

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

September 19, 2024, 11:00 AM

Agenda

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Administrative Reports

4.1. Secretary

4.1.1. Approval of minutes from May 16, 2024, commission meeting and work session meeting; and, August 6, 2024 Executive Committee meeting.

4.2. Treasurer

4.2.1. April, May, June Financial Reports

4.3. Executive Director

5. General Business

5.1. Cable Subscriber Survey Presentation – Morris Leatherman

5.2. Liability Waiver

5.3. 2025 Operating Budget and 5-Year Capital Plan

5.4. Personnel Policy

5.5. Web Site Update

5.6. Other

6. Adjourn

QCTV has declared a local emergency effective March 17, 2020.

The regular meeting of the Quad Cities Cable Communications Commission will meet at Anoka City Hall Council Chambers, 11 am. Some or all commissioners will be attending remotely. The public may watch the QCCC meeting at www.qctv.org on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

MINUTES OF THE REGULAR MEETING OF MAY 16, 2024

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 11:02 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Dan Specht, Ramsey (arrived at 11:20 a.m.); Jim Dickinson, Andover; Jamie Barthel, Andover; Ryan Sabas, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: Matt Woestehoff, Ramsey.

Others present included Karen George, Executive Director; Seamus Burke, Social Media/Communications Coordinator; and Pat Cook, Technology Coordinator.

APPROVAL OF AGENDA – 3

Motion was made by Heitkamp and seconded by Sabas to approve the agenda as presented.

6 eyes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from March 21, 2024 Commission and Work Session Meetings and April 18, 2024 Executive Committee Meeting

Motion was made by Skogquist and seconded by Dickinson to approve the March 21, 2024 Commission and Work Session and April 18, 2024 Executive Committee meeting minutes as presented.

6 eyes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. January, February, and March Financial Reports

Commissioner Skogquist provided a brief overview of the reports. He noted that staff continue to do a great job ensuring the organization operates under the budget.

Motion was made by Dickinson and seconded by Lee to accept the January, February and March Financial Reports.

6 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George provided an overview of her report noting that they have been working on drafting the subscriber survey which is anticipated to launch in the next three to four weeks. She stated that they have also been working on the audit, website rebuild, and personnel policy revisions. She noted that she was able to provide the annual report and outlook to all four member cities since the last meeting. She provided updates on graduation coverage that is provided free of charge and additional coverage that was provided to the community college for a cost. She highlighted the upcoming event coverage for the member communities and reviewed recently received compliments.

GENERAL BUSINESS – 5

5.1 2023 Audit

Commissioner Skogquist stated that the 2023 audit has been completed and reported an unmodified, or clean, opinion. He stated that the Executive Committee reviewed the report and recommended acceptance.

Andy Herring, Redpath and Associates, provided a brief overview of the audit results reporting an unmodified or clean opinion. He provided details on the general fund, reserves, and the fund balance policy. He stated that there were no deficiencies found relating to internal controls and no issues of legal noncompliance. He also reviewed the communication to those charged with governance and commented that staff were great to work with and well prepared.

Motion was made by Dickinson and seconded by Skogquist to accept the 2023 Audit Report.

6 ayes – 0 nays. Motion carried.

Ms. George thanked Redpath and the Andover staff.

5.2 Member City CIP – 2025 Payment

Ms. George explained the process that is followed in order to anticipate the member city grants. She stated that the Executive Committee is recommending a grant of \$20,000 for 2025, but to also recognize the decreasing revenue trend line in order to make the member cities aware that future grants may be of a lesser amount.

Commissioner Skogquist stated that the cable subscriber revenue peaked in 2018 and capital projects are completed using excess revenue. He stated that there are about three or four years of funds to cover future capital costs, but they will need to continue to be smart and discuss options for funding in the future if those revenue sources do not change. He stated that staff has been working diligently to update the revenue source as cable subscribers continue to decrease. He provided information on how franchise fees currently operate, noting that streaming services use the same wire in the right-of-way without paying in the manner cable does. He urged all members of the Commission and those watching to reach out to their representatives to ensure companies are compensating for use of the right-of-way. He stated that the local community coverage that QCTV provides is able to be done because of those fees collected.

Commissioner Specht arrived.

Motion was made by Heitkamp and seconded by Dickinson to approve the 2025 member city capital grant of \$20,000 payable in January of 2025.

7 ayes – 0 nays. Motion carried.

5.3 Budget Amendment – Website

Ms. George stated that the request before the Commission is to increase the budget by \$2,000.

Mr. Burke stated that there were a number of change orders related to the website development, the two main change orders related to Tightrope Cablecast. He stated that while it is a great system, it was a challenge to integrate that system with the website. He stated that the website is anticipated to launch later in June after graduations are completed.

Commissioner Skogquist asked the reason for the increase in the budget.

Mr. Burke replied that initially when they requested the project funds they have not factored in hosting and the plan for hosting was lost in the transition of staff. He

stated that the overall project will come in under budget, but the hosting will now come from this project rather than the general operating budget.

Motion was made by Skogquist and seconded by Lee to approve ZCIP – Website budget increase of \$2,000.

7 ayes – 0 nays. Motion carried.

5.4 Capital Requests – Executive Committee Authorization

Ms. George presented an outlook of projected capital spending over the summer and typically the Commission has canceled the July meeting. She stated that if the Commission chooses to cancel that July meeting, staff would request that the Commission authorize the Executive Committee to provide the approval for those costs. She stated that the projects were included in the approved budget, but it is the formal process for each project to still come before the Commission for approval. She stated that this authorization would allow the Executive Committee to act in place of the Commission.

Chair Barthel stated that if the July meeting is going to be canceled, this action would be needed in order to ensure the projects can continue to move forward. He stated that if this action is approved, the Commission could then take action to cancel the July meeting as well. He noted that details of each project were included in the Commission packet for review.

Motion was made by Dickinson and seconded by Heitkamp to authorize the Executive Committee to approve capital projects within the 2024 ZCIP budget between now and the next Commission meeting.

Further discussion: Commissioner Specht asked if this authorization would just be for this year, or every year going forward.

Chair Barthel stated that this authorization would be for this year only. He noted that if the action were desired again in 2025, authorization would be needed again at that time.

7 ayes – 0 nays. Motion carried.

Motion was made by Dickinson and seconded by Lee to cancel the July Commission meeting.

7 ayes – 0 nays. Motion carried.

5.5 Other

No comments.

ADJOURN – 6

Time of adjournment 11:29 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF AUGUST 6, 2024

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 1:00 p.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Matt Woestehoff, Ramsey; Jamie Barthel, Andover; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director; and Pat Cook, Technology Manager.

CAPITAL PROJECTS – AUTHORIZATION ACTION – 3

Ms. George commented that after the packet was printed, staff did a review and believed that the budget amendment is not yet necessary due to the timing of some of the projects.

3.1 Capital Request – Roof Replacement

Mr. Cook commented that this action would replace the roof of the building, which he believed is original to the building. He noted that the replacement was planned for next year but due to the condition and some failures, it is suggested to replace the roof this year. He stated that staff received four quotes from three contractors. He stated that because of the delay of some planned projects this year, this would fit within the approved CIP budget for the year. He stated that the contracted price would include replacement of the roof, a contingency would approve additional funds if there is additional damage that needs to be repaired under the roof.

Commissioner Skogquist noted that he would prefer to approve the 20 percent contingency as mechanical connects/disconnects are not included in the cost as well and he would hate for the contingency needs to be 12 percent and additional approval needed, which would slow the process.

Commissioner Heitkamp asked for details on what was called for in the scope of services/RFP.

Mr. Cook replied that he received quotes from the different vendors and did not complete an RFP. He stated that the vendor provided a comprehensive document about how things would be staged and completed.

Commissioner Heitkamp asked if there was a reason Central was not asked for a quote, as that is the number one roofer in the metro.

Ms. George replied that staff made a number of calls, but that roofer was not on her list to call.

Commissioner Heitkamp explained that he was attempting to find out what the process was, as typically there is a scope of services/RFP as to what is requested.

Mr. Cook commented that they asked for replacement of the current roof. He explained that one vendor provided a second quote for a different type of roof.

Commissioner Heitkamp asked why the same type of roof is desired rather than EPDM.

Mr. Cook replied that in looking at the EPBM there were advantages and disadvantages but staying with what they had seemed the most reasonable way to proceed.

Chair Barthel asked if the lifespan or warranties are different for the two types of roof.

Commissioner Skogquist commented that any of the flat, rubber roof styles are comparable and have a lifespan of about 20 years.

Commissioner Heitkamp asked who was consulted to put the spec together.

Mr. Cook replied that he was relying on the roofing companies to provide their expertise. He stated that a number of the quotes were similar in cost and QCTV has had a positive experience with Kaiser.

Chair Barthel stated that he is fine selecting Kaiser and would not want to spend money on a consultant to develop a scope for the roof. He commented that if the roof will last 20 years, that seems like an appropriate cost.

Commissioner Heitkamp commented that he is not comfortable that there has been a specification developed as to what is needed.

Chair Barthel asked who would develop that specification.

Commissioner Heitkamp commented that each city has a building department and buildings with roofs and was uncomfortable that no one was consulted.

Chair Barthel asked if they could delay this improvement.

Ms. George commented that they would need to complete repairs.

Chair Barthel stated that if a building official could provide that input and specification free of cost to QCTV, he would support that.

Commissioner Skogquist commented that this is a standard roof replacement, for a flat rubber roof and therefore he does not feel that a specification needs to be developed. He stated that perhaps the Champlin building official could quickly review the quote/plan if that would make Commissioner Heitkamp more comfortable.

Commissioner Heitkamp commented that a flat roof was recently put on the Ice Forum in Champlin and there was a significant debate on the two types of roofs. He stated that where there is question and risk, there is cost.

Chair Barthel stated that there are unknown elements, but QCTV also does not know some of those things.

Mr. Cook commented that there is no additional roof top equipment on the top of the building, other than the vents, drains, and the one split unit. He stated that the next item would include HVAC equipment and therefore there would be a timing coordination. He stated that staff could talk to people about doing the disconnect/reconnects.

Ms. George stated that if a building official could assist with drafting an RFP and specifications and she could then contact certain vendors, that could be done. She stated that she would want a commitment from a member city today as they would want to turn this around very quickly for the September meeting. She stated that the costs will increase if action is delayed.

Commissioner Heitkamp commented that he cannot commit to that.

Ms. George commented that the other option would be to delay one year.

Commissioner Skogquist stated that he would not want to delay as there are already roof leaks. He stated that if there is not a commitment from a member city for their building official to assist, he would be comfortable proceeding with Kaiser. He agreed that the RFP process may be a better choice for higher dollar CIP projects.

Chair Barthel stated that if Commissioner Heitkamp does not feel comfortable giving that commitment, he would have trouble volunteering the Andover building official as a Councilmember as he is not aware of the current burden on city staff and believed the other Councilmembers would have the same pause. He stated that in the future perhaps QCTV could reach out to member cities to gain expertise on these topics.

Commissioner Woestehoff noted that permits and inspections would be required and TPO was provided from all of the companies, therefore he can support that. He stated that he also cannot commit the Ramsey building official as their lead time is weeks out.

Motion was made by Skogquist and seconded by Woestehoff to approve the contract with Kaiser Construction to replace the roof for \$106,860 with a 10 percent contingency.

3 ayes – 1 nays (Heitkamp opposed). Motion carried.

3.2 Capital Request – Machine Room Cooling

Mr. Cook presented a capital request to add to the cooling of the machine room. He stated that the unit installed is currently insufficient, so a portable unit is being used as a temporary fix. He stated that the goal is to have a cooling solution in the room that cools the room and withstands the failure experienced by the previous unit. He stated that a number of quotes were solicited from a number of vendors with many differences. He stated that project is part of the CIP for the year.

Chair Barthel liked that if any of the units were to fail, it would still remain cool.

Commissioner Woestehoff asked if this would be an addition or replacement.

Ms. George commented that when the building was built, there was a requirement to keep the equipment off the roof. She stated that the air conditioning Reznor units, which service the studio and machine room, are located inside the building near the garage. She stated that the studio unit is still working fine, and the machine room was augmented with the split unit in 2019. She stated that this would take the mini split idea further to provide redundancy

and a higher index if more equipment were to go in there. She stated that they did receive that permission to have the splits on the roof.

Commissioner Woestehoff asked if the new unit would be taken on by the existing HVAC servicer.

Ms. George commented that NAC is used for servicing and imagined that they would take on the new unit as well, as they service all mechanical in the building.

Mr. Cook stated that they would like to have two units, for a total of three, as that would ensure redundancy should one unit go down. He noted the time that it took to receive a part the last time a unit broke down.

Chair Barthel asked if NAC does not provide two units.

Mr. Cook replied that the recommendation from NAC was for one unit, and he did not receive a quote for two units from that vendor. He stated that NAC was also involved in the quote from another vendor, but that was a much more comprehensive service package than what they would like and therefore he is comfortable proceeding with Yale.

Commissioner Woestehoff commented that while he understands the need for it, the failsafe is box fans as it moves air. He stated that he is comfortable with the Yale quote.

Motion was made by Woestehoff and seconded by Skogquist to approve the purchase of two additional mini split units from Yale Mechanical in the amount of \$26,000 plus contingency.

4 ayes – 0 nays. Motion carried.

3.3 Capital Request – Budget Supported in Current Operating Budget Amendment

Mr. Cook noted that a budget amendment is not necessary at this time.

Ms. George commented that these items were included in the CIP for 2024 and included in the budget amendment approved in January.

- 3.3.1. Capital Request – Portable Field Equipment**
- 3.3.2. Capital Request – City Control Room Equipment**
- 3.3.3. Capital Request – Recording Devices**
- 3.3.4. Capital Request – Network Switches**
- 3.3.5. Capital Request – Live Transmission Equipment**

Motion was made by Heitkamp and seconded by Woestehoff to approve the planned capital improvement project requests as presented.

4 ayes – 0 nays. Motion carried.

PERSONNEL POLICY UPDATE - REVIEW – 4

Ms. George stated that this does not include any new information, it is simply just a document in tracked changes format. She noted that this will go before the full Commission at the September meeting.

2025 BUDGET OUTLOOK – COLA – 5

Ms. George stated that an across-the-board adjustment is completed for COLA each year. She stated that she does not have data from member cities but has been told that three percent is generally acceptable. She asked for direction from the Committee.

The Committee supported three percent, noting that was in line with the member cities.

MANAGEMENT WAGES – 6

Ms. George stated that management level positions are behind the curve and that decision was delayed with the hiring that needed to be done. She reviewed the wage structures and/or increases that she would recommend for three management level positions. She also provided comparable wage information. She reviewed the budget implications if this is adopted in 2024 still and noted that there are available funds in the 2024 budget. She provided additional information on how different positions were compared to similar positions at other organizations.

Motion was made by Skogquist and seconded by Woestehoff to approve the wage adjustments as presented.

4 ayes – 0 nays. Motion carried.

Ms. George provided additional details on items she is using to build the budget including increases to HSA accounts and healthcare rates continuing with HealthPartners.

It was agreed upon that in the next year there should be a more in-depth discussion with Ms. George, her insurance broker, and the City Administrators.

PROGRAMMING GUIDELINES – ELECTIONS CLARIFICATION – 7

Ms. George stated that Commissioner Skogquist opted out of Live and Local because he was an active candidate this year. She stated that following that, she consulted with Attorney Lepak to obtain clarification of the programming guidelines. It was agreed that the clarifications will be reviewed at the March worksession in 2025. She provided an overview on a related elections issue in Ramsey.

OTHER – 8

No comments.

ADJOURN – 9

Time of adjournment 2:07 p.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of April 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,007,448.13
- Google AdSense	94.69
- PayPay acct	677.01
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,729,552.49
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,743,022.32
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,743,022.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	16,297.03
Other Current Liabilities	0.05
Total Current Liabilities	\$ 16,297.08
Equity	3,726,725.24
TOTAL LIABILITIES AND EQUITY	\$ 3,743,022.32 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000

Capital Reserves = \$3,243,022.32 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Apr 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 15.43	\$ 20.83	\$ (5.40)	74.08%	\$ 47.22	\$ 250.00	\$ (202.78)	18.89%
Equipment Grant		5,833.33	(5,833.33)	0.00%	-	70,000.00	(70,000.00)	0.00%
Franchise Fees		77,916.67	(77,916.67)	0.00%	-	935,000.00	(935,000.00)	0.00%
Interest Income	12,440.25	3,333.33	9,106.92	373.21%	53,398.44	40,000.00	13,398.44	133.50%
Miscellaneous Income	45.52	41.67	3.85	109.24%	229.45	500.00	(270.55)	45.89%
PEG Fee		40,364.83	(40,364.83)	0.00%	-	484,378.00	(484,378.00)	0.00%
Total Income	12,501.20	127,510.66	(115,009.46)	9.80%	53,675.11	1,530,128.00	(1,476,452.89)	3.51%
Expenses								
A-PERA Expense	4,045.35	4,722.00	(676.65)	85.67%	17,123.52	56,664.00	(39,540.48)	30.22%
A-SS/Medicare Expense	4,101.95	4,816.50	(714.55)	85.16%	16,334.16	57,798.00	(41,463.84)	28.26%
A-Wages - Full-time	47,351.76	51,002.08	(3,650.32)	92.84%	177,092.51	612,025.00	(434,932.49)	28.94%
A-Wages - Part-time	6,883.16	11,958.33	(5,075.17)	57.56%	39,032.16	143,500.00	(104,467.84)	27.20%
Accounting / HR Services	3,385.48	1,375.00	2,010.48	246.22%	6,688.06	16,500.00	(9,811.94)	40.53%
Ads/Promos/Sponsorships	990.00	916.67	73.33	108.00%	4,819.99	11,000.00	(6,180.01)	43.82%
Andover Capital Equipment		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Announcers Fees	1,141.98	1,333.33	(191.35)	85.65%	4,886.20	16,000.00	(11,113.80)	30.54%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	447.80	5,000.00	(4,552.20)	8.96%
Audit		1,416.67	(1,416.67)	0.00%	-	17,000.00	(17,000.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	465.00	600.00	(135.00)	77.50%	2,159.86	7,200.00	(5,040.14)	30.00%
Building - Insurance		569.42	(569.42)	0.00%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance	443.55	833.33	(389.78)	53.23%	3,764.07	10,000.00	(6,235.93)	37.64%
Building - Supplies	49.63	125.00	(75.37)	39.70%	464.85	1,500.00	(1,035.15)	30.99%
Car Allowance	250.00	250.00	-	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	2,000.00	6,600.00	(4,600.00)	30.30%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	339.60	5,000.00	(4,660.40)	6.79%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Apr 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
City Sewer & Water	188.82	250.00	(61.18)	75.53%	741.91	3,000.00	(2,258.09)	24.73%
Commission Expense		208.33	(208.33)	0.00%	59.66	2,500.00	(2,440.34)	2.39%
Consulting Services	9,747.00	5,833.33	3,913.67	167.09%	12,241.00	70,000.00	(57,759.00)	17.49%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	2,831.89	1,666.67	1,165.22	169.91%	4,589.40	20,000.00	(15,410.60)	22.95%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	793.75	1,666.67	(872.92)	47.62%	1,546.20	20,000.00	(18,453.80)	7.73%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	6,147.73	7,204.75	(1,057.02)	85.33%	35,335.43	86,457.00	(51,121.57)	40.87%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,251.00	5,000.00	(1,749.00)	65.02%
Lawn Service	449.29	583.33	(134.04)	77.02%	449.29	7,000.00	(6,550.71)	6.42%
Legal Fees	1,428.00	1,250.00	178.00	114.24%	3,914.50	15,000.00	(11,085.50)	26.10%
Licenses and Permits		250.00	(250.00)	0.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	1,059.17	583.33	475.84	181.57%	2,124.68	7,000.00	(4,875.32)	30.35%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(121.51)	500.00	(621.51)	-24.30%
Natural Gas	268.78	291.67	(22.89)	92.15%	1,360.74	3,500.00	(2,139.26)	38.88%
Office Supplies / Equipment	679.84	500.00	179.84	135.97%	932.96	6,000.00	(5,067.04)	15.55%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	1,188.00	3,000.00	(1,812.00)	39.60%
Postage	26.88	41.67	(14.79)	64.51%	105.00	500.00	(395.00)	21.00%
Printing / Copy Services		41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	2,939.25	2,250.00	689.25	130.63%	6,830.28	27,000.00	(20,169.72)	25.30%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	424.56	5,000.00	(4,575.44)	8.49%
Sales Tax		20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services	334.00	166.67	167.33	200.40%	668.00	2,000.00	(1,332.00)	33.40%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Apr 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		541.67	(541.67)	0.00%	2,296.91	6,500.00	(4,203.09)	35.34%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	2,165.84	7,500.00	(5,334.16)	28.88%
Studio Sets		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
Subscription Services	3,663.74	1,833.33	1,830.41	199.84%	8,184.27	22,000.00	(13,815.73)	37.20%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	415.76	1,250.00	(834.24)	33.26%	591.99	15,000.00	(14,408.01)	3.95%
Vehicle - Insurance		125.00	(125.00)	0.00%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	201.45	625.00	(423.55)	32.23%	1,948.21	7,500.00	(5,551.79)	25.98%
Waste Removal	90.10	200.00	(109.90)	45.05%	360.40	2,400.00	(2,039.60)	15.02%
Web / VOD / Int / CaTV / Phone	2,051.96	2,333.33	(281.37)	87.94%	8,031.12	28,000.00	(19,968.88)	28.68%
Work Comp Insurance		216.67	(216.67)	0.00%	283.00	2,600.00	(2,317.00)	10.88%
Total Expenses	104,066.72	115,556.42	(11,489.70)	90.06%	387,089.06	1,386,677.00	(999,587.94)	27.91%
Net Income	\$ (91,565.52)	\$ 11,954.24	\$ (103,519.76)	-765.97%	\$ (333,413.95)	\$ 143,451.00	\$ (476,864.95)	-232.42%

ZCIP - Andover		20,000.00
ZCIP - Anoka		20,000.00
ZCIP - Building	4,900.00	4,900.00
ZCIP - Cargo Van	129.34	6,911.89
ZCIP - Champlin		20,000.00
ZCIP - Office Equipment	3,413.52	7,964.89
ZCIP - Ramsey		20,000.00
ZCIP - Studio	3,066.54	9,388.10
	<u>11,509.40</u>	<u>109,164.88</u>

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
January - December 2024

Apr 2024				YTD			
Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget

Thursday, May 23, 2024 06:42:48 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation

April 2024

Beginning Balance - 4M Statement	2,130,616.93
Less: Cleared Checks/Withdrawals	(102,763.64)
Plus: 4M Fund Interest	4,978.49
Plus: Bank Deposits/Credits	-
Bank Balance	\$2,032,831.78
Book Balance	2,032,831.78
Adjusted Book Balance	2,032,831.78
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

April 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/05/2024	15005	HealthEquity Inc.	-509.43
04/05/2024	15006	T-Mobile	-124.60
04/05/2024	W D	Minnesota State Retirement System	-250.00
04/05/2024	W D	PERA	-3,692.32
04/15/2024	15007	ACE Solid Waste, Inc.	-90.10
04/15/2024	15008	Alpha Video & Audio Inc.	-483.28
04/15/2024	15009	AT&T Mobility	-455.52
04/15/2024	15010	B&H Photo-Video	-14,747.57
04/15/2024	15011	CenterPoint Energy	-268.78
04/15/2024	15012	City of Champlin	-187.56
04/15/2024	15013	Comcast 2	-508.79
04/15/2024	15014	Comcast Cable	-883.45
04/15/2024	15015	HealthPartners Inc	-6,219.61
04/15/2024	15016	Iceberg Web Design	-3,413.52
04/15/2024	15017	Joe G. Ruhland	-124.22
04/15/2024	15018	Lucky Klover, Inc.	-465.00
04/15/2024	15019	Maza Technologies, LLC	-3,137.20
04/15/2024	15020	Pete C. Andersen	-341.98
04/15/2024	15021	The Lincoln National Life Ins. Co.	-541.46
04/15/2024	15022	Timesavers	-167.00
04/15/2024	15023	Timothy Anderson	-160.00
04/15/2024	15024	U.S. Bank Corporate	-2,638.17
04/15/2024	15025	Verizon	-120.03
04/15/2024	15026	Xcel Energy	-1,447.07
04/19/2024	15027	HealthEquity Inc.	-509.43
04/19/2024	W D	Minnesota State Retirement System	-250.00
04/19/2024	W D	PERA	-3,858.96
04/26/2024	15028	Brother's Tree Care	-4,900.00
04/26/2024	15029	City of Andover	-3,412.36
04/26/2024	15030	Coordinated Business Systems, LTD	-37.22
04/26/2024	15031	Kennedy & Graven, Chartered	-570.00
04/26/2024	15032	Mark's Lawn Service Inc.	-1,300.38
04/26/2024	15033	The Morris Leatherman Company	-8,500.00
04/26/2024	15034	Timesavers	-167.00
Total for Quad Cities Commission			\$ -64,482.01

