

Disclaimer Note:

This is still a work in progress and is not the final version of the new Rules and Regulations (referred to as Policies and Procedures from now on). I still need to meet with KEOL management, our music director and a couple other chosen people for a final round table discussion and revisions of the policies. The core of what I present to you now should remain and only have a few minor corrections and changes. I wish for you to be familiar with the direction we are heading so when the policies go into effect you're ready for it. My current goal is to have the new P & P ready sometime during Fall Term. Feel free to email me with any comments, questions or concerns you have.

KEOL-FM Policies and Procedures

KEOL *Vision Statement* (i)

KEOL's vision is to be the most listened to radio station in the Grande Ronde Valley, to be the primary connection between EOU and the local community, and to be the most widely recognized student group on campus.

KEOL *Mission Statement* (ii)

At KEOL we strive to:

- Meet our listeners' needs during every broadcast.
- Maintain the highest quality broadcast by being professional and acting with integrity at all times.
- Be forward looking in our use of technology, especially in expanding our ability to reach listeners on the web.
- Reach a point of self-sustainability through the aggressive pursuit of underwriting opportunities and long-term community relationships.
- Be true to ourselves, support each other, and support free form radio.
- Take advantage of our status as DJs to better our station, campus, and community.
- Be respected by students, campus organizations, and the community by positively contributing to each of these groups.
- Provide educational opportunities to students, managerial opportunities to DJs, and personal growth and experience opportunities to staff.

Core Policies (1.0.0)

1.1.1

Requirements to be a DJ

In order for an individual to become a DJ at KEOL-FM, they must fulfill the following requirements:

- The candidate must be at least sixteen years old
- Successfully complete (for credit) the FM 1 Broadcasting course offered at EOU with an overall grade average of 80% or better. Another option is for a candidate to challenge the FM1 class. In this case, the candidate is required to take the FM-1 Broadcasting final exam and pass a one hour air check, both with an accuracy of 80% or better (this includes faculty wishing to become DJs)
- Uphold all KEOL-FM, F.C.C. and Eastern Oregon University rules, policies and procedures at all times
- Finally all prospective DJs must be approved for the Air by the Station Manager, this decision is independent from all other criteria and an

individual may not be approved for air regardless of their completion of the other listed criteria. The Station Manager must document their decision for denial of approval and is subject to the grievance process.

1.2.1

Students, Faculty, and Community Volunteers

KEOL wishes to provide opportunities for everyone to experience the thrill of FM radio. For this reason all EOU student, Faculty member, Alumnus, and community members may become a DJ, provided that they meet the requirements listed above. Since KEOL is funded in majority by Student fees for the benefit of students, KEOL will accommodate current EOU students first. Therefore if and only if KEOL time slots fill up so that there are more DJs wanting shows than slots available, KEOLs' management will follow the following hierarchy to choose shows.

- Current EOU Students
- Current Faculty Members
- Alumni with minimum three terms or more
- Community Volunteers

Current EOU Students may challenge a show held by anyone lower on the hierarchy (during the first staff meeting only) if they have sufficient reason to occupied by the other DJs show time. Management will follow the procedure listed in 1.6.2 "**Disputing a Challenger**" to determine if the show should be giving to the student.

1.2.2

Volunteer Requirements

Community Members that wish to be a DJ on KEOL and are not a current student will need to fill out a volunteer form to be kept on file. The Community Volunteer form will need to be filled out annually.

1.3.1

Service Points

Your final grade in the FM 1 Broadcasting class or the grade from challenging the FM 1 class will be multiplied by 1.3 to determine your starting seniority points (i.e. a grade of 100% would be $100 * 1.3 = 130$ Service Points). Your name will then be placed on the DJ List in order of your current point standing. All grades and Service Points are kept confidential in the station managers' office. KEOL uses a DJ List to delegate the selection of shows. Each term, DJs that declare sub status will no longer receive Service Points. This is due to the fact that with our automation system the need for a sub is not as crucial as it once was (see **Declaring Sub Status** (3.13.1) for more information).

1.3.2

Point Awarding

Active DJs that do a show throughout a term will receive five Service Points. DJs that miss a large number of shows in a term may have their points prorated for that term (at a loss of 0.5 points per missed show). The choice to prorate points will be done on a case by case basis and at management's discretion. DJs may also move up the seniority list by volunteering time to KEOL. The acquisition of points outside of the standard 5 for doing a show per term must be submitted in writing. See management for details and opportunity to help KEOL.

