2019 FCC EEO Public File Report for Burlington Telecom

Chittenden County Vermont

EEO Unit # 0010480093

This report covers March 13, 2019- September 30,2019

Total number of full-time vacancies filled this period: 3

Total number of people interviewed for full time vacancies this period: 14

Supplemental Recruitment Initiative:

This employment unit has more than 10 full time employees and is in a statistical area, as defined by the Office of Management and Budget, with a population in the county of 164,000. Accordingly, it was required to complete two supplemental recruitment initiatives during this period. Pursuant to 47 C.F.R. 77.75(b)(2)(xiv), this unit completed two training programs to management level personnel as methods of ensuring equal employment opportunity and preventing discrimination. Please note that we did not purchase this property until 3/13/2019 which only allows us to report on a portion of the reporting period. There are a few community outreach items included due to the relevance of the activities and the confirmation of completion from current leadership.

Community outreach activities include:

* The Marketing and Business Development Directors of the system attended the Tech Jam event, which is a technology expo and career fair for perspective Burlington employers.in October 2018
* In October 2018, the marketing Director attended the “Women Can Do Trade Expo”- sponsored by Vermont Works which is a Stem and Trade expo for high school girls.
* In March of 2019, the marketing leader assisted Champlain College with assisting graduating seniors in recruiting skills and mock interviews.

Burlington Telecom posts jobs externally through Seven Days- a local newspaper and through the Schurz Corporate website, but also is dedicated to promoting qualified candidates from within.

All employees can utilize the Career Development tool through our corporate ADP portal. Burlington Telecom also encouraged associates to acquire skills that could qualify them for higher level positions through the National Cable Television Institute- NCTI- courses in the summer of 2019. NCTI training helps increase their industry and technological knowledge base, which allows for hourly pay increases for successful completion of each module. Schurz also provides financial wellness workshops on a monthly basis through Fidelity that is open to all employees.

July 17 -18 of 2019 all the employees of this unit, including managers, participated in onsite training given by corporate Human Resources titled- “Training for a Harassment Free Workplace”. The objectives of this course were to help employees identify the two main types of sexual harassment and learn courses of action available to employees that become victims of this behavior. This training also reinforced the importance of being respectful of others regardless of race, ethnicity, sex, religion, or any other protected class. Lastly, the course also gave employers an outline of responsibilities if this behavior occurred in the workplace.