Quad Cities Communications Commission

Balance Sheet Summary

As of May 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,190,116.96
- Google AdSense	137.62
- PayPay acct	727.56
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,737,256.84
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,933,488.98
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,933,488.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,975.18
Other Current Liabilities	0.08
Total Current Liabilities	\$ 23,975.26
Equity	3,909,513.72
TOTAL LIABILITIES AND EQUITY	\$ 3,933,488.98 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,433,488.98 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	May 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 50.55	\$ 20.83	\$ 29.72	242.68%	\$ 97.77	\$ 250.00	\$ (152.23)	39.11%
Equipment Grant	69,018.85	5,833.33	63,185.52	1183.18%	69,018.85	70,000.00	(981.15)	98.60%
Franchise Fees	232,122.01	77,916.67	154,205.34	297.91%	232,122.01	935,000.00	(702,877.99)	24.83%
Interest Income	13,088.26	3,333.33	9,754.93	392.65%	66,486.70	40,000.00	26,486.70	166.22%
Miscellaneous Income	2,183.71	41.67	2,142.04	5240.48%	2,413.16	500.00	1,913.16	482.63%
PEG Fee	122,780.24	40,364.83	82,415.41	304.18%	122,780.24	484,378.00	(361,597.76)	25.35%
Total Income	439,243.62	127,510.66	311,732.96	344.48%	492,918.73	1,530,128.00	(1,037,209.27)	32.21%
Expenses								
A-PERA Expense	6,338.51	4,722.00	1,616.51	134.23%	23,462.03	56,664.00	(33,201.97)	41.41%
A-SS/Medicare Expense	6,421.44	4,816.50	1,604.94	133.32%	22,755.60	57,798.00	(35,042.40)	39.37%
A-Wages - Full-time	70,922.04	51,002.08	19,919.96	139.06%	248,014.55	612,025.00	(364,010.45)	40.52%
A-Wages - Part-time	14,141.82	11,958.33	2,183.49	118.26%	53,173.98	143,500.00	(90,326.02)	37.06%
Accounting / HR Services	4,397.50	1,375.00	3,022.50	319.82%	11,085.56	16,500.00	(5,414.44)	67.19%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	4,819.99	11,000.00	(6,180.01)	43.82%
Andover Capital Equipment		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Announcers Fees	560.00	1,333.33	(773.33)	42.00%	5,446.20	16,000.00	(10,553.80)	34.04%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	559.75	5,000.00	(4,440.25)	11.20%
Audit	18,622.00	1,583.33	17,038.67	1176.13%	18,622.00	19,000.00	(378.00)	98.01%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	465.00	600.00	(135.00)	77.50%	2,624.86	7,200.00	(4,575.14)	36.46%
Building - Insurance		569.42	(569.42)	0.00%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance	120.00	833.33	(713.33)	14.40%	5,884.07	10,000.00	(4,115.93)	58.84%
Building - Supplies	105.60	125.00	(19.40)	84.48%	570.45	1,500.00	(929.55)	38.03%
Car Allowance	250.00	250.00	-	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	2,500.00	6,600.00	(4,100.00)	37.88%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	424.50	5,000.00	(4,575.50)	8.49%
City Sewer & Water	269.63	250.00	19.63	107.85%	1,011.54	3,000.00	(1,988.46)	33.72%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	May 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	858.33	208.33	650.00	412.00%	917.99	2,500.00	(1,582.01)	36.72%
Consulting Services	1,247.00	5,833.33	(4,586.33)	21.38%	13,488.00	70,000.00	(56,512.00)	19.27%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	1,553.25	1,666.67	(113.42)	93.19%	6,142.65	20,000.00	(13,857.35)	30.71%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	54.47	1,666.67	(1,612.20)	3.27%	1,600.67	20,000.00	(18,399.33)	8.00%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	6,147.73	7,204.75	(1,057.02)	85.33%	41,483.16	86,457.00	(44,973.84)	47.98%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,251.00	5,000.00	(1,749.00)	65.02%
Lawn Service	756.74	583.33	173.41	129.73%	1,206.03	7,000.00	(5,793.97)	17.23%
Legal Fees	624.00	1,250.00	(626.00)	49.92%	4,538.50	15,000.00	(10,461.50)	30.26%
Licenses and Permits		250.00	(250.00)	0.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	1,070.08	583.33	486.75	183.44%	3,194.76	7,000.00	(3,805.24)	45.64%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(121.51)	500.00	(621.51)	-24.30%
Natural Gas	128.98	291.67	(162.69)	44.22%	1,489.72	3,500.00	(2,010.28)	42.56%
Office Supplies / Equipment	425.07	500.00	(74.93)	85.01%	1,358.03	6,000.00	(4,641.97)	22.63%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	1,485.00	3,000.00	(1,515.00)	49.50%
Postage	28.80	41.67	(12.87)	69.11%	133.80	500.00	(366.20)	26.76%
Printing / Copy Services		41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	150.00	2,250.00	(2,100.00)	6.67%	6,980.28	27,000.00	(20,019.72)	25.85%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	530.70	5,000.00	(4,469.30)	10.61%
Sales Tax		20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services	167.00	166.67	0.33	100.20%	835.00	2,000.00	(1,165.00)	41.75%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	May 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		541.67	(541.67)	0.00%	2,296.91	6,500.00	(4,203.09)	35.34%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	2,707.30	7,500.00	(4,792.70)	36.10%
Studio Sets		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
Subscription Services	967.59	2,791.67	(1,824.08)	34.66%	20,452.50	33,500.00	(13,047.50)	61.05%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	591.99	15,000.00	(14,408.01)	3.95%
Vehicle - Insurance		125.00	(125.00)	0.00%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	150.42	625.00	(474.58)	24.07%	2,098.63	7,500.00	(5,401.37)	27.98%
Waste Removal	90.10	200.00	(109.90)	45.05%	450.50	2,400.00	(1,949.50)	18.77%
Web / VOD / Int / CaTV / Phone	1,938.73	2,333.33	(394.60)	83.09%	9,969.85	28,000.00	(18,030.15)	35.61%
Work Comp Insurance		216.67	(216.67)	0.00%	283.00	2,600.00	(2,317.00)	10.88%
Total Expenses	140,613.28	116,681.42	23,931.86	120.51%	541,002.98	1,400,177.00	(859,174.02)	38.64%
Net Income	\$ 298,630.34	\$ 10,829.24	\$ 287,801.10	2757.63%	\$ (48,084.25)	\$ 129,951.00	\$ (178,035.25)	-37.00%
ZCIP - Andover			\$ -		\$ 20,000.00	\$ -	\$ 20,000.00	
ZCIP - Anoka			-		20,000.00	-	20,000.00	
ZCIP - Building		14,750.00	(14,750.00)	0.00%	4,900.00	177,000.00	(172,100.00)	2.77%
ZCIP - Cargo Van			-		6,911.89	-	6,911.89	
ZCIP - Champlin			-		20,000.00	-	20,000.00	
ZCIP - Master Control Equipment	10,912.35	20,583.33	(9,670.98)	53.02%	10,912.35	247,000.00	(236,087.65)	4.42%
ZCIP - Mobile Vehicles & Equipment	45,892.56	9,250.00	36,642.56	496.14%	45,892.56	111,000.00	(65,107.44)	41.34%
ZCIP - Office Equipment	2,748.44	5,708.33	(2,959.89)	48.15%	10,713.33	68,500.00	(57,786.67)	15.64%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	-	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey			-		20,000.00	-	20,000.00	
ZCIP - Studio	42,987.87	17,208.33	25,779.54	249.81%	52,375.97	206,500.00	(154,124.03)	25.36%
	\$ 102,541.22	\$ 73,166.66	\$ 29,374.56	847.11%	\$ 211,706.10	\$ 878,000.00	\$ (666,293.90)	89.53%

QCTV Bank Reconciliation

May 2024

Beginning Balance - 4M Statement	2,032,831.78
Less: Cleared Checks/Withdrawals	(167,304.09)
Plus: 4M Fund Interest	5,383.91
Plus: Bank Deposits/Credits	426,061.88
Bank Balance	\$2,296,973.48
Book Balance	2,296,973.48
Adjusted Book Balance	2,296,973.48
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

May 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/03/2024	15035	Alpha Video & Audio Inc.	-1,712.22
05/03/2024	15036	Amazon Capital Services	-960.86
05/03/2024	15037	City of Champlin	-188.82
05/03/2024	15038	HealthEquity Inc.	-509.43
05/03/2024	15039	Huebsch	-49.63
05/03/2024	15040	James R. Erickson	-160.00
05/03/2024	15041	Lucky Clover, Inc.	-465.00
05/03/2024	15042	Lynde Enterprises, Inc.	-898.58
05/03/2024	15043	NATOA	-825.00
05/03/2024	15044	Redpath and Company	-18,622.00
05/03/2024	15045	Securita Technology Corporation	-443.55
05/03/2024	15046	T-Mobile	-124.60
05/03/2024	15047	Timesavers	-167.00
05/03/2024	15048	Universal Production Music	-2,500.00
05/03/2024	W D	Minnesota State Retirement System	-250.00
05/03/2024	W D	PERA	-3,963.75
05/14/2024	15049	ACE Solid Waste, Inc.	-90.10
05/14/2024	15050	AT&T Mobility	-455.52
05/14/2024	15051	Barna, Guzy & Steffen, LTD	-858.00
05/14/2024	15052	BizzyWeb, LLC	-225.00
05/14/2024	15053	CenterPoint Energy	-128.98
05/14/2024	15054	Comcast Cable	-883.45
05/14/2024	15055	Gerald S. Thomson	-240.00
05/14/2024	15056	HealthEquity Inc.	-87.40
05/14/2024	15057	HealthPartners Inc	-6,219.61
05/14/2024	15058	Iceberg Web Design	-2,748.44
05/14/2024	15059	Joe G. Ruhland	-240.00
05/14/2024	15060	Maza Technologies, LLC	-2,061.18
05/14/2024	15061	RedTail Communications	-150.00
05/14/2024	15062	U.S. Bank Corporate	-4,772.78
05/14/2024	15063	Verizon	-120.03
05/14/2024	15064	Vividly Clean Inc.	-614.93
05/14/2024	15065	Xcel Energy	-1,384.82
05/17/2024	15066	HealthEquity Inc.	-509.43
05/17/2024	W D	Minnesota State Retirement System	-250.00
05/17/2024	W D	PERA	-3,805.08
05/28/2024	15067	Alpha Video & Audio Inc.	-86,108.68
05/28/2024	15068	Bret Heitkamp	-60.00
05/28/2024	15069	CDW Direct	-11,300.64
05/28/2024	15070	Comcast 2	-507.01
05/28/2024	15071	Coordinated Business Systems, LTD	-29.25
05/28/2024	15072	Daniel E. Specht	-120.00
05/28/2024	15073	Erik A Skogquist	-120.00
05/28/2024	15074	Huebsch	-105.60

Quad Cities Communications Commission

Bill Payment List

May 2024

DATE	NUM	VENDOR	AMOUNT
05/28/2024	15075	James Dickinson	-120.00
05/28/2024	15076	Jamie A. Barthel	-120.00
05/28/2024	15077	Matthew Woestehoff	-120.00
05/28/2024	15078	Monarch Pest Control	-120.00
05/28/2024	15079	NAC Building Solutions	-2,000.00
05/31/2024	15080	HealthEquity Inc.	-509.43
05/31/2024	W D	Minnesota State Retirement System	-250.00
05/31/2024	W D	PERA	-4,062.98
Total for Quad Cities Commission			\$ -163,338.78

Quad Cities Communications Commission

Balance Sheet Summary

As of June 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,084,467.94
- Google AdSense	95.36
- PayPay acct	812.75
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,744,740.73
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,835,366.78
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,835,366.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	14,518.18
Other Current Liabilities	0.04
Total Current Liabilities	\$ 14,518.22
Equity	3,820,848.56
TOTAL LIABILITIES AND EQUITY	\$ 3,835,366.78 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,335,366.78 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Jun 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 85.19	\$ 20.83	\$ 64.36	408.98%	\$ 182.96	\$ 250.00	\$ (67.04)	73.18%
Equipment Grant		5,833.33	(5,833.33)	0.00%	69,018.85	70,000.00	(981.15)	98.60%
Franchise Fees		77,916.67	(77,916.67)	0.00%	232,122.01	935,000.00	(702,877.99)	24.83%
Interest Income	12,789.03	3,333.33	9,455.70	383.67%	79,275.73	40,000.00	39,275.73	198.19%
Miscellaneous Income	95.36	41.67	53.69	228.85%	2,508.52	500.00	2,008.52	501.70%
PEG Fee		40,364.83	(40,364.83)	0.00%	122,780.24	484,378.00	(361,597.76)	25.35%
Total Income	12,969.58	127,510.66	(114,541.08)	10.17%	505,888.31	1,530,128.00	(1,024,239.69)	33.06%
Expenses								
A-PERA Expense	4,285.67	4,722.00	(436.33)	90.76%	27,747.70	56,664.00	(28,916.30)	48.97%
A-SS/Medicare Expense	4,339.69	4,816.50	(476.81)	90.10%	27,095.29	57,798.00	(30,702.71)	46.88%
A-Wages - Full-time	47,446.48	51,002.08	(3,555.60)	93.03%	295,461.03	612,025.00	(316,563.97)	48.28%
A-Wages - Part-time	9,896.39	11,958.33	(2,061.94)	82.76%	63,070.37	143,500.00	(80,429.63)	43.95%
Accounting / HR Services		1,375.00	(1,375.00)	0.00%	11,085.56	16,500.00	(5,414.44)	67.19%
Ads/Promos/Sponsorships	2,849.49	916.67	1,932.82	310.85%	7,669.48	11,000.00	(3,330.52)	69.72%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	640.00	1,333.33	(693.33)	48.00%	6,086.20	16,000.00	(9,913.80)	38.04%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	671.70	5,000.00	(4,328.30)	13.43%
Audit		1,583.33	(1,583.33)	0.00%	18,622.00	19,000.00	(378.00)	98.01%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	750.00	600.00	150.00	125.00%	3,374.86	7,200.00	(3,825.14)	46.87%
Building - Insurance		569.42	(569.42)	0.00%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance	4,357.07	833.33	3,523.74	522.85%	10,241.14	10,000.00	241.14	102.41%
Building - Supplies	49.77	125.00	(75.23)	39.82%	620.22	1,500.00	(879.78)	41.35%
Car Allowance		250.00	(250.00)	0.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	3,000.00	6,600.00	(3,600.00)	45.45%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	509.40	5,000.00	(4,490.60)	10.19%
City Sewer & Water	267.22	250.00	17.22	106.89%	1,278.76	3,000.00	(1,721.24)	42.63%
Commission Expense		208.33	(208.33)	0.00%	917.99	2,500.00	(1,582.01)	36.72%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Jun 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	2,494.00	5,833.33	(3,339.33)	42.75%	15,982.00	70,000.00	(54,018.00)	22.83%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,578.29	1,666.67	(88.38)	94.70%	7,720.94	20,000.00	(12,279.06)	38.60%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	974.11	1,666.67	(692.56)	58.45%	2,574.78	20,000.00	(17,425.22)	12.87%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,151.68	7,204.75	(1,053.07)	85.38%	47,634.84	86,457.00	(38,822.16)	55.10%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,251.00	5,000.00	(1,749.00)	65.02%
Lawn Service	449.29	583.33	(134.04)	77.02%	1,655.32	7,000.00	(5,344.68)	23.65%
Legal Fees		1,250.00	(1,250.00)	0.00%	4,538.50	15,000.00	(10,461.50)	30.26%
Licenses and Permits		250.00	(250.00)	0.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	256.03	583.33	(327.30)	43.89%	3,450.79	7,000.00	(3,549.21)	49.30%
Miscellaneous Expenses	(221.06)	41.67	(262.73)	-530.50%	(342.57)	500.00	(842.57)	-68.51%
Natural Gas	71.52	291.67	(220.15)	24.52%	1,561.24	3,500.00	(1,938.76)	44.61%
Office Supplies / Equipment	238.25	500.00	(261.75)	47.65%	1,596.28	6,000.00	(4,403.72)	26.60%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	1,782.00	3,000.00	(1,218.00)	59.40%
Postage	5.00	41.67	(36.67)	12.00%	138.80	500.00	(361.20)	27.76%
Printing / Copy Services		41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	1,519.00	2,250.00	(731.00)	67.51%	8,499.28	27,000.00	(18,500.72)	31.48%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	636.84	5,000.00	(4,363.16)	12.74%
Reimbursements	145.45		145.45		145.45	0.00	145.45	
Sales Tax		20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services		166.67	(166.67)	0.00%	835.00	2,000.00	(1,165.00)	41.75%
Snow Plowing Service		541.67	(541.67)	0.00%	2,296.91	6,500.00	(4,203.09)	35.34%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	3,248.76	7,500.00	(4,251.24)	43.32%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Jun 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	2,438.86	2,791.67	(352.81)	87.36%	22,891.36	33,500.00	(10,608.64)	68.33%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	4,797.35	1,250.00	3,547.35	383.79%	5,389.34	15,000.00	(9,610.66)	35.93%
Vehicle - Insurance		125.00	(125.00)	0.00%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	121.72	625.00	(503.28)	19.48%	2,220.35	7,500.00	(5,279.65)	29.60%
Waste Removal	90.10	200.00	(109.90)	45.05%	540.60	2,400.00	(1,859.40)	22.53%
Web / VOD / Int / CaTV / Phone	1,939.62	2,333.33	(393.71)	83.13%	11,909.47	28,000.00	(16,090.53)	42.53%
Work Comp Insurance		216.67	(216.67)	0.00%	283.00	2,600.00	(2,317.00)	10.88%
Total Expenses	99,572.44	116,681.42	(17,108.98)	85.34%	640,575.42	1,400,177.00	(759,601.58)	45.75%
Net Income	\$ (86,602.86)	\$ 10,829.24	\$ (97,432.10)	-799.71%	\$ (134,687.11)	\$ 129,951.00	\$ (264,638.11)	-103.64%

ZCIP - Andover			0.00		20,000.00	0.00	20,000.00	
ZCIP - Anoka			0.00		20,000.00	0.00	20,000.00	
ZCIP - Building		14,750.00	(14,750.00)	0.00%	4,900.00	177,000.00	(172,100.00)	2.77%
ZCIP - Cargo Van			0.00		6,911.89	0.00	6,911.89	
ZCIP - Champlin			0.00		20,000.00	0.00	20,000.00	
ZCIP - Master Control Equipment		20,583.33	(20,583.33)	0.00%	10,912.35	247,000.00	(236,087.65)	4.42%
ZCIP - Mobile Vehicles & Equipment		9,250.00	(9,250.00)	0.00%	45,892.56	111,000.00	(65,107.44)	41.34%
ZCIP - Office Equipment	2,062.30	5,708.33	(3,646.03)	36.13%	12,775.63	68,500.00	(55,724.37)	18.65%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey			0.00		20,000.00	0.00	20,000.00	
ZCIP - Studio		17,208.33	(17,208.33)	0.00%	52,375.97	206,500.00	(154,124.03)	25.36%
	\$ 2,062.30	\$ 73,166.66	\$ (71,104.36)	36%	\$ 213,768.40	\$ 878,000.00	\$ (664,231.60)	93%

QCTV Bank Reconciliation

June 2024

Beginning Balance - 4M Statement	2,296,973.48
Less: Cleared Checks/Withdrawals	(205,219.67)
Plus: 4M Fund Interest	5,305.14
Plus: Bank Deposits/Credits	137.62
Bank Balance	\$2,097,196.57
Book Balance	2,097,196.57
Adjusted Book Balance	2,097,196.57
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

June 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
06/13/2024	15081	Alpha Video & Audio Inc.	-11,358.24
06/13/2024	15082	Amazon Capital Services	-245.76
06/13/2024	15083	B&H Photo-Video	-2,325.86
06/13/2024	15084	City of Champlin	-269.63
06/13/2024	15085	Gerald S. Thomson	-160.00
06/13/2024	15086	HealthEquity Inc.	-27.65
06/13/2024	15087	James R. Erickson	-80.00
06/13/2024	15088	Joe G. Ruhland	-320.00
06/13/2024	15089	Lucky Clover, Inc.	-750.00
06/13/2024	15090	Lynde Enterprises, Inc.	-631.74
06/13/2024	15091	Maza Technologies, LLC	-1,761.20
06/13/2024	15092	T-Mobile	-124.60
06/14/2024	15093	ACE Solid Waste, Inc.	-90.10
06/14/2024	15094	AT&T Mobility	-344.07
06/14/2024	15095	CenterPoint Energy	-71.52
06/14/2024	15096	City of Andover	-2,842.67
06/14/2024	15097	Comcast 2	-507.90
06/14/2024	15098	Comcast Cable	-883.45
06/14/2024	15099	HealthEquity Inc.	-509.43
06/14/2024	15100	HealthPartners Inc	-6,219.61
06/14/2024	15101	Iceberg Web Design	-2,062.30
06/14/2024	15102	Inky Elf	-417.50
06/14/2024	15103	Lynde Enterprises, Inc.	-125.00
06/14/2024	15104	NAC Building Solutions	-4,310.51
06/14/2024	15105	Timesavers	-167.00
06/14/2024	15106	U.S. Bank Corporate	-1,224.02
06/14/2024	15107	Xcel Energy	-1,553.25
06/14/2024	W D	Minnesota State Retirement System	-250.00
06/14/2024	W D	PERA	-4,121.76
06/25/2024	15108	Barna, Guzy & Steffen, LTD	-624.00
06/25/2024	15109	BizzyWeb, LLC	-225.00
06/25/2024	15110	City of Andover	-1,583.63
06/25/2024	15111	Heartland Video Systems, Inc.	-950.72
06/25/2024	15112	Verizon	-120.03
06/28/2024	15115	HealthEquity Inc.	-509.43
06/28/2024	15113	Anoka Area Chamber of Commerce	-500.00
06/28/2024	15118	Strategic Hawks, Ilc	-80.00
06/28/2024	15114	Coordinated Business Systems, LTD	-15.88
06/28/2024	15116	Huebsch	-49.77
06/28/2024	15117	Minnesota Assoc. of Community Telecommunications	-1,295.00
06/28/2024	W D	Minnesota State Retirement System	-250.00
06/28/2024	W D	PERA	-3,878.20
Total for Quad Cities Commission			\$ -53,836.43

Quad Cities Communications Commission

Bill Payment List

June 2024

4.3 Executive Director's Report

September 3, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Jim Dickinson Announcement

Congratulation to Andover City Administrator Jim Dickinson. He was recently appointed to serve as the lead executive for Anoka County.

New Commissioner Dave Berkowitz

Welcome new commissioner Dave Berkowitz. Dave is the interim city administrator for the City of Andover.

2025 Budget

Staff received direction from the executive committee and has completed the 2025 operating budget and updating of the 5-Year Capital Plan. Both items will be before the commission for approval in September.

Subscriber Survey

The subscriber survey was completed and a presentation of the results will be made at the September commission meeting.

Website Rebuild Updates

The new QCTV's website launch scheduled for early June has been delayed as the company is working on API integration issues. As of the writing of this report, there are concerns regarding fulfillment of web site construction and launch.

Personnel Policy

The Personnel Policy update is complete and has been reviewed by the executive committee. The revised policy will be on the September commission agenda for approval.

Executive Committee meetings

The Executive Committee met in August. Draft of the minutes are in the September meeting packet for commission review and acceptance.

2023 Audit

The audit report was approved by the commission in May and all reports have been filed.

Strategic Plan

Staff is on track with the Q3 initiatives.

Capital Projects

The executive committee approved capital projects at the August meeting.

- Production Equipment – Ordered, received, and is being commissioned.
- HVAC Machine Room – Installation of the HVAC units for the Master Control machine room is nearing completion.
- Roof Replacement – The roof replacement project has initiated with a contract and down payment. Scheduling of work expected in the coming weeks, city permit already in hand.

Insurance renewals

Staff has completed insurance renewals for 2025: General liability, vehicle, workers' compensation. Healthcare open enrollment currently open for renewal date Q4.

PSA Day

A second PSA day for local non-profits will be held in November.

Legislative effort

As MACTA Legislative Co-Chair, I have been working on legislative proposals for modernizing the funding structure for Community Television. MACTA has continued with Goff Public for efforts in 2025.

2024 City Election -Candidate Forums

QCTV has activated the Elections tab on the web site. Click here: <http://qctv.org/elections/> Election candidate forums with the League of Women Voters - ABC will be produced at QCTV studios later in September. These LWV forums will be taped without a live audience and posted for VOD; and played on channel and online. The North Metro Mayors Association sponsored candidate forums will be held at Andover City Hall.

The Post Reimagined

This project has been placed on hold following the subscriber survey results.

Community Calendar Continues

QCTV launched a new Community Calendar segment earlier this summer. Staff has made a number of improvements, implementing live on the green screen with graphics. This performs well as a social media posting.

Management Positions Reviewed

Completed the management position and wage scale review. Executive committee review. Changes implemented and reflected in 2025 operating budget.

Live and Local

QCTV presented four new episodes of Live and Local over the summer.

Completed:

May – Anoka

June – Andover

July – Champlin

August – Ramsey

Upcoming:

September – Anoka

October – Champlin

November - Andover

North Metro Merger with CCX or QCTV

Update: The North Metro commission is moving forward with talking to CCX; no more mention of QCTV.

Social Media Updates

Stories from QCTV programs continue to be posted on social media daily. Information about upcoming city meetings and games are also posted regularly as needed.

New episodes of *Live and Local* continue to air on the last Wednesday of the month. Photos and videos from these programs consistently perform well and city communications staff has been very helpful in promoting these programs.

On August 30th, QCTV producer Billy Austin took a drone over Andover to take photos of damage from a major storm the previous night. We posted these photos shortly after the flight and they were seen by over 17,000 people on Facebook, generating over 400 likes, comments, and shares.

Candidate Forums presented by the League of Women Voters Anoka, Blaine, Coon Rapids chapter were recorded at QCTV's studio on September 5th, 6th, and 12th. Additionally, QCTV collaborated with the North Metro Mayor's Association to produce two other candidate forums on September 11th. These forums have been generating steady views on YouTube and photos from the shoots posted to Facebook and Instagram generated high engagement and reach. QCTV recently crossed 3,000 subscribers on YouTube, a major milestone for our growth on that platform.

I'm A QCTV Fan!

This promotional item was handed out along the parade routes for city festivals.

High School Graduations

QCTV completed live coverage of six graduations this summer.

Paid Production

QCTV completed a paid production for the Anoka-Ramsey Community College.

Big Truck Events

QCTV participated in three Big Truck events in the area. See next item.

Mobile Productions Review

Summer 2024

25 Mobile Truck Shoots total

- 10 American Legion/Townball Baseball games
- 3 Live and Local shoots from Champlin Mississippi Crossings, Andover Bunker Hills Activity Center, and Ramsey Emerald Pond Park
- 3 Parades broadcast and participated in, driving the QCTV sprinter van in the parade and handing out candy and QCTV handheld fans.
- 3 Big Truck days, as an initiative to be more involved in the community we set the production truck up and allowed attendees the opportunity to see how a mobile production truck operates. Kids and parents were both entertained by being on camera and seeing themselves on TV.
- 6 Concerts covered, highlights include - Anderson Daniels Father Hennepin opening, Absolutely Elvis at Rockin on the Rum, and Crown Jewels Queen tribute from the Crossings, and Castle Field Anniversary and Anoka 4th of July Celebration

Action Requested: Accept Executive Director's report.

September 12, 2024

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: Technology Report

General Items:

The new mini-split air conditioning units will be installed by the end of next week. I look forward to removing the temporary solution as it causes the lobby to be excessively warm.

We have received and are putting the new LiveU units into service. There was a noticeable improvement in picture quality with the new units.

In preparation to produce a studio shoot while covering two live events, all at the same time, CJ set up “Control B” in the tech shop. We did produce one Lite Shoot out of the control room, and everything worked well. I believe this was a successful proof of concept for future multi-shoot evenings.

We have started to stream in 1080p to YouTube when we only have one live event happening. We are still constrained on our upstream bandwidth, so we go back to 720p when we have two events happening at the same time. This is part of an initiative to upgrade the visual quality of our streaming and recordings.

I worked with the production folks on the technology behind the new Community Calendar segment of The Post. I’ve worked on streamlining the methods needed to prepare and display the B-roll and graphics related to each story. The most recent Post included the use of the green screen and an in-switcher camera move to “jazz up” the segment.

Equipment Issues:

QCTV Equipment

We have had several UPSs acting up this summer. Generally, the faulty units just need new batteries. We have one rackmount unit that seems to be sensitive to temperature.

Upon renewing the service contract for the LiveU decoder in the machine room, they sent us a replacement unit to resolve the issues we were having with it.

City Equipment

There have been continued issues with the audio at Anoka. I have made adjustments to the system and reports are that it is working better but there are still occasional hints of feedback. I will continue to work on this.

We have had two issues at Andover. The UPS in that system has been showing a fault and not powering things when the power goes out. CJ worked with the manufacturer and they are sending replacement batteries at no cost. The picture-in-picture generator for the large chamber monitors failed after a power outage. It had to have its firmware reinstalled and updated. A temporary unit was installed while the repair was made. The original unit has been placed back into service.

Comcast Equipment

The I-Net connection and modulator at Andover were having issues. One time was likely caused by a power outage. Comcast replaced the modulator at City Hall, and the system is functioning now.

Action Requested: None.

QCCCC Agenda Item

5.1 Subscriber Survey

September 10, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Subscriber Survey

The strategic plan calls for a subscriber survey to be conducted. Local firm *The Morris Leatherman Company* conducted the Quad Cities Cable Communications Commission subscriber survey earlier this summer. Company representative Peter Leatherman will attend the September 19 commission meeting to provide a public presentation of survey results. Attached to this report are the Executive Summary Findings, a presentation with charts, survey questionnaire with data points.