1.4.1

Selection of Air Spots

New spots will be allocated using the Service Point ranking of DJs. Beginning with the DJ who has the highest amount of Service Points, and continuing down the list. An air spot or sub status will be chosen by each DJ. The list will be repeated if necessary until all shows are filled, or until everyone has as many shows as they want. If you select a show, you are responsible for it (see section 1.7.1 for show responsibilities)

1.5.1

Available Air Spots

Air spots are selected at the FIRST staff meeting (3.14.1) of each academic term. At that time all show slots are vacated unless a DJ successfully challenges (see 1.6.1) to retain their show time prior to the first staff meeting of each term. If a DJ fails to challenge for their show in time the time slot will be vacated and be up for selection. Air spots vacated, or still vacant during the term, will be filled based on Service Points, then on a first come first serve basis. If required, at the end of each FM 1 Broadcasting course, DJs with more than one air show may be required to give up a show of their choice to provide air space for new DJs graduating from the class.

1.6.1

Challenging to Keep Show Times

If a DJ wishes to keep their show the following term, (this policy does not apply to FM1 graduates) they must submit their request **IN WRITING** to the Station Manager or Program Director and get approval prior to the day of the first staff meeting of the term. Do not delay in your request! The excuse "I couldn't get a hold of management" will not be accepted.

1.6.2

Disputing a Challenger

If there is a conflict with a DJ that has higher seniority and wishes to claim a successfully challenged show time, a conference will be scheduled with the

Station Manager and Program Director for discussion and determination. Management has the final say on who gets the show after both sides have been given fair time to justify their position. Requests are limited to only one show. The DJs will have 2 weeks after shows are selected to request a takeover of a successfully challenged show time. This same procedure will be followed for current EOU students wishing to claim a show time held by someone with more Service Points but lower on the DJ hierarchy (see 1.1.0).

1.7.1

Missed Shows and Subs

KEOL has more live DJs than any other radio station in the area and is our bankable asset! Therefore unexcused absences cannot be tolerated! Just because KEOL uses automation to 'fill in the gaps' when a live DJ is unable to staff the studio, it is not an excuse for absenteeism. The first unexcused missed show may result in the DJ receiving a minor penalty. The second miss show in a single term will result in losing their 5 Seniority points for the term and may need to complete a Disciplinary Action Plan. You picked that show time, you need to be there or vacate the air time for someone else.

1.7.2

Acceptable Notification

If you can't do your show or need to notify management in anyway the acceptable means of notification are either a phone call to the office phone (541-962-3698), email (91.7keol@gmail.com NOT to keoltalk), or a signed and dated note in the managers box in the hall. Email is the preferred method of notification.

1.7.3

Notifications for Missing a Show

Notification of a missed show given 24 hours prior to the show time will not need an explanation for the absence. Notification for a missed show giving less than 24 hours prior to the show time must provide management with a justified explanation for the absence. Management will review all explanations and determine if the DJ will be excused from the missed show or not.

1.7.3

Sub Opportunities

If you know you're going to miss a show you should give your fellow DJs an opportunity to sub. This should be done though the listserv 'keoltalk'. DJs will also have the option to email from the address list in the PSA folder (note this list is for DJs eyes only. Giving out someone's personal information will result in swift disciplinary action)

Show Content (2.0.0)

2.1.1

Maximum Rotation

Maximum rotation for any song will be once per show.

2.1.2

Restrictions and Exceptions

No more than four songs by the same artist or group are allowed during a show without management notification. So long as a DJ submits an explanation for their reason (using acceptable notification see 1.7.2) to play more selections from the same artist to management prior to their show, the DJ will be permitted to play as many songs as they wish. This does not apply to the Maximum Rotation rule for a song.

2.1.3

Same Song, Different Artist

DJ's may play the same song by different artists (i.e. 'Blue Monday' by New Order then play 'Blue Monday' by Orgy) provided the DJ notifies management that they will be doing so. The rule for notification found in 2.1.2 applies here.

2.1.4

Play Requests

Requests may be taken, but it is not required that a DJ play any requested song. You are responsible for the content of the requested song. Be sure to use discretion if you choose to play requests (see 2.3.1 for more information).

2.1.5

On Air Phone System

Use of the 'On Air' phone system is forbidden to all DJ's unless they have successfully completed the proper training and follow correct procedures (see management for details). Rules for the phone system will be given in the class. Anyone using the 'On Air' phone jacks who have not successfully completed the proper training will be disciplined appropriately and may include being dismissed from the staff immediately for a period of time as determined by management.

