Art Workshop Series beginning 2/15/2022

February 9, 2022 – CBA Financial Literacy KEES Program Seminar

February 10, 2022 – Begin with the End in Mind – Lecture Series about end-of-life planning – next event 2/18/2022. The Role of the Barbershop in the Black Community: A Lecture by Dr. Quincy Mills

February 16, 2022 – The Curious People Series – next event 3/3/2022
February 17, 2022 – Film Screening Black Panther
February 24 – Black Women’s Activism: A Lecture by Dr. Dawne Curry. Charting A Path: From ‘Omaha 54’ to 50 Years of Black Studies
March 1, 2022 – Women and Public Policy Week 2022 – events through 3/11/2022
March 4, 2022 – UNO’s First Friday Wellness Hour – Employees are encouraged to explore an activity that helps them be inventive, creative, and energized. CBA Research Seminar, Thomas Omer. Student Research and Creative Activity Fair
March 7, 2022 – Office of Sustainability Informational Sessions. Humanizing Online Learning March Session begins today “Creating an Engaging, Equitable, and Inclusive Online Class”.
March 8, 2022 – Women and Public Policy Week: “Women, Literature, and Human Rights: A Conversation with Sharmila Seyyid. University Gatekeeper Program Training Session – next session is 3/16/2022
March 11, 2022 – Crossing the Street: A Festival of Many Voices
March 14, 2022 – African-Centered Analysis of African Literature: A Lecture by Mariam Konate, Ph.D. on 3/24/2022
March 15, 2022 – Arte LatinX Brings Together LatinX artists from the Great Plains
March 17, 2022 – Chernobyl Responder, Jewish Refugee, Radiation Export on 3/20/2022
March 18, 2022 – 2022 Goldstein Lecture Is Religion Bad News for Human Rights on 3/21/2022
March 21, 2022 – Community Conversation with OPPD’s CEO Javier Fernandez: Pathway to Decarbonization
March 22, 2022 – “State, Society, and Strategy of Economic Development: An Analysis and Critique of Development Theories in Africa”
March 23, 2022 – CBA Financial Literacy KEES Program Seminar: “Weathering Market Volatility”
March 24, 2022 – Transforming Communities in Times of Upheaval and Revolution, Lior Sternfeld, Ph.D. on 4/5/2022
March 29, 2022 – Be a UNO WiSTEM Leader – Support general equality and access – nominations accepted through 4/1/2022
April 12, 2022 – Curious People Series: “Police Use of Deadly Force – What We Know and What We Need to Know”
May 1, 2022 – Center for Faculty Excellence: New Professional Development Opportunities
May 3, 2022 – Introduction to Mentoring Hybrid Workshop on 5/11/2022
June 6, 2022 – ‘On the Inside’ Group Show Speaker Event. Safe Space Training is available 6/17/2022.
July 11, 2022 – IT Allies Presents: Summer Reading Series on 7/15/2022
July 18, 2022 – TIAA, Fidelity Retirement Consultations Available.
July 19-20, 2022 – Emergency Preparedness Training Sessions
August 5, 2022 – IT Allies Presents: Summer Reading Series on 8/15/2022
August 24, 2022 – A Data and Research Series for Community Impact Part 1
August 26, 2022 – “The Ghost of Landscape and Memory” Exhibit now open through 11/7/2022

August 30, 2022 – Addressing and Avoiding Microaggressions in Service Learning on 9/14/2022. Public Safety: Stop the Bleed Training
August 31, 2022 – Public Safety: Armed Intruder Training
September 14, 2022 – Human Resources and the Center for Faculty Excellence Announce Faculty and Staff Training Program – first session 9/22/2022. Hispanic Heritage Month Kickoff Celebration
September 19, 2022 – Contracts+ Training
September 20, 2022 – “Memory Serves Exhibition: Drawing Others Close” International Symposium event on 9/22/2022
September 21, 2022 – Contracts+ Training
September 22, 2022 – CBA to Host DEAI week – events 10/3-10/6/2022
September 26, 2022 – Contracts+ Training
September 28, 2022 – Contracts+ Training
September 30, 2022 – “Promoting Gender Equality” on 10/3/2022
October 7, 2022 – Biomechanics Seminar Series: Chris Gregory
November 8, 2022 – New Retirement Investment Plans Begin Today. One-on-One consultations are available from TIAA and Fidelity
November 10, 2022 – Human Rights Forum : Winter in Ukraine – Looking Forward
November 11, 2022 – UNO Salutes Our Military: Nebraska Women Vets Art. On The Record: Talking to the News Media Workshop
November 17, 2022 – Register for FAST (Faculty and Staff Training) Events
December 7, 2022 – NU System Human Resources: Employee Learning Week through Friday
December 13, 2022 – Kwanzaa Celebration and Donning of the Kente

