

KHSU VOLUNTEER POLICIES AND PROCEDURES

KHSU is a home to people of various races, ages, political philosophies, sexual orientations, lifestyles and abilities. In an atmosphere of such diversity, coupled with radio's tendency to attract strong personalities, constant tolerance, respect, and good humor are essential. Attitudes of racism, sexism, ageism, homophobia, and condescension will not be tolerated at KHSU.

A violation of this policy can result in immediate dismissal.

KHSU is a hectic, yet exciting place, often with several things happening simultaneously. To survive requires an ability to interact professionally with people in an often tense environment. People need to be assertive about expressing their needs and feelings. This extends to the ability to give and receive constructive criticism. To really build community spirit, everybody needs to contribute.

1. All volunteers must sign the KHSU Volunteer Agreement, as well as Humboldt State University's Volunteer Appointment Form.
2. All KHSU volunteers are required to keep a current phone number and address on file with the station business office.
3. All KHSU volunteers and staff are expected to perform their duties in a conscientious and professional manner.
4. KHSU and Humboldt State University mandate a drug-free workplace. Therefore, the use of alcohol and illegal drugs is not permitted in the KHSU complex or in Wagner House. KHSU personnel must not be inebriated while on duty at KHSU. Violations may result in immediate dismissal.
5. Smoking is not allowed in any area of the KHSU complex, the Theatre Arts Building, or Wagner House. In addition, Humboldt State University mandates no smoking within 100 feet of any building entrance. Burning incense and candles are also not allowed in the KHSU complex.
6. Theft, borrowing or destruction of personal, station or HSU property is grounds for immediate dismissal and possible legal action. Likewise, physical violence on the KHSU premises will result in immediate dismissal and possible legal action.
7. No animals, except seeing eye dogs, are allowed in university buildings, including the KHSU studio complex and Wagner House. Similarly, bicycles are not allowed in most university buildings. These prohibitions are posted.
8. Volunteers are responsible for cleaning up any mess they make at the KHSU studio complex or Wagner House before leaving the premises, as well as putting away any equipment removed from storage. Turn off lights when not in use. Recycle.

9. Notify the station's engineer when something doesn't work properly.
10. KHSU volunteers agree not to attempt any repairs or adjustments or otherwise alter the functioning of any piece of KHSU equipment without the express permission of the appropriate department head. Equipment failures must always be reported. There are forms available for this purpose, which are located in the airbooth.
11. Be realistic when you volunteer for jobs at KHSU. Follow through or give plenty of warning when you can't. Feel free to say "no" (with no explanation needed) when asked to take on an assignment that you can't do or don't want to do.
12. Some folks at KHSU are allergic to certain scents. Therefore, the wearing of strongly scented perfumes or after shaves is discouraged while on duty at KHSU. Likewise, due to our small shared workplace, personal hygiene is very important for all to consider.
13. KHSU telephones are not to be used for personal long distance calls.

**ON-AIR POLICIES
including relevant FCC REGULATIONS**

All on-air personnel must have knowledge of and adhere to appropriate FCC rules and regulations (listed below), as well as KHSU policies and procedures.

Volunteers will be notified, in writing, when they have violated an FCC regulation. After a volunteer has been notified in writing of a regulation violation, repeated violations will result in suspension, further disciplinary action, or dismissal.

14. The station may not be left unattended during your program. (It is OK to leave the KHSU studio to use the rest rooms on the 1st or 2nd floor of the Theater Arts building.)
15. All on-air personnel must be familiar with the Emergency Alert System and must be able to send and receive an EAS test. When an EAS test is scheduled on the program log, the test must be transmitted by the on-air operator according to posted instructions.
16. Only KHSU-trained volunteers and staff are allowed to operate station equipment.
17. KHSU's legal identification is "**KHSU FM 90.5, Arcata and KHSR FM 91.9, Crescent City/Brookings**". It is to be given at the top of each hour, as close to the top of the hour as a natural break in programming permits.
18. On-air personnel must keep accurate station logs and adhere to program logs. The program log must be signed at the beginning and ending of your shift. Use ink, not a pencil.
19. Underwriting announcements must be read as logged. These announcements must not be embellished in any way. Read only what is written. If an underwriting announcement is not read, it must be reported to the Underwriting Coordinator or left on his/her voice mail.

