

## **Quad Cities Cable Communications Commission**

Anoka City Hall – Council Chambers

January 15, 2026, 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 November 20, 2025, commission meeting.

##### 4.2. Treasurer

4.2.1. October, November Financial Reports

##### 4.3. Executive Director

##### 4.4. Commission Organizational Items

#### **5. General Business**

##### 5.1. Designate Depository

##### 5.2. Strategic Plan 2030, 2025 Achievements and 2026 Objectives

##### 5.3. Personnel Policy Update

##### 5.4. Pay Equity Report

##### 5.5. CIP – Network Equipment

##### 5.6. Other

#### **6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF NOVEMBER 20, 2025**

### **CALL TO ORDER – 1**

Chair Barthel called the meeting to order at 11:00 a.m. at the Anoka City Hall.

### **ROLL CALL– 2**

Commissioners present were: Erik Skogquist, Anoka (via Zoom); Greg Lee, Anoka; Brian Hagen, Ramsey; Dan Specht, Ramsey; Sarah Cotton, Andover; Jamie Barthel, Andover; and Jenny Max, Champlin.

Commissioners absent: Jessica Tesdall, Champlin.

Others present included Karen George, Executive Director; Pat Cook, Technology Manager; Ryan Musch, Production Manager; and Cory Laing, Producer.

### **APPROVAL OF AGENDA – 3**

Motion was made by Hagen and seconded by Max to approve the agenda as presented.

**7 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from September 18, 2025**

Motion was made by Cotton and seconded by Lee to approve the September 18, 2025, minutes as presented.

**7 ayes – 0 nays. Motion carried.**

#### **4.2 Treasurer**

##### **4.2.1. August and September Financial Reports**

Commissioner Skogquist provided a brief overview of the financial reports, highlighting information related to revenue, interest earned, and payments to Alpha

Video. He noted a \$2,500 line item for Commission expenses, which has not been spent and actually increased by \$45.

Motion was made by Hagen and seconded by Cotton to accept the August and September Financial Reports.

**7 ayes – 0 nays. Motion carried.**

#### **4.3 Executive Director**

Ms. George provided a brief review of her written report, highlighting information related to productions, strategic visioning, recent awards received, franchise fee payment, department reports, and testimonials received.

#### **4.4 Introduction of Staff and Presentation of Awards**

Mr. Musch recognized two part-time staff members present at the meeting, Andy Zachariason and Trinity Thompson, providing an overview of their duties and the productions they are involved with throughout the year.

Mr. Zachariason commented that he has enjoyed learning about the different cities that QCTV is involved with.

Ms. Thompson thanked QCTV for giving her the opportunity to learn so much. She stated that as someone who grew up in Andover, she has enjoyed learning more about the communities.

Ms. George recognized the great staff of QCTV. She referenced the recent regional Emmy award that QCTV received for Mr. Laing's production package and invited him to provide additional input.

Mr. Laing commented that he is proud to have worked with QCTV for the past 17 years and provided information on the submission that received the award.

Chair Barthel congratulated Mr. Laing on the award. He commented that he was recently part of a Live and Local production in Andover and was impressed by the professionalism of QCTV staff, noting how calm they remained throughout the live production, which helped to put him at ease.

Mr. Musch stated that the calmness comes from the experience of the QCTV staff and their collaborative approach.

### **GENERAL BUSINESS – 5**

#### **5.1 2026 Capital Spending Plan Overview**

Mr. Cook provided background information on the five-year capital spending plan, which helps to provide guidance and planning for the future, even though items may shift to different years depending on the need. He provided an overview of the items included within the draft plan, noting that the individual items/projects would still come before the Board for review and consideration.

Mr. Musch provided additional information on the condition of the production truck.

Mr. Cook continued to provide a review of projects proposed within the upcoming years, noting that staff would continue to review the condition of items as they move forward to determine appropriate placement within the plan.

Commissioner Hagen asked how the Board's vision for the next five years compared to the vision of staff and how that impacted the plan.

Mr. Musch commented that he believes that the ideas of the Board and staff had a lot of similarities and provided him with confidence for the future.

Mr. Cook agreed that the Board's vision aligned well with the staff's vision.

## **5.2 Other**

No comments.

## **ADJOURN – 6**

Motion was made by Cotton and seconded by Max to adjourn the meeting.

**7 ayes – 0 nays. Motion carried.**

Time of adjournment 11:26 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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Karen George  
Executive Director

# Quad Cities Communications Commission

## Balance Sheet Summary

As of October 31, 2025

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	1,688,637.31
- Google AdSense	183.89
- PayPay acct	208.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,852,702.53
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	8,955.00
<b>Total Current Assets</b>	<u><u>\$ 3,555,936.82</u></u>
 <b>Fixed Assets</b>	 0.00
 <b>TOTAL ASSETS</b>	 <u><u>\$ 3,555,936.82</u></u>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	17,477.54
<b>Other Current Liabilities</b>	0.03
<b>Total Current Liabilities</b>	<u><u>\$ 17,477.57</u></u>
 <b>Equity</b>	 3,538,459.25
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>\$ 3,555,936.82 *</u></u>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,055,936.82 (\$4.5M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2025 - FY25 P&L**  
January - December 2025

