

WVUA-FM

90.7 The Capstone

POLICY MANUAL

DRAFT 2010-2011

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I. Introduction

It is required that each staff member be familiar with this manual and possess a working knowledge of the material within it. A policy manual test will be administered every semester by management. Failure to pass the test will result in suspension from the station until they complete the test and pass it successfully. Failure to comply with WVUA rules and policies as well as applicable federal rules and regulations will result in dismissal from the station.

You will note some bracketed items in this manual with look similar to the following example: [Demetri likes Tampa Bay]. Such items currently are not important and are things you do not need to concern yourself with. In general, bracketed information tends to include holdovers from when the station was run differently or otherwise refers to equipment or facilities we do not have currently. We leave such information in this manual partly as interesting items of note and partly in case, we once more become responsible for covering it.

Purpose of This Manual (per OSM)

Student staff members must understand the policies and procedures of the Office of Student Media and their individual medium in order to function effectively as a staff member. A policy manual not only promotes understanding, but fair and equal treatment.

Policy Regarding Medium Manuals

- 1. Each medium will be responsible to publish and make available an annually updated policy manual to all staffers.**
- 2. The manual will include general policies of the Office of Student Media as well as policies specific to the individual media organization.**
- 3. All policy manuals must be in compliance with OSM policies and procedures and all applicable federal, state, and university policies.**
- 4. These manuals must be updated annually in compliance with the Media Planning Board requirements. It shall be the responsibility of the top staff person of each medium to**

II. General Information about WVUA-FM

Who We Are

WVUA-FM is a noncommercial radio station that is licensed to the Board of Trustees of the University of Alabama. As you begin working at WVUA, you will notice that every effort has been taken to make your experience at WVUA as professional as possible.

There are four main purposes at WVUA; they are listed in order of importance:

1. Teaching students how to become good Disc Jockeys.

2. Teaching radio management to those that wish to become directors.
3. Representing the University's musical needs.
4. Communicating the activities of the UA Community.

Teaching students to be good Disc Jockeys is our number one goal at WVUA. Part of being a good disc jockey is learning to play music that is not necessarily the disc jockey's favorite. The reason that there are playlists is that the station is meant to reach a broad audience through a diverse, consistent sound. This cannot be achieved when disc jockeys do not follow the station's format. That is why following playlists is mandatory.

Another part of becoming a good DJ is learning on-air timing. Although timing cannot be taught, it can be learned through effort and hard work. Disc Jockeys will learn other important aspects of radio such as promotions, programming, community outreach, and underwriting, volunteering at WVUA. Finally, part of becoming a good Disc Jockey is to learn how the equipment works and what the rules and regulations of the FCC and the station itself are. **This is the purpose of this manual.**

Important Numbers and Information

Some important numbers to remember:

- **General Office: (205) 348-6061**
- Studio Number: (205) 348-9070
- **Alt. Studio Number: (205) 348-6461**
- Fax: (205) 348-0375
- Email address: wwua@sa.ua.edu
- University Police: (205) 348-5454

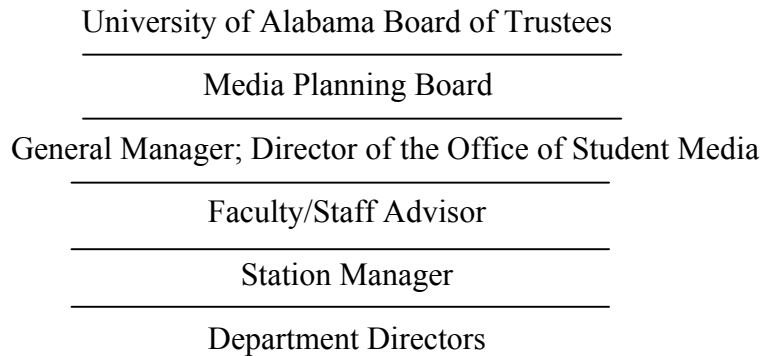
WVUA operates out of the Telecommunication and Film Department facilities. It transmits a stereo FM signal 24 hours a day to the University Community and much of the city of Tuscaloosa. WVUA-FM is licensed by the Federal Communications Commission and the University of Alabama.

WVUA is a chartered student organization and is staffed by approximately 50-100 students. Students, staff, faculty, and select alumni are the only people allowed to work for WVUA. Working at WVUA is a volunteer job. Disc Jockeys are not paid. The station manager, program director, underwriting director, production director, music director, marketing director, etc, are the only paid positions at WVUA. Students do not receive course credit for working at the station.

The chair of the Telecommunication and Film Department is the general manager of the station and works in conjunction with the faculty adviser to oversee the station. The general manager responds to the University of Alabama Board of Trustees, who are the licensees.

The Media Planning Board conducts the annual interview for WVUA-FM station manager and ensures monthly reports are filed in a timely fashion.

