

# **Florida Institute of Technology**

## **Station WFIT(FM), Melbourne, FL**

Annual EEO Public File Report October 1, 2020 - September 30, 2021

(1) **Full-Time positions filled** no full-time positions were filled by WFIT(FM) during this reporting period.

(2) **Information regarding recruitment sources for full-time positions**

Additional pages describe the job posting/recruiting procedures set forth by the Florida Institute of Technology, which are/were adhered to by WFIT.

(3) **Longer-term recruitment initiatives completed**

*Mentoring program for station personnel:* During the reporting period, WFIT(FM) staff members participated in Harassment training. Training programs for station personnel to acquire skills: Three interns were trained to record and edit news segments and Public Service Announcements. Community events designed to inform public of broadcasting employment opportunities: WFIT sponsored dozens of station tours for community groups designed to inform and educate members of the public as to employment opportunities in broadcasting. WFIT also sponsored 4 lectures and tours of the broadcasting studios to members of Florida Institute of Technology's Communication class. WFIT has 6 full-time employees and is required to complete 2 longer-term initiatives every 2 years.

## **WFIT Employment Policy**

### **9.1 Affirmative Action/Equal Opportunity Policy**

WFIT & its licensee the Florida Institute of Technology is an equal opportunity and affirmative action employer. As evidence of its commitment to the principles of equal opportunity and affirmative action, the following policy has been established:

The university is committed to compliance with all applicable laws regarding nondiscrimination. Furthermore, it shall strive to build a diverse community in which opportunity is equal to all persons regardless of race, sex, color, religion, national origin or ancestry, age, genetic information, disability, protected veteran status, sexual orientation, gender identity or any other classification protected by applicable

discrimination laws. It shall exert its leadership for the achievement of this goal by all parties, students or employees of the university.

Further, the university, through its employment practices and procedures, seeks and employs qualified staff for all its diverse activities and at all of its facilities. It further believes that employment decisions should be based on an individual's abilities and qualifications, and should not be based on irrelevant factors or personal characteristics that have no connection with job performance. Therefore, the university provides equal opportunities during employment by administering each and every phase of its personnel program without regard to race, sex, color, religion, national origin or ancestry, age, genetic information, disability, protected veteran status, sexual orientation, gender identity or any other classification protected by applicable discrimination laws.

## Procedure

If you feel that the university has discriminated against you during its employment process, please contact the Associate Vice President of Human Resources (321) 674-8100.

## 9.2 Americans With Disabilities Act (ADA)

### Policy

It is Florida Institute of Technology's policy not to discriminate against qualified individuals with disabilities in regard to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, hiring, training, discharge, compensation, disciplinary actions, advancement, transfers and promotions, or other terms, conditions, and privileges of employment. Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the university to comply with all federal, state, and local laws concerning the employment of persons with disabilities.

The Office of Human Resources is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

In implementing this policy, Florida Institute of Technology will be guided by the then-applicable definitions stated in the ADA or in case law construing the ADA, and applicable state and local law. In the event of any conflict between the definitions in the ADA and definitions in this policy, the legal definitions will control. The following

discussion is provided for general guidance of employees and applicants in understanding the policy.

The ADA prohibits discrimination against applicants and employees who meet the statute's definition of a "qualified individual with a disability." The ADA defines a disability in three ways:

1. A physical or mental impairment that substantially limits one or more of the major life activities of an individual
2. A record of such an impairment
3. Being regarded as having such an impairment

However, in the "regarded as" instance, the situation is more complicated. Under amendments to the ADA in 2008, if the condition is transitory and minor, defined as having an actual or expected duration of 6 months or less, then the condition does not qualify as disability. Generally, ameliorative measures such as medications and medical devices will not be considered in making a disability determination, although ordinary eyeglasses may be taken into consideration. So, for example, the mere fact that a person wears ordinary eyeglasses will not qualify that person as "disabled". On the other hand, the fact that a person has a hearing aid or takes medications to address the impairment will not disqualify that person as being "disabled" if the person otherwise meets the definition of "disabled."

- "Major life activity" may include things such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working.
- A "major life activity" may also include bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- "Direct threat to safety" refers to a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- A "qualified individual with a disability" refers to an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- "Reasonable accommodation" refers to any change or adjustment to a job, the work environment, or the way things customarily are done that would allow an individual with a disability to apply for a job, perform the essential job functions, or enjoy equal access to benefits available to other individuals in the workplace, and to enjoy equal employment opportunities, provided that such changes do not impose an undue hardship, eliminate essential functions of the job or create a threat regarding safety. These include, but are not limited to, job restructuring, part-time or modified work schedules, reassignment to a vacant position, equipment or furniture modifications,

adjustment or modification of training materials, and adjustment or modification of policies.

- “Undue hardship” refers to an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Company; and (8) the relationship of the particular facility to the Company. These are not all of the factors but merely examples.
- “Essential job function” refers to those activities of a job that are the core to performing the job in question.

## Procedure

Florida Institute of Technology will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question.

Requests for accommodation are to be submitted to the Office of Human Resources on the Reasonable Accommodation Request form with any/all supportive documentation attached.

An individual, who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee’s immediate employment situation.

### ***Americans with Disabilities Act (ADA)***