	Oct 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
<b>Duplication Revenue</b>	\$ 58.21	\$ 8.33	\$ 49.88	698.80%	\$ 194.02	\$ 100.00	\$ 94.02	194.02%
<b>Equipment Grant</b>		5,858.33	(5,858.33)	0.00%	70,834.04	70,300.00	534.04	100.76%
<b>Franchise Fees</b>	194,660.14	75,000.00	119,660.14	259.55%	606,019.53	900,000.00	(293,980.47)	67.34%
<b>Interest Income</b>	8,355.58	8,333.33	22.25	100.27%	91,861.95	100,000.00	(8,138.05)	91.86%
<b>Miscellaneous Income</b>	224.04	250.00	(25.96)	89.62%	4,630.98	3,000.00	1,630.98	154.37%
<b>PEG Fee</b>	102,678.32	39,583.33	63,094.99	259.40%	319,721.29	475,000.00	(155,278.71)	67.31%
<b>Total Income</b>	<b>305,976.29</b>	<b>129,033.32</b>	<b>176,942.97</b>	<b>237.13%</b>	<b>1,093,261.81</b>	<b>1,548,400.00</b>	<b>(455,138.19)</b>	<b>70.61%</b>
<b>Expenses</b>								
<b>A-PERA Expense</b>	6,958.78	5,015.00	1,943.78	138.76%	50,439.54	60,180.00	(9,740.46)	83.81%
<b>A-SS/Medicare Expense</b>	7,126.54	5,114.42	2,012.12	139.34%	50,052.92	61,373.00	(11,320.08)	81.56%
<b>A-Wages - Full-time</b>	72,271.26	54,355.33	17,915.93	132.96%	526,521.24	652,264.00	(125,742.76)	80.72%
<b>A-Wages - Part-time</b>	21,881.10	12,500.00	9,381.10	175.05%	134,582.49	150,000.00	(15,417.51)	89.72%
<b>Accounting / HR Services</b>	1,718.79	2,083.33	(364.54)	82.50%	20,605.53	25,000.00	(4,394.47)	82.42%
<b>Ads/Promos/Sponsorships</b>	737.29	916.67	(179.38)	80.43%	7,578.77	11,000.00	(3,421.23)	68.90%
<b>Andover Capital Equipment</b>		416.67	(416.67)	0.00%	52.91	5,000.00	(4,947.09)	1.06%
<b>Announcers Fees</b>	1,280.00	1,333.33	(53.33)	96.00%	14,617.10	16,000.00	(1,382.90)	91.36%
<b>Anoka Capital Equipment</b>	111.95	416.67	(304.72)	26.87%	2,121.76	5,000.00	(2,878.24)	42.44%
<b>Audit</b>		1,583.33	(1,583.33)	0.00%	19,129.40	19,000.00	129.40	100.68%
<b>Bank Fees / CC Fees</b>		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
<b>Brand Apparel</b>		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
<b>Building - Cleaning</b>	1,607.43	541.67	1,065.76	296.75%	5,890.08	6,500.00	(609.92)	90.62%
<b>Building - Insurance</b>		583.33	(583.33)	0.00%	7,832.00	7,000.00	832.00	111.89%
<b>Building - Maintenance</b>	465.72	833.33	(367.61)	55.89%	6,949.07	10,000.00	(3,050.93)	69.49%
<b>Building - Supplies</b>	163.74	125.00	38.74	130.99%	1,472.98	1,500.00	(27.02)	98.20%
<b>Car Allowance</b>	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
<b>Cell Phone - Allowance</b>	450.00	575.00	(125.00)	78.26%	4,800.00	6,900.00	(2,100.00)	69.57%
<b>Champlin Capital Equipment</b>	84.90	416.67	(331.77)	20.38%	1,115.70	5,000.00	(3,884.30)	22.31%
<b>City Sewer &amp; Water</b>	393.61	250.00	143.61	157.44%	2,945.36	3,000.00	(54.64)	98.18%
<b>Commission Expense</b>	335.81	208.33	127.48	161.19%	290.56	2,500.00	(2,209.44)	11.62%
<b>Consulting Services</b>	1,247.00	4,166.67	(2,919.67)	29.93%	16,217.00	50,000.00	(33,783.00)	32.43%
<b>Duplication Expenses</b>		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
<b>Electric Service</b>	1,415.42	1,666.67	(251.25)	84.93%	15,168.34	20,000.00	(4,831.66)	75.84%
<b>Emp / Comm Appreciation</b>		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2025 - FY25 P&L**  
January - December 2025

	Oct 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Equip/Repair/Supply/Software		1,250.00	(1,250.00)	0.00%	11,615.23	15,000.00	(3,384.77)	77.43%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,429.70	8,174.58	(1,744.88)	78.65%	78,495.61	98,095.00	(19,599.39)	80.02%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		582.67	(582.67)	0.00%	4,363.00	6,992.00	(2,629.00)	62.40%
Lawn Service	464.29	416.67	47.62	111.43%	3,608.83	5,000.00	(1,391.17)	72.18%
Legal Fees		1,250.00	(1,250.00)	0.00%	5,236.00	15,000.00	(9,764.00)	34.91%
Licenses and Permits		333.33	(333.33)	0.00%	2,650.00	4,000.00	(1,350.00)	66.25%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		1,250.00	(1,250.00)	0.00%	8,000.00	15,000.00	(7,000.00)	53.33%
Mileage	195.72	583.33	(387.61)	33.55%	2,782.57	7,000.00	(4,217.43)	39.75%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(495.99)	500.00	(995.99)	-99.20%
Natural Gas	46.84	291.67	(244.83)	16.06%	2,309.12	3,500.00	(1,190.88)	65.97%
Office Supplies / Equipment	1,580.58	500.00	1,080.58	316.12%	3,165.75	6,000.00	(2,834.25)	52.76%
Payroll Expenses (ADP/HSA)	340.50	250.00	90.50	136.20%	3,117.00	3,000.00	117.00	103.90%
Postage	25.90	41.67	(15.77)	62.16%	261.87	500.00	(238.13)	52.37%
Printing / Copy Services		41.67	(41.67)	0.00%	84.99	500.00	(415.01)	17.00%
Professional Development		2,250.00	(2,250.00)	0.00%	14,019.71	27,000.00	(12,980.29)	51.92%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,326.47	5,000.00	(3,673.53)	26.53%
Reimbursements	0.00		0.00		263.41	0.00	263.41	
Sales Tax		4.17	(4.17)	0.00%	20.00	50.00	(30.00)	40.00%
Secretary Services		125.00	(125.00)	0.00%	941.00	1,500.00	(559.00)	62.73%
Snow Plowing Service		541.67	(541.67)	0.00%	1,050.00	6,500.00	(5,450.00)	16.15%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	487.03	558.33	(71.30)	87.23%	5,683.91	6,700.00	(1,016.09)	84.83%
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	689.85	4,208.33	(3,518.48)	16.39%	51,024.09	50,500.00	524.09	101.04%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	1,511.96	1,250.00	261.96	120.96%	6,887.09	15,000.00	(8,112.91)	45.91%
Vehicle - Insurance		125.00	(125.00)	0.00%	1,518.00	1,500.00	18.00	101.20%
Vehicle - Maintenance / Gas	125.80	625.00	(499.20)	20.13%	1,853.40	7,500.00	(5,646.60)	24.71%
Waste Removal	114.11	125.00	(10.89)	91.29%	1,076.95	1,500.00	(423.05)	71.80%
Web / VOD / Int / CaTV / Phone	1,886.10	2,375.00	(488.90)	79.41%	21,084.52	28,500.00	(7,415.48)	73.98%