Organizational Chart



Programming, Marketing, Underwriting, Music, Production, CCC, etc

Each director reports to the Station Manager, who, in turn, reports to the OSM Director, General Manager, and MPB. All directors are required to post and keep office hours.

III. FCC Policies

General FCC Policies

In 1985, the Federal Communications Commission deregulated the last of the individual licenses and transferred the responsibility for training and testing to the individual stations. The FCC holds the station responsible for hiring people who are well versed in regulations and are capable of operating a broadcast station legally. WVUA gives a proficiency test each semester to serve this function. Staff members who join the station after the semester starts will be required to pass this test within two weeks of being hired.

At any time during the business day, an FCC field inspector can examine the station facilities. Since WVUA operates 24 hours a day, seven days a week, an inspection can occur at any time. However, the station's public file (which is located in room 484-D in Resse Phifer) can only be inspected during normal business hours. If an FCC Inspector comes to call,, allow him/her to examine whatever (s)he likes and answer all questions to the best of your ability or call someone who can. Inform a director of the station at the earliest possibility.

The inspector may ask the disc jockey to see the technical log and the station's license. [You will also be expected to take meter readings or check tower lights.] All of these things, with the exception of the station's license, are tended to by the station engineer. Contact the station manager for more information.

WVUA must adhere to all FCC rules and regulations. Failure to do so can result in fines being levied against the University of Alabama and, in some cases, fines, and criminal charges being levied against the people involved. **If WVUA is fined for your disregard for FCC rules, the University of Alabama will bill your student account for the entire amount of your fine.** Remember, you will not graduate unless your student bill is clear.

WVUA-FM has a certificate of compliance from the Alabama Broadcasters Association located in the studio near the back wall. This certificate is to serve as our license to broadcast and that the station is running all operations legally until the expiry date, 04/15/2011. If an FCC field inspector wants to check our Public File and/or inspect the station, all you should have to do is show him the certificate. If the inspector still needs more information, follow all previous rules listed above and notify the Program Director or Station Manager at the earliest possible time.

Legal Checklist

Drugs and Alcohol

Drug and alcohol use is strictly forbidden on the WVUA premises. Smoking while on WVUA premises is also forbidden. Any use of alcohol or drugs while operating the equipment or operating the equipment while under the influence of drugs or alcohol will result in immediate dismissal.

Playola/Plugola

Accepting cash, travel, meals, or other benefits in exchange for playing certain records or plugging certain products or events on the air is illegal. Such activities can expose the person involved, as well as the station, to fines and criminal charges.

Obscene or Indecent Material

The broadcast of indecent material is prohibited by law. This could result in huge fines for the individual and/or station. Simple rule of thumb: never broadcast any of the seven deadly words. There is also “suggestive language” that could get you in major trouble. Use your common sense. Not everyone’s sense of indecency is the same as yours. You may think you are merely being “naughty,” but the FCC might see things quite differently. Be safe and keep the sexual innuendo off the air.

Drug Lyrics

According to FCC policy, any station that airs material that glorifies drug use or drugs could lose its license. Disc Jockeys are not allowed to advocate the use of drugs over the air themselves.

Telephone Conversations

Before broadcasting a telephone conversation, the Disc Jockey must get permission from the caller. The only exception is during a live discussion/call-in program where it can be presumed that the caller is aware that he or she is likely to be on air. The Disc Jockey must also get permission from either the Station Manager or the Program Director to air phone conversations.

Note that you must use call screening tactics when broadcasting a phone conversation. Tell the listener that he/she must not use obscene language while on air. Remember that the caller on air is your responsibility. If the caller uses any obscene language or does anything against FCC policy, you will be responsible for any fines that are imposed.

Station Identification

Legal ID's are to be made at the top of every hour. Within five minutes before or after the hour, the station must be identified by call letters and location (WVUA-FM, Tuscaloosa). **Simply saying 90.7 The Capstone or WVUA-FM does not satisfy the requirement for a Legal ID.**

Copyright Infringement

DJ's who read portions of plays, poems, or novels on the air are considered to be putting on a performance. Permission must first be obtained from the author of the work or the DJ is guilty of copyright infringement.

Call to Action

The FCC forbids any noncommercial station from issuing calls to action either in underwriting announcements or during on-air chatter. A DJ issues a call to action when he or she asks, urges, or suggests that the listener should perform some task which may result in a profit for any organization making money.

Calls to action include, **but are not limited to:**

- Telling listeners to go buy a CD or MP3.
- Urging the listener to go to a concert or performance
- Mentioning prices or percentages (**Free is a price**)
- Urging listeners to patronize a specific club or record store. You are free to share your enthusiasm about a record; that is only a review. However, you cannot rave about a business. That counts as a commercial.
- Adjectives and descriptive language is also forbidden. (**e.g. Delicious steak, Tasty Sushi**)

Calls to action are a problem. If there is a call to action during your shift, whether or not you are the one who makes it, you will be subject to discipline. It is also against station policy for any DJ to trash any record the station is promoting, without exception.