The Morris Leatherman Company conducted the Quad Cities Cable Communications Commission subscriber survey in 2006 and 2016. In the past, the company has conducted cable subscriber surveys for area cities and cable commissions including CTV North Suburbs, NWCT-Channel 12, North Metro TV, Coon Rapids, Eagan, Burnsville, Lakeville, and Bloomington. The company has also completed resident surveys for commission member cities Andover, Champlin, and Ramsey. The Executive Summary report does make comparisons to more recent data gathered from these organizations.

Action Requested: Accept Comcast Subscriber survey report.

The **MORRIS** **LEATHERMAN** Company

2024 Quad Cities Community Television Survey

Findings and Implications

Methodology:

This study contains the results of a sample of 400 randomly selected Comcast Cable Television customers from lists provided by the company. Professional interviewers conducted the survey by telephone between June 11th and 25th, 2024. The sample was stratified by the city to insure equal representation of each community. The typical respondent took eight minutes to complete the questionnaire. The non-response level was 4.5%. The results of the study are projectable to all Comcast Cable Television subscribers residing in the Quad Cities Community Television Area within $\pm 5.0\%$ in 95 out of 100 cases.

Subscriber Demographics:

The typical adult cable television subscriber is 45.0 years old. Twenty-six percent post ages of less than 35 years old and 29% post ages of 55 years old or older. The typical cable television subscriber reports some post-secondary education experience, albeit short of college graduation. Twenty-two percent are high school graduates or less well-educated, 34% indicate vocational-technical school or had some college experience, and 43% are college graduates or post-graduates. Women outnumber men by six percent in the sample.

Twenty percent of the subscribing households contain seniors – evenly divided between single seniors and senior couples – and thirteen percent are composed exclusively of seniors. Fifty-nine percent report two adults in residence, 24% have only one adult, and five percent report the presence of more than two adults. Thirty-seven percent of the households contain children under the age of 18 years old.

The sample is evenly stratified among the four communities composing the “Quad Cities”: Andover, Anoka, Champlin, and Ramsey.

Comcast Television Service Findings:

- The service provided by Comcast Cable Television is highly rated. Eighty-six percent rate the service favorably; in fact, 24% rate it as “excellent.” Unfavorable ratings are only 14%.
- More important, on the major complaint facing all cable television service providers, 78% rate the value of the cable television service relative to the quality of the service as “excellent” or “good”; twenty-two percent see it as “only fair” or “poor.”
- Forty-eight percent of the subscribers have had contact with the cable company either in-person or by telephone during the past year. A very solid 90% rate the level of service they received as “excellent” or “good”; ten percent see it as “only fair” or “poor.” Customer ratings for the level of service prove to be much higher than the norm. The threshold for high quality customer service in the private sector is 80% satisfaction; the cable company’s satisfaction rating is 90%.
- Twenty-nine percent also report they have experienced technical problems either “frequently” or “occasionally.” Of this group, 78% report they have contacted the cable company about these issues. Eighty-seven percent reports the service they received is either “excellent” or “good,” while 14% rate it lower. The primary complaint among customers rating the service negatively is “the problem was not fixed.”

Quad Cities Television Channel Viewership:

- Viewing of government channels 16 or 799 varies with the type of programming. The table below summarizes the percentage of households tuning in during the past year:

<i>Programming</i>	<i>Viewership</i>
QCTV’s new weekly city news and events program, “The Post”	45%
Your City Council, Planning Commission, Economic Development Authority, or Parks and Recreation meetings	29%

Overall, 66% of cable television subscribers report watching Channels 16 or 799 either “frequently” or “occasionally.”

- Similarly, viewing of local programming on Channels 15 or 859 varies with the type of program. The table below summarizes the percentage of households tuning in during the past year:

<i>Programming</i>	<i>Viewership</i>
City parades and festivals	46%
“The Post,” a local weekly news program	40%
High School sports	35%
Election coverage, including candidate forums	34%
Local concerts	25%
“The District Court Show”	25%
“Live and Local,” a monthly city spotlight series	24%
“League of Women Voters Spotlight on Issues”	20%
High School graduations	20%
“The Chamber Report”	18%

Local programming channels 15 or 859 draw a 75% share of cable subscribers. In determining the viewership of each of 10 types of programs, audiences range between 46% and 18% of subscriber households; the mean viewership level is 29% of cable subscribers. Four programs, shaded blue in the table above, possess higher than average audiences.

- Sixty-three percent watch locally produced programming from across the Metropolitan Area on Channel 19, such as local church services, Saint Paul Saints games, and high school sports. Sixty-three percent of these viewers watch either “frequently” or “occasionally.”
- Forty-five percent watch Anoka-Hennepin School District’s programming on Channel 18 either “frequently” or “occasionally.” School Board meetings were watched by 22% of cable television subscribers during the past year.

Quad Cities Television Website:

- A sizable 87% subscribe to broadband Internet. Sixty-eight percent subscribe to Comcast/Xfinity, 12% to Century Link, and six percent to a cellphone company. Ninety-eight percent are either “very satisfied” or “somewhat satisfied” with their service, and no one is “dissatisfied.”
- Forty-one percent report visiting the QCTV’s website.
- Forty-three percent of cable subscribers are not aware QCTV broadcasts city meetings on the QCTV website; eighteen percent are both aware and have viewed a city meeting on the website, while 39% are aware but have not used this service. Among the 18%

viewing the web-based city meetings, 74% do so at least “occasionally,” divided into 32% viewing only live streamed meetings, 55% viewing through video-on-demand, and 12% viewing both ways. The QCTV Commission may wish to consider publicizing this service more to increase awareness and usage.

- Fifty-nine percent of cable subscribers report awareness of the availability of QCTV’s programs for on-line viewing; forty-two percent have not viewed programs posted there, while 17% have done so. Among viewers of these programs, 88% do so on at least an “occasional” basis; thirty-six percent typically watch QCTV programs on the website “live-streamed,” 52% use “video-on-demand,” and nine percent do both.
- If QCTV offers a paid premium streaming service without advertisements, the likelihood of subscribing varies with the type of program. Twenty percent are at least “somewhat likely” to subscribe to “access to all archived QCTV on-demand programming,” while seventeen percent are similarly inclined to subscribe to “live events, such as sports, festivals, and news programming.” Using standard market projection techniques, eighteen percent of cable television subscribers would be expected to subscribe to the former, while 20% to subscribe to the latter.

Social Media Usage:

- Thirty-two percent of cable subscribers use social media daily. Twenty-seven percent use them at least weekly, while eight percent do so at least a couple of times a month. Seven percent of cable television subscribers use social media at most once a month, while 26% never use it.
- Sixty-nine percent report “Facebook” is their most often used social media platform. Fourteen percent point to “Instagram.” Nine percent most often use “YouTube,” and seven percent indicate “Twitter/X.” A statistically insignificant percentage report they have seen content from QCTV on social media.
- Fifty-seven percent of cable subscribers use “Facebook” to obtain information about their local community. Twenty-three percent use “Instagram.” Twenty percent of subscribers use “Twitter/X”; nineteen percent use “YouTube.”
- Seventeen percent of “YouTube” users report using it to view QCTV programs.

- The most commonly cited source of information about QCTV and its programming is their “City Newsletter,” mentioned by 37%. Twenty-two percent rely upon the “QCTV website, fifteen percent use “social media,” and twenty-four percent either use “no source” or are “unsure.”
- Sixty-six percent feel they are at least “somewhat informed” about QCTV and its programming; in fact, 14% feel “very informed.”
- Thirty-eight percent think it is “important” to be able to get information about their community by video; in fact, five percent see it as “very important.”

Conclusions:

- The drop in cable television subscribers can be seen vividly in this area by considering the decreasing number of short-term subscribers – less than six years – and the increasing number of long-term subscribers – more than ten years. In this era of competition from streaming and satellite providers, the remaining subscribers are more resolute and appreciative of cable television services and their offerings.
- This demographic change has significantly impacted QCTV in the eight year interim between studies. Positive offerings and service ratings have generally doubled across the board from 2016 results; in some cases, they have actually tripled. Even though the potential audience is smaller, the connection between QCTV and its current customers has impressively strengthened, making it a central bond in the life of its communities.

Quad Cities Cable Television

2024 Subscriber Study

The Morris Leatherman Company

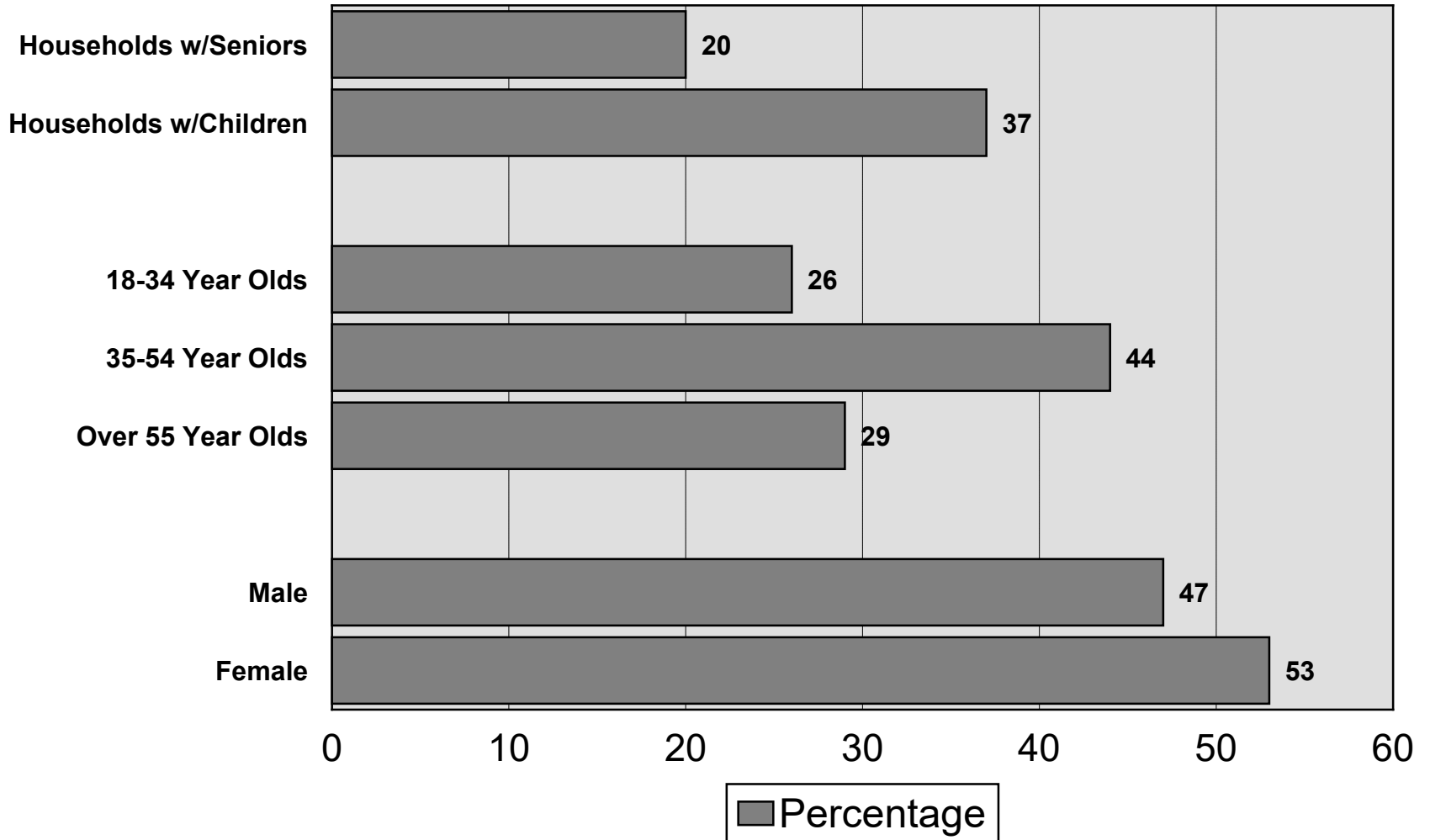
Survey Methodology

2024 Quad Cities Cable Television Subscriber Study

-) 400 random sample of Quad Cities Cable Television Cable Subscribers
-) Telephone interviews conducted between June 11th and 25th, 2024.
-) Average interview time of 8 minutes.
-) Non-response rate of 4.5%.
-) The sample is projectable to the universe of all QCTV cable subscribers to within +/- 5.0% in 95 out of 100 cases.