# Quad Cities Communications Commission

## Budget vs. Actuals: FY 2025 - FY25 P&L

### January - December 2025

	Oct 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Work Comp Insurance		208.33	(208.33)	0.00%	2,702.00	2,500.00	202.00	108.08%
Total Expenses	132,503.68	122,492.00	10,011.68	108.17%	1,125,027.28	1,469,904.00	(344,876.72)	76.54%
Net Income	\$ 173,472.61	\$ 6,541.32	\$ 166,931.29	2651.95%	\$ (31,765.47)	\$ 78,496.00	\$ (110,261.47)	-40.47%
ZCIP - Andover		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Anoka		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Building		8,750.00	(8,750.00)	0.00%	0.00	105,000.00	(105,000.00)	0.00%
ZCIP - Champlin		2,083.33	(2,083.33)	0.00%	20,000.00	25,000.00	(5,000.00)	80.00%
ZCIP - Master Control Equipment		10,708.33	(10,708.33)	0.00%	18,554.58	128,500.00	(109,945.42)	14.44%
ZCIP - Mobile Vehicles & Equipment	4,105.34	54,875.00	(50,769.66)	7.48%	372,422.26	658,500.00	(286,077.74)	56.56%
ZCIP - Office Equipment		2,333.33	(2,333.33)	0.00%	28,000.00	28,000.00	0.00	100.00%
ZCIP - Portable Field Equipment		5,083.33	(5,083.33)	0.00%	0.00	61,000.00	(61,000.00)	0.00%
ZCIP - Ramsey		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Studio		9,683.33	(9,683.33)	0.00%	0.00	116,200.00	(116,200.00)	0.00%
	\$ 4,105.34	\$ 99,766.64	\$ (95,661.30)		\$ 516,376.84	\$ 1,197,200.00	\$ (680,823.16)	

Friday, Nov 21, 2025 12:57:31 PM GMT-8 - Accrual Basis



## QCTV Bank Reconciliation

### November 2025

Beginning Balance - 4M Statement	1,694,205.58
Less: Cleared Checks/Withdrawals	(91,259.20)
Plus: 4M Fund Interest	2,375.51
Plus: Bank Deposits/Credits	258.64
<b>Bank Balance</b>	<b>\$1,605,580.53</b>
Book Balance	1,605,580.53
<b>Adjusted Book Balance</b>	<b>1,605,580.53</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:   AH

# Quad Cities Communications Commission

## Bill Payment List

November 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/07/2025	15723	James R. Erickson	-80.00
11/07/2025	15731	Timothy Anderson	-240.00
11/07/2025	15725	Lucky Clover, Inc.	-478.95
11/07/2025	15732	Xcel Energy	-1,415.42
11/07/2025	15714	AT&T Mobility	-382.30
11/07/2025	15719	Creative Forms & Concepts	-78.69
11/07/2025	15727	Pete C. Andersen	-240.00
11/07/2025	15711	ACE Solid Waste, Inc.	-114.11
11/07/2025	15715	B&H Photo-Video	-697.88
11/07/2025	15729	Securita Technology Corporation	-465.72
11/07/2025	15728	Peter James Hayes	-80.00
11/07/2025	15730	T-Mobile	-125.40
11/07/2025	15713	Amazon Capital Services	-680.22
11/07/2025	15717	City of Champlin	-393.61
11/07/2025	15720	ECM Publisher	-440.00
11/07/2025	15721	Gerald S. Thomson	-400.00
11/07/2025	15712	Alpha Video & Audio Inc.	-3,965.39
11/07/2025	15722	HealthEquity Inc.	-23.70
11/07/2025	15726	Maza Technologies, LLC	-1,767.40
11/07/2025	15716	Cintas Corporation	-113.66
11/07/2025	15724	Joe G. Ruhland	-320.00
11/07/2025	15718	Commercial Steam Team Inc.	-1,128.48
11/14/2025	15733	CenterPoint Energy	-96.83
11/14/2025	15738	Dialamix Productions	-160.00
11/14/2025	15741	The Lincoln National Life Ins. Co.	-487.03
11/14/2025	15739	HealthEquity Inc.	-446.43
11/14/2025	15740	Minnesota State High School League	-900.00
11/14/2025	15735	City of Andover	-1,744.69
11/14/2025	15737	Coordinated Business Systems, LTD	-19.32
11/14/2025	15736	Comcast 2	-623.41
11/14/2025	15742	U.S. Bank Corporate	-2,889.28
11/14/2025	15743	Verizon	-120.03
11/14/2025	15734	Cintas Corporation	-100.16
11/14/2025	W D	Minnesota State Retirement System	-600.00
11/14/2025	W D	PERA	-4,238.48
11/28/2025	15746	Comcast Cable	-889.44
11/28/2025	15749	HealthPartners Inc	-7,399.28
11/28/2025	15745	Barna, Guzy & Steffen, LTD	-78.00
11/28/2025	15748	HealthEquity Inc.	-446.43
11/28/2025	15744	B&H Photo-Video	-1,198.00
11/28/2025	15747	Coordinated Business Systems, LTD	-32.29
11/28/2025	15750	Kennedy & Graven, Chartered	-350.00
11/28/2025	15751	League of MN Cities Insurance Trust	-121.00
11/28/2025	W D	Minnesota State Retirement System	-600.00

# Quad Cities Communications Commission

## Bill Payment List

November 2025

DATE	NUM	VENDOR	AMOUNT
11/28/2025	W D	PERA	-4,194.23
Total for Quad Cities Commission			\$ -41,365.26