UNO Manager/Supervisor Training

Supervisory Training has been incorporated into the Bridge Learning courses that are now offered on campus in conjunction with UNMC. Examples include Corrective Action Plans, Coaching for Leaders, Legal Aspects of Management, Reality-based Leadership, and Performance Management.

New Employee Orientations are self-paced, online. No formal (live) sessions have been held.

Outreach Efforts in Recruitment:

- Step Up Internships
- Level Up Job Fair
- Goodwill Career Fair
- UNO ACDC Career Fair

Mandatory Compliance Training. All Faculty, Staff and Students are expected/required to complete the *UNO-Report=Support! Faculty/Staff Sexual Misconduct Prevention and Response Training* provided by UNO's Office of Diversity, Equity, Access, and Inclusion. The training is available through Firefly—the University of Nebraska's Learning Management System - Bridge. Training must be completed every year.

University departments such as Criss Library, Sponsored Programs and Research, Accounting Services and Information Technology Services frequently announce free training programs for employees that will update and enhance skills.

COMMUNICATE THE POLICY AND PROGRAM AND ITS EMPLOYMENT NEEDS TO SOURCES OF QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR SEX AND SOLICIT RECRUITMENT ASSISTANCE.

Documentation:

“The University of Nebraska at Omaha and KVNO are equal opportunity employers. If you would like to learn about job opportunities at KVNO, please see our web page, KVNO.org.”

On Air Announcement-Dates announced

Web site – June 29, 2004 to present

KVNO.org EOE report “ The University of Nebraska at Omaha and KVNO are equal opportunity employers.”

KVNO.org Employment Opportunities “The University of Nebraska at Omaha and KVNO are equal opportunity employers. Job opportunities at KVNO, when available, will appear on this website.

Affidavit of Performance - Specific #

From: 01/01/2022 To: 12/31/2022

KVNO

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06/01/2022	18:18:01.683	PSA-EOE
06/02/2022	06:16:19.092	PSA-EOE
06/02/2022	19:06:59.570	PSA-EOE
06/03/2022	17:22:20.229	PSA-EOE
06/03/2022	21:59:23.600	PSA-EOE
06/04/2022	09:34:54.900	PSA-EOE
06/05/2022	07:19:30.148	PSA-EOE
06/06/2022	06:21:41.637	PSA-EOE
06/06/2022	18:22:46.414	PSA-EOE
06/07/2022	05:44:50.139	PSA-EOE
06/07/2022	19:05:59.272	PSA-EOE
06/08/2022	06:18:44.313	PSA-EOE
06/08/2022	22:59:35.075	PSA-EOE
06/09/2022	13:36:43.218	PSA-EOE
06/10/2022	03:15:17.882	PSA-EOE
06/10/2022	19:19:00.425	PSA-EOE
06/11/2022	00:01:05.974	PSA-EOE
06/11/2022	23:01:08.044	PSA-EOE
06/12/2022	15:29:53.100	PSA-EOE
06/13/2022	00:36:27.570	PSA-EOE