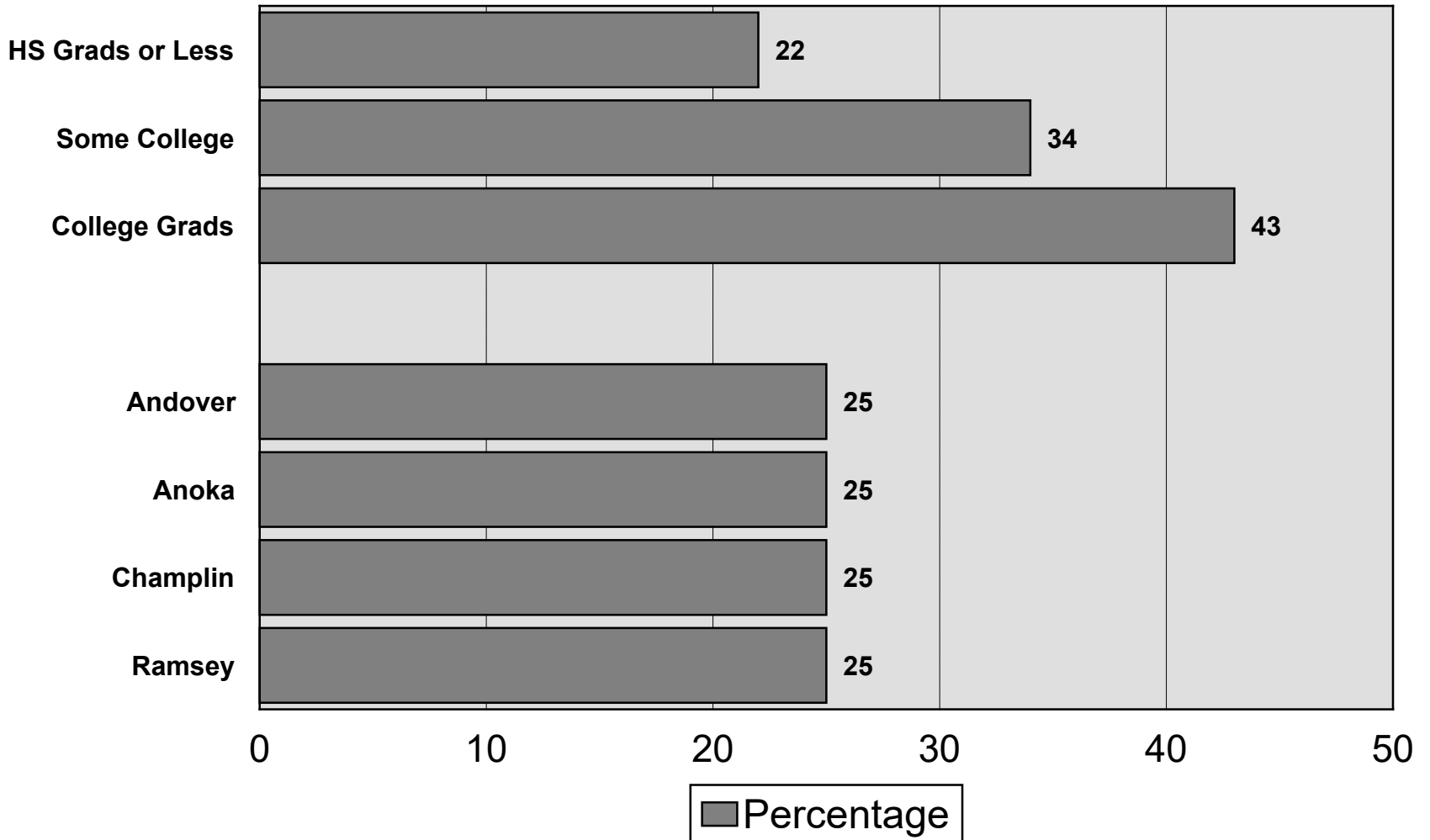
Demographics I

2024 Quad Cities Cable Television Subscriber Study



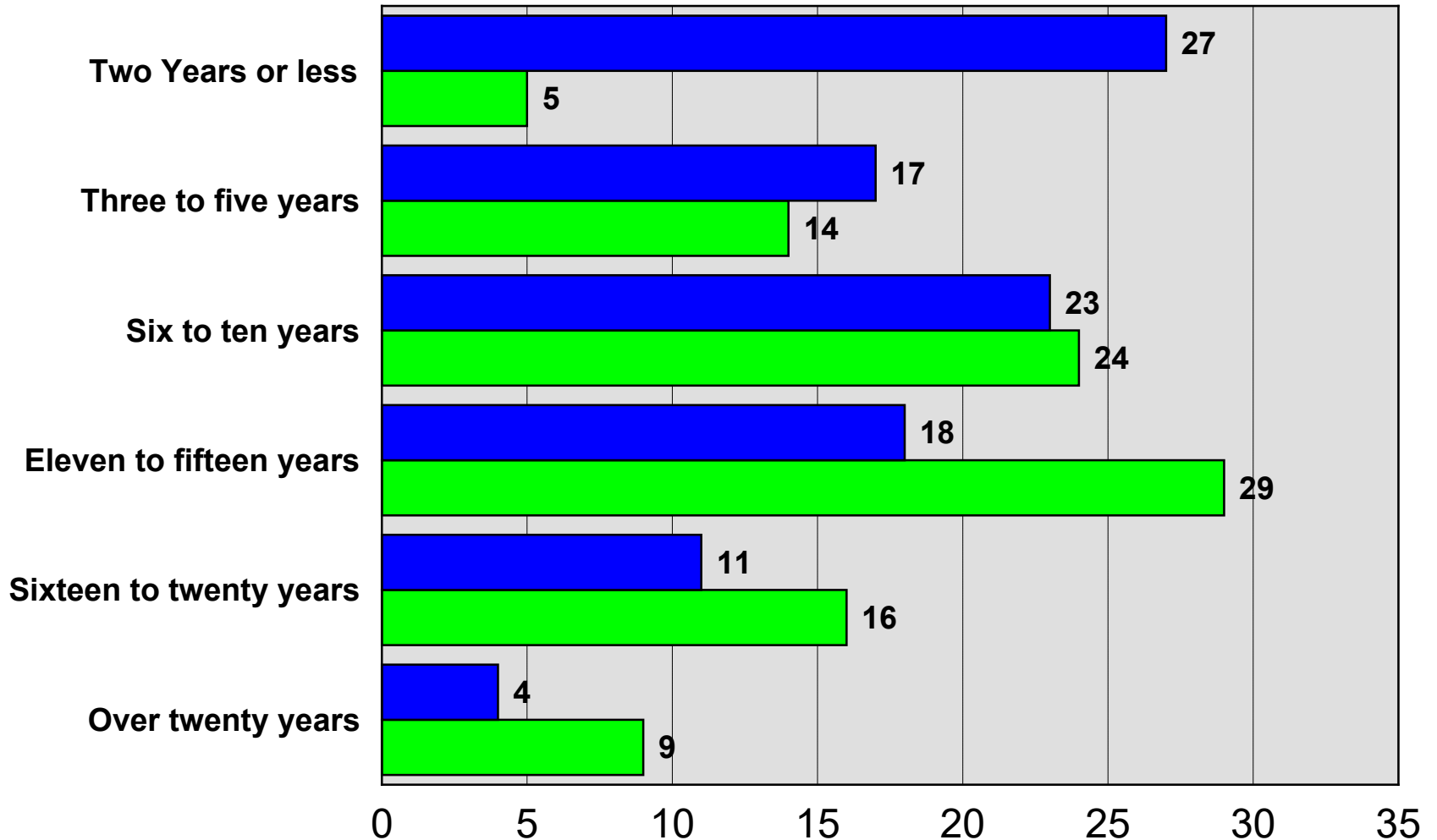
Demographics II

2024 Quad Cities Cable Television Subscriber Study



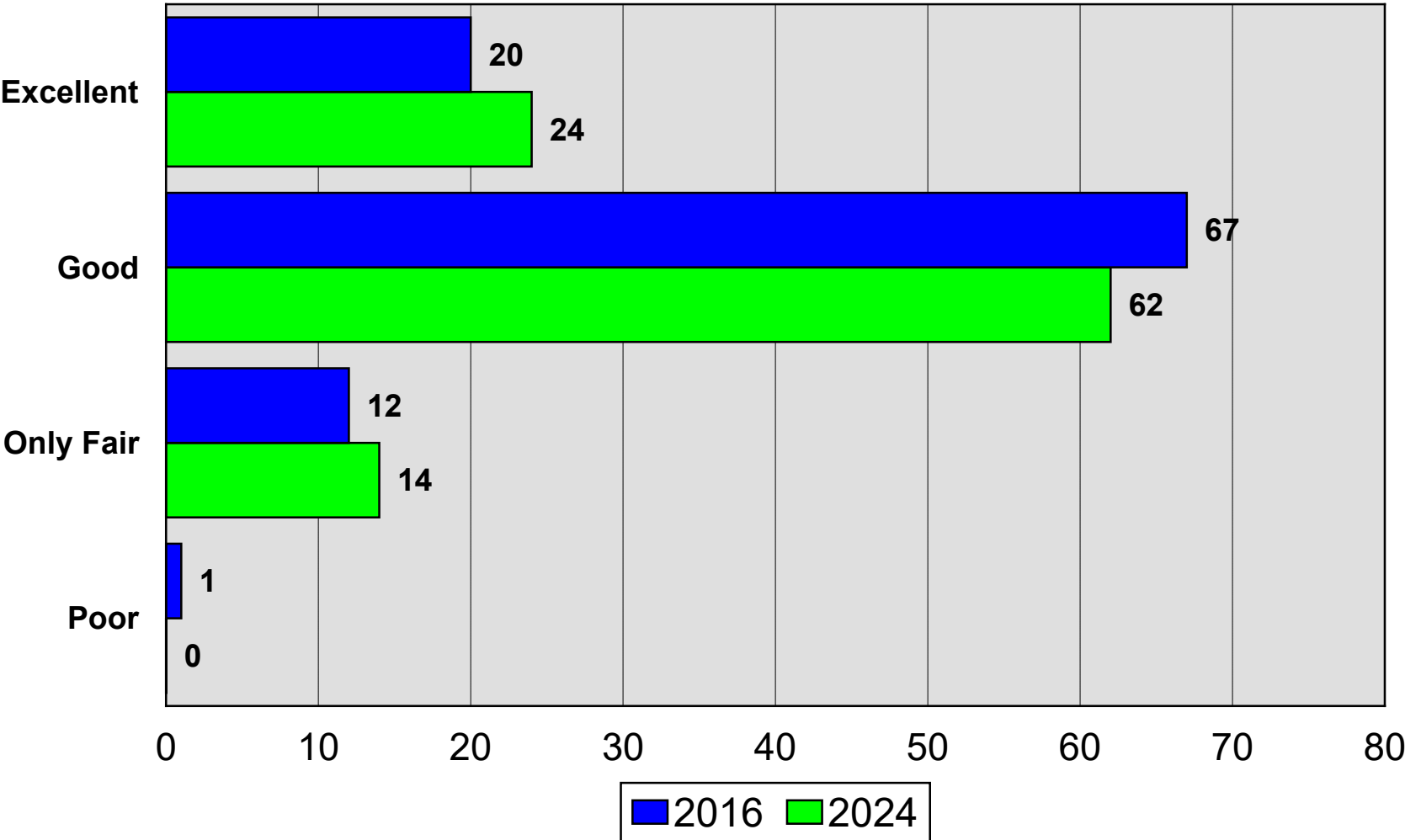
Longevity as Cable Subscriber

2024 Quad Cities Cable Television Subscriber Study



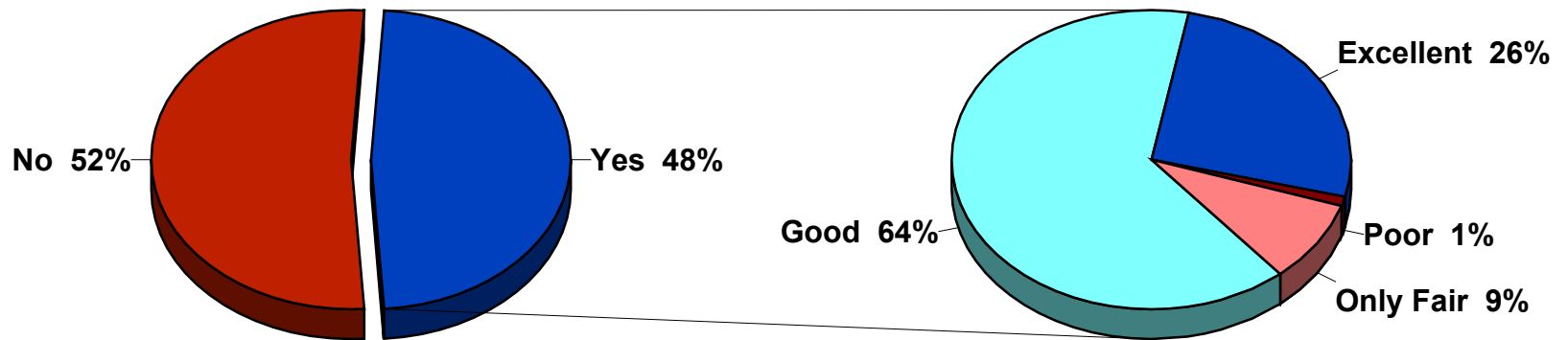
Rating of Cable Television Service

2024 Quad Cities Cable Television Subscriber Study



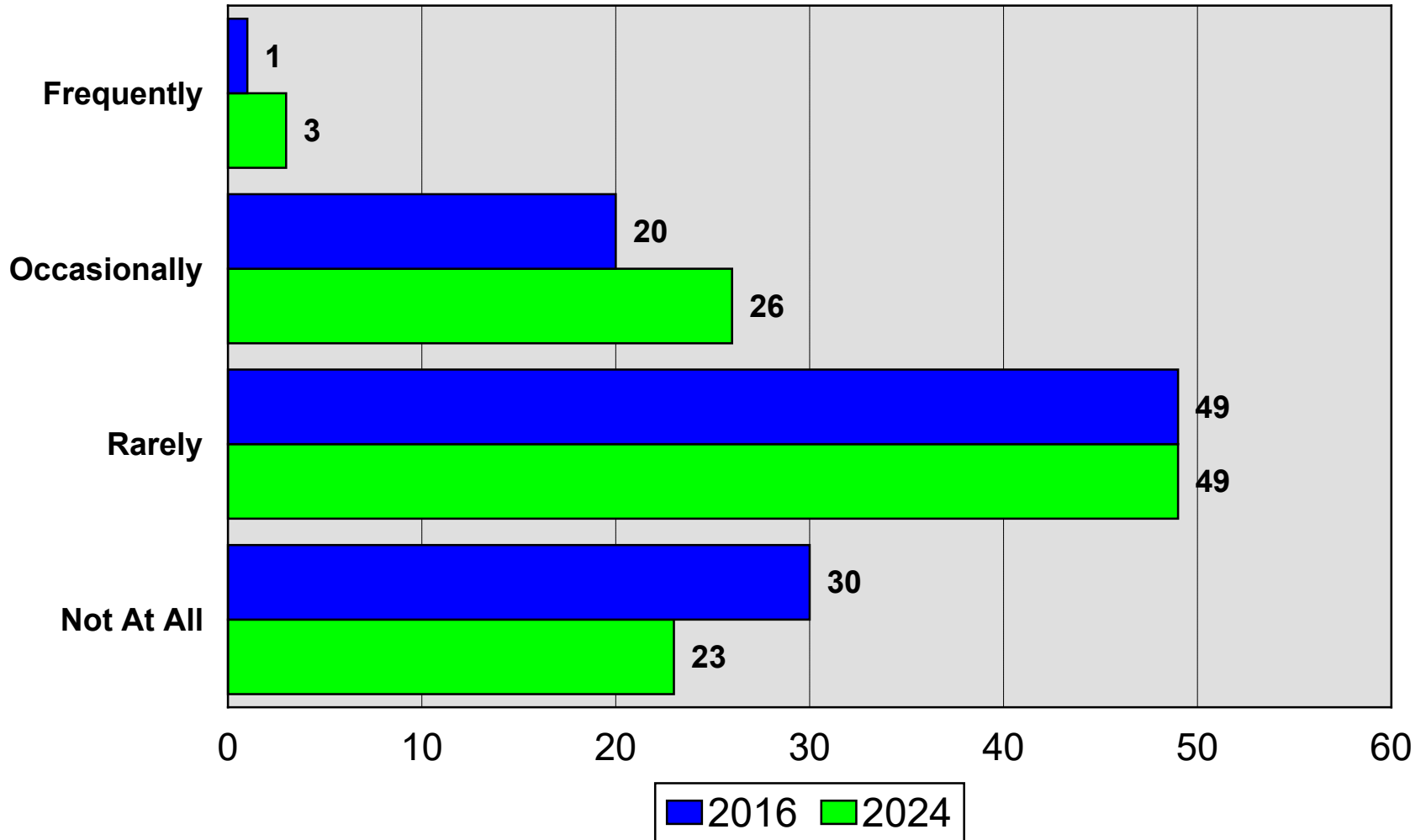
Contact with Cable Company

2024 Quad Cities Cable Television Subscriber Study



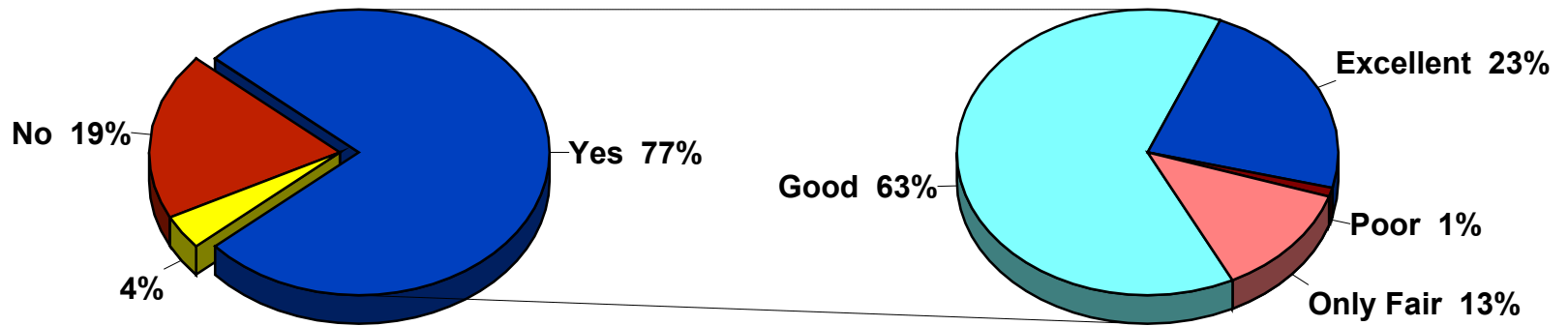
Experienced Technical Problems

2024 Quad Cities Cable Television Subscriber Study



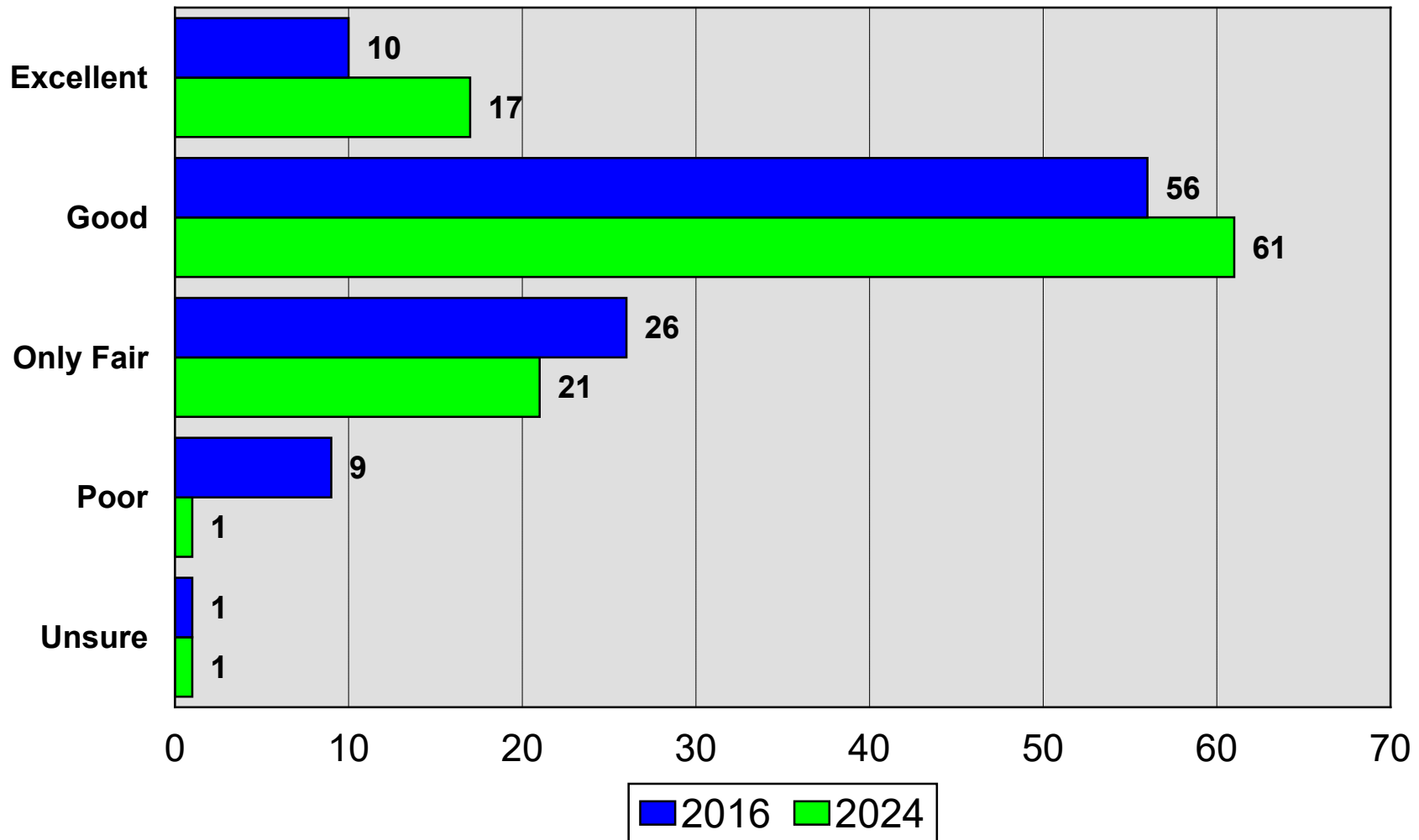
Contact about Technical Problems

2024 Quad Cities Cable Television Subscriber Study



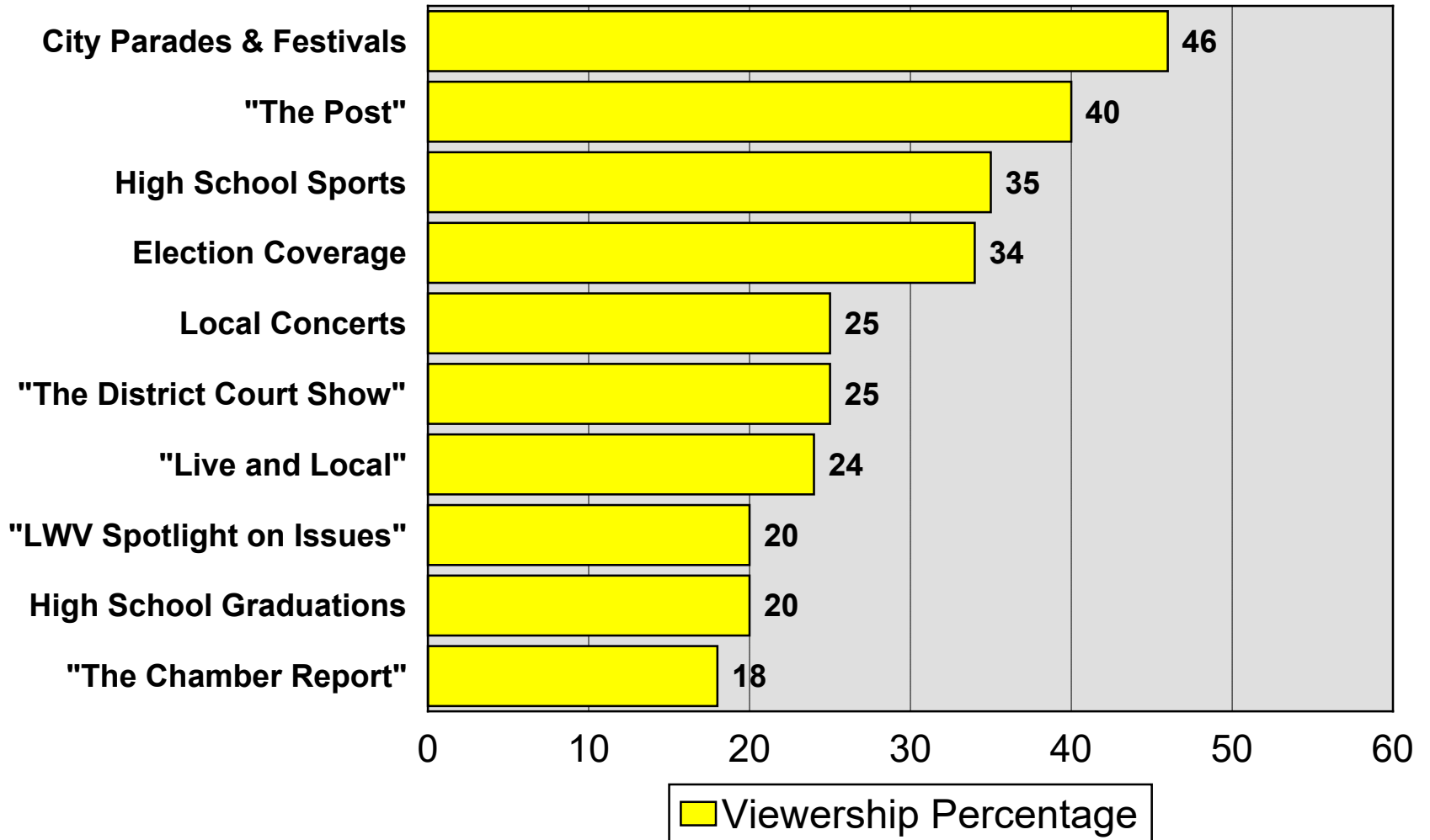
Value of Cable Television Service

2024 Quad Cities Cable Television Subscriber Study



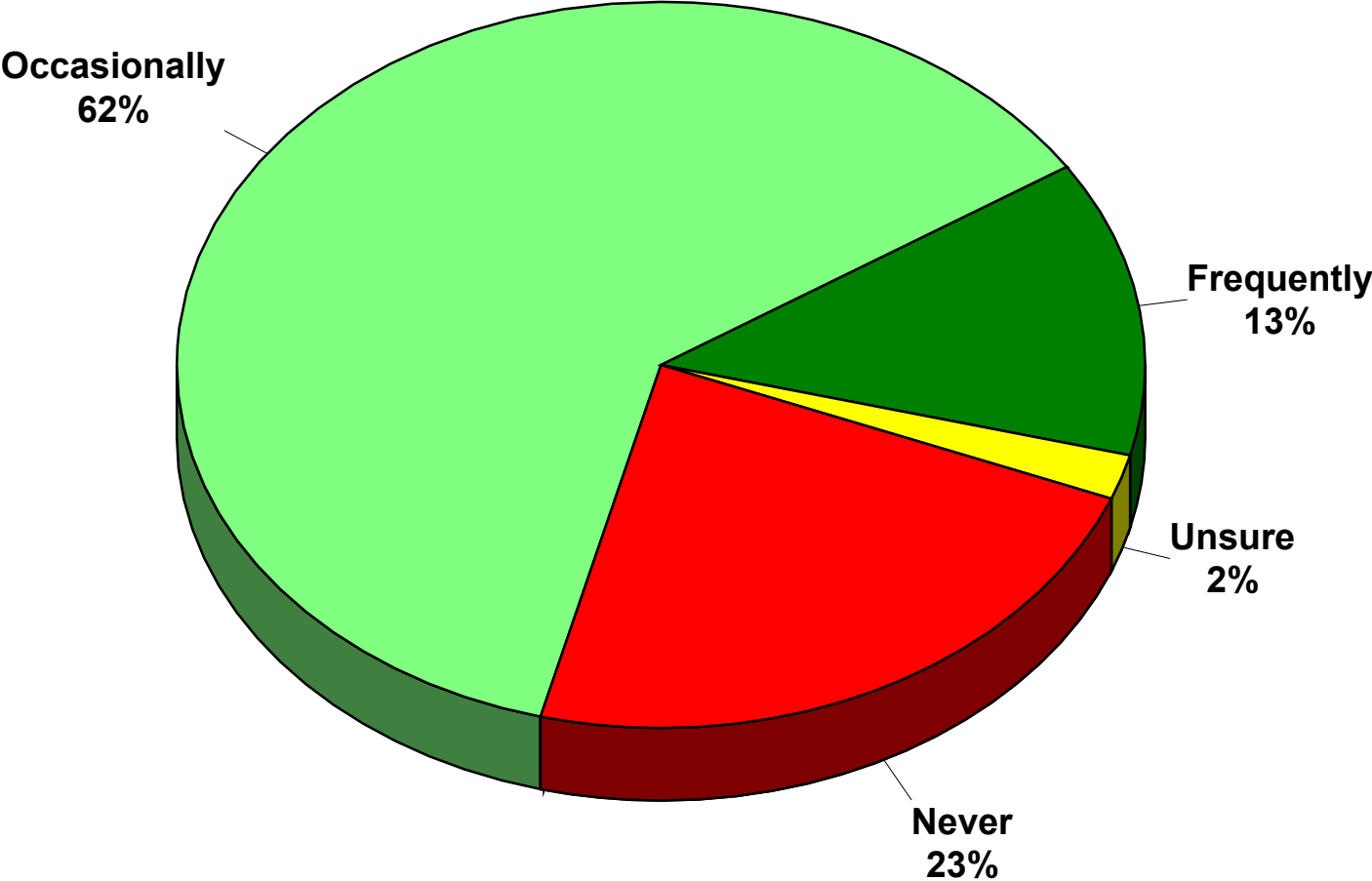
Watched on Channel 15 or 859 during past year....

2024 Quad Cities Cable Television Subscriber Study



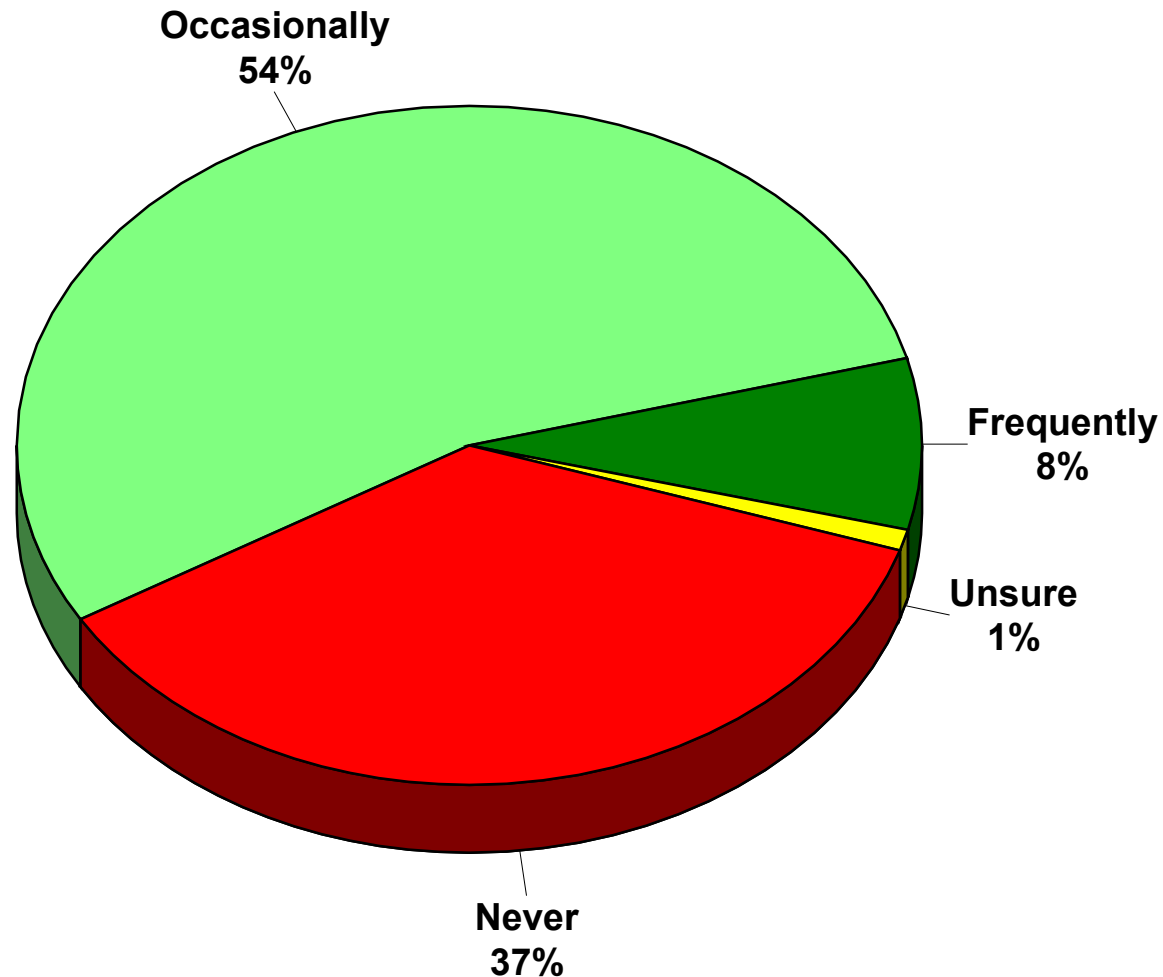
How often do you watch Channel 15 or 859....

2024 Quad Cities Cable Television Subscriber Study



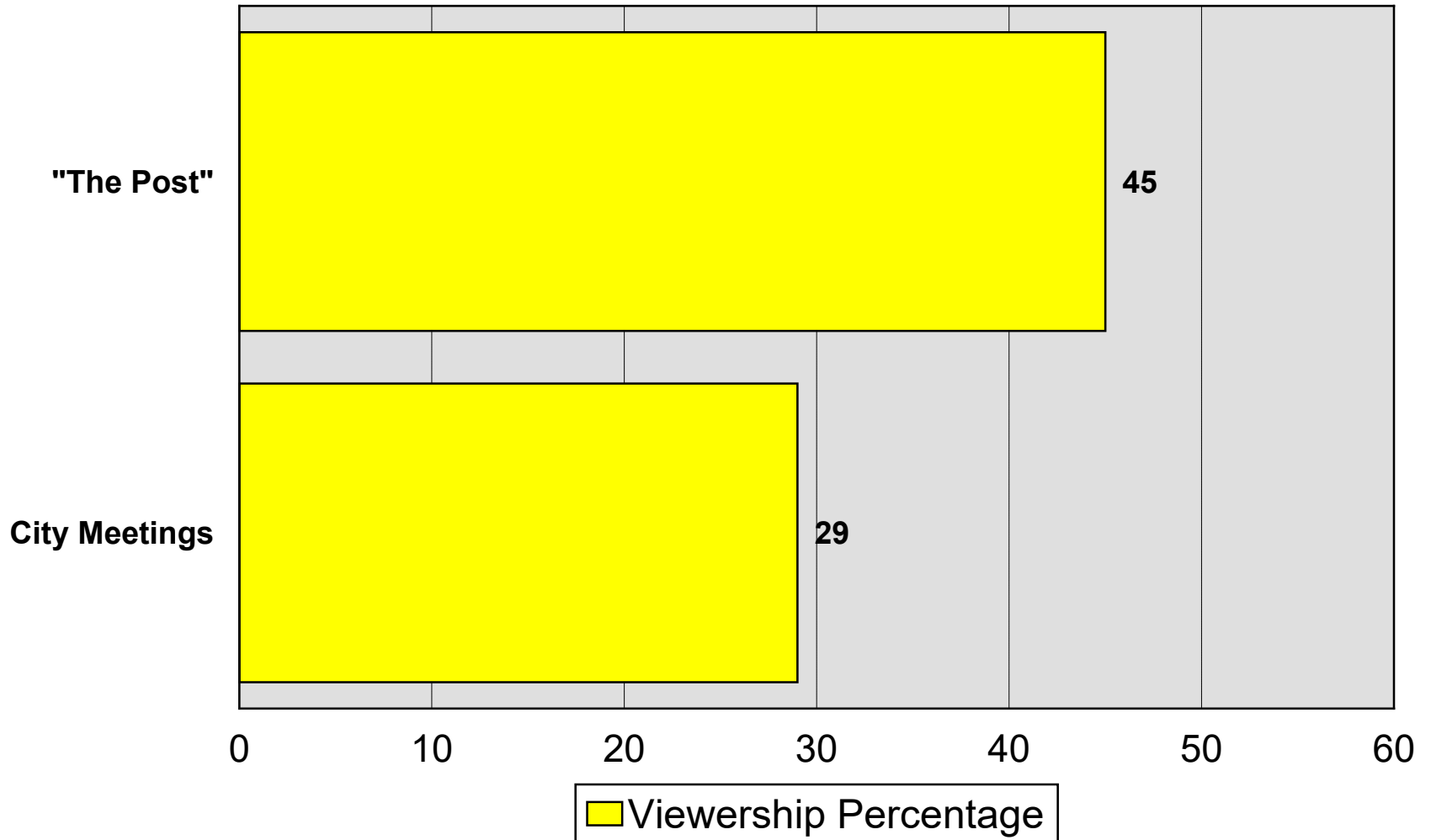
How often do you watch Channel 19....

2024 Quad Cities Cable Television Subscriber Study



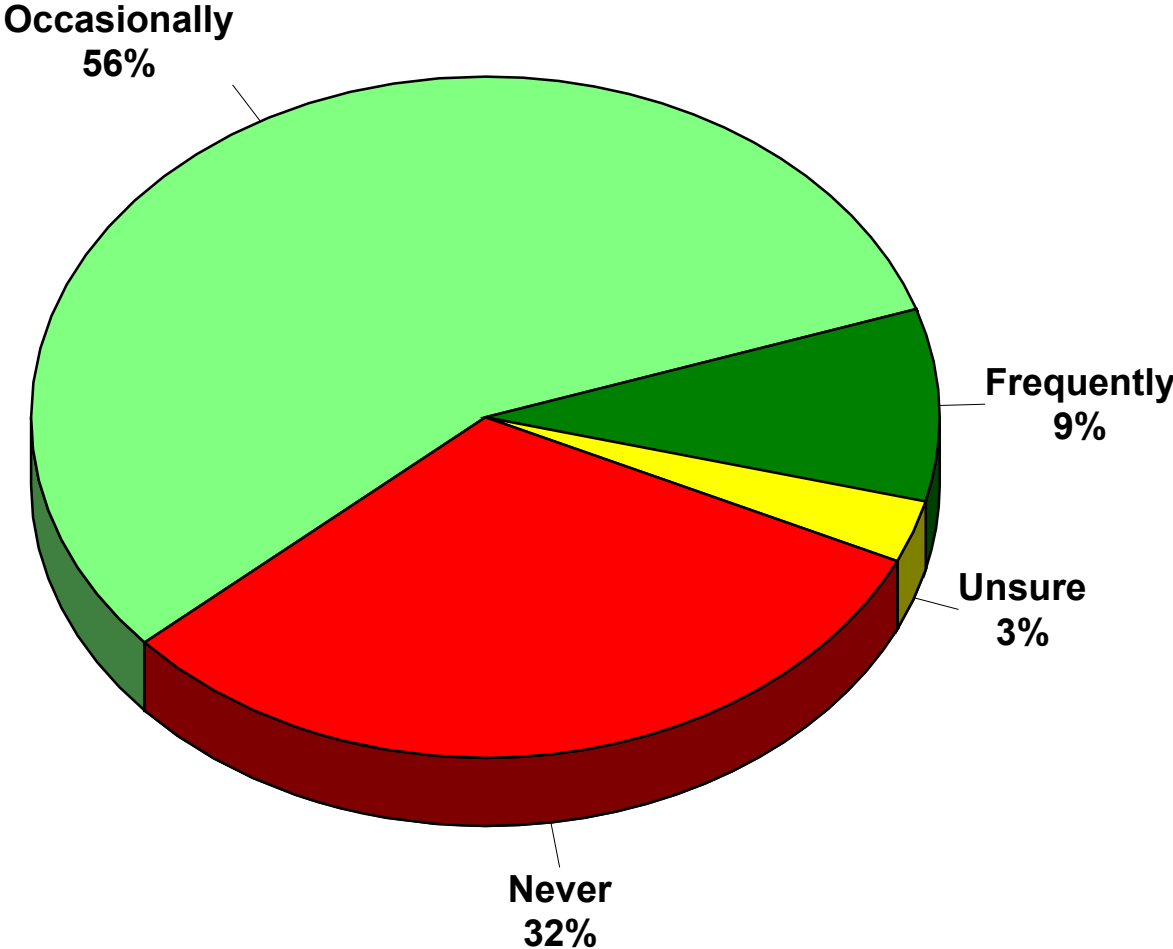
Watched on Channel 16 or 799 during past year....