# Quad Cities Communications Commission

## Balance Sheet Summary

As of November 30, 2025

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	1,589,944.25
- Google AdSense	72.96
- PayPay acct	208.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,858,692.05
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	8,955.00
<b>Total Current Assets</b>	<u><b>\$ 3,463,122.35</b></u>
 <b>Fixed Assets</b>	 <u>0.00</u>
 <b>TOTAL ASSETS</b>	 <u><u><b>\$ 3,463,122.35</b></u></u>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	12,437.00
<b>Other Current Liabilities</b>	0.01
<b>Total Current Liabilities</b>	<u><b>\$ 12,437.01</b></u>
 <b>Equity</b>	 <u>3,450,685.34</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u><b>\$ 3,463,122.35 *</b></u></u>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$2,963,122.35 (\$4.5M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2025 - FY25 P&L**  
January - December 2025

	Nov 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
<b>Duplication Revenue</b>		\$ 8.33	\$ (8.33)	0.00%	\$ 194.02	\$ 100.00	\$ 94.02	194.02%
<b>Equipment Grant</b>		5,858.33	(5,858.33)	0.00%	70,834.04	70,300.00	534.04	100.76%
<b>Franchise Fees</b>		75,000.00	(75,000.00)	0.00%	606,019.53	900,000.00	(293,980.47)	67.34%
<b>Interest Income</b>	8,365.03	8,333.33	31.70	100.38%	100,226.98	100,000.00	226.98	100.23%
<b>Miscellaneous Income</b>	72.96	250.00	(177.04)	29.18%	4,703.94	3,000.00	1,703.94	156.80%
<b>PEG Fee</b>		39,583.33	(39,583.33)	0.00%	319,721.29	475,000.00	(155,278.71)	67.31%
<b>Total Income</b>	<b>8,437.99</b>	<b>129,033.32</b>	<b>(120,595.33)</b>	<b>6.54%</b>	<b>1,101,699.80</b>	<b>1,548,400.00</b>	<b>(446,700.20)</b>	<b>71.15%</b>
<b>Expenses</b>								
<b>A-PERA Expense</b>	4,517.49	5,015.00	(497.51)	90.08%	54,957.03	60,180.00	(5,222.97)	91.32%
<b>A-SS/Medicare Expense</b>	4,587.95	5,114.42	(526.47)	89.71%	54,640.87	61,373.00	(6,732.13)	89.03%
<b>A-Wages - Full-time</b>	48,765.00	54,355.33	(5,590.33)	89.72%	575,286.24	652,264.00	(76,977.76)	88.20%
<b>A-Wages - Part-time</b>	11,756.65	12,500.00	(743.35)	94.05%	146,339.14	150,000.00	(3,660.86)	97.56%
<b>Accounting / HR Services</b>		2,083.33	(2,083.33)	0.00%	20,605.53	25,000.00	(4,394.47)	82.42%
<b>Ads/Promos/Sponsorships</b>	(74.75)	916.67	(991.42)	-8.15%	7,504.02	11,000.00	(3,495.98)	68.22%
<b>Andover Capital Equipment</b>		416.67	(416.67)	0.00%	52.91	5,000.00	(4,947.09)	1.06%
<b>Announcers Fees</b>	560.00	1,333.33	(773.33)	42.00%	15,257.10	16,000.00	(742.90)	95.36%
<b>Anoka Capital Equipment</b>	271.95	416.67	(144.72)	65.27%	2,393.71	5,000.00	(2,606.29)	47.87%
<b>Audit</b>		1,583.33	(1,583.33)	0.00%	19,129.40	19,000.00	129.40	100.68%
<b>Bank Fees / CC Fees</b>		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
<b>Brand Apparel</b>		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
<b>Building - Cleaning</b>	478.95	541.67	(62.72)	88.42%	6,369.03	6,500.00	(130.97)	97.99%
<b>Building - Insurance</b>		583.33	(583.33)	0.00%	7,832.00	7,000.00	832.00	111.89%
<b>Building - Maintenance</b>		833.33	(833.33)	0.00%	6,949.07	10,000.00	(3,050.93)	69.49%
<b>Building - Supplies</b>	50.08	125.00	(74.92)	40.06%	1,523.06	1,500.00	23.06	101.54%
<b>Car Allowance</b>	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
<b>Cell Phone - Allowance</b>	450.00	575.00	(125.00)	78.26%	5,250.00	6,900.00	(1,650.00)	76.09%
<b>Champlin Capital Equipment</b>	84.90	416.67	(331.77)	20.38%	1,200.60	5,000.00	(3,799.40)	24.01%
<b>City Sewer &amp; Water</b>		250.00	(250.00)	0.00%	2,945.36	3,000.00	(54.64)	98.18%
<b>Commission Expense</b>	1,394.04	208.33	1,185.71	669.15%	1,684.60	2,500.00	(815.40)	67.38%
<b>Consulting Services</b>	6,247.00	4,166.67	2,080.33	149.93%	22,464.00	50,000.00	(27,536.00)	44.93%
<b>Duplication Expenses</b>		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
<b>Electric Service</b>	1,078.80	1,666.67	(587.87)	64.73%	16,247.14	20,000.00	(3,752.86)	81.24%
<b>Emp / Comm Appreciation</b>		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
<b>Equip/Repair/Supply/Software</b>		1,250.00	(1,250.00)	0.00%	11,615.23	15,000.00	(3,384.77)	77.43%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2025 - FY25 P&L**  
January - December 2025