Defamation of Character

Slander: don't make fun of people without their permission. It's just that simple. The only exception is if the person is a public figure (i.e. "George Bush is a drunk who kills people"), but even in that case you had better be prepared to present sound evidence for your claims. WVUA doesn't allow DJs to talk about people on the air without express permission of the station manager or program director. No one cares about your roommate. Besides, your roommate can sue everyone from you to the University. Keep your life private.

Invasion of Privacy

Giving out unlisted phone numbers, full names or other personal or private information over the air is strictly prohibited. Likewise, giving out staff phone numbers (directors included), either over the air or over the phone to listeners, counts as an invasion of privacy. You may only give staff phone numbers to other staff members. **The only information that can be given out on air is the request line and the website. No exceptions.**

False Information and Editorializing

Do not give false information of any kind. Editorializing is when DJ's give their own beliefs and opinions about any topic such as politics on abortion or anything that does not pertain to music. WVUA DJ'S ARE FORBIDDEN TO EDITORIALIZE WITHOUT PERMISSION FROM THE STATION MANAGER OR PROGRAM DIRECTOR.

IV. Station Policies

Important Rules to Remember

- STAFF MEETINGS ARE MANDATORY. This is to keep the staff informed. If attendance is impossible, contact the program director. Stay caught up. DJs are responsible for everything covered in the meetings.
- Always check if the playlist in iMedia Touch is at the right time. ***The “This Hour” and “On Hand” must be within 5 min. of each other.***
- Co-hosts or other people who regularly help with your shift must fill out applications to work at WVUA. It doesn't matter if they never work the board or go on air. Anyone with you in the studio when you do your shift must be a WVUA staff member. This is partly a security issue and partly a matter of communication. Anyone in the studio who is not a staff member counts as a guest.
- No guests in the studio, unless you obtain permission from the program director or station manager. This applies even to friends who are “just stopping by”. If you must speak with your buddies during your shift, do it in the hall.
- No food in the studio or production rooms. All drinks must have a closable top. The equipment is very fragile and expensive to replace. Let's keep it in good shape.
- Never claim to represent the station to another organization without obtaining permission from the station manager or program director. (i.e. Bobby calls up The Jupiter and tries to get in free to see Calloh! Callay!). This includes discussing station-related matters with support staff, which leads to miscommunications. All such behavior makes the station look bad and ruins good relations.
- Be polite on the phone and when using the instant messenger. If the listener is belligerent politely get that person off the phone or block him/her from the IM. This is a business, so please treat it as such. Do not answer the phone cutely either. When you answer the studio phone you should simply say “WVUA.” Never invite a listener over to the station.
- Safety and security are extremely important. Transients, vandals, thieves and other unauthorized people can easily obtain access to the building, especially during late hours. The studio door must be locked if no one is present. Failure to do so will result in dismissal. It is also recommended that the studio be kept locked on the weekends (Drunks like to wander into the studio after sporting events). The Production rooms and offices must be kept locked unless they are in use. Call the University Police at 348-5454 if you see someone roaming around the building. Take this seriously. It does happen.
- Defacing station property will result in dismissal.
- Clean up after yourself and others. This includes putting CD's back on the appropriate shelves.
- Interviews with bands must be cleared with the program director. If you are going to do an interview, be prepared. Nothing sounds less professional than asking bands where their band name came from.

- Refile all CDs when finished.
- Check to make sure all CDs you used are back in the right place.
- Immediately make the program director or station manager informed of any broken or damaged equipment. You are not liable to pay for the machinery unless the damage was caused by your negligence or failure to follow station rules.
- ***If you hang out in the studio, make sure the DJ is comfortable with you being there. If not, get out.***
- Do not give out information about the other DJ's over the phone unless it is another employee of the radio station that you are giving it to.
- Don't walk into either the studio or the production room when the on-air light is on.
- Do not ever make out in the studio. There are frequent tours that come through the station. These are used for recruiting communications students. Leave your private life at home.

Door Codes

Security and safety for our equipment, but more importantly our DJ's, staff members, and directors, is a high priority issue when it comes to how we operate of WVUA-FM. For this purpose, UA Security has installed door locks to both studio doors that can only be unlocked by a code sequence. These codes are given to all who work at WVUA-FM, from the DJ's to the Station Manager. Each code is given out when all procedures for hiring have been completed. This code is linked to your CWID and your name. You are to use it whenever you come into the station. If something gets stolen, damaged, or any other catastrophic event that occurs at the station, WVUA-FM has the ability to track who came into the studio when the event occurred using your door codes. Do not give this code to anyone. Anyone caught using another staff member's door code will result in disciplinary action for those involved, including the original owner of the code.