2.2.1

Live Copy, CD's, Station ID, Underwriting and Promos

Donor Announcements (Underwriting), Station IDs, P.S.A.'s or special programs (i.e. promos, Woodsongs Broadcasts) are to be played/announced at or within 2 minutes of the time specified in the log. Contact management if your show's programming requires you to miss your scheduled announcements/programming. Arrangements can be made to accommodate your needs.

2.2.2

Approval for Air Play

KEOL requires that all new Music, promos, P.S.A.s and underwriting be approved by the Station Manager, the Program Director, or Music Director prior to airplay and/or placement in the studio.

2.2.3

Additional Information on Air

Any information spoken on the air other than public information (i.e. newspaper clippings, record/CD jacket/insert information, campus information, etc.) must be approved (will be indicated) by the Program Director or Station Manager before being read over the air. If you are unsure if a particular piece of information you wish to share on the air is considered public information, check with management before reading/airing that content. You need to provide proper acknowledgment or credit to all sources of information you give on the air (i.e. "According to MSNBC..." or "weather.com is reporting highs in the 100's" and so on).

2.3.1

Verbal Abuse and Negative Comments on Air

An operator may not be verbally abusive or make any negative comments concerning KEOL, its staff, equipment, management, and/or EOU over the air. This includes comments about other music formats, missed show, or any other kind of frustration you may have. **Violating this rule will result in disciplinary action and the loss of 15 Service Points, removal from the air for the rest of the term and denial of all Service Points for that term.**

2.3.2

Spoken Profanity

Using spoken profanity on the mic during a broadcast is a violation of Federal Law set forth by the FCC. Fines of up to \$10,000 and a prison sentence may be imposed upon the offender (DJ). Disciplinary action by Eastern Oregon University which may include probation or suspension will also be imposed. This policy also applies to your guests and callers. Please note: you are responsible for their actions! **NO SPOKEN PROFANITY IS ALLOWED OVER THE AIR. Violation of this rule will result in disciplinary action, the loss of 30 Seniority points, removal from the air for a period of two terms (summer excluded) and denial of all Seniority points for that term.**

One exception to this policy could be made in regards to callers and guests. The severity of the infractions set forth may be softened but **only on management's discretion**. However this is only KEOL's infractions, the FCC and EOU will set forth their own set of disciplinary actions should they choose.

2.4.1

Recorded Profanity on the Air

A majority of KEOL's CDs and albums are screened and songs containing profanity have been marked (***WARNING*** please note that not every song with profanities have been located and marked. See 2.4.4). Between the hours of 6:00 am and 10:00pm, these songs can not to be aired, unless these songs have an edited version, which can then be aired in their stead. Between the hours of 10:00pm and 6:00 am, selections with profanities are permitted. DJs on the air at those times are required to read a disclaimer. This is located in the PSA folder as PSA #499 and must be read as programmed **whether or not** you are planning to play CD's containing profanity. The profanity disclaimer (PSA #499) must be read at

10:00pm, 12:00am, and 3:00am. DJs may read PSA#499 more often during 10pm and 6am if they so choose.

2.4.2

Show Content Complaints

If you receive a complaint about the content of your show, politely refer the caller to the Station Manager. You may offer the caller the office number 541-962-3698 or email 91.7keol@gmail.com or both. Remember to always be polite on the phone.

2.4.3

Late Night Air Play

Some songs have been marked, "Late Night Airplay". These songs are allowed between the hours of 10:00pm and 6:00 am. These songs may not contain 'noticeable' profanities but the content of the music is not suitable for play outside of the 10pm to 6am time slots.

2.4.4

Unmarked Songs

If a DJ finds a song that has profanity, but is not marked, don't play it. If you are not sure, wait and ask a member of management. You have access to the internet in the studio and the web contains a vast number of song lyrics. You can look these up at anytime if they're not printed in the insert. **KNOW** what you are playing. There is **no** excuse that will be accepted for a slipped profanity.

2.4.5

Use of Personal Material

DJ's are welcome to bring in CD's and music from home to play on the air during your show. DJ's that choose to bring CDs and other material from home are responsible for their content at all times when on the air at KEOL.

2.4.6

Profanity is...

Profanity includes, but may not be limited to:

- F*** and S*** and any variation of these words.
- Any ethnic, racial or bigoted words or phrases.
- Any offensive slang used to describe the gay or lesbian community.
- Any word that describes, in an offensive manner, any sexual organ, sexual activity, bodily function or excretory functions.

2.4.7

Don't Say It!