	Nov 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,317.46	8,174.58	(857.12)	89.51%	85,813.07	98,095.00	(12,281.93)	87.48%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		582.67	(582.67)	0.00%	4,363.00	6,992.00	(2,629.00)	62.40%
Lawn Service		416.67	(416.67)	0.00%	3,608.83	5,000.00	(1,391.17)	72.18%
Legal Fees	350.00	1,250.00	(900.00)	28.00%	5,664.00	15,000.00	(9,336.00)	37.76%
Licenses and Permits	900.00	333.33	566.67	270.00%	3,550.00	4,000.00	(450.00)	88.75%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		1,250.00	(1,250.00)	0.00%	8,000.00	15,000.00	(7,000.00)	53.33%
Mileage	265.93	583.33	(317.40)	45.59%	3,048.50	7,000.00	(3,951.50)	43.55%
Miscellaneous Expenses	(131.94)	41.67	(173.61)	-316.63%	(627.93)	500.00	(1,127.93)	-125.59%
Natural Gas	96.83	291.67	(194.84)	33.20%	2,405.95	3,500.00	(1,094.05)	68.74%
Office Supplies / Equipment	1,251.73	500.00	751.73	250.35%	4,417.48	6,000.00	(1,582.52)	73.62%
Payroll Expenses (ADP/HSA)	497.28	250.00	247.28	198.91%	3,614.28	3,000.00	614.28	120.48%
Postage		41.67	(41.67)	0.00%	261.87	500.00	(238.13)	52.37%
Printing / Copy Services		41.67	(41.67)	0.00%	84.99	500.00	(415.01)	17.00%
Professional Development		2,250.00	(2,250.00)	0.00%	14,019.71	27,000.00	(12,980.29)	51.92%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,432.43	5,000.00	(3,567.57)	28.65%
Reimbursements	0.00		0.00		263.41	0.00	263.41	
Sales Tax		4.17	(4.17)	0.00%	20.00	50.00	(30.00)	40.00%
Secretary Services	172.00	125.00	47.00	137.60%	1,113.00	1,500.00	(387.00)	74.20%
Snow Plowing Service		541.67	(541.67)	0.00%	1,050.00	6,500.00	(5,450.00)	16.15%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	487.03	558.33	(71.30)	87.23%	6,170.94	6,700.00	(529.06)	92.10%
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	1,106.62	4,208.33	(3,101.71)	26.30%	52,130.71	50,500.00	1,630.71	103.23%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	6,887.09	15,000.00	(8,112.91)	45.91%
Vehicle - Insurance		125.00	(125.00)	0.00%	1,518.00	1,500.00	18.00	101.20%
Vehicle - Maintenance / Gas	104.23	625.00	(520.77)	16.68%	1,957.63	7,500.00	(5,542.37)	26.10%
Waste Removal	114.11	125.00	(10.89)	91.29%	1,191.06	1,500.00	(308.94)	79.40%
Web / VOD / Int / CaTV / Phone	2,076.21	2,375.00	(298.79)	87.42%	23,160.73	28,500.00	(5,339.27)	81.27%
Work Comp Insurance	121.00	208.33	(87.33)	58.08%	2,823.00	2,500.00	323.00	112.92%
<b>Total Expenses</b>	<b>95,252.51</b>	<b>122,492.00</b>	<b>(27,239.49)</b>	<b>77.76%</b>	<b>1,220,437.79</b>	<b>1,469,904.00</b>	<b>(249,466.21)</b>	<b>83.03%</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2025 - FY25 P&L**  
January - December 2025

	Nov 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Net Income	\$ (86,814.52)	\$ 6,541.32	\$ (93,355.84)	-1327.17%	\$ (118,737.99)	\$ 78,496.00	\$ (197,233.99)	-151.27%
ZCIP - Andover		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Anoka		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Building		8,750.00	(8,750.00)	0.00%	0.00	105,000.00	(105,000.00)	0.00%
ZCIP - Champlin		2,083.33	(2,083.33)	0.00%	20,000.00	25,000.00	(5,000.00)	80.00%
ZCIP - Master Control Equipment		10,708.33	(10,708.33)	0.00%	18,554.58	128,500.00	(109,945.42)	14.44%
ZCIP - Mobile Vehicles & Equipment		54,875.00	(54,875.00)	0.00%	373,223.65	658,500.00	(285,276.35)	56.68%
ZCIP - Office Equipment		2,333.33	(2,333.33)	0.00%	28,000.00	28,000.00	0.00	100.00%
ZCIP - Portable Field Equipment		5,083.33	(5,083.33)	0.00%	0.00	61,000.00	(61,000.00)	0.00%
ZCIP - Ramsey		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Studio		9,683.33	(9,683.33)	0.00%	0.00	116,200.00	(116,200.00)	0.00%
	\$ -	\$ 99,766.64	\$ (99,766.64)		\$ 517,178.23	\$ 1,197,200.00	\$ (680,021.77)	

Friday, Dec 26, 2025 08:25:29 AM GMT-8 - Accrual Basis

## QCTV Bank Reconciliation

### October 2025

Beginning Balance - 4M Statement	1,555,175.96
Less: Cleared Checks/Withdrawals	(160,509.66)
Plus: 4M Fund Interest	1,965.09
Plus: Bank Deposits/Credits	297,574.19
<b>Bank Balance</b>	<b>\$1,694,205.58</b>
Book Balance	1,694,205.58
<b>Adjusted Book Balance</b>	<b>1,694,205.58</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:    *AH*



# Bill Payment List

## Quad Cities Communications Commission

October 1-31, 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
10/03/2025	15674	HealthEquity Inc.	-446.43
10/03/2025	W D	Minnesota State Retirement System	-600.00
10/03/2025	W D	PERA	-4,418.27
10/14/2025	15687	James R. Erickson	-160.00
10/14/2025	15699	Timothy Anderson	-240.00
10/14/2025	15679	AT&T Mobility	-446.19
10/14/2025	15697	The Lincoln National Life Ins. Co.	-487.03
10/14/2025	15692	Pete C. Andersen	-160.00
10/14/2025	15696	Taylor Johnson-1	-40.15
10/14/2025	15680	B&H Photo-Video	-189.92
10/14/2025	15681	City of Andover	-1,976.99
10/14/2025	15693	Peter James Hayes	-240.00
10/14/2025	15677	Amazon Capital Services	-120.13
10/14/2025	15682	City of Champlin	-380.57
10/14/2025	15698	Timesavers	-172.00
10/14/2025	15684	Gerald S. Thomson	-240.00
10/14/2025	15685	HealthEquity Inc.	-23.70
10/14/2025	15694	Strategic Hawks, Ilc	-960.00
10/14/2025	15683	Comcast 2	-632.69
10/14/2025	15700	U.S. Bank Corporate	-2,257.59
10/14/2025	15689	Lucky Clover, Inc.	-478.95
10/14/2025	15701	Xcel Energy	-1,737.50
10/14/2025	15676	Allina Health System	-350.00
10/14/2025	15690	Lynde Enterprises, Inc.	-464.29
10/14/2025	15675	ACE Solid Waste, Inc.	-114.11
10/14/2025	15695	T-Mobile	-125.40
10/14/2025	15686	Inky Elf	-1,163.20
10/14/2025	15678	Anoka Area Chamber of Commerce	-175.00
10/14/2025	15691	Maza Technologies, LLC	-1,767.40
10/14/2025	15688	Joe G. Ruhland	-800.00
10/17/2025	15705	Comcast Cable	-889.44
10/17/2025	15707	HealthPartners Inc	-6,511.52
10/17/2025	15704	CenterPoint Energy	-46.84
10/17/2025	15708	Joseph Electronics	-6,898.00
10/17/2025	15703	Bama, Guzy & Steffen, LTD	-3,385.00
10/17/2025	15706	HealthEquity Inc.	-446.43
10/17/2025	15702	Aurora Consulting	-2,500.00
10/17/2025	15709	Verizon	-120.03
10/17/2025	W D	Minnesota State Retirement System	-600.00
10/17/2025	W D	PERA	-4,479.82
10/31/2025	15710	HealthEquity Inc.	-446.43
10/31/2025	w d	Minnesota State Retirement System	-600.00
10/31/2025	W D	PERA	-4,091.66
<b>Total for Quad Cities Commission</b>			<b>-\$52,382.68</b>
<b>TOTAL</b>			<b>-\$52,382.68</b>