Air Date	Air Time	Title
06/13/2022	16:45:37.933	PSA-EOE
06/14/2022	03:20:10.964	PSA-EOE
06/14/2022	19:05:59.227	PSA-EOE
06/15/2022	08:36:28.630	PSA-EOE
06/15/2022	22:59:35.765	PSA-EOE
06/16/2022	13:30:38.602	PSA-EOE
06/17/2022	03:33:01.278	PSA-EOE
06/18/2022	02:00:12.828	PSA-EOE
06/19/2022	00:26:53.528	PSA-EOE
06/19/2022	16:15:03.593	PSA-EOE
06/20/2022	05:00:34.909	PSA-EOE
06/20/2022	19:05:59.150	PSA-EOE
06/21/2022	06:13:05.530	PSA-EOE
06/22/2022	02:23:31.149	PSA-EOE
06/22/2022	19:05:59.252	PSA-EOE
06/23/2022	06:16:47.613	PSA-EOE
06/23/2022	23:24:14.308	PSA-EOE
06/24/2022	16:24:07.616	PSA-EOE
06/25/2022	19:28:51.108	PSA-EOE
06/27/2022	06:19:52.641	PSA-EOE
06/27/2022	19:05:59.506	PSA-EOE
06/28/2022	22:59:42.406	PSA-EOE
06/29/2022	00:01:06.533	PSA-EOE
06/29/2022	16:24:03.331	PSA-EOE
06/30/2022	05:00:35.465	PSA-EOE
06/30/2022	19:06:59.171	PSA-EOE
07/01/2022	06:23:08.754	PSA-EOE
07/01/2022	21:42:21.719	PSA-EOE
07/02/2022	05:25:54.446	PSA-EOE
07/03/2022	04:24:54.257	PSA-EOE
07/04/2022	07:44:48.961	PSA-EOE
07/04/2022	17:04:00.873	PSA-EOE
07/04/2022	19:33:46.397	PSA-EOE
07/05/2022	05:00:36.625	PSA-EOE
07/05/2022	19:05:59.212	PSA-EOE
07/06/2022	07:48:53.168	PSA-EOE
07/06/2022	22:59:36.033	PSA-EOE
07/07/2022	13:40:10.303	PSA-EOE
07/08/2022	03:22:39.199	PSA-EOE
07/08/2022	19:28:31.051	PSA-EOE
07/09/2022	04:22:48.771	PSA-EOE
07/10/2022	03:17:11.140	PSA-EOE
07/10/2022	21:59:37.007	PSA-EOE
07/11/2022	02:00:00.762	PSA-EOE
07/11/2022	16:00:35.422	PSA-EOE

Air Date	Air Time	Title
07/12/2022	00:01:00.169	PSA-EOE
07/12/2022	16:25:15.868	PSA-EOE
07/13/2022	12:18:18.897	PSA-EOE
07/14/2022	02:32:51.620	PSA-EOE
07/14/2022	19:05:59.267	PSA-EOE
07/15/2022	06:14:15.534	PSA-EOE
07/15/2022	22:51:08.425	PSA-EOE
07/16/2022	00:23:10.566	PSA-EOE
07/17/2022	00:00:55.049	PSA-EOE
07/17/2022	16:00:33.181	PSA-EOE
07/18/2022	11:50:04.443	PSA-EOE
07/19/2022	06:18:18.365	PSA-EOE
07/20/2022	09:14:41.717	PSA-EOE
07/20/2022	22:59:36.189	PSA-EOE
07/21/2022	13:41:57.823	PSA-EOE
07/23/2022	10:12:49.593	PSA-EOE
07/24/2022	07:34:12.087	PSA-EOE
07/25/2022	06:18:15.822	PSA-EOE
07/25/2022	19:05:59.303	PSA-EOE
07/26/2022	00:19:11.940	PSA-EOE
07/26/2022	16:25:41.376	PSA-EOE
07/27/2022	05:00:35.097	PSA-EOE
07/27/2022	14:55:06.066	PSA-EOE
07/28/2022	03:18:10.043	PSA-EOE
07/28/2022	19:06:59.216	PSA-EOE
07/29/2022	02:37:46.846	PSA-EOE
07/29/2022	18:35:18.863	PSA-EOE
07/30/2022	04:33:22.729	PSA-EOE
07/31/2022	02:41:08.078	PSA-EOE
07/31/2022	17:34:37.660	PSA-EOE
08/01/2022	02:32:37.546	PSA-EOE
08/01/2022	18:24:02.009	PSA-EOE
08/02/2022	06:18:57.367	PSA-EOE
08/03/2022	08:29:38.414	PSA-EOE
08/03/2022	22:59:34.979	PSA-EOE
08/04/2022	02:22:55.045	PSA-EOE
08/04/2022	18:36:31.169	PSA-EOE
08/05/2022	00:18:02.012	PSA-EOE
08/05/2022	16:22:42.300	PSA-EOE
08/06/2022	09:37:17.203	PSA-EOE
08/07/2022	05:14:37.416	PSA-EOE
08/08/2022	05:00:37.199	PSA-EOE
08/08/2022	18:37:31.716	PSA-EOE
08/09/2022	05:00:34.829	PSA-EOE
08/09/2022	18:50:16.768	PSA-EOE