Internet Feed

WVUA-FM has a feed available to stream our station over. The listeners of 90.7 The Capstone can access this feed whenever it is active by visiting thecapstone.ua.edu (Under Construction). However, this feed is not to be used during music hours due to a recent amendment in copyright laws. This amendment regulates internet feeds or "webcasting" that involves various restrictions that WVUA does not have the ability to follow.

The only type of broadcasting we can do over the internet is out Alabama Crimson Tide sports coverage. The producer of the event is responsible for the internet feed during this time. This means that the producer must shut off the stream immediately following the event. If, at any time, you notice that the internet feed is active during non-sports hours, contact the program director immediately.

Attendance

All DJ's that are assigned a shift are required to fill said shift. When you first come in, sign in on the folder to let us know you were at your shift. If you do not sign in, it becomes hard to track whether or not you attended your shift.

If, for some reason, you cannot fill your shift, you must call the program director to get your excuse approved. Next, attempt to find a substitute DJ to work your shift. Once you find one, call the program director to notify him/her of your substitute. The substitute must be trained properly at the station by select station management.

Failure to notify the program director will result in a strike against your record. If you get 3 unexcused absences, you will be suspended for an indefinite amount of time.

Suspension

When a DJ is suspended, they are no longer allowed on the air, whether during their own shift, covering another DJ's shift, or acting as a "guest host" on any shift, until a predetermined amount of time or indefinitely. During this suspension, the DJ will be assigned various tasks to get a better idea of how a proper DJ shift is executed, such as (but not limited to) re-training or shadowing. Once these tasks are completed, reinstatement will be considered.

V. On Air Procedures

VU Meter

The VU meter is directly related to how you signal sounds over the air. ***The VU meters are located at the front of the control board, with the left and right channels.*** They show the overall loudness of the signal our listeners are hearing. Your levels should peak at +14. Generally, the levels should fluctuate between 0 and +14. If you are in the red, you are distorting the signal. Conversely, if your levels are too low you are not using the signal to its full potential. You must maintain consistently good levels. Don't force our listeners to adjust their volume control.

Mic Technique

Do not talk directly into the microphone. If you are too close to the mic, you will overload the diaphragm. Place the mic at a 45-degree angle to the side of your mouth and a few inches back. In general, placing the mic above your mouth will give your voice more treble and placing it below your mouth will give it more bass. Also, don't move the mic around while on the air. Do not talk to people in the studio who are not on their own mic. Don't turn away from when you are speaking. The mics in the studio are uni-directional, so stick close to them.

Computer Use

The iMedia touch computer is to be used for playing audio files off the iMedia touch system only. Songs located in specialty show folders are to be played only on those specialty shows; they are not to be played as part of a standard shift without permission from the program director or

station manager. The internet computer is for doing research for stop sets and music and also to use the instant messenger. Do not try to drag on conversations on the IM. You have a job to do. Do not move or delete anything on the computer without permission of a director. No staff member may install or download any material whatsoever. Such downloads include, but are not limited to, screen savers, background images, sound files, zip files, movies, applications and porn materials of any kind. Note that any viewing of pornographic materials, downloaded or not, on the station computer constitutes a clear violation of the University's sexual harassment policy (included below) and will result in immediate dismissal.

Other On-Air Procedures

Criticizing the Station

Do not criticize the station, format, management or any other aspect of the station on the air. If you have a problem, speak to the program director or station manager. If you don't feel comfortable talking to one of them, talk to the faculty advisor.

Control of Information

DJ's are not allowed to talk about station events or any station-related matter that has not been fully released to the public on air. This is to prevent misinformation. Releasing such information to the public causes discrepancies between fact and fiction and will result in disciplinary action.

Rotation

Rotation is the placement of all music stop sets. You must follow rotation. This is not your personal jukebox. If you have suggestions regarding rotation, please speak to the program director. We have specific slots for DJ picks; don't selectively decide what you will and won't play.

Ticket and Merchandise Giveaways

The **Marketing** director will coordinate all ticket and merchandise giveaways in conjunction with the program director. DJ's will be instructed when to give items away and record the names, **phone, and email address** of the winners. ***DJ's are not allowed to giveaway anything without express permission of the marketing director.***

PSA's and Promos

DJs are required to air/read all promos and Public Service Announcements in the rotation. You should never make any derogatory comments about any of the PSA's and promos. If you can't say anything nice: shut up. Always read any written material to yourself before going on the air so you can sound professional. Do not read PSA's with a fake accent either. Always check the date on which the PSA is no longer valid (the kill date).

DJ Responsibility

You are responsible for the WVUA-FM facilities when you are on the air. If anything turns up missing, you are held liable. Don't allow people to look through the CD's and take them. Your student account will be billed to replace any missing or damaged property if it occurs during your shift.

Only authorized WVUA-FM staff members are allowed access to the production room. Never leave the station unlocked while unattended. Those responsible will be dismissed.