20. Obscene material may not be broadcast at any time; doing so is forbidden by the FCC and could result in litigation against KHSU and the programmer(s). Music and other material containing indecent language as defined by the FCC is restricted to broadcast only during the "safe harbor" period, which begins at 10:00 P.M. and ends at 6:00 A.M., and then *only* when preceded by a warning announcement. Excessive use of indecent language, even during the "safe harbor", is offensive to listeners and is prohibited on KHSU.

Indecent language is defined by the FCC as:

"language or material that depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs."

Keep in mind that the FCC has said *it* will determine what are "contemporary community standards for the broadcast medium"--not the local community.

Indecent material *may be broadcast only during the "safe harbor" period and only if preceded by an appropriate warning announcement.*

The seven "dirty" words (George Carlin) are: shit, piss, fuck, cunt, cocksucker, motherfucker, tits. *See FCC vs. Pacifica (1978)*

The definition of "indecent material" is considerably broader than just these seven words.

Obscene language may not be broadcast at any time. To be obscene, according to the FCC, "material must meet a three-prong test:

- (1) An average person, applying contemporary community standards, must find that the material, as a whole, appeals to prurient interest; and
 - (2) the material must depict or describe, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
 - (3) the material, taken as a whole, must lack serious literary, artistic, political or scientific value. *See Miller vs. California, 413 U.S. 15 (1973)*
21. Potentially libelous programming content is not allowed. Libel law is explained in "Standards and Practices for Discussion of Public Affairs on KHSU."
22. Editorializing (i.e., personal opinions of station staff members on controversial issues or politicians) is generally prohibited; details of the station policies are printed in "Standards and Practices for Discussion of Public Affairs on KHSU."

KHSU STUDIO/AIRBOOTH/BOARD SHIFT POLICIES

Station security is everybody's job. Keep your eyes open. If you see someone or something that looks suspicious, don't be afraid to ask questions. Get to know other staff members. In the event you feel unsafe or threatened, immediately call the Campus Police at extension 5555.

As a member of the KHSU staff, it is your responsibility to report any known policy violations to the Program Director.

23. Always check your mailbox each time you are at the KHSU studio complex.
24. Show consideration for the on-air volunteer you are relieving, and arrive AT LEAST 15 minutes prior to your scheduled air shift. If you know you're going to be unavoidably late, call the studio. Repeated tardiness may result in suspension from your air shift.
25. A person missing a scheduled shift (no-show) will be warned in writing. Subsequent no-shows subject a program host to suspension or dismissal. The station will allow for extenuating circumstances (emergencies, etc.) on an case-by-case basis.
26. If an on-air volunteer is unable to do his/her scheduled air-shift, that volunteer is responsible for finding an appropriate substitute from the current volunteer list, advising the Program Director about the substitute and posting a "sub notice" on the bulletin board outside the air studio.
27. Frequent substitutes for a scheduled shift or a leave of absence by a program host must be approved by the Program Director. If a programmer cannot maintain her/his program commitment, there is no guarantee that the program will continue its broadcast.
28. Stay within allotted times for a program, i.e., always end your program early enough to allow the next program to start on time.

"Recommended" Transition Process

- (1) Always end your program on time. That means if you have a show from 2-4, you must be finished with your announcing, music, giveaways, etc. *no later than 3:59:59*. Never continue with anything else at this point unless it is to start the following taped program or satellite feed.
- (2) Prior to the end of your program, and no later than five minutes before the end of your shift, please consolidate all of your personal items to a single, easily-removed location so that the next person has the space to put their things down when entering the air booth. Remove all of your records, CDs and tapes (except those still to be used) from the shelves and bins so that the person following you can get their records, CDs and tapes into place as efficiently as possible. Always replace all promo cards and minidisks before the end of your program as well.