Air Date	Air Time	Title
08/10/2022	06:29:21.507	PSA-EOE
08/10/2022	19:05:59.229	PSA-EOE
08/11/2022	07:34:57.334	PSA-EOE
08/11/2022	19:44:14.344	PSA-EOE
08/12/2022	02:00:03.785	PSA-EOE
08/12/2022	16:23:44.504	PSA-EOE
08/13/2022	02:00:05.235	PSA-EOE
08/14/2022	15:34:40.183	PSA-EOE
08/15/2022	05:26:39.881	PSA-EOE
08/15/2022	18:37:18.588	PSA-EOE
08/16/2022	06:16:17.662	PSA-EOE
08/16/2022	19:05:59.202	PSA-EOE
08/17/2022	07:39:08.090	PSA-EOE
08/17/2022	19:06:59.128	PSA-EOE
08/18/2022	06:23:51.757	PSA-EOE
08/18/2022	22:59:37.532	PSA-EOE
08/19/2022	06:14:50.364	PSA-EOE
08/19/2022	20:27:56.375	PSA-EOE
08/21/2022	02:34:38.914	PSA-EOE
08/21/2022	16:32:45.569	PSA-EOE
08/22/2022	03:22:20.968	PSA-EOE
08/22/2022	18:37:18.592	PSA-EOE
08/23/2022	05:23:56.260	PSA-EOE
08/23/2022	18:26:31.785	PSA-EOE
08/24/2022	00:01:05.175	PSA-EOE
08/24/2022	16:00:37.198	PSA-EOE
08/25/2022	03:17:31.702	PSA-EOE
08/25/2022	19:06:59.237	PSA-EOE
08/26/2022	08:57:59.240	PSA-EOE
08/26/2022	20:37:10.037	PSA-EOE
08/28/2022	03:32:05.128	PSA-EOE
08/29/2022	10:50:12.176	PSA-EOE
08/29/2022	11:23:55.902	PSA-EOE
08/29/2022	22:59:35.564	PSA-EOE
08/30/2022	12:59:32.820	PSA-EOE
08/31/2022	02:00:08.422	PSA-EOE
09/01/2022	06:23:15.137	PSA-EOE
09/01/2022	22:59:36.515	PSA-EOE
09/02/2022	12:04:01.428	PSA-EOE
09/02/2022	22:55:38.248	PSA-EOE
09/03/2022	02:20:00.413	PSA-EOE
09/04/2022	03:18:19.876	PSA-EOE
09/04/2022	22:27:33.844	PSA-EOE
09/05/2022	02:00:03.610	PSA-EOE
09/05/2022	18:26:03.099	PSA-EOE