General Stop Set Pointers

- Avoid radio jargon. Don't say "Sorry, I have my music cued up" or "Wow, I need to pot my levels up." Your listener will have no idea what you are talking about.
- Don't talk too long. Say what your need to say and get back to the music. Stopsets should be no longer than 90 seconds.
- Don't bore your listeners with just chatter; avoid saying "uh" and "okay" or "all right, that was..."
- Plan your stopsets before you go on air. Writing down what you want to say is a good way to prepare for a stopset, ensuring you have something to say and keeping it all under 90 seconds.
- Don't beg for requests.
- Never acknowledge "technical difficulties". More than likely no one noticed.
- Never apologize for any indecency or profanity if a song happens to contain it. If you draw attention to it, you are only making the situation worse. Contact the program director immediately and inform him/her of the song that contained the indecency or profanity.
- Avoid all inside jokes. Your listeners will have no idea what you are talking about.
- Don't move the chair or rustle papers while on air. The mic will pick up everything.
- You should read aloud everything to yourself before reading it on air. Be sure to check the kill date on everything.
- One of the most important things that you can do is just be yourself on the air. No one wants to hear your pale imitation of what you think a DJ should sound like. Just act naturally.
- Avoid saying "Okay listeners" or "Hello, Tuscaloosa". When you speak on the mic, speak as if you are talking to single person.
- If you get feedback while doing a stopset, you need to turn your headphone volume down. The volume from the headphones is being picked up by the mic and creating a feedback loop.
- Be sure to identify the station during your stop set.

The following is a good formula for stopsets:

1. Identify the station. You can say "WVUA-FM", "90.7 The Capstone", "90.7" or "The Voice of the University of Alabama" or any combination.
2. Backsell. Tell the listeners what they just heard.

3. Reason for stopset. Give the listeners some information about an event or a news story. Give them weather. This is your creative time.
4. Frontsell and Identify. Tell the listener what they are going to listen to. Create a hook by just naming off the artists. Identify the station once more.

VI. Sports Procedures

The sports director and one assistant director run the sports department at WVUA. The purpose of the department is to instruct students on how to cover and broadcast sporting events held by the University of Alabama, as well as some coverage of regional events. WVUA has the right to cover the following University of Alabama sports: Women's Basketball, Men's Basketball, Soccer, Softball, Gymnastics, and Volleyball. The director, assistant director, or any serious reporter can also get press passes to most sporting events the University is involved in, including bowl games and NCAA tournaments. Instructions on how to do a sports event broadcast will be provided by the sports director.

While the sports staff makes every effort to attend to all aspects of their sportscasts, other staff may be expected to run the board if they are trained to operate the board during a sport broadcast.

The Sports Director retains authority to preempt any DJ at any time, however this should not normally occur as sporting events are known ahead of time and preemptions are handled by the program director.

VII. Weather Procedures

WVUA-FM is a part of UA's method of informing the community of weather-related emergencies. As a part of this system, the civil defense has the right to interrupt programming for a weather related emergency.

Weather alerts are received from a variety of sources. When the potential for severe weather is possible, it is the program director's responsibility to inform all DJ's about the potential for severe weather. DJ's, as well as the program director, will then continue to monitor the weather and, when watches or warnings are issued, pass it along over the air. WEATHER EMERGENCY RELATED CALL TO ACTIONS ARE NOT ILLEGAL.

In the event of a weather alert, ***pull up information about the alert before going on air.*** Announce calmly over the air the content of the alert. DO NOT PANIC. You should always keep your audience informed about weather emergencies.

Procedure

Severe Thunderstorm Watch

1. Immediately when the watch issued, interrupt broadcasting and inform the listener of the Severe Thunderstorm Watch. Read the content of the watch. Announce the time when it expires. Do this every 15 min (or during every stopset).
2. Tell your listeners that a Severe Thunderstorm Watch means that conditions are favorable for a severe thunderstorm.
3. Tell your listeners to stay tuned to WVUA for further information

Tornado Watch

1. Immediately when the watch issued, interrupt broadcasting and inform the listener of the Tornado Watch. Read the content of the watch. Announce the time when it expires. Do this every 15 min (or during every stopset).
2. Tell your listeners that a Tornado Watch means that conditions are favorable for a tornado to develop.
3. Tell your listeners to stay tuned to WVUA for further information

Severe Thunderstorm Warning

1. Immediately when the warning is issued interrupt broadcasting and inform the listener of the Severe Thunderstorm Warning.
2. Read the content of the warning. Note to the listener what portion of Tuscaloosa County is covered by the warning. The warning should also note what cities and landmarks the Severe Thunderstorm will pass over and at what time. Also note the expiring time. Repeat every 5 min (or after every song)
3. Read these tips over the air:
 - Stay indoors away from electrical appliances while the storm is overhead.
 - Stay away from high conductive objects such as trees or telephone poles.
 - Do not open windows.
 - Thunderstorms rains cause floods, so be careful where you take shelter.
 - Stay tuned to WVUA for more details.