Any kind of profane word must never be spoken on the air. This includes words you might not think are offensive such as piss, sucks, or blows (if used as an adjective, i.e., this sucks/blows) or referring to someone as a 'dick'. DJ's may speak the following words if they are found in a song title or band name, but never in general dialogue: ASS, HELL, and DAMN.

2.5.1

Editorial or Political Comments and Religious Content

KEOL is a non-commercial, educational, college radio station. As such the station has no political or editorial bias. If you wish to editorialize, your comments must be approved with management BEFORE airing them. For your editorial to be approved you must submit it either in printed form (submitted managements box in the studio), or email. An approved copy will then be returned to you for reading on the air. The approved copy will have both the Station Manager and Program Directors signatures on it along with a disclaimer. The Disclaimer and Editorial must be read word for word on the air.

2.5.2

Political Endorsements

The endorsement of any political party, candidate, initiative or political movement is STRICTLY PROHIBITED. This includes campus elections, and is especially true during the election season. KEOL will allow candidates to speak and share their platform IF and only IF all candidates are given an equal amount of time to speak. If one candidate is unable to participate ALL candidates are forbidden on the air. This will allow KEOL, its DJ's and EOU, to stay neutral. Again endorsement (support) of any kind is STRICTLY PROHIBITED!

2.5.3

Religious Content

Religious texts from any religion may not be read or played over the air on KEOL at anytime. KEOL is funded and represented by a diverse student population and therefore will not allow the reading or playing of any religious scripture over the air. This includes any kind of ministerial or proselytizing on the air. However religious music/songs and PSA's from religious organizations

may be aired, so long as the DJ's announcements or the PSA does not contain any scriptural passage or proselytizing material.

General Policies (3.0.0)

3.1.1

DJ Conduct and Professionalism

KEOL's DJ's and staff are expected to act in a professional manner on the air, in the station, participating in any KEOL sponsored events, or in any kind of public setting where you might be representing KEOL (i.e., "Hello I'm DJ SoAndSo on KEOL"). DJ's that act in an unprofessional manner, as determined by the Station Manager or student code of conduct, may face disciplinary action which may include permanent removal from KEOL. DJ's are also strongly encouraged and advised to adopt practices from "The KEOL Guild to Better Quality DJing" throughout their time at KEOL.

3.1.2

Phone Etiquette

DJ's are expected to be polite on the phone. Callers may be rude to you but you are never permitted to be rude back. If you receive a call from a rude caller politely handle the call then log the phone call, time, and other necessary information in the program log. If you receive a caller that makes you feel unsafe call Campus Security and report the call. If you receive a call from a record company, give them the Music Directors contact information found in the PSA folder.

3.1.3

Operator Responsibilities

The DJ signed on the log is solely responsible for ANY and ALL occurrences in the KEOL building. This includes the actions of your guests. DJ's will be charged, fined and/or disciplined, which may include removal from the air, if any preventable damages occur while they are the current signed Operator. DJ's are expected to keep the KEOL facilities clean and orderly. Leaving messes will lead to loss of privileges. Anyone leaving a mess, not putting media away properly, or any other activity that leaves the station disorderly may face disciplinary action.

3.1.4

Problems While on Air/Log

If you experience **any** problems, write them in the comments section of the log. For example, "The studio was a mess when I got here." If you believe the problem is significant, call the Station Manager, Program Director, or the Facility Adviser. For example, if one of the CD players does not work, write it down. If the mix board doesn't work, call the Station Manager. If you find a beer bottle in

the studio, write it down. If the DJ that was on before you is belligerent and/or appears intoxicated and refuses to leave, call Campus Security then the Station Manager. If you are suspicion of any illicit or station prohibited activity prior to your arrival at the studio call the Station Manager.

3.1.5

We Reserve the Right

Station Management, the Music Director, Faculty Advisor and the DJ currently on the log have the right to ask anyone to leave the station for any reason. However the DJ on the log may not request management, the Music Director or Faculty Advisor to leave the building. Anyone asked to leave by the appropriate party and does not do so, may face disciplinary action.

3.2.1

Station Identification (ID)

The station ID for KEOL is "K-E-O-L La Grande" No other ID is acceptable. The call letters should be said clearly and slowly. You may add to the ID on either side (before, after or both) but "K-E-O-L La Grande" must be together. (i.e., "You're listening to Eastern's Livewire, **K-E-O-L La Grande**, the valleys best radio station"). The FCC requires the ID to be given as close to the top of the hour as possible. KEOL requires you to give the ID within two minutes before or after the top and bottom of the hour (xx:00 & xx:30).