Air Date	Air Time	Title
09/06/2022	09:25:28.768	PSA-EOE
09/06/2022	22:59:40.362	PSA-EOE
09/07/2022	12:15:28.892	PSA-EOE
09/08/2022	00:24:23.609	PSA-EOE
09/08/2022	19:06:59.582	PSA-EOE
09/09/2022	13:58:58.139	PSA-EOE
09/10/2022	17:40:04.607	PSA-EOE
09/11/2022	07:33:14.980	PSA-EOE
09/12/2022	00:22:47.916	PSA-EOE
09/12/2022	14:36:24.946	PSA-EOE
09/13/2022	00:01:00.363	PSA-EOE
09/13/2022	15:38:25.204	PSA-EOE
09/13/2022	16:24:57.685	PSA-EOE
09/14/2022	02:19:30.300	PSA-EOE
09/14/2022	18:42:18.744	PSA-EOE
09/15/2022	09:15:42.871	PSA-EOE
09/15/2022	22:59:38.256	PSA-EOE
09/16/2022	01:20:03.595	PSA-EOE
09/16/2022	22:15:07.748	PSA-EOE
09/18/2022	04:22:32.955	PSA-EOE
09/19/2022	03:19:28.828	PSA-EOE
09/19/2022	19:41:14.334	PSA-EOE
09/20/2022	02:00:08.295	PSA-EOE
09/20/2022	16:23:48.563	PSA-EOE
09/21/2022	12:27:51.734	PSA-EOE
09/22/2022	08:18:16.241	PSA-EOE
09/22/2022	22:59:34.611	PSA-EOE
09/23/2022	06:24:00.236	PSA-EOE
09/23/2022	19:46:02.198	PSA-EOE
09/24/2022	10:25:12.372	PSA-EOE
09/25/2022	15:47:33.738	PSA-EOE
09/26/2022	01:59:58.225	PSA-EOE
09/26/2022	16:00:51.584	PSA-EOE
09/27/2022	02:03:56.104	PSA-EOE
09/27/2022	19:05:59.176	PSA-EOE
09/28/2022	03:18:44.868	PSA-EOE
09/28/2022	22:59:35.588	PSA-EOE
09/29/2022	12:09:40.906	PSA-EOE
09/30/2022	02:00:04.557	PSA-EOE
09/30/2022	16:22:49.437	PSA-EOE
10/01/2022	03:18:06.929	PSA-EOE
10/02/2022	16:01:10.576	PSA-EOE
10/03/2022	02:00:04.120	PSA-EOE
10/05/2022	06:00:37.179	PSA-EOE
10/06/2022	06:22:31.318	PSA-EOE

Air Date	Air Time	Title
10/06/2022	19:06:59.184	PSA-EOE
10/07/2022	20:25:59.540	PSA-EOE
10/08/2022	09:00:32.420	PSA-EOE
10/09/2022	05:17:58.587	PSA-EOE
10/09/2022	21:59:35.050	PSA-EOE
10/10/2022	00:00:56.759	PSA-EOE
10/10/2022	16:22:20.717	PSA-EOE
10/11/2022	02:14:58.653	PSA-EOE
10/11/2022	18:27:28.201	PSA-EOE
10/12/2022	04:53:52.509	PSA-EOE
10/12/2022	19:06:59.208	PSA-EOE
10/13/2022	06:23:21.504	PSA-EOE
10/13/2022	15:20:10.655	PSA-EOE
10/14/2022	00:01:02.178	PSA-EOE
10/14/2022	14:51:19.700	PSA-EOE
10/15/2022	02:00:05.824	PSA-EOE
10/16/2022	00:01:48.506	PSA-EOE
10/16/2022	15:32:00.634	PSA-EOE
10/17/2022	06:30:12.928	PSA-EOE
10/17/2022	18:30:00.350	PSA-EOE
10/18/2022	05:36:22.046	PSA-EOE
10/18/2022	18:33:13.260	PSA-EOE
10/19/2022	06:20:27.873	PSA-EOE
10/19/2022	19:05:59.159	PSA-EOE
10/20/2022	06:20:55.421	PSA-EOE
10/20/2022	16:39:01.554	PSA-EOE
10/20/2022	19:06:59.631	PSA-EOE
10/21/2022	04:37:08.530	PSA-EOE
10/21/2022	19:05:59.661	PSA-EOE
10/22/2022	05:19:48.418	PSA-EOE
10/23/2022	03:21:31.883	PSA-EOE
10/23/2022	17:32:32.122	PSA-EOE
10/24/2022	02:00:01.609	PSA-EOE
10/24/2022	16:42:24.905	PSA-EOE
10/25/2022	02:19:24.787	PSA-EOE
10/25/2022	18:17:58.257	PSA-EOE
10/26/2022	06:13:28.395	PSA-EOE
10/27/2022	00:01:00.483	PSA-EOE
10/27/2022	16:18:31.444	PSA-EOE
10/28/2022	02:19:55.950	PSA-EOE
10/28/2022	18:35:00.643	PSA-EOE
10/29/2022	04:24:47.744	PSA-EOE
10/30/2022	02:15:29.897	PSA-EOE
10/30/2022	16:30:25.483	PSA-EOE
10/31/2022	06:16:00.612	PSA-EOE