Tornado Warning

1. Immediately when the warning is issued interrupt broadcasting and inform the listener of the Tornado Warning.
2. Read the content of the warning. Note to the listener what portion of Tuscaloosa County is covered by the warning. The warning should also note what cities and landmarks the Tornado will pass over and at what time. Also note the expiring time. Repeat every 5 min (or after every song)
3. Read these tips over the air:
 - Everyone should seek immediate shelter inside.
 - A basement, underground excavation, or steel-framed or reinforced concrete building is the safest structure to seek shelter. People in trailer parks should go to a community shelter. If there is no shelter nearby, get to low ground and cover your head
 - Stay away from doors, windows, and outside walls.
 - Stay tuned to WVUA for more details.

DJ Safety

Our number one priority here at this station is safety and security. If a tornado warning is issued for the Tuscaloosa County area and it affects the University of Alabama area, it is extremely important that the safety of our staff at WVUA is ensured.

If a tornado warning covers the UA community, get the information out to the listeners and get out of the studio. If a director is not in studio at the time, the DJ is responsible for getting everybody in the offices and studio out and taken downstairs near the Alabama Public Radio studios. Make sure the station is on automation. Once the tornado has passed, DJs need to get back on the air and continue to inform the community of the weather alerts.

VIII. Power Failure

If you are on the air when a power failure knocks the station off the air, do the following:

1. Call the Alabama Power Company and report the power failure (349-2600).
2. Try to find out from the power company the estimated time when the power will be restored.
3. Call the program director and station manager to inform them of the situation.
4. Wait until power is restored.
5. Resume normal programming.

IX. General Station Information

Public File

The FCC requires each station to maintain a public inspection file as proof of public service performance. The file may be viewed by anyone, upon request, during normal business hours. The FCC will usually review the public file during an inspection visit to the station.

If anyone ever asks to see the public inspection file, inform him or her that it is located in Room 484-D of Reese Phifer Hall (The TCF Office). Do not ask them to wait to see a director, you must tell them exactly where they can go to view the file. We can be fined if you do not provide the information about the location of the public file or delay the person in inspecting the file.

Specific items that must be included in the public file include:

- A quarterly issues/concerns list. This required list is the responsibility of the Station Manager. The list must be placed in the file on the 10th day of each quarter (Jan. 10, April 10, July 10, Oct. 10). A narrative is provided that describes five to ten public service programs that the station ran during the preceding quarter.
- All current station ownership reports.

- Letters of complaint or praise from the public, as well as any responses by station management.
- The FCC pamphlet "The Public and Broadcasting".
- Annual FCC employment and ownership reports.
- Engineering reports and data as required by the FCC.
- All expired licenses, construction permits and renewals.
- Contracts & agreements, including bylaws and management contracts.
- Donor list, those supporting specific programs.
- Station-FCC correspondence.

Technical Logs

[The Station engineer keeps the technical logs.] The bracketed information included below no longer applies to DJ's; it describes procedures for which DJs formerly were responsible.

[Anyone signed on the technical log must be a trained disc jockey. Any co-host(s) must be trained also. Guests are not allowed in the studio at WVUA unless the Program Director gives permission. All operators are to sign on immediately upon taking the shift. If the preceding DJ neglected to sign-off, leave space for him/her to fill it in. It is essential to sign in because that is how the FCC knows who is running the board. Whoever is signed on in the tech log is responsible for everything that might happen in the studio. All logs must be filled out in blue or black ink only.

Meter Readings - Meter Readings must be taken every 3 hours. Thus, meter readings will occur at 12am, 3am, 6am, 9am, 12pm, 3pm, 6pm and 9pm. They must also be made at sign on and sign off.]

Tower Lights

Station engineer John Price takes care of the tower lights. The bracketed information included below no longer applies to DJ's; it describes procedures for which DJ's formerly were responsible.

[Tower lights must be checked at 10:15 pm. Tower lights are indicated by the flashing light near the meters. This is a very important safety requirement.

If the tower lights are on mark "flashing" and the appropriate time on the technical log. If the tower lights are not on, mark "not flashing" and the time on the technical log.

Follow the following steps if the tower lights are off:

1. Call the station manager and the program director
2. Call the FAA at 1-800-992-7433.
3. Give the FAA the following information:
4. Tower Location: North Latitude 33-12-33; West Longitude 87-32-57.
5. Tower Height: 200 feet
6. Height Above Average Terrain: 43 meters
7. Management must call the FAA back once the tower lights are back on.]

Sign-In Procedures

The Sign-on and Sign-off procedures are remnants of a time before WVUA became a 24-hour station. We still need to sign on and sign off when the station goes silent for some reason, but the directorial staff is responsible for this, not the regular DJ's. As such, if you show up to do your shift, and the station is silent, you must contact a director before going on air.

