**2022 FCC EEO Public File Report for Burlington Telecom**

**Chittenden County, Vermont**

**EEO Unit # 0010480093**

This report covers 10/1/21- 9/30/22

Total number of full-time vacancies filled this period: 6

Total number of people interviewed for full time vacancies this period: 15

Supplemental Recruitment Initiative:

This employment unit has more than ten 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 did not complete any supplemental recruiting initiatives for the reporting period due to due to limited opportunities. New hires for this reporting period were satisfied due to employee referrals. Community outreach initiatives included:

* Donated their office space before the lease termination to Fletcher Free Library to improve community access
* Provided connectivity for Vermont City Marathon and Relay which included 7500 runners and 20,000 spectators
* Sponsor of First annual Essex Sting Basketball club that offers two communities’ competitive basketball for grades 5-8
* Participated in Spectrum Sleep out in March 2022 to help homeless youth
* BT had a team participate in the Dragon Boat Race fundraiser to support Cancer survivors with Dragon Heart Vermont

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, which was designed in 2019. This property had six associates take twenty-eight 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 is dedicated to promoting qualified candidates from within. During this reporting period, we utilized diversity websites to publicize their postings.

Regarding the training programs completed, all the employees of this unit, including managers, participated in a live training given by corporate Human Resources on 8/23/22, titled- “A Culture of Prevention”. 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. Employees signed off on the harassment avoidance policy in our UKG HR system by 8/31/22.

On 9/1/22, the company leaders participated in a course titled- “Legal Issues Refresher” that illustrate the kinds of legal questions that commonly occur in our workplaces. These case studies, along with an explanation of relevant laws, help supervisors answer legal questions that commonly occur in our workplaces. These stories will help supervisors respond appropriately when faced with issues of fairness, scheduling, employee requests for leave or accommodations.

Finally, we had four employees participate in facilitated diversity forums on belonging on 3/1/22. We also had two employees participate in a facilitated session titled Transgender 101 to better understand how to interact respectfully with this important population. Leaders also had the opportunity to attend sessions called “Winning with People” on 7/8/22 and” Connectable” on 8/24/22 to improve connection with their teams.