Choose your song selection and timing wisely; for example, do not begin an extended song that you know will exceed the allotted time to do a station ID. An official ID is also required whenever the station signs on/off the air and is included in the sign on/sign off text. KEOL is very relaxed on programming requirements compared to other radio stations (including other Colleges), therefore this policy is strictly enforced.

3.3.1

Program Logs

Program logs are an FCC document and must be treated with the utmost respect and attention to detail. All program logs must be filled out correctly, including name, date and time. Use your real name, not your DJ handle.

Absolutely no other writing (song requests, messages, etc.) may be written on a program log. If there is no scratch paper in the studio use an extra playlist. If you don't understand something, ask.

3.4.1

Playlists

Play lists are mandatory for all DJs during all shows. Please print (non-cursive) legibly on the play list. Unreadable Play List will be returned to the DJ's to rewrite. Rewritten Play Lists are due before the start of your next show. If unreadable Play Lists become a habit you may face disciplinary action. All

entries are required for the play list. DJs are allowed to use their DJ handle or show name on Play Lists.

3.5.1

Emergency Alert System (EAS) tests and Printer

EAS tests must be preformed if and when stated in the program log sheet. These tests are required by the FCC and are very serious. There is no excuse for you to not know how this test is done. If you do not know how to perform an EAS test or what to do when a report is printed, get educated now. When you are running the board the FCC expects you to know how to do this, so know it. The studio printer is to be free and clear to do it job as the EAS sends information to it. Therefore the studio printer should have nothing placed on top of it at anytime.

3.6.1

Sign On/Sign Off Procedures

SIGN ON CHECKLIST

Do not perform any of these tasks if SAM is up and running or there is Dead Air (no sound or static on the air). Just begin your show as normal.

- Turn the transmitter on (the black switch in the lower-left corner). Allow transmitter 15 minutes to warm up. (Do these from dead air)
- After transmitter is warmed up, press F1 then F2 to get the display to show the necessary meter reading
- Read the Sign On PSA, #500, in the folder. Read the Sign-On exactly as it is printed. If you want to use light bed music, that is OK.
- Begin Show.
- Remember to keep your logs in order.

3.6.2

SIGN OFF CHECKLIST

Only proceed if SAM is not operating...

- Stop your last song and/or make any closing comments
- Read the sign off (PSA #500 in folder). The Sign-Off must be read exactly as it is printed. Light bed music is OK, though there should be nothing on after you finish reading the Sign Off
- Turn off the transmitter (the black switch in lower-left corner)
- Call the Station Manager or Program Director to inform them that SAM is down.
- Leave on hallway lights.
- Lock the front door. **DO NOT LOCK THE STUDIO DOOR.** Security does not have keys to the studio door.
- If you do not feel safe, request a security escort to your car or dorm.

3.7.1

Falsification

Take all of your responsibilities seriously while being a DJ or staff member of KEOL. Falsification on any KEOL document, statement, form, email or any other kind of communication will result in disciplinary action, and possible dismissal from the KEOL Staff.

3.8.1

Notices and Policy Changes

Any new notices, changes in rules, announcements from management, etc, will be clearly posted on the studio's secured bulletin board and keoltalk listserv. Notices will be posted one week prior to effective date. It is the DJ's responsibility to read these notices and take heed of them as they will apply to each DJ. "I didn't know" is not acceptable. It is your responsibility to stop by the station to read the bulletin board or to read your emails.

3.9.1

Public Service Announcements (PSAs)

PSAs are located in the PSA folder and PSA CD folder. DJs must keep the PSAs in the order as they appear in each folder. All PSAs placed in the PSA folder must be approved by the Program Director or Station Manager. If the log specifies a specific PSA, you must read that PSA. If the log does not specify a PSA, pick one and then log its number.

3.9.2

PSA Level's

KEOL has 3 types of PSA's. 100 level PSA's are from the University and local area. 300 level PSA's are national PSA's received from Radio Round Up. 500 level PSA's are announcements found on CD's. All PSA's will be within one of these levels and in the appropriate folder and are the only approved PSA's for the top and bottom of the hour.

3.10.1

Visitors

Visitors are welcome to stop by while you are on the air as long as they do not interfere with the operation of the station. Remember, the DJ signed on the air has the right to ask anyone to leave the station.

3.10.2

Number of Guests

Management wants to give every resource possible to KEOL's DJ's to provide unmatched programming on the air. Therefore the number of guests in the studio will be left to the DJ's professional judgment. This is a privilege, not a right and if abused will be taken away from the DJ. Remember the DJ will be responsible for all guest actions, in all parts of the station, not just the studio. If a

DJ loses visitor rights the severity and/or length of lost privileges will be set forth by management.