1. [Locate the program log and the technical log.
2. Sign the appropriate logs.
3. Turn on all equipment in the studio. The transmitter button is located where you take meter readings: it is the red button. The equipment power switch is underneath the console to the left, underneath the table.
4. Load the sign-on cart and the legal ID cart.
5. Cue up your first song.
6. Take a meter reading.
7. Play the sign-on cart.
8. Play the legal ID cart and note the time on the log under "carrier on".]

Sign-Off Procedures

1. [Play the sign-off cart. As it is playing, move to the transmitter and take meter readings for the technical log.
2. Immediately after the sign-off ends, turn off the transmitter (the black button underneath the meter).
3. Turn off the board. It is the switch underneath the board on the left. Don't turn off cart machines at their switches.
4. Make certain that you have completely filled out the technical log.
5. Log the exact time that you turned off the transmitter, this is in the "carrier off" section as well as the sign off section.
6. Refile all music and carts. Make sure to do your CD and equipment check.
7. Turn off the fights and leave. Make sure the door is locked.]

Staff members are not allowed to sign the station off the air on their own accord You must have permission from either the station manager or the program director.

X. University of Alabama Sexual Harassment Policy

Statement of Policy. Sexual harassment violates federal civil rights laws and University nondiscrimination policy. The University of Alabama is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the University community (including faculty, staff and students) must understand that sexual harassment will not be tolerated, and that they are required to abide by the following policy.
Sexual Harassment Defined. This policy prohibits "quid pro quo" and "hostile environment" sexual harassment as defined below.

1. Quid Pro Quo Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes "quid pro quo sexual harassment" when 1) submission by an individual is made

either an explicit or implicit term or condition of employment or of academic standing, or 2) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that employee or student. As defined here, "quid pro quo sexual harassment" normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or teacher and student or it may be indirect when the harasser has the power to influence others who have authority over the victim.

2. Hostile Environment Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute "hostile environment sexual harassment" when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive work or academic environment, or 2) unreasonably interfering with another's work or academic performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment noted above and 1) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or 2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

Reporting of Sexual Harassment Allegations. Persons who believe they have been victims of sexual harassment should report the incident(s) immediately to appropriate administrative officials as set forth below. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior.

1. Confidentiality: The University will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.
2. Assurance Against Retaliation: This policy seeks to encourage students, faculty, and other employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behavior that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by a University employee or by one acting on behalf of the University, violates this policy and will result in appropriate disciplinary action.

This sexual harassment policy shall not, however, be used to bring frivolous or malicious complaints against students, faculty and other employees. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action may be taken against the person bringing the complaint.

Reporting Channels. The following sections identify appropriate sexual harassment resource persons and complaint-receiving officials students and employees should contact regarding sexual harassment.

1. **Responsibilities of Supervisory Personnel:** All members of the University community have a general responsibility to contribute in a positive way to a university environment that is free of sexual harassment. Supervisory personnel, however, have additional responsibilities. Supervisory personnel are not only responsible for educating and sensitizing employees in their units about sexual harassment issues, but they are also directed to take all appropriate steps to prevent and stop sexual harassment in their areas of responsibility. Supervisory personnel who are contacted by an individual seeking to file a complaint about sexual harassment in their unit or area of responsibility shall assist the complainant in contacting the appropriate complaint-receiving officials identified below.
2. **Student Complaints:** Students with complaints of sexual harassment against faculty members, graduate assistants, and staff members in academic departments, schools, or colleges should contact the Designated Sexual Harassment Resource Person in their college or school or in the college or school in which the alleged offender is employed. A faculty member to whom a student has come with a complaint of sexual harassment should recommend that the student contact the designated Sexual Harassment Resource Person. The name and location of the Designated Sexual Harassment Resource Person can be obtained from the Dean's Office, the Office of the Provost, or the Office of Equal Opportunity Programs.

Students participating in internships, field placements, student teaching, or similar academic experiences in settings off campus should report complaints of sexual harassment to the University faculty or staff member providing supervision or to the Designated Sexual Harassment Resource Person in their college or school.

Student complaints of sexual harassment outside academic departments, schools, and colleges, including complaints against other students, should be addressed to the Student Affairs Designated Sexual Harassment Resource Person(s). The name and location of this individual(s) can be obtained from the Office of the Vice President for Student Affairs, the Office of Student Life, or the Office of Equal Opportunity Programs. Students who believe for any reason that they cannot effectively communicate their concern through any of these channels may consult the University Compliance Officer in the Office of Equal Opportunity Programs, or if conflicts exist with the University Compliance Officer, students may consult with the Provost.

Students who are victims of sexual assault or sexual harassment may seek advice and referral from both the University's Women's Center and the University's Counseling and Psychological Services. These offices, which keep all information confidential, neither receive formal complaints nor conduct investigations.

