



EEO PUBLIC FILE

REPORT WMTJ-TV, FAJARDO, PR

OCTOBER 1, 2013 – SEP 30, 2014

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### Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station(s): **WMTJ-TV, Fajardo, PR** and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning October 1<sup>st</sup>, 2013 to and including September 30, 2014 (the Applicable Period”).

The FCC’s 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hire for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled “Full-time Positions for Which This Source was utilized” refer to the number of the full-time job positions listed in Appendix 1.



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### Appendix 1: FULL-TIME POSITION FILLED

| Full-Time Position | Position Title          | Date Filled | Recruitment Source   | Total # Interviewed | Number Hire | Recruitment Source for Hire |
|--------------------|-------------------------|-------------|--|---------------------|-------------|-----------------------------|
| 1                  | Programming Technician  | 12/16/2013  | Website Posting<br>Recruitment Sources - DOL, V, VRP, WAO, OOPD* in Compliance with AAP<br>Employee Referral | 1                   | 1           | Website Posting             |
| 2                  | Programming Coordinator | 6/2/2014    | Website Posting<br>Recruitment Sources - DOL, V, VRP, WAO, OOPD* in Compliance with AAP<br>Employee Referral | 1                   | 1           | Internal Promotion          |
| 3                  | Cameraman               | 6/16/2014   | Website Posting<br>Recruitment Sources - DOL, V, VRP, WAO, OOPD* in Compliance with AAP<br>Employee Referral | 2                   | 1           | Internal Promotion          |
| 4                  | Programming Technician  | 7/1/2014    | Website Posting<br>Recruitment Sources - DOL, V, VRP, WAO, OOPD* in Compliance with AAP<br>Employee Referral | 2                   | 1           | Website Posting             |
| 5                  | Web Publisher           | 9/2/14      | Proposal of the Department of Labor of Puerto Rico<br>Proposal – Sponsor Program                             | 1                   | 1           | Sponsor Program             |

\*DOL = Department of Labor; V = Veterans; VRP = Vocational Rehabilitation Program; WAO = Women Advocate Office; OOPD = Office of Ombudsman for Persons with Disabilities



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## Appendix 2: FULL-Recruitment Source

| Recruitment Source   | Total Number of Interviewees this Source Provided During this Period (If Any) | Full Positions for Which this Source was Utilized |
|--|---|---|
| <p>Mrs. Camile Pérez Santiago<br/>           Web page posting <a href="http://www.suagm.edu">www.suagm.edu</a><br/>           PO Box 21345<br/>           San Juan, PR 00928-1345<br/>           Tel. (787) 751-0178 ext 7383</p>  | 7   | 5   |
| <p>Mr. Vance E. Thomas Rider<br/>           Departamento del Trabajo y Recursos Humanos<br/>           Edificio Prudencio Rivera #505<br/>           Avenida Muñoz Rivera<br/>           Hato Rey, PR 00918<br/>           Tel. (787) 754-5353 / (787) 754-2119 / (787) 754-2120<br/>           Fax (787) 753-9550</p> |   |   |
| <p>Veterans Employment Representative<br/>           Mr. George Molina,<br/>           Vet Center, Condominium Medical Center Plaza<br/>           Suite LC 8, 9 &amp; 11, Urbanización La Riviera<br/>           Río Piedras, Puerto Rico 00921<br/>           Tel. (787) 749-4409 / Fax. (787) 749-4416</p>          |   |   |



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| Recruitment Source  | Total Number of Interviewees this Source Provided During this Period (If Any) | Full Positions for Which this Source was Utilized |
|---|---|---|
| <p>Vocational Rehabilitation Program<br/>Ms. Iván A. Clemente Delgado<br/>PO Box 191118<br/>San Juan, PR 00919-1118<br/>Tel. (787) 729-0160 / Fax (787) 728-8070</p>                |   |   |
| <p>Procuraduría de la Mujer<br/>Ms. Wanda Vázquez Garced<br/>PO BOX 11382<br/>Fernández Juncos Station<br/>Santurce, PR 00910-1382<br/>Tel. (787) 721-7676 / Fax (787) 721-7711</p> |   |   |
| <p>Oficina del Procurador de Personas con Impedimentos<br/>Mr. Iván Díaz Carrasquillo<br/>PO Box 41309<br/>San Juan, PR 00940-1309<br/>Tel. (787) 725-2333 / Fax (787) 721-2455</p> |   |   |



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## **Appendix 3: Supplemental Recruitment Initiative**

### **WMTJ-TV Internship Program**

WMTJ-TV participates in the Internship Program with Metropolitan University, Turabo University, Interamerican University, Catholic University, University of Puerto Rico and Juan José Osuna High School, which specializes in communications. The internship program is for students in fields of programming, communications and public relations, engineering and production. College students are provided an opportunity to work with the station and earn college credit for their work experience. The station provides the necessary information to the schools so that students receive earned credit and guidance under the supervision of one or several managers. During this period (October 1, 2013 – September 30, 2014), we had twenty participants in this program.

### **Students visits to Station (at least four events with educational institutions relating to broadcasting careers)**

WMTJ-TV receives students of all the academic levels, interested to know the operations of an educational station, the content of the programming and the services to the community that we offer. The students had the opportunity to learn about the broadcast industry and to meet TV personalities. During this period (October 1, 2013 – Sep 30, 2014), we received five groups comprising over 60 students.

### **Jobs Fair Participation**

On March 21, 2014 Human Resources, Recruitment Division participate in INTENOR Job Fair, in Barceloneta Puerto Rico. The job fair provides the opportunity to present the job opportunities of WMJT-TV to the participants, and bring orientation about recruitment policies and procedures.

### **Training programs for station personnel**

In coordination with the SUAGM's Vice Presidency of Human Resources, WMTJ-TV provided trainings to the new employees to bring a general overview about our mission, vision, policies, benefits and procedures related to the code of Business Conduct.



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The personnel of Production, Programming and Engineering also participated in trainings, so they can be updated in the different areas of broadcast and telecommunications. In addition, the managerial staff of the station participated in seminars designed to help the station to improve their performance.

Human Resources Office, Training and Development Division, as part of the annual plan, coordinated several training sessions during the year. The training sessions typically focused on enriching the professional skills, summarized our benefits, provide themes to help and support personal life situation and to ensuring equal employment opportunity and preventing discrimination.

From October 1, 2013 to September 30, 2014 our personnel participated in the following trainings and orientation activities:

- Workers' Compensation Benefits
- Conversational English Academy
- Electronic Attendance System - Kronos
- Computer/Technical – Banner 7/ Office 2010
- Sexual Harassment Policy Orientation
- Workers' Compensation Benefits
- Job Position Evaluation Process
- Preventive Health Program
- Women's Bureau Orientation
- Cell allowance policy
- Health Plan Orientation
- 401K Retirement Plan Orientation
- Mental Health Forum
- Secrets of Happy Persons
- Women's Week Forum
- Job Evaluation Project



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- Brand
- Camera JVC
- Institution Finance and Budget