3.10.3

Visitors Must Not...

Visitors are NOT allowed to pull or file any music PERIOD. You are allowed to show them the collection but in a strictly eyes only, hands off manner. Visitors are not allowed to sit at the board nor operate any equipment in the studio. The exception will be the computer and studio phone. The DJ on the program log is still responsible for the behavior of their guest on the phone, in the station (i.e., any physical damage) and computer as well.

3.10.4

Guests on the Air

Your visitors are allowed to go on the air with you and introduce songs, comment, etc, however you, the DJ are responsible for their words. Make sure they know what they can and cannot say before allowing them on the air.

3.11.1

DJ Punctuality, Attendance, and Show Turnover.

Live DJs are KEOL's greatest asset. Therefore, attendance and punctuality is of the utmost importance to our success! DJ's are expected to show up at least 10 minutes prior to their show with a management recommendation of at least 20 minutes, to allow proper show preparation. Any arrangements for showing up earlier or later should be made and agreed upon by both DJ's and the Program Director at the beginning of the term.

3.11.2

Tardiness Guidelines

You are considered late if you arrive in the studio 9 minutes 59 seconds or less prior to the start of your show. If a DJ has not arrived in the studio 10 minutes prior to their show and has not made late arrangements, email management regarding the late DJ. Please use the Subject "Late DJ" for your email. Any arrangements made for a late DJ needs to be noted in the program log.

3.11.3

Being Late for a Show

If you're going to be late you need to make arrangements with the DJ currently on the air before you. If you do not show 9:59 prior to your start time, and have not made late arrangements with the DJ currently on air, your show is then open and free for any current DJ to take. Once a DJ is late with no notification he/she is out of luck, and out of that particular show. If you will be late and no live DJ's are on the air you'll need to follow the proper notification

(1.7.2) to inform management of your tardiness. All notifications must be made before the start of your show, otherwise you will be considered late.

3.11.4

Ending Your Show/Show Take Overs

When your show is ending you need to give up control of the board after your last song starts. The next DJ is responsible for the top of the hour ID and PSA. Therefore, your last song should not exceed 2 minutes past the hour. Choose your material appropriately. The DJ assuming broad control may end a prior DJ's song early if that song is longer than the allowed 2 minute cushion for the Station ID and PSA.

3.12.1

Show Term Length

DJ's are responsible for their show from the staff meeting in which they pick their show until 11:59pm, Saturday week 10 of classes (see exception below).

3.12.2

Finals Week and Holidays

DJ's are NOT responsible for their show during Finals week (week 11 starting Sunday morning at 12:00am) and Thanksgiving break (12:00am Wednesday to 11:59pm Saturday night). At the end of each term all time slots are vacated until the first staff meeting of the new term. Special condition can apply, see management for details. If you have a show that fall on a holiday not listed you are still responsible for that show time and subject to proper notification (1.7.2) if you intend to miss that show.

3.13.1

Declaring Sub Status and Fill-in Shows

If you do not wish to do a show during a term but want to remain on the seniority list and do shows in the future, you can declare "Sub Status" at the first staff meeting of the term. You will not lose Seniority Points and you must attend all staff meetings. Sub Status will not generate any Seniority Points, however if you sub or do a fill-in show you may receive 0.5 seniority point per show, per term, up to a maximum of 4 points. (see 3.13.2 and 3.13.3 below). DJ's who have declared sub status for three consecutive terms (summer excluded) must schedule a time to meet with a member of management for supplemental equipment training and an hour air check to remain on the DJ list.

3.13.2

Subbed Show Defined

A Subbed Show is defined as a DJ being on the air during a show time when an active DJ is scheduled to be on air, but unable to make that show. The subbing DJ may request to revive 0.5 Service Points per show subbed (to a total of 4 points) per term. This includes DJs that are actively doing a show that term.

3.13.3

Fill-in Show Defined

A Fill-in Show is defined as a DJ being on the air for a minimum 1 hour time period when no active DJ is scheduled on the air. The Fill-in DJ may request to revive 0.5 Service Points per show subbed (to a total of 4 points) per term. This includes DJs that are actively doing a show that term.