Air Date	Air Time	Title
10/31/2022	14:59:36.934	PSA-EOE
10/31/2022	19:16:59.285	PSA-EOE
11/01/2022	04:32:47.764	PSA-EOE
11/01/2022	18:42:43.620	PSA-EOE
11/02/2022	06:12:17.674	PSA-EOE
11/02/2022	17:21:18.870	PSA-EOE
11/02/2022	19:05:59.210	PSA-EOE
11/03/2022	04:16:15.719	PSA-EOE
11/03/2022	19:05:59.198	PSA-EOE
11/04/2022	07:48:30.956	PSA-EOE
11/04/2022	18:21:14.797	PSA-EOE
11/04/2022	19:23:45.846	PSA-EOE
11/05/2022	09:00:10.149	PSA-EOE
11/07/2022	06:36:56.601	PSA-EOE
11/07/2022	18:41:43.499	PSA-EOE
11/07/2022	19:05:59.189	PSA-EOE
11/08/2022	04:33:09.601	PSA-EOE
11/08/2022	18:33:43.320	PSA-EOE
11/09/2022	00:01:00.295	PSA-EOE
11/09/2022	06:00:38.392	PSA-EOE
11/09/2022	19:05:59.198	PSA-EOE
11/10/2022	07:38:07.209	PSA-EOE
11/10/2022	19:06:59.221	PSA-EOE
11/11/2022	02:00:09.046	PSA-EOE
11/11/2022	17:21:50.762	PSA-EOE
11/12/2022	02:00:08.543	PSA-EOE
11/12/2022	23:01:02.318	PSA-EOE
11/13/2022	07:37:59.698	PSA-EOE
11/14/2022	01:59:57.146	PSA-EOE
11/14/2022	15:21:12.866	PSA-EOE
11/15/2022	11:24:52.514	PSA-EOE
11/15/2022	16:23:25.636	PSA-EOE
11/15/2022	22:59:35.270	PSA-EOE
11/16/2022	00:01:00.620	PSA-EOE
11/16/2022	13:33:42.805	PSA-EOE
11/17/2022	02:19:24.422	PSA-EOE
11/17/2022	18:13:58.251	PSA-EOE
11/18/2022	04:32:14.252	PSA-EOE
11/18/2022	17:23:00.261	PSA-EOE
11/20/2022	07:19:28.642	PSA-EOE
11/20/2022	22:43:18.779	PSA-EOE
11/21/2022	08:49:48.997	PSA-EOE
11/21/2022	19:37:44.214	PSA-EOE
11/22/2022	09:27:18.979	PSA-EOE
11/22/2022	19:44:14.250	PSA-EOE