# INVESTMENT SCHEDULE

10/31/2025

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Maturity / Due Date
Cash - Operating Account						
4M Fund			\$ 463,507.24		4.067%	35147-102
4M Plus			305,448.34		4.093%	
			<u>768,955.58</u>			
CD - Financial Federal Bank, TN	1358132-1	227,600.00	227,600.00	249,843.69	4.900%	1/16/26
CD - Solera National Bank, CO	1385455-1	239,900.00	239,900.00	249,789.08	4.122%	8/14/26
CD - First National Bank, AR	1358133-1	221,950.00	221,950.00	249,867.08	4.189%	1/19/27
CD - Cornerstone Bank, NE	1388228-1	235,800.00	235,800.00	249,698.39	3.940%	3/16/27
			<u>925,250.00</u>			
			<u>\$ 1,694,205.58</u>			
Investments - Cash Flow Reserves						35147-103
4M Fund			\$ 181.43		4.067%	
4M Plus			574,935.51		4.093%	
no investments			-			
			<u>575,116.94</u>			
Investments - Building						
4M Fund			421,460.63		4.067%	35147-104
no investments			-			
			<u>421,460.63</u>			
Investments - Capital						
4M Fund			856,124.96		4.067%	35147-105
no investments			-			
			<u>856,124.96</u>			
			<u>\$ 1,852,702.53</u>			

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**January 9, 2026**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **QCTV 2025 "The Best of The Post"**

Staff picked their favorite productions for our year-end special edition of The Post. Click on the link to view the program. [Best of QCTV 2025](https://qctv.org/show/3/16957/) (https://qctv.org/show/3/16957/)

#### **5-Year Strategic Visioning**

QCTV commission and staff have completed the 2030 Strategic Vision Plan. This plan is in the commission packet for action.

#### **Strategic Plan**

A staff retreat was held in December to review 2025 accomplishments and plan for the 2026 objectives based on the new 2030 vision. A report of year-end accomplishments will be provided to the commission in January.

#### **2026 City Elections**

The municipal election cycle will be kicking off in 2026. Commission will review the programming guidelines in March.

#### **2026 Election Coverage**

Election candidate forums have a sponsoring organization. All candidate forums videotaped by QCTV (and in some cases sister station productions) will be available for viewing on demand on the QCTV website and the YouTube channel. The programs will playback on the cable channel. The 2030 strategic plan calls for election coverage post-election. It is in the 2026 staff objectives.

#### **Live and Local**

Live and Local planning for 2026 is underway.

#### **Commission / Staff appreciation event**

The commission/staff appreciation event was held on December 11.

**Action Requested:** Accept Executive Director's report.

## QCCCC Agenda Item

### Operations Report

#### November 2025

**To:** Karen George, Executive Director

**From:** Ryan Musch, Production Manager

**Subject: Operations Update**

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In the month of November, we produced 17 live government meetings; 3 were cancelled.

Regular productions included 3 live episodes of *The Post* that includes 15 pre-produced stories including the weekly Community Calander update. Anoka Live and Local was at Mill Site Event Center and hosted by Bjorn Skogquist. Here is a rundown of the stories we produced promoting our member cities:

#### November 5: The Post

Anoka – Anoka County Library GALA

Anoka – Anoka Better Values Halloween Tasting Event

Champlin – Champlin honors for First Responders Heroic actions clip

Ramsey – Pumpkin Chuck

Sports – Anoka Girls Swim season preview

#### November 12: The Post

Andover - Andover open Commission spots

Anoka – Rum River Dam Legislative Visit

Champlin – Veterans Day recap

Ramsey – Avoiding Crypto Scams

Sports – Recap Girls Hockey: Holy Angels vs Andover

November 19: Live and Local Anoka from Mill Site Event Center

Host: Bjorn Skogquist

Guests: Emily Larson–The Mill Site, Sam Scott–Anoka City Councilmember, Nikki Kalvin–Anoka Area Chamber of Commerce President, Lindsay Belanger–Herban Wolf Deli

Featured Package Segments: 10k Brewing, Anoka Cannabis Co., Dan Gould Jewelry, LIVIN Foundation

November 26: The Post

Andover- Andover Holiday Tree Hype video

Anoka- 10k Brewing

Champlin- Champlin Crossings Christmas Promo

Ramsey- Taco Bell ribbon cutting

Sports – Recap Boys Hockey: Minnetonka vs Andover

These stories were re-deployed on social media per our strategic plan.

In sports we produced 3 games in total, our local teams spent majority of November playing away games.

We produced the League of Women Voters, the District Court show, and the Quad Cities Cable Commission meeting.

We recorded an episode of Gamesharks using a new studio layout and updating graphics to give the show a completely new look.

QCTV studios hosted a field trip day for Lincoln Elementary, welcoming 31 students. The students were given a tour, equipment demonstrations, and participated in a Question-and-Answer session with QCTV staff.

