

2020 FCC EEO Public File Report for Burlington Telecom

Chittenden County, Vermont

EEO Unit # 0010480093

This report covers 10/1/19- 9/30/20

Total number of full-time vacancies filled this period: 4

Total number of people interviewed for full time vacancies this period: 16

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 as methods of ensuring equal employment opportunity and preventing discrimination.

This unit competed one job fair for the reporting period. Other events that they would have attended in 2020 were cancelled due to the COVID outbreak from March to present. The Marketing Director and one of our technical support representatives attended the Tech Jam event, which is 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.

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.

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. During this reporting period, we utilized several diversity websites to publicize their postings.

Regarding the training programs completed, all the employees of this unit, including managers, participated in a virtual training given by corporate Human Resources on 8/13/20 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.

On 5/12/20, the company leaders participated in a course titled- "Employment Laws-what supervisors need to know" that shows a series of stories that illustrate the kinds of legal questions that commonly occur in our workplaces. These stories, along with an explanation of relevant laws, help supervisors answer legal questions that commonly occur in our workplaces. These stories, along with an explanation of relevant laws, will help supervisors respond appropriately when faced with issues of fairness, scheduling, employee requests for leave or accommodations, and the challenges presented by social media in the workplace.

Finally, all employees participated in a training the week of 9/14/20, that explained the differences between diversity and inclusion. Employees signed off on the new diversity statement and acknowledged in our Ulti Pro HR system a diversity pledge to foster dignity and respect in the workplace.