Air Date	Air Time	Title
11/23/2022	09:24:51.347	PSA-EOE
11/23/2022	22:59:35.821	PSA-EOE
11/24/2022	07:39:47.687	PSA-EOE
11/24/2022	19:05:59.143	PSA-EOE
11/25/2022	04:34:05.111	PSA-EOE
11/25/2022	19:20:45.693	PSA-EOE
11/26/2022	09:00:09.142	PSA-EOE
11/27/2022	05:20:17.708	PSA-EOE
11/27/2022	17:29:12.157	PSA-EOE
11/28/2022	02:15:21.196	PSA-EOE
11/28/2022	13:18:21.264	PSA-EOE
11/28/2022	22:59:36.572	PSA-EOE
11/29/2022	18:38:28.294	PSA-EOE
11/30/2022	02:19:40.035	PSA-EOE
11/30/2022	18:22:13.301	PSA-EOE
12/01/2022	06:17:43.050	PSA-EOE
12/01/2022	18:42:43.310	PSA-EOE
12/02/2022	04:39:13.509	PSA-EOE
12/02/2022	18:49:01.492	PSA-EOE
12/03/2022	02:00:05.741	PSA-EOE
12/03/2022	19:22:47.433	PSA-EOE
12/04/2022	04:22:59.801	PSA-EOE
12/04/2022	16:01:10.053	PSA-EOE
12/05/2022	06:18:55.843	PSA-EOE
12/05/2022	15:18:20.661	PSA-EOE
12/05/2022	18:20:28.187	PSA-EOE
12/05/2022	18:35:58.229	PSA-EOE
12/05/2022	19:05:59.142	PSA-EOE
12/06/2022	03:20:51.337	PSA-EOE
12/06/2022	13:12:37.852	PSA-EOE
12/06/2022	22:59:35.529	PSA-EOE
12/07/2022	03:22:55.347	PSA-EOE
12/07/2022	16:04:52.350	PSA-EOE
12/08/2022	00:23:44.379	PSA-EOE
12/08/2022	22:59:36.448	PSA-EOE
12/09/2022	02:00:10.680	PSA-EOE
12/09/2022	14:17:28.224	PSA-EOE
12/09/2022	21:46:23.814	PSA-EOE
12/10/2022	04:34:37.292	PSA-EOE
12/10/2022	23:01:01.683	PSA-EOE
12/11/2022	07:19:28.428	PSA-EOE
12/12/2022	04:26:37.507	PSA-EOE
12/12/2022	17:53:36.526	PSA-EOE
12/13/2022	04:00:16.041	PSA-EOE
12/13/2022	13:38:59.315	PSA-EOE

Air Date	Air Time	Title
12/13/2022	19:42:28.662	PSA-EOE
12/14/2022	00:01:07.376	PSA-EOE
12/14/2022	08:43:11.504	PSA-EOE
12/15/2022	02:37:34.207	PSA-EOE
12/15/2022	16:21:36.243	PSA-EOE
12/16/2022	02:00:06.823	PSA-EOE
12/16/2022	15:09:57.182	PSA-EOE
12/16/2022	21:58:39.495	PSA-EOE
12/17/2022	09:17:54.028	PSA-EOE
12/18/2022	03:17:59.232	PSA-EOE
12/18/2022	16:34:48.283	PSA-EOE
12/19/2022	02:00:33.831	PSA-EOE
12/19/2022	12:59:33.690	PSA-EOE
12/20/2022	05:43:30.529	PSA-EOE
12/20/2022	17:00:29.367	PSA-EOE
12/21/2022	00:24:16.591	PSA-EOE
12/21/2022	11:20:41.176	PSA-EOE
12/21/2022	22:59:34.100	PSA-EOE
12/22/2022	15:27:31.435	PSA-EOE
12/23/2022	03:04:57.230	PSA-EOE
12/23/2022	18:38:45.796	PSA-EOE
12/24/2022	04:22:27.834	PSA-EOE
12/25/2022	02:19:13.345	PSA-EOE
12/25/2022	16:31:51.434	PSA-EOE
12/25/2022	21:59:59.233	PSA-EOE
12/26/2022	06:39:40.739	PSA-EOE
12/26/2022	19:05:59.255	PSA-EOE
12/27/2022	04:33:01.917	PSA-EOE
12/27/2022	12:28:17.216	PSA-EOE
12/28/2022	04:20:07.605	PSA-EOE
12/29/2022	07:45:12.416	PSA-EOE
12/29/2022	19:06:59.604	PSA-EOE
12/30/2022	08:50:21.755	PSA-EOE
12/30/2022	21:12:18.165	PSA-EOE
12/31/2022	10:54:08.748	PSA-EOE

THE ABOVE ITEMS WERE BROADCAST AT THE TIME SPECIFIED
ACCORDING TO THE OFFICIAL STATION LOG.