## QCCCC Agenda Item

### Operations Report

#### December 2025

**To:** Karen George, Executive Director

**From:** Ryan Musch, Production Manager

**Subject: Operations Update**

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In the month of December, we produced 12 live government meetings; 10 were cancelled.

Regular productions included 3 live and 2 pretaped episodes of *The Post* that includes 36 pre-produced stories including the weekly Community Calander update.

#### December 3: The Post

Anoka – 2025 Tree Lighting Preview

Andover – Hope 4 Youth – Out in the Cold

Champlin – Champlin Park Girls Hockey preview

Ramsey – Tree Lighting

Sports – Recap: Girls Basketball Visitation v Anoka

#### December 10: The Post

Andover – Pickleball Event

Anoka – 2025 Tree Lighting

Champlin – Frostbite 500 promo

Ramsey – Clear Fire Hydrants

Sports – Andover Boys Hockey season preview

December 17: The Post

Anoka – “Flight” Performance preview

Andover – 3<sup>rd</sup> Annual Tree Lighting

Champlin – Ashley Wagner Interview

Ramsey- Snow Plow Ride Along

Sports – Anoka Wrestling preview

December 24: The Post

Andover- Local Holiday Shopping

Anoka- Dan Gould Jewelers

Champlin- Jigsaw Jamboree promo

Ramsey- Ramsey year in review

Sports – Andover wrestling season preview

December 31: Year End Best of the Post

Andover – 304 Bakery Grand Opening

Andover – Sherrif Office Cold Case Unit

Anoka – Stone Stove Restoration

Anoka – Ginny Bites King Cake Cinnamon Rolls

Champlin – Bricks and Minifigs (Emmy winner)

Champlin – How Water Towers Work

Ramsey – Backyard Farming

Ramsey – Highway 10 Roundabout

Andover High School – Andover Girls Volleyball season preview

Anoka High School – Athena Award Winner Maddy Freking

Champlin High School – Girls Swim & Dive season preview

These stories were re-deployed on social media per our strategic plan.

In sports we produced 3 games in total, our local teams spent majority of December playing away games. Sports staff also produced 9 packages spotlighting the local teams. 2 episodes of That Sports Show were released.

QCCC and QCTV staff each held retreats to work on the 5-year strategic plan, sharing and planning ideas for the future.

The annual Commission appreciation event was held at Top Golf Brooklyn Park, where QCTV staff and QCCC members reviewed the past year and previewed the upcoming year. Notably, first-time golfer Ryan Musch placed ahead of Chair Jamie Barthel in the Angry Birds golf game.

Gamesharks taped their end of the year special. Also, QCTV staff worked with Champlin's Ashley Wagner on a Pilot of our upcoming Cities podcast production.



**January 8, 2025**

**To: Karen George, Executive Director**  
**From: Patrick Cook, Technology Manager**  
**Subject: Technology Report – Dec 2025**

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**General Items:**

- I'm working on setting up an additional tabletop as an alternative to the existing podcast table set. We have the tops in various shapes. I've purchased additional legs to provide greater variety in sets as we move forward.
- I continue to work with producers on revamping the look of shows. I helped Leslie with a new look for the latest District Court Show.
- I have been working on cleaning up network connections in the Machine Room as we plan for 2026 projects.
- With the slow production schedule during the holidays, CJ Luck performed cleanup work on wiring in the studio control room. He also removed several devices that were no longer in use. He also updated firmware and software where needed.

**Equipment Issues:**

**QCTV Equipment**

We have encountered issues in freeing up space on our Synology NAS. We have been identifying redundant and unnecessary files, but after deleting them, the available space does not increase. The expansion chassis purchased early last year has proven valuable as we resolve the problem.

**City Equipment**

It was discovered that the audio amplifier in the Champlin council chambers had failed. Unfortunately, this happened during a meeting with a large audience. CJ did travel to the site that evening, but was unable to resolve the issue before the meeting was done. He did return later that week and installed a backup amp that we had available. I attended the following meeting to make sure that everything was working. I also installed a temporary speaker in the back of the room. A replacement amp will be installed in the next couple of weeks. We are working with city staff on adding speakers to the overflow areas.

**Comcast Equipment**

The analog backup signal from Andover Hall is currently scrambled. We are working with Comcast to restore the signal.

**Action Requested: None.**

## QCCCC Agenda Item

### 4.4 Commission Organization Items

**January 8, 2026**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Commission Organization Items

---

#### **Meeting date and time**

The Quad Cities Cable Communications Commission meets the third Thursday of the month (designated months) at 11 am in the City of Anoka Council Chambers. See meeting schedule attached.

#### **Commissioner per diem**

The commissioners receive per diem payments for attending commission and committee meetings. Unless changed, commissioners per diem rates for 2025 are:

Commission meeting or work session: \$60 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$120.

#### **Commission Officers (2025)**

Chair – Jamie Barthel

Vice-Chair – Jenny Max

Secretary – Brian Hagen

Treasurer – Erik Skogquist

#### **Action Options:**

Election of officers

- Elect new officers

Options Regarding Per Diem

- Change per diem rate
- Affirm current per diem rate (\$60 per commission meeting or \$120 for executive committee meeting not associated with a regular meeting)
- No action, 2025 per diem rate remains unchanged

#### **Other Organization Items**

Designate Depository – Agenda item 5.1 for January 15, 2026 commission meeting.

**Quad Cities Cable Communications Commission  
2026 Meeting Plan**

**January 15, 2026, 11 am**

Commission Meeting

**March 19, 2026, 10 am and 11 am**

Commission Worksession: Programming and Technology

Commission Meeting

**September 17, 2026, 11 am**

Commission Meeting

**November 19, 2026, 11 am**

Commission Meeting

**Executive Committee Meetings**

Executive Committee Meetings will be scheduled as needed. Usually there is an executive committee meeting to review the audit in early summer and an executive committee meeting in early fall to review proposed budget.

## QCCCC Agenda Item

### 5.1 Designated Depository

**January 8, 2026**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Designated Depository

---

The Minnesota Statutes sets forth the procedures for the deposit of public funds which include requiring Quad Cities Cable Communications Commission to annually designate the official depositories for Commission funds and manage the collateral pledged to such funds. Other financial institutions are, from time to time, able to pay the Commission interest rates on deposits that are greater than can be obtained from the official depository.

