

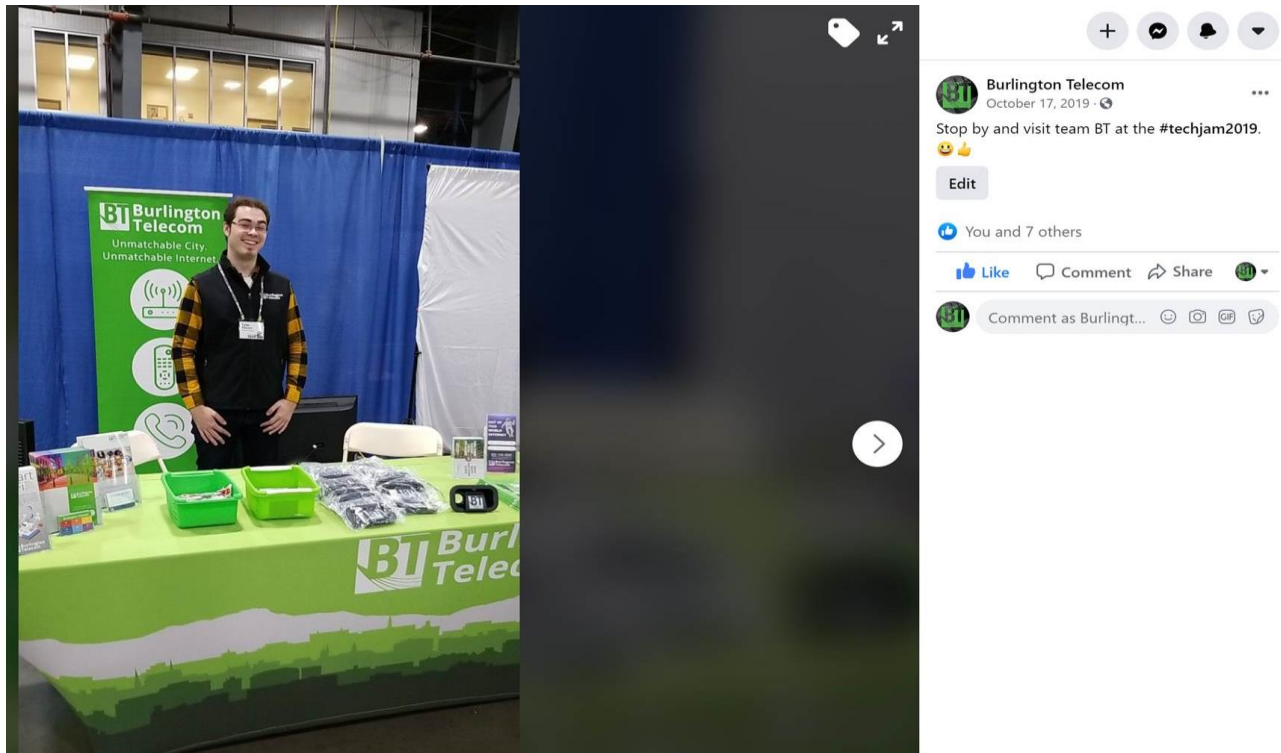
2020 FCC EEO Public File Report for Burlington Telecom
Chittenden County, Vermont
EEO Unit # 0010480093

2020 FCC SIS Document: QUESTIONS 1, 3, AND 7

Question 1: Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b).

Burlington Telecom is committed to making affirmative outreach efforts consistent with Commission regulations. In order to achieve broad outreach when recruiting to fill vacancies, this unit uses a mix of national, regional, and local recruitment sources compliant with outreach provisions of 47 C.F.R. Section 76.75(b).

Burlington Telecom actively seeks out new talent by attending relevant job fairs that would attract individuals wanting to pursue a broadband career. The Marketing Director and one of our technical support representatives attended the Tech Jam event, which was a technology expo and career fair for perspective Burlington employers on October 17, 2019.



Burlington Telecom was happy to partner with Pre-K-12 schools in Burlington, providing families without Internet access connectivity to support remote learning. This program will be available during the school closures associated with the Coronavirus event (Covered Period).

BT will provide to student families free:

- 25 Mbps, symmetrical Internet access
- Wi-Fi device
- Installation

To make this easy for families, this program eliminates the application process for our current discount programs, Edu-Net & Lifeline. Families only need to provide Burlington Telecom with their name, add contact information and school the child is attending to determine service availability. This link provided further explanation about the program.

https://www.burlingtontelecom.com/special-remote-learning-program/?fbclid=IwAR2QJ9vE9YZyd1OMnmzraCwYhjy2JQQ_yNDYrYKvAjNY7MyQSCnrjdd1K0M

Additionally, Schurz Communications, our parent company, pays for educational licenses for Burlington Telecom associates to acquire skills that could qualify them for higher level positions through affiliation with the National Cable Television Institute- NCTI. NCTI training helps increase their industry and technological knowledge base, which allows for hourly pay increases for successful completion of each tier of learning, that was designed in 2019. This property had 7 associates take 22 different courses in NCTI during the reporting period. A copy of this graduate report can be provided.

Question 3 - Name the minority organizations, organizations for women, media, educational institutions, and other recruitment sources used to attract minority and female applicants whenever job vacancies become available.

Burlington Telecom works with a broad spectrum of recruitment sources to distribute its job vacancy information to its existing employees, its local community, and beyond to attract minority and female applicants. **(The local and national diversity sources list will be attached.)**

The company will post notifications of its job openings for this employment unit on the Schurz Communications website, which allows employees to view job openings as soon as they are posted. Associates can post for positions through their employee dashboard on the HR system called Ulti Pro.

When appropriate, this unit places advertisements for open full-time positions in the following local media outlets (Seven Days Newspaper, Burlington Resource Center, VT Dept. of Labor, Middlebury Resource Center, VT. Dept. of Labor, Morrisville Resource Center, VT. Dept. of Labor, St. Albans Resource Center, VT. Dept. of Labor, One Work Source- Plattsburgh, NY, Saint Michael's College, and Elizabethtown One work source Center in Elizabethtown, NY).

Through these methods, job vacancies are distributed throughout the country, both online and at local workforce agency offices and career centers. This system provides Burlington Telecom with an efficient, seamless method for all its employment units to access a broad and diverse potential applicant pool when recruiting to fill its job vacancies.

Question 7: Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance

Schurz Communications is committed to a rigorous and compliant EEO program and has established compliance responsibility at each level of the employment unit's leadership team. Each manager responsible for hiring and promoting employees is instructed in the company's EEO program and obligations under the FCC rules.

The Corporate People and Culture (HR)Team that supports all the broadband systems is responsible for ensuring that the unit's EEO program is properly implemented. This includes, but is not limited to: 1) arranging EEO training for management personnel and an ongoing review of the unit's EEO compliance; 2) ensuring that recruitment logs are maintained; 3) making sure recruitment lists are updated to achieve broad outreach in the community; 4) recording data regarding the referrals from each recruitment source used, the selected interviewees, and the successful applicant; 5) producing the unit's EEO annual report on an annual basis and making sure the report is placed in the unit's public inspection file; 6) ensuring that the unit's FCC EEO reporting obligations are met; and 7) ensuring that the unit's EEO policies are disseminated.

The People and Culture Manager keeps the Burlington leadership team informed of their responsibilities under Schurz's EEO policy, addresses EEO questions and concerns from the general managers and employees, and reviews activities such as promotions, hiring, and terminations to ensure compliance with the EEO policy.

The People and Culture Recruiting Specialist transmits recruitment and hiring data as necessary to the General Manager for review to ensure that the unit's promotion and hiring practices are not discriminatory.