2024 Quad Cities Cable Television Subscriber Study



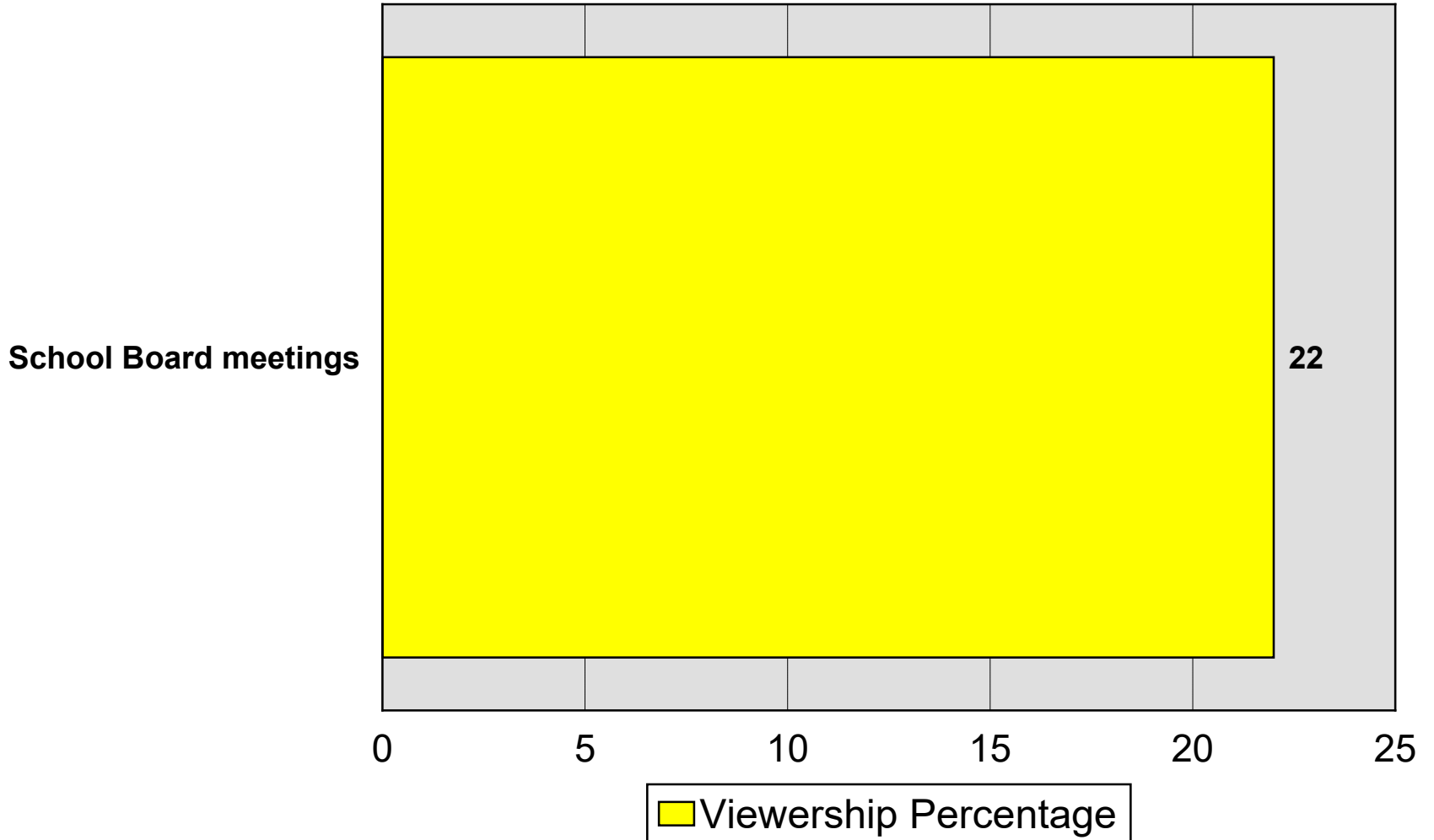
How often do you watch Channel 16 or 799....

2024 Quad Cities Cable Television Subscriber Study



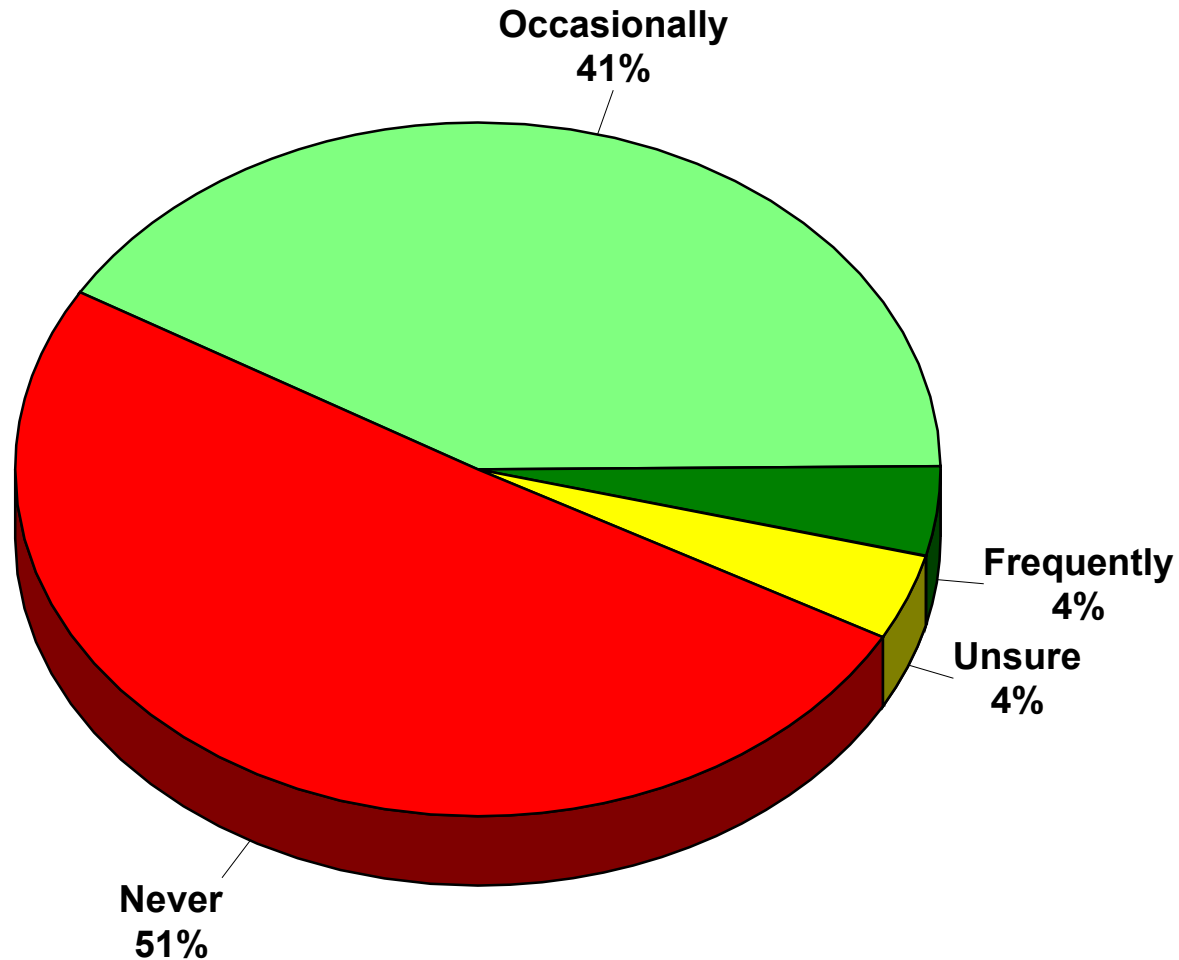
Watched on Channel 18 during past year....

2024 Quad Cities Cable Television Subscriber Study



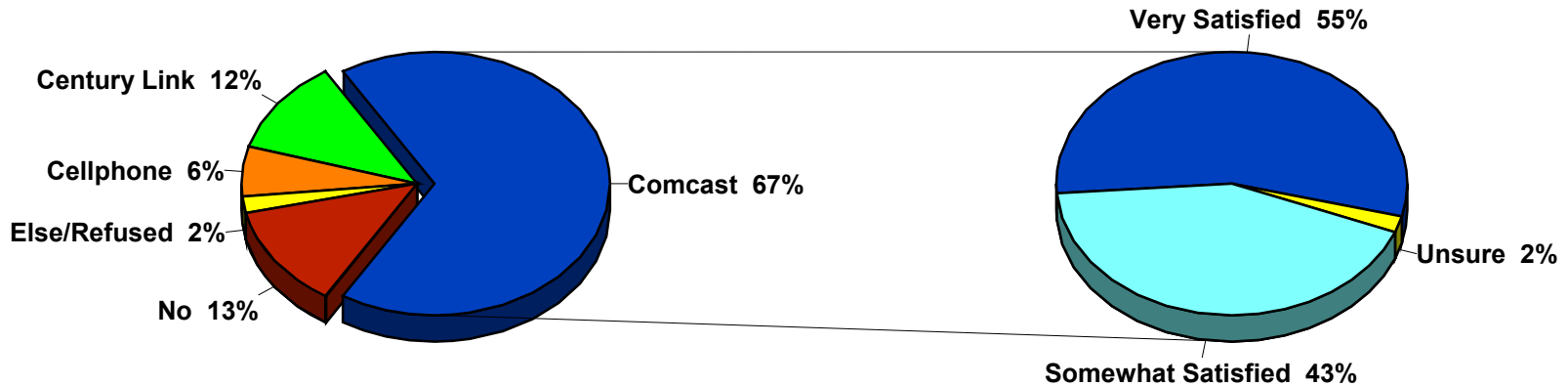
How often do you watch Channel 18....

2024 Quad Cities Cable Television Subscriber Study



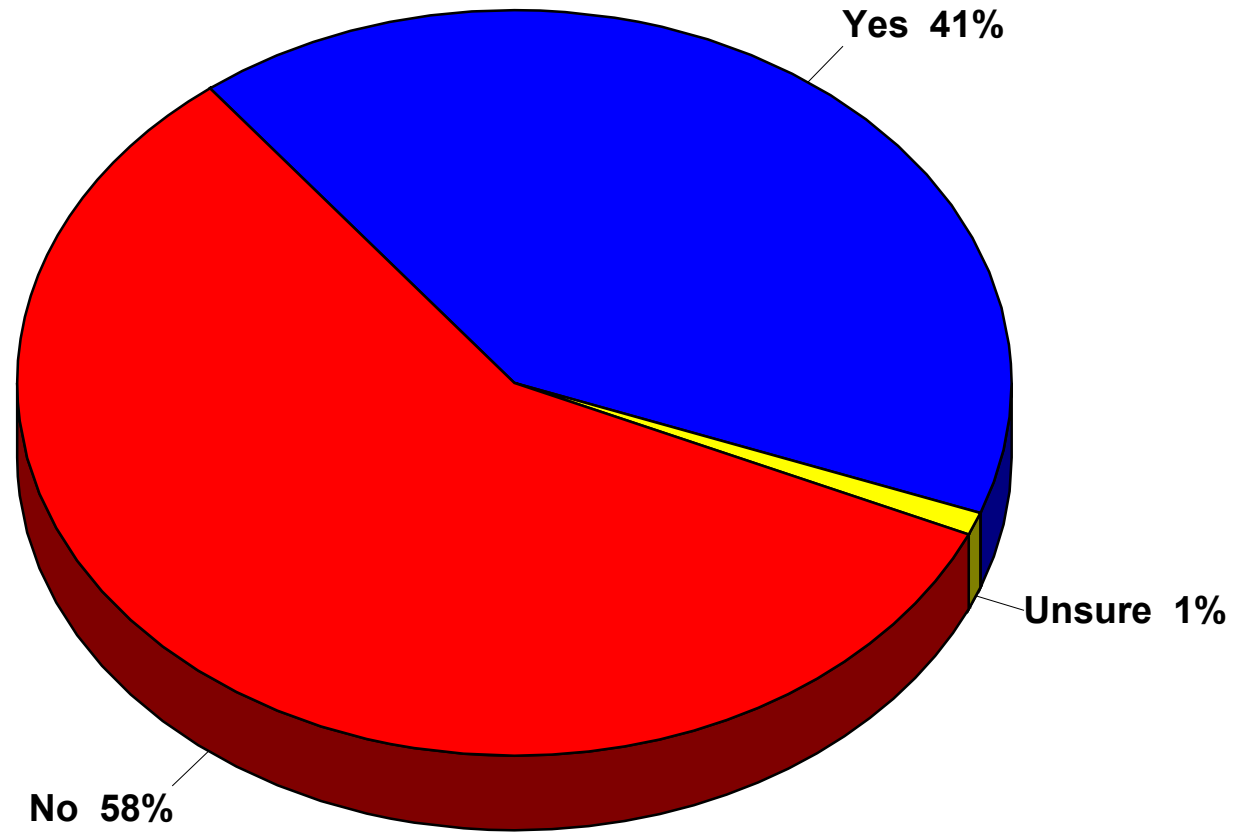
Broadband Internet Service

2024 Quad Cities Cable Television Subscriber Study



Visited QCTV Website

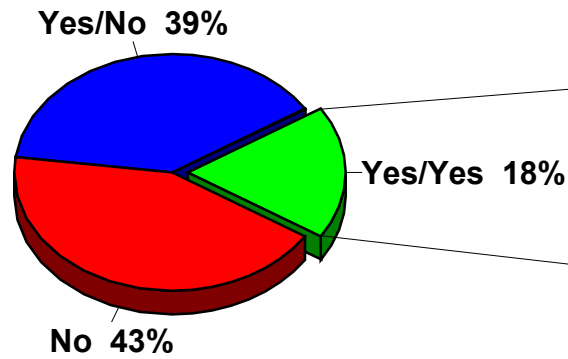
2024 Quad Cities Cable Television Subscriber Study



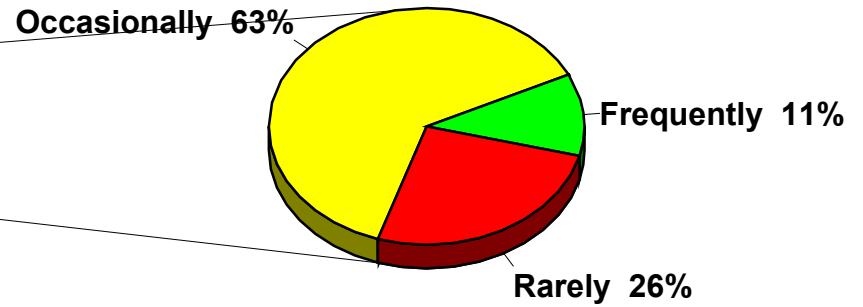
City Meetings on QCTV Website

2024 Quad Cities Cable Television Subscriber Study

Awareness & Viewership



Frequency of Viewing

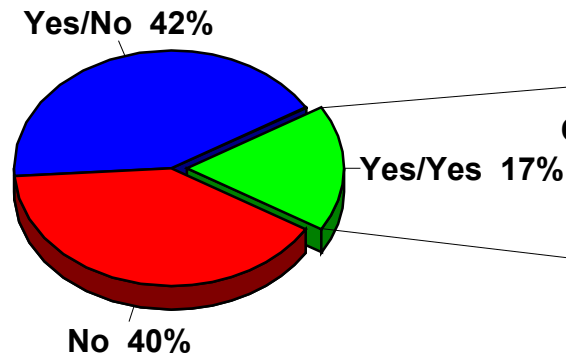


Live 32%
Archived 55%
Both 12%

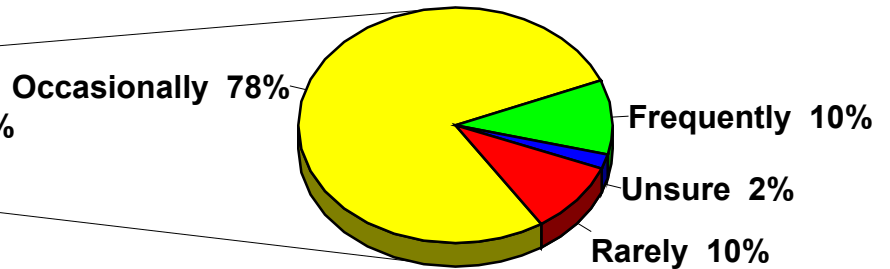
Programs on QCTV Website

2024 Quad Cities Cable Television Subscriber Study

Awareness & Viewership



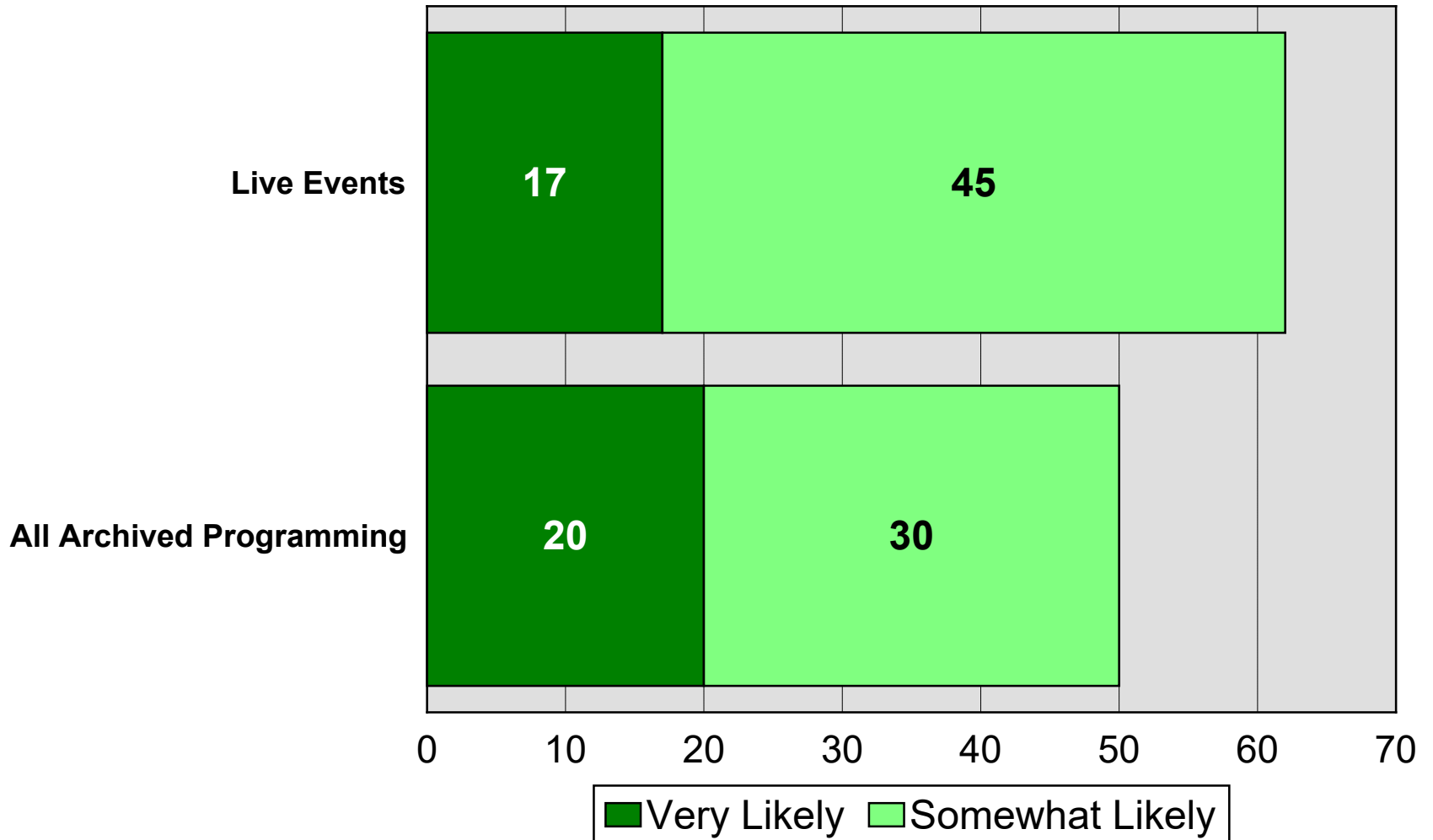
Frequency of Viewing



Live 36%
Archived 52%
Both 9%

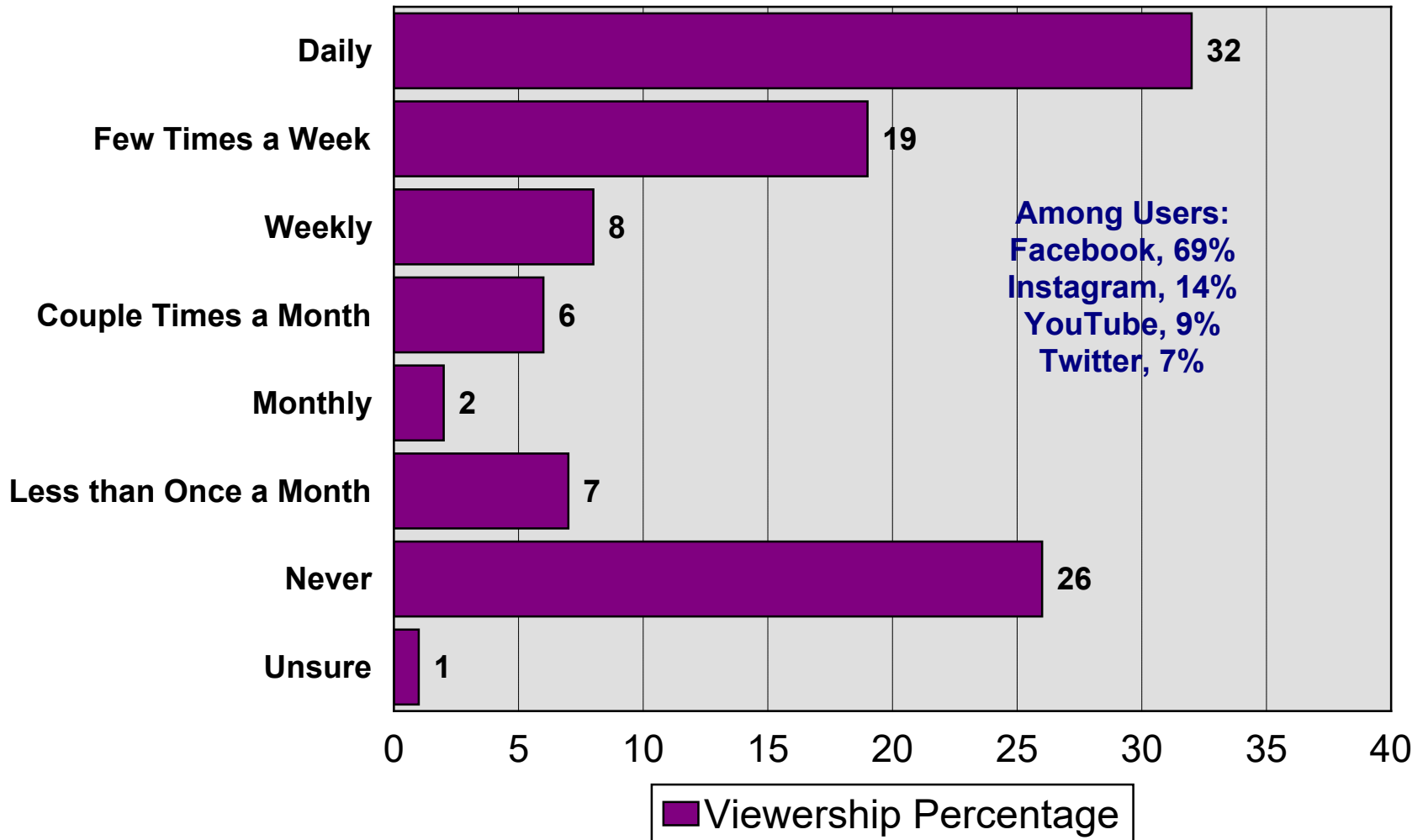
Subscribe to a Paid Premium Service....

2024 Quad Cities Cable Television Subscriber Study



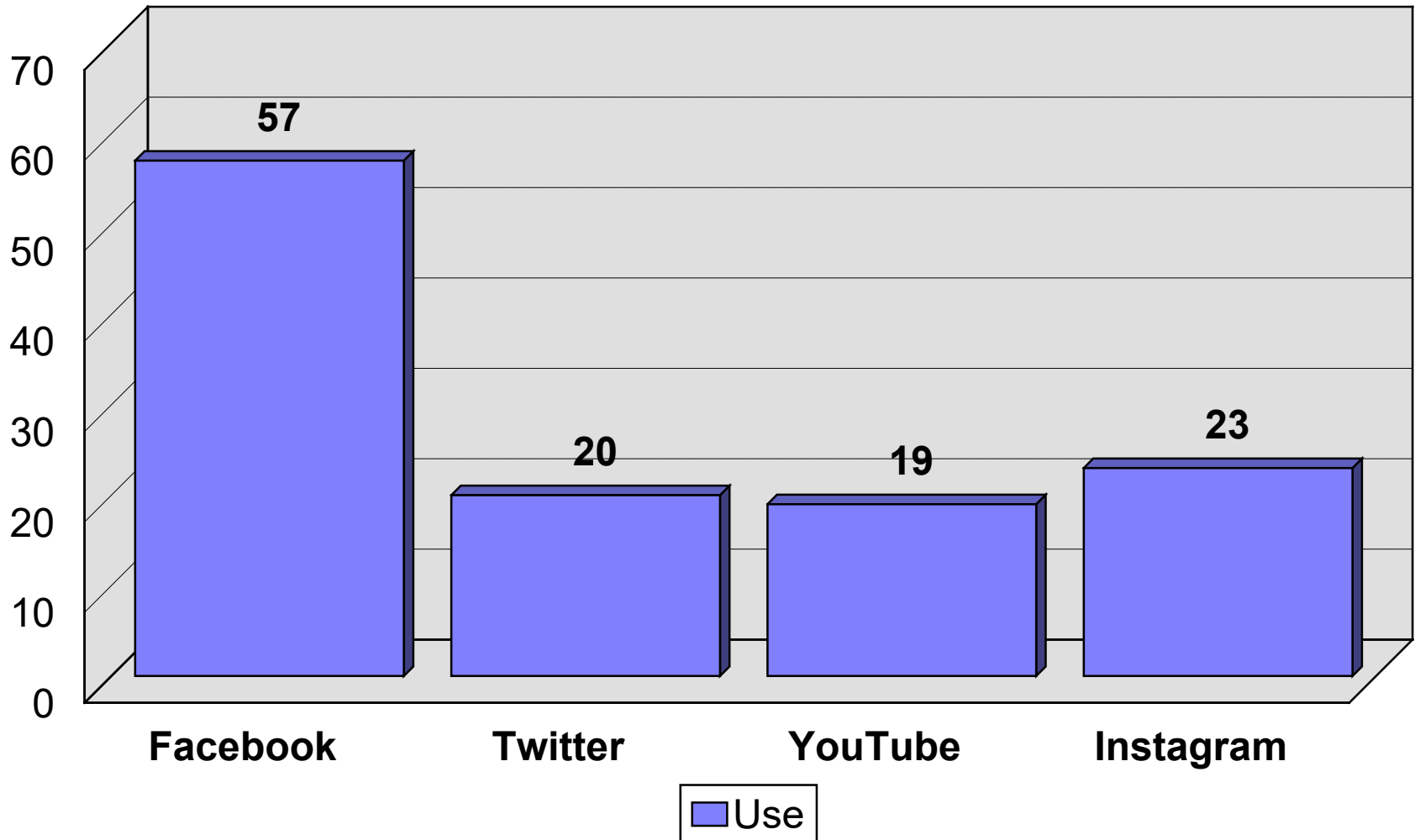
Social Media Use

2024 Quad Cities Cable Television Subscriber Study



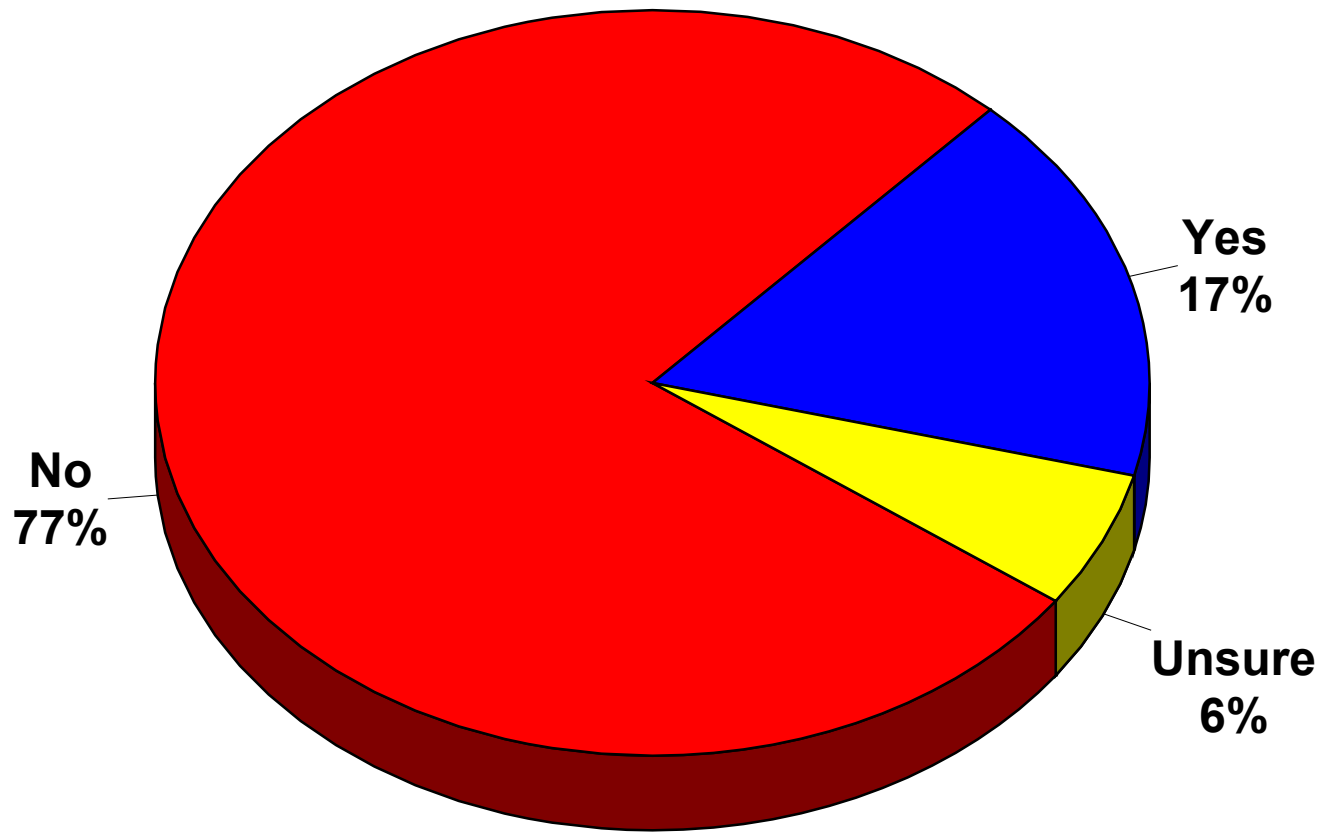
Use to Obtain Information about Local Community