CONDUCT A CONTINUING PROGRAM TO EXCLUDE PREJUDICE AND DISCRIMINATION FROM PERSONNEL POLICIES, PRACTICES, AND WORKING CONDITIONS

In 2022 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

KVNO's Music Director search committee included a DEIA advocate as an external member. The Music Director was hired March 7, 2022.

In 2022 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEI Activities during 2022:

- Several Trainings offered to UNO include but not limited to:
 - FAST Trainings:
 - Mental Health Awareness for Leaders
 - Practical Tips for Designing Accessible Courses
 - Microaggression Awareness Program
 - Numerous listing sessions hosted on campus (virtual) to discuss both local and national issues surrounding racial unrest
 - Campus Resources include but not limited to:
 - Health and Wellness Coaching
 - Faculty and Staff Employee Assistance Program (FSEAP)
 - Ombuds Services
 - Gender and Sexuality Resource Center
 - Multicultural Resources
 - Department of Public Safety
 - Military and Veteran Services

In 2021 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

KVNO's Music Director search committee includes a DEIA advocate as an external member.

In 2021 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEI Activities during 2021:

- Several Trainings offered to UNO include but not limited to:
 - Micro-Aggressions
 - Safe Space Training
 - Blind Opportunity: Unconscious Bias in the Workplace
 - Hollaback! Bystander Intervention LGBTQ+
 - Bridging Worlds with Words
 - Race Based Trauma
- Numerous listing sessions hosted on campus (virtual) to discuss both local and national issues surrounding racial unrest

In 2020 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers and unpaid interns complete Title IX Sexual Harassment training on a yearly basis.

In 2020 UNO:

UNO conducts sexual harassment (Title IX) training electronically for staff, faculty, and students. Additionally, Title IX personnel offer special topics training through the Center for Faculty Excellence regularly, focusing on expected reporting requirements and Title IX classroom considerations.

Brief highlights of a few of the formal DEI Activities during 2020:

- Several Trainings offered to UNO include but not limited to:
 - Micro-Aggressions
 - Valuing People
 - Ouch Training-That Stereotype Hurts
 - Safe Space Training
- Started Pilot DEI Certificate Program (Cohort Program made of diverse representation from faculty and staff.)
- Numerous listing sessions hosted on campus (virtual) to discuss both local and national issues surrounding racial unrest
- Created and filled a new Senior Level Role—Associate Vice Chancellor of Diversity, Equity, Access and Inclusion (July)
- Introduced a new Strategic Initiative (Investment) that solicited proposals to deal with Race, Class and Inequity Issues
- Strategic Forum held that focused solely on DEI issues.
- National Speaker brought with primary focus on race.

- Numerous initiatives focused on faculty to include but not limited to:
 - Formation of a Faculty DEAI Committee
 - Establishing the Associate Vice Chancellor of Diversity, Equity, Access and Inclusion on search committee guidelines that promoted more inclusive practices.
 - Targeted training on such topics as Tokenism.

In 2019 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers and unpaid interns complete Title IX Sexual Harassment training on a yearly basis.

In 2019 UNO:

Title IX Sexual Harassment training is mandatory for all faculty, staff and students. The training is available by Firefly and must be completed every two years.

CONDUCT A CONTINUING REVIEW OF JOB STRUCTURE AND EMPLOYMENT PRACTICES AND ADOPT RECRUITMENT, JOB DESIGN, AND OTHER MEASURES NEEDED TO ENSURE EQUALITY OF OPPORTUNITY TO PARTICIPATE FULLY IN ALL ORGANIZATIONAL UNITS, OCCUPATIONS, AND LEVELS OF RESPONSIBILITY.

1/29/2018

Procedures reviewed by Assistant General Manager / Program Director and Business Manager.

1/28/2019

Procedures reviewed by Assistant General Manager / Program Director and Business Manager.

1/30/2020

Procedures reviewed by General Manager and Business Manager.

1/27/2021

Procedures reviewed by Assistant General Manager and Business Manager.

1/31/2022

Procedures reviewed by Assistant General Manager and Business Manager.

1/30/2023

Procedures reviewed by Assistant General Manager and Business Manager.