3.14.1

Staff Meetings

KEOL will facilitate at least 2 staff meetings each term. All staff members are required to attend every staff meeting. Meeting times and locations will be posted in the studio and on the listserv at least one week prior to the staff meeting. If you cannot attend a staff meeting, you must give written notice to the Station manager 72 hours prior to that meeting. A DJ sending someone in his/her stead is prohibited. Be responsible; if you can't make it, make sure the Station Manager is notified. DJ's who miss two or more term meetings without informing management prior to the meetings will be removed from the seniority list, with the exception of Fall term. If you miss the first Fall term meeting without making arrangements (this is different than notifying) with management, you will be removed from the seniority list. You are responsible for all information presented at staff meetings. If meetings are canceled, DJ's will be notified. ***Traditionally the first staff meeting of each term has been on the first Sunday after the term begins, at 7pm and somewhere in Badgley Hall; management will continue this tradition.***

3.15.1

Staff Meeting Decorum

All KEOL and Eastern Oregon University Policies and Procedures apply at all meetings. Disruptive DJ's or staff members will be asked to leave and may result in disciplinary actions that may result in suspension from the station for a period of time. Disruptive behavior could include but is not limited to, foul, profane, or offensive language, slander, putting down/make fun of DJ's and/or their thoughts and ideas, continually speaking out of term, usurping the meeting facilitator, or any other behavior that disrupts the order of the meeting or is found in the EOU Student Code of Conduct. DJ's may not be under the influence of any illegal drugs or alcohol during staff meetings. If a DJ or attendee is believed to be under the influence of drugs or alcohol, they will be excused from the meeting and may be faced with disciplinary actions. If a DJ is removed from the first staff meeting of the term, he/she may be removed from the seniority list. Management will meet with the KEOL member to discuss the situation of their removal from the meeting before any disciplinary action takes place.

3.16.1

Your Safety

Your safety is a major concern for the management of KEOL and of EOU. We want you to feel safe and secure at all times. You are never required to unlock the main door nor allow anyone inside the build apart from those who are key holders of the station (4.1.1 below). You have the right to ask anyone to leave the build except for key holders (4.1.1) and the next DJ going on the air that are at the studio within 20 minutes prior to their show start time. Campus security is available to walk you to your car or dorm if you wish, and may be called if you're ever concerned that your safety is in question. If you have any other concerns about your general safety at KEOL please notify management at once.

KEOL Property and Station Facilities (4.0.0)

4.1.1

Keys and Building Entry

Keys are provided to the Station Manager, Program Director, Music Director, Faculty Advisor and Community Liaison.

4.1.2

Gaining Entry to KEOL

If you are arriving to perform a show and there is no one at the station or the door is locked, Campus Security can let you in the building. It helps both you and security if you call them at least 20 minutes in advance, so they can arrive on time and you can begin your show on time. If you have class before your show, then make arrangements with security earlier in the day to have the station unlocked for you when you get out of class. Be responsible. Campus Security must confirm that you are on the current seniority list, which is posted on the door, so have proper ID ready for them. Security's phone number is x23911 or 962-3911. If you are late for your show as a result of the building being locked, you must notify management through email, or written letter. When reporting a tardy, you must include the following information:

- Time you called or made arrangements with Security.
- Time you got in the building.
- Time you got or will get on the air.

Management will follow up with Security to determine the cause of the delay. If management determines that you did not give Security adequate time to allow you access in the build you may still be considered late.

4.1.3

Emergency Phone

The emergency phone located in front of KEOL is NOT to be used to call campus security unless there is a real emergency. Getting into the station is not an emergency.

4.2.1

Production Room

DJ's will be allowed to use the production room once they have completed the proper training. All Policies and procedures for the production room will be given there.

4.3.1

PROPER STATION VACANTCY

If the station is going to be vacant for a period of time after you leave regardless of time of day please be sure that the:

- Studio Monitor is Turned Down
- Studio Headphone Amp Turned Off
- Studio Lights are Off
- All Lights in Building are Off Except...
 - Back Porch Light is On
 - Florescent Hall Light is On
 - Outside Light Switch is Still On. Further More the Outside Light MUST Remain On at All Times, No Exceptions.
- All doors Secure and Locked

4.4.1

Smoking, Alcohol and Drugs

At KEOL, we have a ZERO tolerance policy for drugs and alcohol in the station, which includes the porch. Due to Oregon law, absolutely no smoking is allowed within 10 feet of the building. No one is permitted to smoke or use ANY tobacco products inside of KEOL. Failure to comply may result in disciplinary action.