2024 Quad Cities Cable Television Subscriber Study



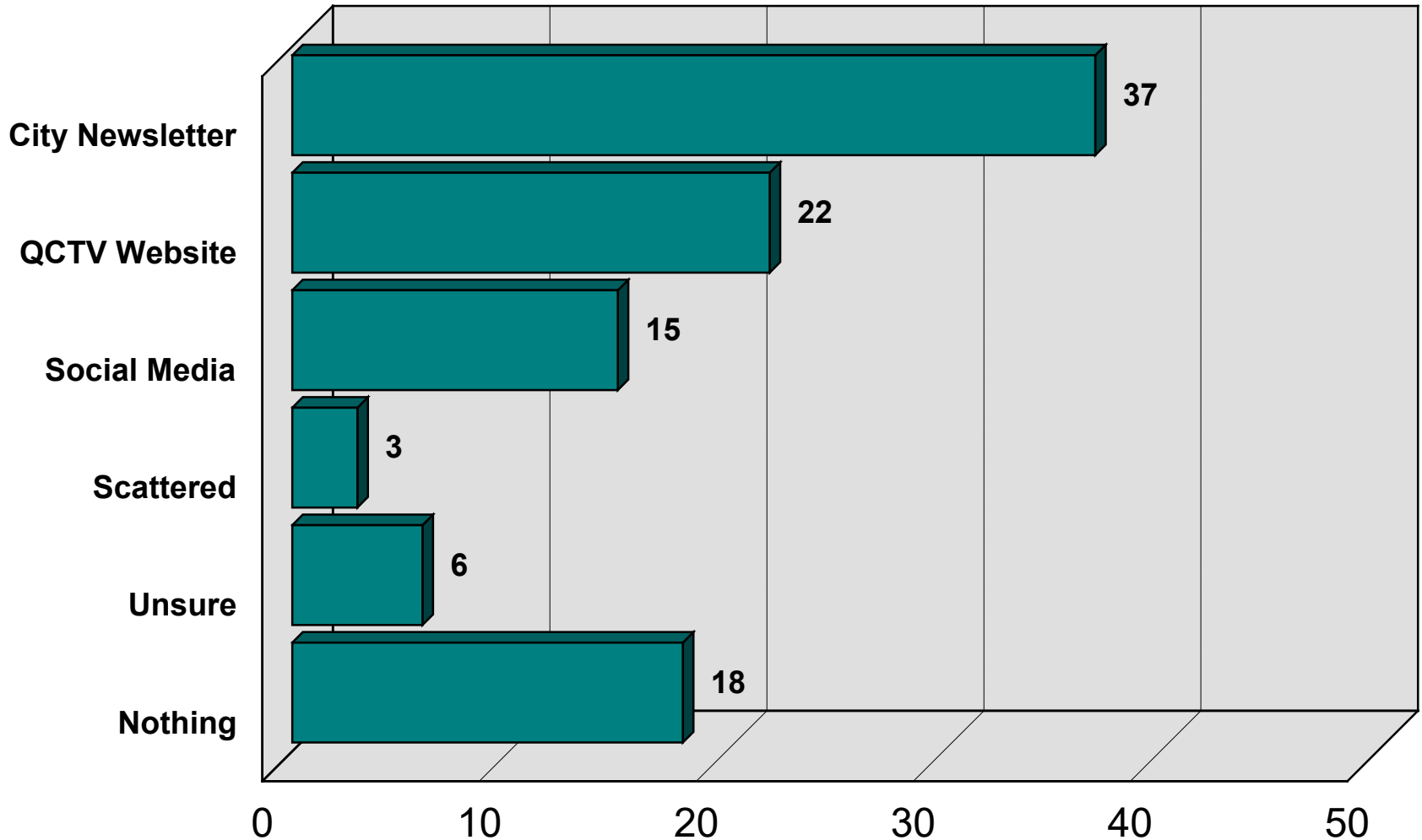
Watched QCTV Program on YouTube

2024 Quad Cities Cable Television Subscriber Study



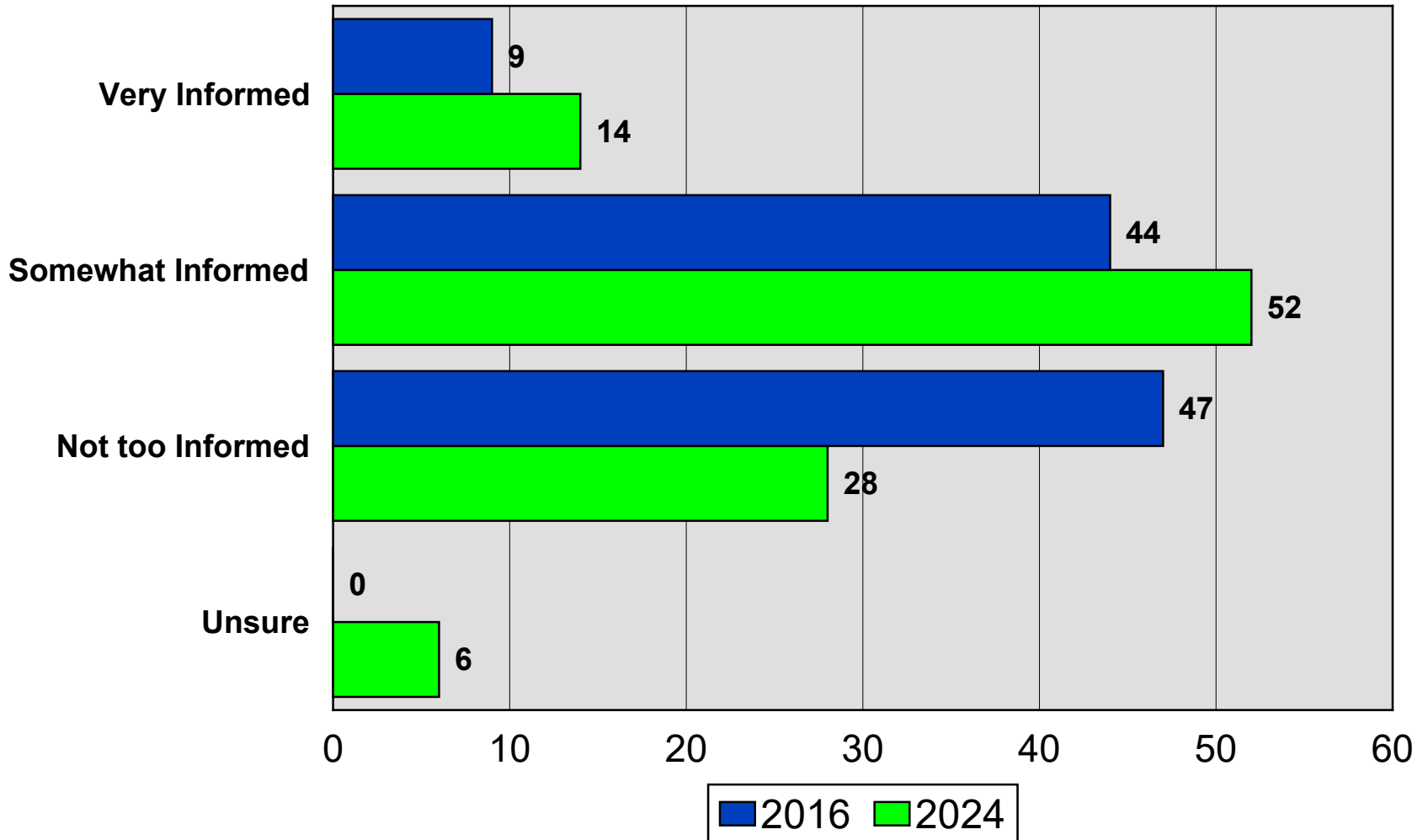
Primary Source about QCTV

2024 Quad Cities Cable Television Subscriber Study



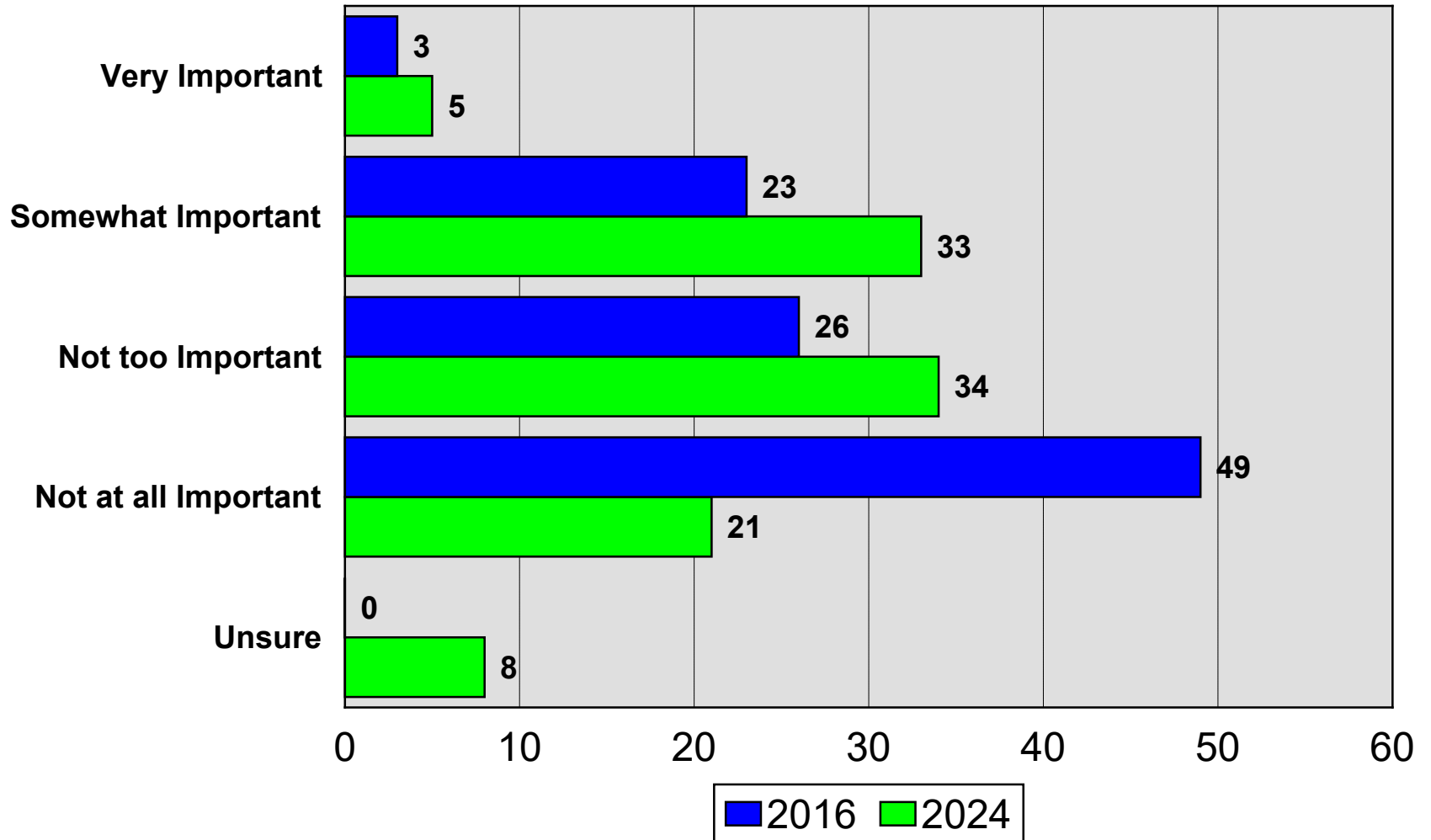
Level of Information about QCTV

2024 Quad Cities Cable Television Subscriber Study



Importance of City Information by Video

2024 Quad Cities Cable Television Subscriber Study



THE MORRIS LEATHERMAN COMPANY
3128 Dean Court
Minneapolis, Minnesota 55416

QCTV
SUBSCRIBER STUDY
FINAL JUNE 2024

Hello, I'm _____ of the Morris Leatherman Company, a nationwide polling firm located in Minneapolis. We've been retained by Quad Cities Community Television or QCTV to speak with a random sample of residents about QCTV programming and Comcast's cable television service. The survey is being taken because QCTV is interested in your opinions and suggestions. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported. (DO NOT PAUSE)

- A. Are you a current Comcast Cable television customer? YES.....CONTINUE
NO.....THANK & TERMINATE
1. How long have you subscribed to cable television? TWO YEARS OR LESS.....5%
THREE TO FIVE YEARS...14%
SIX TO TEN YEARS.....24%
ELEVEN TO FIFTEEN YRS.29%
SIXTEEN TO TWENTY YRS.16%
OVER TWENTY YEARS.....9%
DON'T KNOW/REFUSED.....3%

First, let's discuss your Comcast cable service....

2. Overall, how would you rate your cable television service - excellent, good, only fair, or poor? EXCELLENT.....24%
GOOD.....62%
ONLY FAIR.....14%
POOR.....0%
DON'T KNOW/REFUSED.....0%
3. Have you had contact with the cable company during the past year either in-person or by telephone? YES.....48%
NO.....52%
DON'T KNOW/REFUSED.....0%

IF "YES," ASK: (n=191)

4. How would you rate the level of service you received - excellent, good, only fair, or poor? EXCELLENT.....26%
GOOD.....64%
ONLY FAIR.....9%
POOR.....1%
DON'T KNOW/REFUSED.....0%

IF "ONLY FAIR" OR "POOR," ASK: (n=19)

5. Why did you rate the service as (only fair/poor)?

LONG WAIT TIME ON PHONE, 47%; ISSUE NOT RESOLVED, 16%; NOT HELPFUL, 11%; NOT KNOWLEDGEABLE, 11%; POOR SERVICE, 11%; SCATTERED, 5%.

6. How frequently have you experienced technical problems such as interruption or pixelization of your television viewing - frequently, occasionally, rarely, or not at all? DON'T KNOW/REFUSED.

IF "FREQUENTLY" OR "OCCASIONALLY," ASK: (n=113)

7. Did you contact the cable company about these technical problems? YES, NO, DON'T KNOW/REFUSED.

IF "YES," ASK: (n=88)

8. How would you rate the service you received - excellent, good, only fair, or poor? EXCELLENT, GOOD, ONLY FAIR, POOR, DON'T KNOW/REFUSED.

IF "ONLY FAIR" OR "POOR," ASK: (n=12)

9. Why did you rate the service as (only fair/poor)?

LONG WAIT TIME ON PHONE, 8%; ISSUE NOT RESOLVED, 75%; SLOW TO PROVIDE CREDIT/REFUND, 8%; POOR SERVICE, 8%.

10. When you consider the monthly charge you pay and the quality of cable television service you receive, would you rate the general value of the service as excellent, good, only fair, or poor? EXCELLENT, GOOD, ONLY FAIR, POOR, DON'T KNOW/REFUSED.

Now, let's discuss QCTV's local programming on channels 15 or 859.

During the past year, have you or any household members watched programming on channels 15 or 859.... (ROTATE LIST)

	YES	NO	DK/R
11. High school graduations?	20%	80%	0%
12. City parades and festivals?	46%	53%	1%
13. Local concerts?	25%	74%	1%
14. Election coverage, including candidate forums?	34%	66%	1%
15. High school sports?	35%	65%	0%
16. "The Post," a local weekly news program?	40%	60%	0%
17. "Live and Local," a monthly city spotlight series?	24%	75%	1%
18. "The Chamber Report?"	18%	81%	1%
19. "The District Court Show?"	25%	75%	0%
20. "League of Women Voters Spotlight on Issues?"	20%	79%	2%
21. How often do you watch local programming on Channels 15 or 859 - frequently, occasionally, or never?	FREQUENTLY.....	13%	
	OCCASIONALLY.....	62%	
	NEVER.....	23%	
	DON'T KNOW/REFUSED.....	2%	

Next, let's talk about locally produced programming from across the metro area including local church services, Saint Paul Saints games and high school sports on Channel 19.....

22. How often have you viewed programming on Channel 19 - frequently, occasionally, or never?	FREQUENTLY.....	8%
	OCCASIONALLY.....	55%
	NEVER.....	37%
	DON'T KNOW/REFUSED.....	1%

Now, let's talk about QCTV's local government programming on channels 16 or 799.

During the past year, have you or any household members watched programming on government channels 16 or 799.... (ROTATE LIST)

	YES	NO	DK/R
23. Your City Council, Planning Commission, Economic Development Authority or Parks and Recreation meetings?	29%	71%	1%
24. QCTV's new weekly city news and events program, "The Post?"	45%	54%	1%

25. How often do you watch programming on channels 16 or 799 - frequently, occasionally, or never?

FREQUENTLY.....	9%
OCCASIONALLY.....	57%
NEVER.....	32%
DON'T KNOW/REFUSED.....	3%

Finally, let's talk about Anoka-Hennepin School District's programming on channel 18.

During the past year, have you or any household members watched programming on channel 18....

	YES	NO	DK/R
26. School Board meetings?	22%	77%	2%

27. How often have you viewed School District programming on Channel 18 - frequently, occasionally, or never?

FREQUENTLY.....	4%
OCCASIONALLY.....	41%
NEVER.....	50%
DON'T KNOW/REFUSED.....	4%

28. Is there any additional programming you would like to see offered by QCTV? (IF "YES," ASK) What type of programming would that be?

UNSURE, 7%; NO, 92%; SCATTERED, 2%.

Moving on....

29. Do you subscribe to broadband Internet service? (IF "YES," ASK:) What company do you subscribe to?

NO.....	13%
YES/COMCAST/XFINITY...	68%
YES/CENTURY LINK.....	12%
YES/CELLPHONE COMPANY..	6%
YES/ELSE.....	1%
DON'T KNOW/REFUSED.....	1%

IF "YES/COMCAST/XFINITY," ASK: (n=270)

30. How satisfied are you with your broadband Internet service - are you very satisfied, somewhat satisfied, not too satisfied, or not at all satisfied?

VERY SATISFIED.....	55%
SOMEWHAT SATISFIED....	43%
NOT TOO SATISFIED.....	0%
NOT AT ALL SATISFIED...	0%
DON'T KNOW/REFUSED.....	2%

31. Have you visited QCTV's website?

YES.....	41%
NO.....	58%
DON'T KNOW/REFUSED.....	1%

32. Are you aware QCTV broadcasts city meetings on the QCTV website? (IF "YES," ASK:) Have you viewed a city meeting on the website?

NO.....	43%
YES/YES.....	18%
YES/NO.....	39%
DON'T KNOW/REFUSED.....	0%

IF "YES/YES," ASK: (n=73)

33. Do you frequently, occasionally, or rarely watch city meetings on the QCTV website?

FREQUENTLY.....	11%
OCCASIONALLY.....	63%
RARELY.....	26%
DON'T KNOW/REFUSED.....	0%

34. Do you typically watch city meetings on the website streamed **live** or using Video on Demand?

STREAMED LIVE.....	32%
VIDEO ON DEMAND.....	55%
BOTH (VOL.).....	12%
DON'T KNOW/REFUSED.....	1%

35. Are you aware QCTV's programs are available for online viewing on the QCTV website? (IF "YES," ASK:) Have you viewed a QCTV program on the website?

NO.....	40%
YES/YES.....	17%
YES/NO.....	42%
DON'T KNOW/REFUSED.....	2%

IF "YES/YES," ASK: (n=67)

36. Do you frequently, occasionally, or rarely watch QCTV programs on the website?

FREQUENTLY.....	10%
OCCASIONALLY.....	78%
RARELY.....	10%
DON'T KNOW/REFUSED.....	2%

37. Do you typically watch QCTV programs on the website streaming **live** or using video on demand?

STREAMING LIVE.....	36%
VIDEO ON DEMAND.....	52%
BOTH (VOL.).....	9%
DON'T KNOW/REFUSED.....	3%

If QCTV offered a paid premium streaming service without advertisements....

For each of the following types of programming, please tell me if having access to it makes you very likely to subscribe to this service, somewhat likely, or not too likely.

	VRL	SML	NTL	DKR
38. Live events, such as sports, festivals, and news programming?	17%	45%	35%	2%
39. Access to all archived QCTV on-demand programming?	20%	30%	48%	3%

Turning to social media....

40. How often do you use Facebook, Twitter, YouTube, or Instagram - daily, a few times a week, weekly, a couple times a month, monthly, less than once a month, or never?
- | | |
|-------------------------|-----|
| DAILY..... | 32% |
| FEW TIMES A WEEK..... | 19% |
| WEEKLY..... | 8% |
| COUPLE TIMES A MONTH... | 6% |
| MONTHLY..... | 2% |
| LESS THAN ONCE A MONTH. | 7% |
| NEVER..... | 26% |
| DON'T KNOW/REFUSED..... | 1% |

IF ANSWERS 1-6, ASK: (n=295)

41. Which social media platform do you use most often?
- | | |
|-------------------------|-----|
| FACEBOOK..... | 69% |
| TWITTER..... | 7% |
| YOUTUBE..... | 9% |
| INSTAGRAM..... | 14% |
| ELSE (VOL.)..... | 1% |
| DON'T KNOW/REFUSED..... | 0% |

42. Have you seen any content from QCTV on social media? (IF "YES," ASK:) Which platform have you seen it on?

UNSURE, 15%; NO, 79%; FACEBOOK, 3%; SCATTERED, 3%.

IF "YES," ASK: (n=19)

43. Do you follow QCTV on a social media platform?
- | | |
|-------------------------|-----|
| YES..... | 32% |
| NO..... | 68% |
| DON'T KNOW/REFUSED..... | 0% |

For each one, tell me if you use it to obtain information about your local community.

- | | YES | NO | DKR |
|----------------|-----|-----|-----|
| 44. Facebook? | 57% | 43% | 0% |
| 45. Twitter? | 20% | 80% | 0% |
| 46. YouTube? | 19% | 81% | 0% |
| 47. Instagram? | 23% | 77% | 0% |

48. Are there any other social media platforms you use to obtain information about your local community? (IF "YES," ASK:) What would that be?

NO, 97%; NEXTDOOR, 3%.

49.	Have you watched QCTV programs on YouTube?	YES.....17% NO.....77% DON'T KNOW/REFUSED.....6%
50.	Which of the following would you say is your primary source of information about QCTV and its programming - the QCTV website, social media, your city newsletter, or something else?	DON'T KNOW/REFUSED.....6% NONE (VOL.).....18% QCTV WEBSITE.....22% SOCIAL MEDIA.....15% CITY NEWSLETTER.....37% SCATTERED.....3%
51.	Do you feel very informed, somewhat informed, or not too informed about QCTV and its programming?	VERY INFORMED.....14% SOMEWHAT INFORMED.....52% NOT TOO INFORMED.....28% DON'T KNOW/REFUSED.....6%
52.	How important is it to you to be able to get information about your community by video - very important, somewhat important, not too important, or not at all important?	VERY IMPORTANT.....5% SOMEWHAT IMPORTANT....33% NOT TOO IMPORTANT.....34% NOT AT ALL IMPORTANT..21% DON'T KNOW/REFUSED.....8%

Just a few final questions for demographic purposes....

Could you please tell me how many people in each of the following age groups live in your household. Let's start oldest to youngest, and be sure to include yourself....

53.	First, persons 65 or over?	NONE.....79% ONE.....10% TWO OR MORE.....10% REFUSED.....1%
54.	Adults under 65?	NONE.....13% ONE.....24% TWO.....59% THREE OR MORE.....5% REFUSED.....0%
55.	Children under 18 years old?	NONE.....63% ONE.....22% TWO OR MORE.....15% REFUSED.....1%

56.	What is your age, please? (READ CATEGORIES, IF NEEDED)	18-24.....6% 25-34.....20% 35-44.....24% 45-54.....20% 55-64.....15% 65 AND OVER.....14% REFUSED.....0%
57.	What is the last grade of formal education you completed?	LESS THAN HIGH SCHOOL..2% HIGH SCHOOL GRADUATE..20% VO-TECH SCHOOL.....9% SOME COLLEGE.....25% COLLEGE GRADUATE.....39% POST-GRADUATE.....4% REFUSED.....1%
58.	Gender.	MALE.....47% FEMALE.....53%
59.	City	ANDOVER.....25% ANOKA.....25% CHAMPLIN.....25% RAMSEY.....25%

QCCCC Agenda Item

5.2 Liability Coverage Waiver

September 9, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

QCCCC obtains liability coverage from the League of Minnesota Cities Insurance Trust. The governing board must take action on a decision to waive or not waive monetary limits on tort liability. Upon the advice of QCCCC's financial services provider City of Andover, it is recommended QCCCC not waive the monetary limits.

