

Federal Communications Commission

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Account number: 723291

Description: FCC 396-C MULTI CHANNEL VIDEO PROGRAM DISTRIBUTOR EEO PROGRAM

Application Reference Number: 20190927AAC

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Based on the information supplied, no fee is required.

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Federal Communications Commission Washington, D.C. 20554 <div style="text-align: center;">FCC 396-C</div>	OMB 3060-1033 September 2003	FOR FCC USE ONLY FOR COMMISSION USE ONLY FILE NO. - 20190927AAC
Multi-Channel Video Program Distributor EEO Program Annual Report Read INSTRUCTIONS Before Filling Out Form		

SECTION I IDENTIFYING INFORMATION
 A. Name of Operator:
 CONSOLIDATED TELEPHONE COMPANY
 MSO Name:
 CONSOLIDATED TELEPHONE COMPANY
 B. Employment Unit's Mailing Address
 1102 MADISON STREET
 PO BOX 972
 City
 BRAINERD State
 MN Zip Code
 56401-
 FCC Registration Number:
 0011580412
 Emp. Unit ID # 20574
Application Purpose
☒ New Program Report
☐ Amendment to Program Report
☒ Supplemental Investigation Sheet (SIS) Attached
 C. County and State in which unit's employment office is located
 CROW WING, MN
 D. Category of Respondent (check applicable box)
☐ Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
☒ Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached
 E. Pay Period Covered by this Report (inclusive dates) 9/20/2019
 F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

System Communities Comprising Local Employment Unit			
Ident No.	Name of Community	Location (State)	Type

 Review the list of communities served on the previous year's submission and attach as Exhibit A any additions or deletions, using the format noted above. [Exhibit 1]
 NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.

SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation.

[Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4.	Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.	Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7.	Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8.	Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No

SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information.

[Exhibit 3]

SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed <i>Kwestmoch</i>	Title CEO/GM
Date 9/27/2019	Name of Respondent KRISTI WESTBROCK
Telephone No. (include area code) 2184541234	

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET**Part I Employee Job Descriptions**

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

1. Officials and Managers		[Exhibit 4]
2. Professionals		[Exhibit 5]
3. Technicians		[Exhibit 6]
4. Sales Workers		[Exhibit 7]
5. Office and Clerical		[Exhibit 8]
6. Craft Workers (skilled)		[Exhibit 9]
7. Operatives (semi-skilled)		[Exhibit 10]
8. Laborers (unskilled)		[Exhibit 11]
9. Service Workers	1	[Exhibit 12]

Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

1. ☐ Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b). [Exhibit 13]
2. ☐ Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. [Exhibit 14]
3. ☐ Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available. [Exhibit 15]
4. ☒ Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
5. ☒ Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts. [Exhibit 17]
6. ☐ Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program. [Exhibit 18]
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. [Exhibit 19]
8. ☒ Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
9. ☐ Other Inquiries: [Exhibit 21]

Part III EEO Public File Report

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place annually such information as is required by 47 C.F.R. Section 76.1702 in their public files. [Exhibit 22]

EMP UNIT ID: 20574	MSO NAME: CONSOLIDATED TELEPHONE COMPANY
	OPR NAME: CONSOLIDATED TELEPHONE COMPANY

Approved by OMB
3060-1033

Exhibits**Exhibit 1**

Description: EXHIBIT 1 - LIST OF COMMUNITIES SERVED

Attachment 1

Description
Exhibit 1 - 20574 Consolidated Telephone Company

Exhibit 12

Description: EXHIBIT 12 - JOB DESCRIPTION

SEE ATTACHMENT

Attachment 12

Description
Exhibit 12 - 20574 Consolidated Telephone Company.

Exhibit 16**Description:** EXHIBIT 16 - QUESTION 4

SEE ATTACHMENT

Attachment 16

Description
Exhibit 16 - 20574 Consolidated Telephone Company.

Exhibit 17**Description:** EXHIBIT 17 - QUESTION 5

SEE ATTACHMENT

Attachment 17

Description
Exhibit 17 - 20574 Consolidated Telephone Company.

Exhibit 20**Description:** EXHIBIT 20 - QUESTION 8

SEE ATTACHMENT

Attachment 20

Description
Exhibit 20 - 20574 Consolidated Telephone Company.

Exhibit 1

Ident No	Community	Location	Type
1172	Randall	MN	Incorporated City
1169	Lincoln	MN	Unincorporated
1170	Pillager	MN	Incorporated City
1171	Motley	MN	Incorporated City
1185	Nokay Lake	MN	Unincorporated
1187	Brainerd	MN	Incorporated City
1186	Baxter	MN	Incorporated City
1183	Mission	MN	Unincorporated

FCC – Form 396-C Supplemental Investigation Sheet
20574 - CONSOLIDATED TELEPHONE COMPANY, CROW WING MN

Exhibit 12 - Part I – Employee Job Descriptions – Service Workers (1)

Consolidated Telephone Company does not currently employ service workers.

FCC – Form 396-C Supplemental Investigation Sheet
20574 - CONSOLIDATED TELEPHONE COMPANY, CROW WING MN

Exhibit 16 - Part II – Inquiries Concerning EEO Program and Practices

Question 4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility.

Consolidated Telephone Company conducts yearly annual performance reviews with all employees. Senior Management and HR representative are involved in the final rating and promotion recommendations to ensure they are being performed in a non-discriminatory fashion. Consolidated Telephone Company conducts yearly analysis of the composition of our workforce by minority group and sex. We have developed an action oriented process in our AAP to ensure that all laws related to the prohibition of discrimination are followed.

FCC – Form 396-C Supplemental Investigation Sheet
20574 - CONSOLIDATED TELEPHONE COMPANY, CROW WING MN

Exhibit 17 - Part II – Inquiries Concerning EEO Program and Practices

Question 5. Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts.

Consolidated Telephone Company utilizes contract services for certain aspects of the business, primarily technical and temporary services. Our EEO policy is established as a company guideline for those to follow. Additionally, our major contractors are asked to supply their EEO statements to CTC to ensure they are compliant in this area.

FCC – Form 396-C Supplemental Investigation Sheet
20574 - CONSOLIDATED TELEPHONE COMPANY, CROW WING MN

Exhibit 20 - Part II – Inquiries Concerning EEO Program and Practices

Question 8. Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices.

Consolidated Telephone Company conducts annual reviews of job structure, job descriptions and salary structure and makes recommendations to Senior Management for review. Senior Management and HR Representative reviews all recommendations to verify that we are in compliance with all applicable laws. All help-wanted solicitation or advertisements do not indicate a preference, limitation, or specification based on race, color, creed, religion, sex, national origin, pregnancy, age, veteran status, status with regard to public assistance, physical or mental disability, familial status, sexual orientation, marital status, genetic information and local Human Rights commission activity or other factors identified and protected by Federal, State and local legislation. All job postings state that Consolidated Telephone Company is an equal opportunity provider and employer. All employees have access to the Employee Handbook which outlines Consolidated Telephone Company's Equal Employment Opportunity policy and Code of Conduct policy.