4.4.2

Alcohol/Drug Use

DJ's are not permitted in the station while considered to be under the influence of any alcoholic or illegal substance. The station includes use of the production room and DJ Lounge/Listing Area. DJ's will be asked to leave KEOL and may face disciplinary action by KEOL and/or EOU

4.5.1

Care of the Music Library

KEOL has put in over 30 years building the music library. It is our Pride and Joy! Our albums and CD's are filed in alphabetical order, using the group or artist's name. Please take care when you re-file albums. A misplaced CD or album is like a needle in a haystack. If you misfile something, it probably won't

be there next time you or anyone else wants to play it. If you pull an album or CD, you are responsible for re-filing it. Take some pride in your station and your contributions to it! Anyone caught miss filing CDs will face disciplinary action.

4.5.2

Out of Station Music Use

On-campus dances and other school activities may occasionally use the KEOL Music Library. If you have been contacted to do a dance, speak with the Station Manager about the particulars of using KEOL's music for these functions.

4.5.3

Removing Music from KEOL

Permission to removed music from KEOL must be written (typed) and signed and presented to the KEOL staff member present prior to music being removed. Only three people can give permission to remove music from the station, the Music Director, Faculty Advisor, and the Station Manager. There are no exceptions. This includes, "I need those CD's for a theatre production I am doing," or "I am professor so and so and I need these CD's to teach in my class," or "It's just an old record and I'll bring it back in the morning." NO REASON CAN BE GIVEN OTHER THAN, "I HAVE WRITTEN PERMISSION FROM (ONE OF THE PEOPLE LISTED ABOVE)" accompanied by the signed written permission. Removing music without written permission will result in criminal charges, KEOL disciplinary actions and/or EOU disciplinary actions. On top of this, DJ's involved will also face disciplinary actions.

4.6.1

Grievance Procedures

Your time with KEOL should be pleasant, enjoyable and educational. Management takes grievances very seriously as do other members of the grievance system. If you feel you have been treated unfairly by someone or feel you have a grievance with them, contact the Station Manager. The Station Manager will take the necessary steps/actions to resolve the issue. If your grievance is with the Station Manager you have the following options:

4.6.2

If you are a current EOU student:

Your first contact is with the Faculty Advisor. If the Faculty Advisor cannot resolve your concern you may then proceed with the grievance process to the Vice President for Student Affairs. The decision made by the Vice President for Student Affairs is final.

4.6.3

If you are a community volunteer:

Your first contact is the Faculty Advisor. If the Faculty Advisor cannot resolve your concerns you may then proceed with the grievance process with the KEOL advisory board. The decision made by the KEOL Advisory Board is final.

4.6.4

The KEOL Advisory Board

The KEOL Advisory Board is a five member board made up by the following:

- The Program Director (Head of the Board)
- The Music Director
- KEOL Club President
- Two Appointed DJ members, chosen at the Fall Staff Meeting.

The Advisory Board is used by the Station Manager to get advice, handle grievances (if necessary) and help with major policies changes for the station.

4.6.5

Disciplinary Action Grievances

If your grievance is with a Disciplinary Action you've received you will need to file that grievance within five business days from when you received the Disciplinary Action. The rest of the grievance procedure will follow as outlined in sections 4.6.2 and 4.6.3.

4.7.1

KEOL-FM Underwriting Guidelines

Underwriting on KEOL-FM is the process of acknowledging businesses and individuals that have donated funds to the station. Acknowledgment typically takes place on the air. It is illegal for businesses and individuals to "advertise" on KEOL-FM. In order to distinguish between advertising and underwriting, the following guidelines have been adopted by KEOL-FM. These guidelines were adapted from "Oregon Public Broadcasting Underwriting Guidelines" in 1991. In order for a donation acknowledgment to air on KEOL-FM it must follow ALL of the following 6 guidelines.

- Acknowledgments cannot be "sold". This is a fine, but important, distinction. When working with the business or individual, the donation to the station comes first. Then the arrangements for the acknowledgment are made. For example; you should say to a prospective donor, "We would like you to donate money to KEOL-FM. We will then arrange an acknowledgment of your contribution". You should not tell a prospective donor, "We will give you 10 spots if you give us \$40".
- No pricing information can be used in the acknowledgment. Example: **Free, \$1.99, cheap.**
- No calls to action are allowed. Example: **Call** us at 963-1234, **stop** by our store, **come** to our store, or any verb that tells the listener to do anything.

- No qualitative language is allowed. Example: **quality** merchandise, **best** pizza in town, our **new** cars.
- No quantitative language shall be used. Example: **biggest** selection, **most** pepperoni, etc.
- No comparative language is allowed. Example: **better** selection, open **longer, tastier** crust.

Any questions should be directed to KEOL-FM Management.

Any infraction to a stated KEOL policy or procedure may result in disciplinary action and may include removal from the air and/or other requirements.