Action Requested: Approval designating QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city’s underwriter, to pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: _____

Signature: _____

Position: _____

QCCCC Agenda Item

5.3 2025 Budget and 5-year Capital Plan

September 9, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: 2025 Budget and 5-year Capital Plan

The 2025 Proposed Operating Budget is attached for your review and action. The proposed budget is the result of input from the executive committee.

The attachments detail:

- 2025 Proposed Revenue and Expense – includes 2024 budget comparison with comments
- 2020-2023 Revenue History
- 2020-2023 Expense History
- 5-Year Capital Equipment Spending Plan

Note: The proposed budget does not include expense in the contingency line item.

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018 it was a capital grant of \$20,000 per member city per year. For 2019 and 2020 it was a capital grant of \$40,00 per member city per year. The 2021 – 2024 the capital grant was \$20,000 per member city. Following the 2023 audit, the Executive Committee met to review CIP payments to member cities and recommended city capital fund payments for 2025 be \$20,000 each to come from the capital plan reserves, however, declining revenues were cited and notice provided to member cities that capital grants in the future may be less. The Executive Committee will meet following the 2024 audit to determine a recommended amount for 2026.

The 5-Year Capital Plan is enclosed for your review. Requests for capital funds are approved by the commission as projects are scheduled.

Adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency

fund, and unrestricted fund. Details may be found in the quarterly investment report.

Action Requested:

Approval of the 2025 Operating Budget, the member city capital grant of \$20,000 payable in January of 2025, and the 2025 planned capital investment.

Financial Records Disclosure

Financial records of the Quad Cities Cable Communications Commission (QCCCC) are maintained at Andover City Hall, 1685 Crosstown Boulevard NW, Andover, MN 55304. Financial custodians are Karen George, Executive Director, and Lee Brezinka, Andover Assistance Finance Director. The financial statements are audited annually by Redpath and Company.

	2025 Budget	2024 YTD (Jan-Jul)	2024 Budget	Difference
Income				
Duplication Revenue	\$ 100.00	\$ 97.77	\$ 250.00	Decrease
Equipment Grant	\$ 70,300.00	\$ 69,018.85	\$ 70,000.00	Increase
Franchise Fees *	\$ 900,000.00	\$ 232,122.01	\$ 935,000.00	Decrease
Interest Income	\$ 100,000.00	\$ 66,486.70	\$ 40,000.00	Increase
Miscellaneous Income	\$ 3,000.00	\$ 950.66	\$ 500.00	Increase
PEG Fee	\$ 475,000.00	\$ 122,780.24	\$ 484,378.00	Decrease
Uncategorized Income				
Total Income	\$ 1,548,400.00	\$ 491,456.23	\$ 1,530,128.00	

Expenses				
A PERA	\$ 60,180.00	\$ 29,902.37	\$ 56,664.00	Increase
A SS/Medicare Expense	\$ 61,373.00	\$ 29,277.25	\$ 57,798.00	Increase
A Wages - Full-time	\$ 652,264.00	\$ 320,170.51	\$ 612,025.00	Increase
A Wages - Part-time	\$ 150,000.00	\$ 67,940.08	\$ 143,500.00	Increase
Accounting / HR Services	\$ 25,000.00	\$ 11,085.56	\$ 16,500.00	Increase
Ads/Promos/Sponsorships	\$ 11,000.00	\$ 5,737.49	\$ 11,000.00	No change
Andover CIP	\$ 5,000.00	\$ -	\$ 5,000.00	No change
Announcers Fees	\$ 16,000.00	\$ 6,086.20	\$ 16,000.00	No change
Anoka CIP	\$ 5,000.00	\$ 671.70	\$ 5,000.00	No change
Audit	\$ 19,000.00	\$ 18,622.00	\$ 18,500.00	Increase
Bank Fees / CC Fees	\$ 250.00	\$ -	\$ 250.00	No change
Brand Apparel	\$ 2,500.00	\$ 170.00	\$ 2,500.00	No change
Building - Cleaning	\$ 6,500.00	\$ 3,839.86	\$ 7,200.00	Decrease
Building - Insurance	\$ 7,000.00	\$ 5,850.00	\$ 6,833.00	Increase
Building - Maintenance	\$ 10,000.00	\$ 10,194.58	\$ 10,000.00	No change
Building - Supplies	\$ 1,500.00	\$ 620.22	\$ 1,500.00	No change
Car Allowance	\$ 3,000.00	\$ 1,250.00	\$ 3,000.00	No change
Cell Phone - Allowance	\$ 6,900.00	\$ 2,500.00	\$ 6,600.00	Increase
Champlin CIP	\$ 5,000.00	\$ 509.40	\$ 5,000.00	No change
City Sewer & Water	\$ 3,000.00	\$ 1,278.76	\$ 3,000.00	Increase
Commission Expense	\$ 2,500.00	\$ 917.99	\$ 2,500.00	No change
Consulting Services	\$ 50,000.00	\$ 15,982.00	\$ 70,000.00	Decrease
Contingency Fund	\$ -	\$ -	\$ -	
Duplication Expenses	\$ 250.00	\$ -	\$ 250.00	No change
Electric Service	\$ 20,000.00	\$ 6,142.65	\$ 20,000.00	No change
Emp / Comm Appreciation	\$ 2,500.00	\$ -	\$ 2,500.00	No change
Equip/Repair/Supply/Software	\$ 15,000.00	\$ 2,574.78	\$ 20,000.00	Decrease
Federal Unempl Expense	\$ 850.00	\$ -	\$ 850.00	No change
Health Insurance	\$ 98,095.00	\$ 47,730.42	\$ 86,457.00	Increase
Insurance - Deductibles	\$ 500.00	\$ -	\$ 500.00	No change
Insurance - Liability / Bonds	\$ 6,992.00	\$ 3,251.00	\$ 5,000.00	Increase
Lawn Service	\$ 5,000.00	\$ 2,104.61	\$ 7,000.00	Decrease
Legal Fees	\$ 15,000.00	\$ 4,538.50	\$ 15,000.00	No change
Licenses and Permits	\$ 4,000.00	\$ 900.00	\$ 3,000.00	Increase
Meals	\$ 1,000.00	\$ -	\$ 1,000.00	No change
Memberships - NATOA / Others	\$ 15,000.00	\$ 3,500.00	\$ 10,000.00	Increase
Mileage	\$ 7,000.00	\$ 3,194.76	\$ 7,000.00	No change
Miscellaneous Expenses	\$ 500.00	\$ (121.51)	\$ 500.00	No change
Natural Gas	\$ 3,500.00	\$ 1,561.24	\$ 3,500.00	No change

Office Supplies / Equipment	\$ 6,000.00	\$ 1,596.28	\$ 6,000.00	No change
Parking Lot Maintenance	\$ -		\$ -	
Payroll Expenses	\$ -		\$ -	
Payroll Expenses (ADP/HSA)	\$ 3,000.00	\$ 1,485.00	\$ 3,000.00	No change
Postage	\$ 500.00	\$ 133.80	\$ 500.00	No change
Printing / Copy Services	\$ 500.00	\$ 58.44	\$ 500.00	No change
Professional Development	\$ 27,000.00	\$ 8,275.28	\$ 27,000.00	No change
Publications	\$ 500.00	\$ -	\$ 500.00	No change
Ramsey CIP	\$ 5,000.00	\$ 636.84	\$ 5,000.00	No change
Reimbursements	\$ -	\$ 908.86	\$ -	
Sales Tax	\$ 50.00	\$ 27.00	\$ 250.00	Decrease
Secretary Services	\$ 1,500.00	\$ 835.00	\$ 2,000.00	Decrease
Snow Plowing Service	\$ 6,500.00	\$ 2,296.91	\$ 6,500.00	No change
State Unemploy Exp	\$ 2,500.00	\$ -	\$ 2,500.00	No change
STD / LTD / Life Insurance	\$ 6,700.00	\$ 2,165.84	\$ 7,500.00	Decrease
Studio Sets	\$3,500.00	\$ -	\$ 3,500.00	No change
Subscription Services	\$ 50,500.00	\$ 21,480.90	\$ 33,500.00	Increase
Temp Staff Services	\$ 1,500.00	\$ -	\$ 1,500.00	No change
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 5,389.34	\$ 15,000.00	No change
Vehicle - Insurance	\$ 1,500.00	\$ 928.00	\$ 1,500.00	No change
Vehicle - Maintenance / Gas	\$ 7,500.00	\$ 2,098.63	\$ 7,500.00	No change
Waste Removal	\$ 1,500.00	\$ 540.60	\$ 2,400.00	Decrease
Web / VOD / Int / CaTV / Phone	\$ 28,500.00	\$ 11,302.84	\$ 28,000.00	Increase
Work Comp Insurance	\$ 2,500.00	\$ 283.00	\$ 2,600.00	Decrease
Total Expenses	\$ 1,469,904.00	\$ 829,817.41	\$ 1,399,677.00	
Net Operating Income	\$ 78,496.00	\$ (338,361.18)	\$ 130,451.00	



QCTV Five Year Capital Equipment Spending Plan

	2025	2026	2027	2028	2029	Extended
Building	\$ 105,000.00	\$ 280,000.00	\$ 135,000.00	\$ -		\$ 520,000.00
Portable Field Equipment	\$ 61,000.00	\$ 123,000.00	\$ 130,000.00	\$ 106,000.00	\$ 15,000.00	\$ 435,000.00
City Equipment	\$ 100,000.00	\$ 80,000.00	\$ 107,000.00	\$ 750,000.00	\$ -	\$ 1,037,000.00
Office	\$ 28,000.00	\$ 33,000.00	\$ 92,000.00	\$ 52,000.00	\$ 27,000.00	\$ 232,000.00
Studio	\$ 116,200.00	\$ 61,500.00	\$ 5,000.00	\$ 152,500.00	\$ 140,000.00	\$ 475,200.00
Mobile - Vehicles and Equipment	\$ 658,500.00	\$ 58,000.00	\$ 75,000.00	\$ 106,000.00	\$ 85,000.00	\$ 982,500.00
Master Control Equipment	\$ 128,500.00	\$ 181,000.00	\$ 188,000.00	\$ 60,000.00	\$ 270,000.00	\$ 827,500.00
Total	\$ 1,197,200.00	\$ 816,500.00	\$ 732,000.00	\$ 1,226,500.00	\$ 537,000.00	\$ 4,509,200.00

Category Building
Budget Code ZCIP - Building

Description QCTV Building Infrastructure

Item	2025	2026	2027	2028	2029	
Architectural Study	\$ 25,000.00					
Roof Replacement						
Building Furniture		\$ 35,000.00	\$ 25,000.00			
Carpet (office & studio)		\$ 30,000.00				
HVAC Replacement		\$ 45,000.00			\$ 12,345.00	
Generator		\$ 100,000.00				
Parking Lot						
Building Lighting (interior/exterior)	\$ 15,000.00		\$ 75,000.00			
Building Security/Card Access		\$ 60,000.00				
Network/Video Cabling	\$ 60,000.00	\$ 10,000.00	\$ 35,000.00			
Other	\$ 5,000.00					
Total	\$ 105,000.00	\$ 280,000.00	\$ 135,000.00	\$ -	\$ 12,345.00	\$ 532,345.00

Category Portable Field Equipment
Budget Code ZCIP - Portable Field Equipment
Description Field equipment used by staff

Item	2025	2026	2027	2028	2029	
Field ENG Cameras/Tripods		\$ 22,000.00				
Cinema Style Camera	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
Gimbals/DSLR		\$ 8,000.00		\$ 30,000.00		
Remote System (Switcher and Cameras)			\$ 12,000.00			
Portable HD Transmission Encoders				\$ 25,000.00		
AI Cameras/Community Programming Grant	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00	\$ 50,000.00		
POV cameras/Drones	\$ 1,000.00		\$ 3,000.00	\$ 1,000.00		
Microphones		\$ 3,000.00				
Other		\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
Total	\$ 61,000.00	\$ 123,000.00	\$ 130,000.00	\$ 106,000.00	\$ 15,000.00	\$ 435,000.00

Category City Equipment

Budget Codes ZCIP - Andover ZCIP - Anoka ZCIP - Champlin ZCIP - Ramsey

Description Equipment infrastructure and maintenance improvements for city meeting coverage and distribution

Item	2025	2026	2027	2028	2029
Presentation System	\$ 10,000.00			\$ 600,000.00	
Audio System	\$ 10,000.00			\$ 40,000.00	
Lighting System					
HD video transmission				\$ 30,000.00	
Production Equipment (Switcher, Cameras)			\$ 12,000.00		
Conversion and Distribution			\$ 15,000.00		
Rack Cabinets or Desk					
Andover*					
Anoka*					
Champlin*					
Ramsey*					
Member City Payments (\$20K per City)	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
Total	\$ 100,000.00	\$ 80,000.00	\$ 107,000.00	\$ 750,000.00	\$ -
					\$ 1,037,000.00

*Note: \$5,000 is allocated annually for each city in the Operating Budget for miscellaneous equipment repairs and minor replacements.

Category Office
Budget Code ZCIP - Office Equipment
Description Planned replacement of office support equipment
Industry standard office resources to fulfill the mission of QCTV

Item	2025	2026	2027	2028	2029	
Laptop Computers	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
Computer Workstations	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Non-Core Network Switches, Access Points	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Network Printer / Scanner			\$ 5,000.00			
Servers			\$ 15,000.00	\$ 15,000.00		
Building Monitors/Displays		\$ 10,000.00		\$ 10,000.00		
Website Updates/Upgrades	\$ 5,000.00	\$ 5,000.00	\$ 45,000.00	\$ 5,000.00	\$ 5,000.00	
Other	\$ 5,000.00		\$ 5,000.00			
Total	\$ 28,000.00	\$ 33,000.00	\$ 92,000.00	\$ 52,000.00	\$ 27,000.00	\$ 232,000.00

Category Studio
Budget Code ZCIP - Studio

Description Equipment to support studio shoots; located in the studio, the studio control room or the machine room

Item	2025	2026	2027	2028	2029	
Studio Cameras				\$ 120,000.00		
PTZ Bump Cam and controller				\$ 7,500.00		
Video Playback				\$ 25,000.00		
Video Switcher		\$ 27,000.00				
Master and Back-up Recording Devices		\$ 4,500.00				
Graphics Computer		\$ 15,000.00				
Audio (Sound Board and Equipment)						
Intercom					\$ 20,000.00	
Monitors (Multiviewers)	\$ 5,000.00					
Waveform/Vectorscope	\$ 5,000.00					
Smaller Rackmount Monitors	\$ 1,200.00					
Video/Audio Cabling						
Audio/Video Distribution/Conversion						
Video Router						
Router Control Panels						
Set/Curtain/Furniture	\$ 50,000.00				\$ 120,000.00	
Studio Lights	\$ 50,000.00	\$ 10,000.00				
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
Total	\$ 116,200.00	\$ 61,500.00	\$ 5,000.00	\$ 152,500.00	\$ 140,000.00	\$ 475,200.00

Category Mobile - Vehicles and Equipment

Budget Code ZCIP - Truck

Description Planned equipment upgrades and replacement

Keeping the production truck to current broadcasting standards and replaces equipment at the end of its life

Item	2025	2026	2027	2028	2029	
Video Playback Server		\$ 30,000.00				
Replay System	\$ 75,000.00			\$ 10,000.00		
Audio		\$ 7,500.00				
Intercom (new in 2025)	\$ 25,000.00					
Camera(s), CCU, RCP and Accesories	\$ 400,000.00			\$ 75,000.00	\$ 25,000.00	
Microphones		\$ 1,000.00		\$ 2,500.00		
Main Graphics Computer					\$ 60,000.00	
Tripod Replacements	\$ 25,000.00					
Fiber optic upgrades			\$ 20,000.00			
Scorebox Replacement/Updates		\$ 3,500.00		\$ 3,500.00		
LiveU Replacement				\$ 15,000.00		
POV Camera Replacements	\$ 3,500.00	\$ 3,500.00				
Video Switcher	\$ 35,000.00					
Truck Rewiring/ Conversion Cards/ Distributi	\$ 15,000.00	\$ 7,500.00				
Video Router	\$ 65,000.00					
Truck Graphics Wrap Replacement						
Monitor Display Replacement	\$ 10,000.00					
Master and Back-up Recording Devices			\$ 50,000.00			
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
Total	\$ 658,500.00	\$ 58,000.00	\$ 75,000.00	\$ 106,000.00	\$ 85,000.00	\$ 982,500.00

*Note: Production Truck may need to be replaced as soon as 2027 at an approximate cost of \$300,000.00

Category Master Control Equipment
Budget Code ZCIP - Master Control Equipment
Description Includes channel playback, transmission, and conversion equipment

Planned equipment replacement and upgrades to signal delivery necessary for HD programming

Item	2025	2026	2027	2028	2029	
HD File Playback Machine(s)			\$ 60,000.00			
Extend networking to Anoka county cities	\$ 60,000.00	\$ 60,000.00				
DAM, SAN, MAM Back-up Storage	\$ 20,000.00		\$ 30,000.00	\$ 12,000.00		
Network Switches		\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
Off-site Redundancy	\$ 12,000.00			\$ 12,000.00		
Video Patchbays and Wiring	\$ 9,500.00		\$ 3,000.00			
Video Router	\$ 10,000.00		\$ 10,000.00			
Conversion/Distribution Amps		\$ 6,000.00		\$ 6,000.00		
Live Channel Encoders			\$ 35,000.00			
Channel CG/ Bulletin Board			\$ 35,000.00			
Digital Waveform/Vectroscope w. eye pattern				\$ 5,000.00		
Multiviewer Replacement	\$ 12,000.00					
Live Transmission Decoder (LiveU)				\$ 20,000.00		
Closed Captioning					\$ 250,000.00	
Full Room UPS		\$ 100,000.00			\$ 10,000.00	
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
Total	\$ 128,500.00	\$ 181,000.00	\$ 188,000.00	\$ 60,000.00	\$ 270,000.00	\$ 827,500.00

QCCCC Agenda Item

5.4 Personnel Policy

September 11, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Personnel Policy

The Personnel Policy was modified in 2021 to incorporate changes related to the pandemic, specially telework. The strategic plan called for a complete review of the Personnel Policy for updating. Staff has solicited input from the commission and executive committee, worked with HR consultant Dana Makinen, and legal counsel Scott Lepak. The draft policy update was reviewed by the executive committee and is recommended for approval.

The attached draft policy is in a track changes format. This allows for review of prior language and proposed changes. New areas added include: the new earned sick and safe leave law, adding Juneteenth holiday; review for compliance with cannabis law; and, benefit eligible definition from 40 hours per week to 32 hours per week. Updating and clarification include: telework updates; absence notification; election time off; electronic personnel files; and, other items.

Action Requested: Approve Personnel Policy.

**Quad Cities
Cable Communications
Commission**

(dba) QCTV

**Personnel Policy
2024**

Deleted: 2021

Approved November 18, 2021

A joint powers agreement to operate a cable television franchise and local programming organization on behalf of the member cities: Andover, Anoka, Champlin, Ramsey.

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Section 1 INTRODUCTION

1.1 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Quad Cities Cable Communications Commission (dba QCTV). They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of QCTV. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, QCTV has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

1.2 Scope

These policies apply to all employees of QCTV. Except where specifically noted, these policies do not apply to:

- Commissioners;
- Attorney;
- Members of Committees;
- Consultants and Contractors.

1.3 EEO Policy Statement

QCTV is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, layoff, disciplinary action, termination, compensation and selection for training. QCTV will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

1.4 Data Practices Advisory

Employee records are maintained in a location designated by QCTV Executive Director. Personnel data is kept in personnel files, finance files, and benefit/medical files, [all of which may be stored in electronic or physical form](#). Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

1.5 News Releases

Formal news releases concerning municipal affairs are the responsibility of QCTV Executive Director, or their designee. All media interviews must be approved by the QCTV Executive Director, or their designee, before the interview. All contacts with the media should be reported to QCTV Executive Director, or their designee, as soon as practicable.

No QCTV employee is authorized to speak on behalf of QCTV without prior authorization from QCTV Executive Director or their designee.

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All news releases concerning QCTV personnel will be the responsibility of QCTV Executive Director, or their designee.

Section 2 ORGANIZATION WORK RULES AND CODE OF CONDUCT

2.1 Conduct as a QCTV Employee

In accepting QCTV employment, employees become representatives of QCTV and are responsible for assisting and serving the residents for whom they work. An employee's primary responsibility is to serve the residents of Andover, Anoka, Champlin and Ramsey. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a QCTV employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at QCTV. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

2.2 Attendance and Absence

The operations and standards of service in QCTV require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every QCTV position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should notify their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a contact number where they can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

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The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. QCTV may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude QCTV from administering discipline for unexcused absences of less than three (3) days.

2.3 Access to and Use of QCTV Property

Any employee who has authorized possession of keys, production equipment, tools, computers, Ipads or other tablets, or other QCTV-owned equipment must register their name and the serial number (if applicable) or identifying information about the equipment with their supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with QCTV in order to resign in good standing. Employees separated under non-voluntary reasons will be specifically directed on how and where to return QCTV property in writing.

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Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by QCTV is prohibited unless authorized by QCTV Executive Director. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

2.4 Appearance

Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, footwear, jewelry or other items that could present a safety hazard are not acceptable in the workplace or on remote shoot locations.

2.5 Children in the workplace

QCTV employees are prohibited from bringing minor children to work and from performing work functions while accompanying children. If a child is ill or a childcare situation occurs, the employee should call their supervisor and seek permission to stay home rather than bringing a child to work. No child shall be left

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unaccompanied by an adult in the work place. This applies to consultants and volunteers.

2.6 Conflict of Interest

QCTV employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists [they](#) should consult with QCTV Executive Director.

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2.7 Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

2.8 Personal Telephone Calls

Personal telephone calls [and other personnel electronic communications](#) are to be made or received only when truly necessary. They are not to interfere with QCTV work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee.

2.9 Political Activity

QCTV employees have the right to express their views and to pursue legitimate involvement in the political system. However, no QCTV employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by QCTV to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

2.10 Smoking

All QCTV buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco (including e-cigs) while in a QCTV facility or vehicle. This also applies to QCTV remote shoot locations.

Smoking of any kind, including pipes, cigars, e-cigs, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Section 3 DEFINITIONS

For purposes of these policies, the following definitions will apply:

3.1 Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

3.2 Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

3.3 Demotion

The movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is lower than that of the employee’s former position.

3.4 Direct Deposit

As permitted by state law, all QCTV employees are required to participate in direct deposit.

3.5 Employee

An individual who has successfully completed all stages of the selection process including the training period.

3.6 Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. (FLSA)

3.7 FICA (Federal Insurance Contribution Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees’ earnings.

3.8 Fiscal Year

The period from January 1 to December 31.

3.9 Full-time Employee

Employees who are required to work thirty two (32) or more hours per week year-round in an ongoing position.

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3.10 Hours of Operation

QCTV’s regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m. Hours may be modified as needed by the Executive Director.

3.11 Management Employee

An employee who is responsible for managing a department or division of QCTV.

3.12 Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

3.13 Part-time Employee

Employees who are required to work less than thirty-two (32) hours per week year round in an ongoing position

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3.14 Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

3.15 PERA (Public Employees Retirement Association) Statewide pension program in which QCTV employees meeting program requirements must participate in accordance with Minnesota law. QCTV and the employee each contribute to the employee’s retirement account.

3.16 Promotion

Movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is higher than that of the employee’s former position.

3.17 Reclassify

Movement of a job from one classification to another classification because of a significant change in the position’s duties and responsibilities.

3.18 Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits.

3.19 Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits.

3.20 Training Period

A ~~twelve~~ month period at the start of employment with QCTV (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. This period may be extended by an additional six month period at the sole discretion of the Executive Director. The training period is the last part of the selection process.

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3.21 Transfer

Movement of an employee from one QCTV position to another of equivalent pay.

3.22 Workweek

A workweek is seven consecutive 24-hour periods. The workweek will run from Sunday through the following Saturday.

Section 4 ORGANIZATION

4.1 Job Descriptions

QCTV will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by Quad Cities Cable Communications Commission prior to the position being filled.

4.2 Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the QCTV Executive Director.

4.3 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the QCTV Executive Director.

Section 5 HOURS OF WORK

5.1 Work Hours

Work schedules for employees will be established by supervisors with the approval of the QCTV Executive Director. The regular work week for employees is five, eight hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by QCTV Executive Director in accordance with the customs and needs of the organization.

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5.2 Meal Breaks and Rest Periods

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an

employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Employees working in QCTV buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the QCTV service area may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or the QCTV Executive Director.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the QCTV Executive Director, on the use of meal breaks and rest periods.

5.3 Adverse Weather Conditions

QCTV facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence, [but may be required to make up the time utilized or use Earned Sick and Safety Leave for this purpose](#). Employees will be allowed to use accrued annual leave time or compensatory time; or with supervisor approval [in consultation with the Executive Director](#) may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (remote shoots, special events, etc) will be made by the respective supervisor or the QCTV Executive Director.

Section 6 COMPENSATION

Employees of QCTV will be compensated according to schedules adopted by Quad Cities Cable Communications Commission. Unless approved by the Commission, employees will not receive any amount from QCTV in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

6.1 Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any

leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

6.2 Overtime

QCTV has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. QCTV Executive Director will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime.

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Deleted: In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

6.3 Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Annual leave and paid holidays do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

The workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on [their timesheet](#) that the overtime earned is to be recorded as compensatory time in lieu of payment.

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The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves QCTV employment at the hourly pay rate the employee is earning at that time.

6.4 Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need

to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

QCTV will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that earns annual leave, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but they are either not yet qualified to use the paid leave or they have exhausted all of their paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of their paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with QCTV in which the employee does not work a full week. In this case, QCTV will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- QCTV may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

QCTV will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to QCTV any amounts received by the employee as jury fees or witness fees.

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If QCTV inadvertently makes an improper deduction to the weekly salary of an exempt employee, QCTV will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

6.5 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings.

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Deleted: The normal hours of business for management staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings/events as necessary.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

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Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal predetermined requirement. Exempt employees must communicate their absence to QCTV Executive Director.

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If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of QCTV. Additional notification and approval requirements may be adopted by QCTV Executive Director for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

Section 7 PERFORMANCE REVIEWS

An objective performance review system will be established by QCTV Executive Director or designee for the purpose of periodically evaluating the performance of QCTV employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

Section 8 BENEFITS

8.1 Insurance

QCTV will contribute a monthly amount toward group health, short-term disability, long-term disability, accidental death and dismemberment and life insurance benefits for each eligible employee and [their](#) dependents. The amount to be contributed and the type of coverage will be determined by the Quad Cities Cable Communications Commission.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the QCTV Executive Director.

8.2 Retirement

QCTV participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. QCTV and the employee contribute to PERA each pay period as determined by state law. Employees are also required to contribute a portion of each pay check for Social Security and Medicare.

For information about PERA eligibility and contribution requirements contact the QCTV Executive Director.

Section 9 HOLIDAYS

QCTV observes the following official holidays for all regular full-time employees:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	

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Christmas Eve Day
Christmas Day

2 Floating Holidays

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from QCTV is not eligible for holiday pay.

Deleted: When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for QCTV operations/facilities that are closed on holidays. ¶

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by QCTV may request either annual leave or unpaid leave for such time off.

The (2) Floating Holidays may not be carried over to the next fiscal year.