3. **Employee Complaints:** Employees should report complaints of sexual harassment to the Designated Sexual Harassment Resource Person of the college, school, or administrative division in which they are employed, or to the Office of Human Resources. The name and location of the Designated Sexual Harassment Resource Person can be obtained from the Dean's Office, the

Vice Presidents' Offices, the Office of the Provost, or the Office of Equal Opportunity Programs.

Employees who believe for any reason that they cannot effectively communicate their concern through any of these channels may consult the University Compliance Officer in the Office of Equal Opportunity Programs, or if conflicts exist with the University Compliance Officer, employees may consult with the Provost.

Employees who are victims of sexual assault or sexual harassment may seek advice and referral from the University's Women's Center; however, the Women's Center neither receives formal complaints nor conducts investigations.

Procedures for Handling Complaints of Sexual Harassment. Individuals who believe they are victims of sexual harassment in their working or academic environments are encouraged to respond to the alleged harasser directly, by objecting and by requesting that the unwelcome behavior stop. Individuals may also seek assistance or intervention, short of filing a complaint, from their supervisor or University complaint-receiving officials referenced in paragraphs C (2) and (3) above.

An initial discussion between the complainant and the complaint-receiving official will be kept confidential to the extent allowed by law, with no formal written record. The complaint-receiving official will explain the options available and will counsel the complainant. If the complainant, after an initial meeting with the complaint-receiving official, decides to proceed, the complainant will be requested to provide a written statement describing the complaint. Complaints of sexual harassment will receive prompt attention. Complaints may be resolved through the informal or formal procedures described below, and appropriate action will be taken. Informal means are encouraged as the beginning point, but the choice of where to begin normally rests with the complainant. However, if the complaint-receiving official believes that the matter is sufficiently grave because it seems to be part of a persistent pattern, because of the nature of the alleged offense, or because the complainant seeks to have a sanction imposed, then the complaint-receiving official will initiate a formal procedure, or take other appropriate action.

1. Informal Procedures

- a. The complainant may attempt to resolve the matter directly with the alleged offender and report back to the complaint-receiving official.
- b. The complaint-receiving official may notify the alleged offender of the complaint, paying appropriate attention to the need to maintain confidentiality. The complaint-receiving official may take whatever steps short of formal sanctions that he or she deems appropriate to effect an informal resolution acceptable to both parties.
- c. Where the alleged offender is a student, the complainant and accused may choose to participate in mediation.
- d. If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student records. However, the complaint-receiving official will, in the form of a confidential file memorandum, record the fact of the complaint and the resolution achieved. A copy of this memorandum will be forwarded to the University Compliance Officer in the Office of Equal Opportunity Programs where it will be retained in confidential files.

2. Formal Procedures

- a. If the formal complaint is against a faculty member, other instructional personnel, or staff employed in a college or school, it should be directed to the dean of the college/school.
- b. If the formal complaint is against a staff member in a unit other than a college or school, it should be directed to the Office of Human Resources.
- c. If the formal complaint is against a student, not acting in an instructional or other employment capacity, it should be directed to the Office of the Vice President for Student Affairs.
- d. If the formal complaint is against a person outside the University (non-employee, non-student), it should be directed to the dean of the college or school if the behavior is occurring in a college or school, to the Office of Human Resources if the behavior is occurring in the work environment outside an academic unit, or to the Office of the Vice President for Student Affairs if the complainant is a student.
- e. If conflicts or other problems exist with either the dean, the Office of the Vice President for Student Affairs or the Office of Human Resources handling the formal complaint, the formal complaint may be filed with the University Compliance Officer in the Office of Equal Opportunity Programs, or if conflicts exist with the University Compliance Officer, individuals may consult with the Provost.

The officials listed directly above, or their appointed designees, will conduct whatever inquiry they deem necessary and will arrange conferences with the complainant, the alleged offender, and any other appropriate persons. The investigation will afford the accused an opportunity to respond to the allegations. Those directing investigations will make a record of the case, including a record of their decision, and a copy of that record will be forwarded to the University Compliance Officer in the Office of Equal Opportunity Programs, where it will be retained in confidential files. The complainant and the alleged offender will be notified of the outcome of the investigation; however, that information should be treated by both parties as confidential and private. All records of sexual harassment complaints will be retained by the University Compliance Officer in confidential files. A complainant not satisfied with the resolution achieved by the formal procedures may discuss the matter further with the University Compliance Officer in the Office of Equal Opportunity Programs.

Disciplinary Sanctions. A conclusion that sexual harassment has occurred shall subject the offender to appropriate disciplinary action and may result in suspension, discharge, expulsion or dismissal. University disciplinary procedures and possible sanctions are described in the Code of Student Conduct in the Student Handbook, the University staff handbooks, and the University Faculty and book. Sanctions imposed will be determined on the basis of the facts of each case and the extent of harm to the University's interests.

For more information on University Policy and/or contact person for your department see to: <http://www.ua.edu/shpolicy.html>