- (3) Somewhere in the last five minutes of your program, if the program following yours is another music program hosted by a local programmer, make sure you let that person know when there is an available turntable or CD player (whichever is appropriate) so that they can cue up their first selection. Once that person has done so, there is no need for them to be in the airbooth until their designated time. If they wish to pull underwriter cards or promos, please allow them to take the box and the program log out of the booth in order to do so before they take over.
29. Programmers must refile all CDs, records, and tapes, as well as promo cards and minidisks, at the end of their shift.
30. All programmers must provide the Program Director with a brief written description of his/her program. Programmers are additionally encouraged to record promos for on-air use.
31. The Program Director needs a minimum two week notification when an operator is permanently dropping a shift.
32. In the event a regularly scheduled program is pre-empted, the scheduled on-air volunteer remains responsible for that time period. As much advance notice will be given as possible.
33. Food and beverages in the KHSU studio complex are not allowed in the air studio near the audio console or any other piece of KHSU equipment.
34. The on-air volunteer who is signed on the log is always responsible for the entire studio facility. This on-air volunteer has the authority to tell unknown persons, or persons creating a disturbance, to leave. If there is a problem, the University Police must be notified (dial 5555).
35. There is no admittance to the KHSU studio complex by anyone who is not a current staff member, volunteer or a scheduled guest. The names of current volunteers and staff members are on the most recent phone list posted on the bulletin board outside the air studio. Guests may be cleared for admittance by the Program Director.
36. Any volunteer using the station facilities needs to check in with the on-air volunteer when they arrive at the KHSU studio complex. This applies to working in the production room, filing records or CDs, etc.
37. Studios are to be used for KHSU station business only unless prior arrangements have been made with the Program Director or the Station Manager.
38. The studio complex entry door (by the water cooler) must be locked at all times. Positively identify any person who asks for access to the radio station.
- 39. If a policy violation has occurred, you will be given a verbal warning. A second violation will result in a written warning. A third violation may result in dismissal.**

Volunteer Rights

To be assigned a job that is worthwhile and challenging, with freedom to use existing skills or develop new ones.

To be trusted with confidential information when appropriate.

To be kept informed about what is going on at KHSU.

To expect that my time will not be wasted by lack of planning, coordination and cooperation.

To receive orientation, training and supervision for the job and continuing education on-the-job.

To be treated as a co-worker and not just free labor.

To know whether my volunteer work is effective and, if not, how it can be improved.

To expect valid recommendations and job references, as appropriate.

To be given appropriate recognition for my efforts.

Volunteer Responsibilities

To accept only as much responsibility as I can handle.

To fulfill my commitment or notify staff early enough that a substitute can be found.

To follow guidelines established by KHSU.

To use reasonable judgment in making decisions when there appears to be no policy. Then, as soon as possible, ask for guidance.

To provide feedback, suggestions and recommendations to management.

To be considerate and work as a member of a team with all other staff and volunteers.

To respect the diversity of KHSU's staff, volunteers and programming.

Guest Policies

Having guests at the station is discouraged. A primary reason is that they often cause distractions which can interfere with your ability to keep your program on track. When you are doing an air shift, you are working. It is unusual for any employer to allow friends to hang out while an employee is on the job. Also, it is not easy to control the behavior of guests while doing your show. Besides the possibility of damage to station property, remarks made by your guests could offend listeners or could jeopardize our license. While a “party” ambiance may be the effect you desire for your program, what usually results is “Romper Room Radio,” an annoyance to listeners because it detracts from their reason for tuning in...to hear music.

To avoid problems, the following rules must be observed:

1. Only the operator on duty is permitted to operate control room (air studio) equipment.
2. Staff members not on duty are permitted into the station complex for “legitimate” production work or to use the listening room. As the operator on duty, however, you are allowed to ask for identification to determine whether someone is a staff member and may question their reasons for being in the station.
3. The operator on duty has the right to ask anyone to leave the station whose activities are disruptive to the program in progress or whose behavior poses a threat to station property. Call campus police (extension 5555) if you need assistance.
4. Always check with the Program Director in advance if you want to have a guest present during your show. Remind your guest that s/he is not allowed in our music stacks.

Housekeeping

Dust, dirt and liquids can render equipment inoperable. For this reason, it is very important that you do your part to keep our radio station clean. Always clean up after yourself, especially after your airshift. The next person on duty has the right to a clean workspace. Be sure to re-file all your promo cards and underwriter cards and to put the minidisks you used back in the proper location.

Always re-file your records CDs, tapes, etc. in the appropriate place and take your notes and personal items home with you. Be sure to always leave the pen in the air studio for the next person to use.

Food and drink are not allowed near equipment anywhere in the KHSU complex; in the air studio, the production room, the middle studio or the listening room.

Do not place books, papers or anything other than records on the turntables.

Use courtesy and respect with all equipment. If you are unsure how to operate a particular piece of equipment, please ask someone to assist you.