Section 10 LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of QCTV's leave programs, must be taken consecutively, with no intervening unpaid leave. QCTV will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

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10.1 Annual Leave

Annual Leave replaces individual sick leave and vacation leave plans and combines them into a single benefit program. Annual Leave does not replace QCTV observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the QCTV. Plan provisions discourage unnecessary utilization by providing cash and savings incentives. Annual leave can be used for

any reason, subject to existing request and approval procedures. As with all paid time off programs, the QCTV needs to ensure that service to the public and work requirements are not adversely impacted. Medical Certification Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of their position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

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10.2 Accrual Rates for Annual Leave

Years of Service Annual Accrual Rates:

0-4 years: 5.54 hours per 2 weeks of work (3 weeks and 3 days annually).
5-9 years: 7.08 hours per 2 weeks of work (4 weeks and 3 days annually).
10+ years: 8.62 hours per 2 weeks of work (5 weeks and 3 days annually).
15+ years; 10.16 hours per 2 weeks of work (6 weeks and 3 days annually).
20+ years; 11.70 hours per 2 weeks of work (7 weeks and 3 days annually).

- Annual leave shall not be earned by an employee for any period during which the employee is not being paid.
- Planned annual leave may be denied or approval withdrawn when the granting of such planned annual leave would result in insufficient personnel to carry out necessary functions as deemed appropriate by the QCTV.
- Employees shall forfeit any annual leave accumulations at the anniversary date in excess of the allowable maximum of 280 hours. Employees shall not be paid out any annual leave accumulations in excess of 280 hours.
- If use of unplanned leave suggests abuse, the QCTV shall notify the employee of this concern. If such abuse continues the QCTV may deny future unplanned leave requests.
- An employee who leaves the employment of the QCTV in good standing shall be compensated for all accrued and unused annual leave at the time of separation from employment.

Deleted: Employees shall be allowed to accumulate up to a maximum of 280 hours annual leave. Employees shall

Annual leave will not accrue during unpaid leaves. Annual leave will accrue on a pay-period basis. Employees can carry over any annual leave that does not exceed the stated cap.

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10.3 Annual Leave Conversion

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis annually with the following conditions: 30-day written request prior to the employee's work anniversary date; up to 40% of the annual leave balance, not to exceed eighty (80) hours, may be

converted each year; the employee must have used at least 30% of [their](#) annual accrual during the previous 12 months; and has a balance of at least 176 hours remaining after the conversion calculation is completed. This calculation will use the most recent accrual rate. Payment will be based on the employee's current hourly rate in effect at the time written request is provided and prior to any annual step increase coinciding with the work anniversary performance review.

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Conversion to cash or deferred compensation will occur in December of the same calendar year of the written request with the specific payment date to be determined by accounting each year. The conversion payment will be part of the regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay. The annual leave conversion payment is subject to all taxes, IRS maximum deferred compensation regulations, Minnesota law, and is not PERA eligible.

10.4 Eligibility

Full-time employees will earn annual leave in accordance with the above schedule.

10.5 Accrual Rate

For the purpose of determining an employee's annual leave accrual rate, years of service will include all continuous time that the employee has worked at QCTV (including authorized unpaid leave), [or other applicable work experience as determined at the sole discretion of the Executive Director](#). Employees who are rehired after terminating QCTV employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

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10.6 Earnings and Use

After six months of service, annual leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any annual leave for any pay period unless [they](#) is employed by QCTV on the last scheduled work day of the pay period.

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Requests for annual must, when possible, be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and QCTV Executive Director. Annual leave can be requested in increments as small as one hour. Annual leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

No annual leave will be allowed to accrue in excess of 280 hours. Excess hours will be forfeited on the employment anniversary date.

10.7 Funeral Leave

Employees will be permitted to use up to four (4) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee’s annual leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or the QCTV Executive Director depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Immediate family, for the purposes of this section, shall be defined as spouse, parent, step parent, children, step-children, brother, sister, grandparents, grandchildren or a like member of employee’s spouse’s family.

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10.8 Medical Certification

Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor’s certification may be required except as limited by the application of the Earned Sick and Safet Leave law. The physician’s certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of their position. A statement attesting to the employee’s ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work except as limited by the application of the Earned Sick and Safet Leave law.

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10.9 Returning to Work After a Medical Absence

After a medical absence, that is not Earned Sick and Safe Time Leave, a physician’s statement may be required on the employee’s first day back to work, indicating the nature of the illness or medical condition and attesting to the employee’s ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

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Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Annual leave may be denied for any employee required to provide a doctor’s statement until such a statement is provided.

QCTV has the right to obtain a second medical opinion to determine the validity of an employee’s worker’s compensation or annual leave claim, or to obtain information related to restrictions or an employee’s ability to work. QCTV will arrange and pay for an appropriate medical evaluation when it has been required by QCTV.

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10.10 Severance Pay

Employees leaving QCTV in good standing will receive 100% of their annual leave balance up to 280 hours as compensation (applicable taxes will be withheld).

10.11 Unpaid Leave

Unpaid leaves may be approved in accordance with QCTV personnel policies. Employees must normally use all accrued leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the QCTV Executive Director.

10.12 Military Leave

State and federal laws provide protections and benefits to QCTV employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with QCTV as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to QCTV at least ten (10) working days in advance of the requested leave. If an employee has not yet used their fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

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Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of annual leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

10.13 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to QCTV in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued annual or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so QCTV will be able to determine the amount of compensation due for the period involved.

10.14 Court Appearances

Employees will be paid their regular wage to testify in court for QCTV-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with QCTV employment, minus mileage reimbursement, must be turned over to QCTV.

10.15 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify their supervisor of the action taken. In the case of a serious emergency, 911 should be called.

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If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

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10.16 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by QCTV Executive Director with the approval of Quad Cities Cable Communication Commission.

10.17 Adoptive Parents (state law requirement for cities with more than 21 employees) Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

10.18 School Conference Leave (state law requirement for cities with more than 21 employees) Any employee who has worked half-time or more for more than twelve (12) consecutive months, may take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during nonwork hours.

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10.19 Bone Marrow Donation Leave (state law requirement for cities with more than 20 employees) Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by QCTV, to undergo medical procedures to donate bone marrow. QCTV may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

10.20 Victim or Witness Leave

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

10.21 Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives QCTV at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

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10.22 Regular Leave without Pay

QCTV Executive Director may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by Quad Cities Cable Communications Commission to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, QCTV's contribution toward health, short-term disability, long-term disability, accidental death and dismemberment and life insurance may be continued, if approved by the Quad Cities Cable Communications Commission, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or annual leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue annual leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued annual leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all annual leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use annual leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of QCTV.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of QCTV Executive Director subject to approval of Quad Cities Cable Communications Commission.

10.23 Family and Medical Leave General

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition; or
- A serious health condition that makes the employee unable to perform the essential functions of the position.

In accordance with the law, the following definitions apply:

“Caring” for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

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An eligible “child” is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent’s rights, duties and responsibilities.

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An eligible “parent” includes a biological parent or a person who was charged with a parent’s rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn’t include in-laws.

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“Serious health condition” is defined in Federal law, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).

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10.24 Eligibility

An eligible employee is one who has worked for QCTV for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave.

10.25 Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

10.26 Leave Year

The 12 month period is calculated by measuring twelve months backward from the start date of the employee’s last FMLA leave.

10.27 Notice

The employee is to give written notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin or if thirty (30) days notice cannot be given as much notice as practical.

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If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt QCTV’s operations.

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10.28 Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee.

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The form is to be completed by the attending physician or practitioner and submitted to QCTV Executive Director within ten (10) days after requested, or as soon as is reasonably practicable.

QCTV may require a second (or third) opinion at QCTV's expense. If required, QCTV will select a health care provider not regularly associated with QCTV.

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10.29 Recertification

Recertification may be required if the employee requests an extension of the original length approved by QCTV or if the employee's circumstances change.

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Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

10.30 Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

QCTV may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.

10.31 Fitness for Duty

QCTV may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of their regular job.

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QCTV Executive Director may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, QCTV may deny reinstatement until it is provided.

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10.32 Job Protection

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

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10.33 Effect on Benefits

An employee granted leave under this policy will continue to be covered under QCTV's group health plan under the same conditions and at the same level of QCTV contribution as would have been provided had they been continuously employed during the leave period. If there are changes in QCTV's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage. QCTV may choose to continue QCTV's portion if administratively more convenient.

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Arrangements for payment of the employee's portion of premiums must be made by the employee with QCTV. If an employee's contribution is more than thirty (30) days late, QCTV may terminate the employee's insurance coverage (subject to COBRA requirements).

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10.34 Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued annual leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

10.35 Records Retention

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

10.36 Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12)

weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued compensatory time, or annual leave that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to QCTV Executive Director's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily **resigned** as described above, QCTV may seek reimbursement from the employee for the portion of the insurance premiums paid by QCTV on behalf of that employee during the period of leave.

10.37 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by QCTV Executive Director on a case-by-case basis. This policy does not guarantee assignment to light duty. Any light duty/modified work assignment may be discontinued at any time.

Section 11. RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about conduct that is, and is not, appropriate in the workplace and other QCTV-sponsored social events. QCTV acknowledges this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

11.1 Applicability

Maintaining a respectful public service work environment is a shared responsibility. This policy is intended to express to all employees, volunteers, members of boards and commissions, applicants, contractors/vendors, elected officials and members of the public the expectations by the QCTV for respectful workplace conduct both in the workplace and other QCTV-sponsored social events.

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11.1 - General

QCTV is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, QCTV maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express QCTV's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

11.2 - Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

<#>Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

<#>Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or

<#>Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another

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11.2 Abusive Outside Individual Behavior

While QCTV has a strong commitment to customer service, it does not expect employees to accept verbal and other abuse from any outside individual.

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An employee may request that a supervisor intervene when an outside individual is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

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If there is a concern about the possibility of violence, the individual should use his/her/their discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent. Employees must notify their supervisor about the incident as soon as possible.

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11.3 Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

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(a) Violent behavior:

includes the use of physical force, harassment, bullying or intimidation.

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(b) Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

(c) Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior.

Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout QCTV, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the Executive Director.

(d) Sexual harassment:

based on Minnesota Statute § 363.01, subdivision 41, is as follows: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

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Section 11.4 Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area, and/or take other reasonable action.

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If employees see or overhear what they believe is a violation of this policy, employees should advise a supervisor, the Executive Director, or General Counsel promptly.

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Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact human resources, the supervisor's manager or the Executive Director.

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Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

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Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, your supervisor's supervisor, or the Executive Director. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations, such as with an offender from the public it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

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Step 1(c). OCTV urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the Executive Director, the Board Chair or Commission member of promptly of your concerns promptly. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor or the Executive Director.

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Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the Executive Director, the Board Chair or the General Counsel.

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11.5 Supervisor's Response to Allegations of Disrespectful Workplace Behavior

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Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the Executive Director, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

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Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important

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to note QCTV cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The supervisor must notify the Executive Director about the allegations (assuming the allegations do not involve the Executive Director). For more information about what to do when allegations involve the Executive Director, the Board Chair, or member of the Commission, see "Special Reporting Requirements" below.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. QCTV will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. QCTV will take reasonable and timely action, depending on the circumstances of the situation.

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QCTV is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

11.6 Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the Executive Director will determine how to proceed in addressing the complaint as well as appropriate discipline. If the Executive Director is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the General Counsel who will confer with the Board Chair and Commission regarding appropriate investigation and action. Board Member is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the Executive Director and referred to the General Counsel.

In cases such as these, it is common for the Commission to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the Commission. QCTV will take reasonable and timely action, depending on the circumstances of the situation. Pending completion of the investigation, the Executive Director may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed Board Member (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the General Counsel will be consulted as to the appropriate course of action.

11.7 Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

11.8 Retaliation

Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

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Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws. It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor
2. Your supervisor's manager
3. Executive Director
4. Board Chair or Commission Member
5. In the event an employee feels retaliation has occurred by the Executive Director or the Commission, then reporting may be made to the General Counsel.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the Executive Director, or if the complaint is against the Executive Director to the General Counsel, who will decide how to proceed in addressing the complaint. Consistent with the terms of applicable statutes and city personnel policies, QCTV may discipline any individual who retaliates against any person who reports alleged violations of this policy. QCTV may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Section 12 SEPARATION FROM SERVICE

12.1 Resignations

Employees wishing to leave QCTV service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days notice. The written resignation must state the effective date of the employee's resignation.

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Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with QCTV.

12.2 Severance Pay

Employees who leave the employ of QCTV in good standing by retirement or resignation will receive pay for 100% of unused accrued annual leave up to the allowable maximum of 280 hours. Unused Floating Holidays are not subject to severance payout.

Section 13 DISCIPLINE

13.1 General Policy

Supervisors are responsible for maintaining compliance with QCTV standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of QCTV. QCTV employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable QCTV policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in QCTV's personnel policies. The supervisor and/or QCTV Executive Director will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

13.2 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

13.3 Process

QCTV may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any QCTV employee has a property right to the job they performs.

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Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Any disciplinary actions taken against the Executive Director will be by the Quad Cities Cable Communications Commission.

The following are descriptions of the types of disciplinary actions for employees other than the Executive Director:

13.4 Oral Reprimand

This measure will be used where informal discussions with the employee’s supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

13.5 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from QCTV Executive Director.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees’ signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee’s personnel file.

13.6 Suspension With or Without Pay

QCTV Executive Director may suspend an employee without pay for disciplinary reasons.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee’s personnel file.

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13.7 Demotion and/or Transfer

An employee may be demoted or transferred for disciplinary reasons. A disciplinary demotion or transfer differs from a demotion or transfer for reasons related to

employee performance or business needs. The latter instances are not considered disciplinary. In all instances involving demotion or transfer, whether disciplinary or not, the employee must be qualified for the position to which they are being demoted or transferred at the time of the demotion or transfer.

13.8 Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

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13.9 Dismissal

The [Quad Cities Cable Communications Commission](#) Commission, upon the recommendation of the QCTV Executive Director, may dismiss a management employee for substandard work performance, serious misconduct, or behavior not in keeping with general business standards.

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[The](#) Executive Director may dismiss any employee other than a management employee for substandard work performance, serious misconduct, or behavior not in keeping with general business standards without prior Commission approval.

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If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

13.10 Administrative Leave

An employee may be placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay as determined by the Executive Director upon consultation with the Quad Cities Cable Communications Commission Board Chair depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Section 14 **GRIEVANCE PROCEDURE**

Any dispute between an employee and QCTV relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to QCTV Executive Director within seven (7) days after the supervisor's response is due. QCTV Executive Director or their designee will respond to the employee in writing within seven (7) calendar days. The decision of QCTV Executive Director is final.

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14.1 Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of QCTV's last answer. If QCTV does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of QCTV and the employee without prejudice to either party.

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The following actions are not givable:

- Performance evaluations; • Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

Section 15 EMPLOYEE EDUCATION AND TRAINING

QCTV promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

15.1 Policy

QCTV will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved *in advance* under the following criteria and procedures:

15.2 Job-Related Training and Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities.

Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with QCTV.

The supervisor and QCTV Executive Director are responsible for determining jobrelatedness and approving or disapproving training and conference attendance.

15.3 Request for Participation in Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with QCTV.

15.4 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by QCTV Executive Director.

15.5 Compensation for Travel and Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. QCTV uses the per diem rates from www.gsa.gov/perdiem

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

15.6 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of QCTV. Normally, one QCTV membership per agency, as determined by QCTV Executive Director is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with QCTV and are transferred to another employee by the supervisor.

15.7 Tuition Reimbursement

To be considered for tuition reimbursement the fulltime employee must be in good standing and have been employed by QCTV for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the QCTV Executive Director, with final approval/disapproval provided by the Quad Cities Cable Communications Commission.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

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QCTV will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Employees must reimburse QCTV if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from QCTV.

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Section 16 OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by QCTV regard QCTV as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with QCTV Executive Director. Any QCTV employee accepting employment in an outside position that is determined by QCTV Executive Director to be in conflict with the employee's QCTV job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-QCTV employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a

political office or an appointment to a government board or commission that is compatible with QCTV employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time or part-time employee's availability to work.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use QCTV equipment, resources or staff in the course of the outside employment.
- The employee must not violate any QCTV personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by QCTV. Work performed for others while on approved annual leave or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid annual leave from QCTV for those same hours.

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QCTV employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of QCTV.

Section 17 DRUG FREE WORKPLACE

In accordance with Federal Law, QCTV has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is QCTV's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on QCTV property or while conducting QCTV business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- QCTV recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting QCTV business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Section 18 QCTV DRIVING POLICY

This policy applies to all employees who drive a vehicle on QCTV business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. QCTV expects all employees who are required to drive as part of their job to drive safely and legally while on QCTV business and to maintain a good driving record.

QCTV will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

QCTV will determine appropriate action on a case-by-case basis.

Section 19 CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to insure that cellular phone usage is consistent with the best interests of QCTV without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that QCTV employees exercise the highest standards of propriety in their use.

19.1 General Policy

A supervisor may authorize an employee to use their own personal phone for QCTV business and be provided a taxable stipend to be determined by the QCTV Executive Director. An employee will not be reimbursed for business-related use of a private cell phone without prior authorization from their supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

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19.2 Procedures

It is the objective of QCTV to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

19.3 Responsibility

QCTV Executive Director, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

Section 20 SAFETY

The health and safety of each employee of QCTV and the prevention of occupational injuries and illnesses are of primary importance to QCTV. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

20.1 Reporting Accidents and Illnesses

Both Minnesota Worker’s Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee’s immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

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20.2 Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

20.3 Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee’s behavior violates QCTV’s personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Section 21 TELEWORK

The Quad Cities Cable Communications Commission is committed to providing excellent services for member cities and area residents, as well as attracting and retaining critical employee talent, increasing productivity and efficiency and saving on workspace and costs. A telework policy provides these benefits to the organization and is hereby adopted according to the guidelines below.

This policy governs the practice of working remotely from locations other than a QCTV facility/work site, including an employee's home. Remote work should not adversely affect other operational needs of the organization. It is voluntary for the employee and at the sole discretion of management.

21.1 General Guidelines

Remote work as defined for this policy includes:

Working some scheduled hours at remote home office and some on QCTV premises or service sites.

Regardless of location, a remote worker remains responsible for all job duties, responsibilities and obligations associated with their position, even if such duties require the employee to come into QCTV or other job site while performing work remotely. Employees and supervisors should seek to find solutions to maximize benefit to the organization and to the employee.

All QCTV employees who meet the eligibility criteria will be considered for remote work on a case-by-case basis, where creative work arrangements have been shown to accomplish both work and personal goals, and meet the criteria and guidelines set forth below. Remote schedules may need to change to accommodate the needs of QCTV or when employee job duties change.

When making the decision to approve remote work, supervisors and the Executive Director will consider the following guidelines:

- The remote work arrangement must be set in advance and approved by the supervisor and the Executive Director.
- Remote work requires the same focus on job duties as if the employee were in the office; constant interruptions from household members, pets or other distractions may disqualify an employee from remote work.
- There must be adequate coverage during all standard hours.
- There must be no adverse impact on internal or external customers.
- There must be no known safety issues associated with working remotely.
- There must not be any known security issues with technology or otherwise, in order to protect nonpublic government data.
- Employees working under a Performance Improvement Plan are not eligible for remote work.
- Internal and external customers must be given direction on whom to contact in the employee's absence if the employee is not available during all business hours.
- The schedule must not result in additional overtime for the employee or co-workers.

- The employee will receive no more than eight hours of holiday pay for each QCTV holiday.
- The employee will not be allowed to work outside the State of Minnesota.
- The employee should be within 90 minutes driving distance or less than 100 miles to perform member city services.
- The supervisor or Executive Director may end the remote work arrangement at any time, with at least a 10 day notice to the employee, [where practicable](#). [However, the Executive Director may also end the remote work arrangement immediately in their sole discretion when warranted.](#)

Remote work arrangements may vary depending on the position and department. Supervisors are responsible for determining the work schedules within their departments, subject to the approval of the Executive Director. Because the primary focus is serving the needs of the member cities, it is important to realize remote work arrangements may not be possible for some positions.

Employees and supervisors should also consider various types of scheduling options for efficiency and productivity, including:

- Entire weeks in the office or working remotely
- Certain days in the office; remaining days working remotely
- Whether to have entire teams of employees in the office on the same day each week or at the beginning of each month

It's also important for the supervisor to consider perceptions of fairness among team members. For example, allowing one employee to work remotely [multiple days every week](#) may be perceived as unfair by other members of the team.

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A telework agreement is to be completed and signed by the Executive Director and the employee prior to beginning any regular or extended remote work.

21.2 Eligibility for Flexibility in the Place of Work

Individuals requesting remote work arrangements must be employed with QCTV for a minimum of the one-year probationary period of continuous, regular employment and be successfully performing their job duties, as determined with supervisor input.

There may be additional considerations when an employee requests remote work as a reasonable accommodation and QCTV will consider those requests on a case by case basis.

21.3 Supervision and Performance Evaluation

For employees who are working remotely at least half of their schedule, supervisors must hold regular meetings to discuss work progress and issues for the first three months. These meetings can be conducted by phone, virtual computer technology

or in person. Evaluation of remote worker performance beyond the initial three months will be consistent with that received by employees working at the office.

If work performance declines or becomes unsatisfactory, the remote work arrangement may be terminated at the discretion of QCTV.

21.4 Work Hours, Calendars and Meetings

The employee and supervisor will agree on the number of days of remote work that will be allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, virtual computer software or email within a reasonable time period during the agreed upon work schedule. Depending on the employee's position and the needs of QCTV, the work schedule may include core hours during which the employee must be available or the schedule can include greater flexibility for the employee to work outside QCTV's normal business hours.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by QCTV. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of 40 hours per week, will require advance approval of the supervisor. Failure to comply with this requirement may result in termination of the remote work arrangement.

Remote workers who are exempt from the overtime requirements of the FLSA must follow the QCTV's normal payroll and timekeeping policies and are generally accountable for their normal work week hours.

All remote workers must use annual leave as needed to cover periods of time off, following the QCTV's normal paid leave policies.

Remote workers are responsible for keeping their electronic calendars up to date and accessible to anyone at QCTV for all scheduled work hours.

Remote workers must attend all required meetings, including those which normally would be held on a remote workday, and are also responsible for obtaining information from optional meetings when such meetings impact their work with QCTV. Supervisors are responsible for setting expectations for their work teams regarding whether meeting attendance will be in-person, remote or a combination, considering these guidelines:

- Meetings of a sensitive, highly interactive, or complex nature are best held entirely in-person (e.g., brainstorming, troubleshooting, project "kick-off" meetings, performance reviews, disciplinary meetings).

- Allowing some workers to attend remotely and others to attend in-person could result in perceptions of unfairness or in some employees missing out on key information (such as when the in-person staff continue to discuss the topic after remote workers log off). Supervisors need to be prepared to address these issues.
- In-person business meetings with others cannot be held at an employee's home.

21.5 Work Environment and Technology

For employees working remotely on a routine basis, the employee must establish an appropriate work environment to avoid problems associated with safety or poor ergonomics (see Appendix A for a diagram of an ergonomic work station). QCTV will not be responsible for costs associated with initial setup of the employee's remote office such as remodeling, furniture, lighting, repairs, or modifications to the office space. Employees will be offered appropriate guidance in setting up a workstation designed for safe, comfortable work.

QCTV will provide employees with appropriate technology (e.g., computer, monitor(s), docking station, mouse, keyboard, headset) for one location, either on-site at QCTV offices or off-site. Employees who work in a hybrid remote work situation (both at the office and at home) are responsible for providing the required technology to work remotely. This includes a reliable internet connection. All QCTV-owned equipment must be returned upon termination of the remote work arrangement or at termination of employment. The QCTV Technology Department will review and approve remote home office equipment for compatibility and use.

QCTV will supply the employee with the appropriate office supplies (pens, paper, etc.) for their assigned job responsibilities. The organization will also reimburse the employee for all appropriate business-related expenses with prior approval; however, the employee may be required to come into the office in order to perform some duties such as mailing, scanning and photocopying.

21.6 QCTV Employment Policy and Benefits Coverage

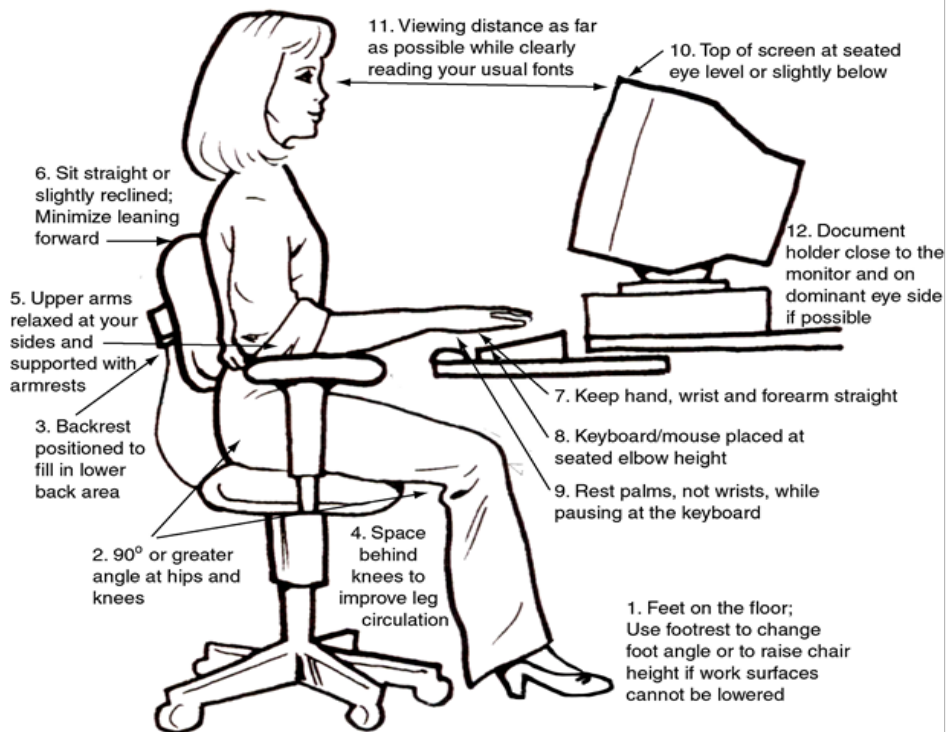
QCTV's normal policies and procedures (for example, computer use, data practices, respectful workplace, outside employment, etc.) apply to employees working remotely. Employees should ask their supervisors if they have any questions about whether or how a particular policy applies to a remote work environment.

An employee working remotely is generally covered by QCTV's Workers' Compensation insurance while acting in the course and scope of employment and must report any injury to their supervisor as soon as possible.

Office Ergonomics Guide Sheet

You may not be aware of it, but over time, working at your computer may be needlessly overstressing parts of your body. Sore muscles, eyestrain, tension and fatigue could be reduced by modifying your workstation.

The diagram below is an overview of an ergonomic workstation for a computer user. Ideally you should position your work surfaces and computer accessories to fit you after you are first sitting properly in your ergonomically adjusted chair.



Section 21 Acknowledgement of Receipt of the Personnel Policy

ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY

I acknowledge that I have received a copy of the Quad Cities Cable Communications Commission (QCCCC) Personnel Policy. I understand that this document contains important information regarding QCCCC general personnel policies and my privileges and obligations as an employee. I will familiarize myself with the personnel policy and I understand that I am governed by its contents. I further understand that the personnel policy is not an employment contract and that QCCCC may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without prior notice.

Employee's Signature

Date

Employee's Name (typed or printed)

Witness' Signature

Date

Witness' Name (typed or printed)