Staff recommends the commission designate US Bank as the official depository for 2026; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2026 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

**Action Requested:** Designate depository

Motion to designate US Bank as the official depository for 2026; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2026 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

## QCCCC Agenda Item

### 5.2 Strategic Plan

**January 8, 2026**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Strategic Plan

---

The Commission completed the 2030 5-Year Strategic Plan. Staff met to review commission strategic vision and strategies to refine the 2030 plan.

Last year, the 2024 achievement report was presented to the commission, and staff created the 2025 one-year objective plan. Staff completed the 2025 review of strategic plan achievements, and the report is attached. QCTV staff met and crafted the 2026 annual objectives which are also attached.

**Action Requested:**

Approve the 2030 5-Year Strategic Plan.

Accept the 2025 strategic plan review and 2026 objectives.

# QCTV Strategic Plan 2026-2031

## Mission

Connecting communities through local programming valued by residents.

## Vision

A thriving, modern, nimble, and sustainable QCTV that produces trusted and reliable local information for consumers.

## Values

Respect people and perspectives | Communicate openly | Innovate for impact | Focus on quality | Collaborate for success

## GOALS AND STRATEGIES

---

### Strengthening Long-Term Viability of QCTV

Goals:

- QCTV has fiscal stability that minimizes the use of member city subsidies.
- QCTV has a thriving, modern, and nimble organizational staff structure.

Strategies:

- Diversify funding with supplemental revenue options.
- Seek legislative options for QCTV operations.

### Transforming QCTV's Identity

Goals:

- QCTV is rebranded as a media organization.
- QCTV is a trusted and reliable source of local information.

Strategies:

- Build up local news operations.
- Rebrand as a media org aligned with the five year vision.
- Promote QCTV brand and services at events and meetings.

### Providing Engaging Content

Goals:

- QCTV is a pioneer in new ways to engage consumers.

- QCTV leverages emerging technology for content creation.

Strategies:

- Adapt to consumer interests and needs.
- Evaluate new and emerging technology for use.

## Facilitating Cross-City Content Collaboration

Goals:

- QCTV is a catalyst for member city cross-collaboration on promotion and content.
- All four city governments have increased stake and ownership in QCTV.

Strategies:

- Collaborate with cities to communicate city services and issues.

# QCTV Strategic Plan

## 2025 ACCOMPLISHMENTS

### DIRECTION 1: ENGAGING THE COMMUNITY

---

- A. Develop capacity to market QCTV.
- B. Leverage community partners for programming.
- C. Update programming content to engage the community.

#### 2025 Accomplishments

Create social media specific marketing messages for sports programming. Ryan: Seamus. **Completed: Custom marking, school/seasonal promos, sponsor promos.**

Piloted content that highlights/amplifies Ramsey Photo contest. Winter. **Completed: Stories highlighted on Live and Local. Still hope to incorporate further into Post redesign.**

Increase school district engagement via program sharing on Prisma. CJ: Ryan, Karen. **Completed: School district plays QCTV sports programming on their channel from Prisma FTP server.**

"Behind the Scenes" videos about QCTV: e.g. Mobile productions, studio, graduation, festival. Ryan: Billy, Seamus. **Completed: Combined into one video, scheduled for end of year.**

Cover four youth association games. Ryan. **Completed: 1 of 4 covered (Mini-Pumpkin bowl). In Progress: Three organizations contacted and planned for broadcast.**

Complete one long-form documentary on a unique topic that is collaborative/multi-producer. Billy, Winter. **Completed. Prison Puppies (Cory's mini documentary). In process: Player Piano (Billy and Winter)**



10 PSAs produced for non-profit organizations in member cities. (June and Dec). Leslie: Producers. **Completed: 8 organizations took part to make 12 versions of PSAs.**

## DIRECTION 2: COLLABORATING FOR SUCCESS

---

- A. Define core services within legal parameters.
- B. Promote engagement among staff and commissioners.
- C. Foster collaborative working relationships between QCTV and city staff.

### 2025 Accomplishments

Present subscriber survey results to cities. Karen, Seamus. **Completed: Karen and Seamus presented annual QCTV review and a summary presentation of the subscriber survey.**

Train new city staff on process/equipment. CJ: Producers. **Completed: Conducted training for city staff and Andover, Champlin, and Ramsey. Training was offered to Anoka staff declined additional training.**

Budget reviewed with staff. Karen: Pat. **Completed. Karen and Pat presented the 2025 operating budget, the five year capital plan budget outlook, and reviewed declining franchise and PEG fees at two staff meetings.**

Social media training for part time staff. Seamus. **Completed: Training session conducted last spring.**

Review election guidelines with commissioners for improvement. Karen, Seamus. **Completed. Election guideline changes were presented to the commission in March. Recommended changes to be reviewed by the commission in March 2026.**

Producers attend and are introduced at commission a meeting. Karen. **Completed. Producers introduced at commission meeting. All staff attended awards presentation to commission. Part time staffers introduced to commission.**

Complete 5-year strategic plan. Karen. **Completed: Commission completed two planning sessions in Oct 2025. Staff completed a one day strategic planning session in Nov. Staff completed a 2025 review and 2026 objective planning session in Dec 2025.**

Equipment training for part time staff. Billy, Ryan. **Completed. Two crew training days.**

Four 1-sheet process guides for technical processes. One per quarter. Pat, CJ. **Completed: CJ created two guides for city halls. Pat created a guide for control room and working on an additional guide.**

Produced city services informational "how to" videos. - Billy, Producers. **Completed. One from each city has been completed.**

## DIRECTION 3: INNOVATING FOR IMPACT

---

- A. Identify community needs and assess engagement.
- B. Diversify/Maximize distribution platforms.
- C. Diversify revenue for sustainability.

### 2025 Accomplishments

Repurpose existing studio to pilot podcast studio rental. Cory: CJ, Pat. **Completed. Rental opportunities will be further discussed for 2026.**

Pilot audio-only of existing content to podcast service. Seamus: CJ. **Completed. Audio only made for one show: Game Sharks. Investigated podcasting hosting options.**

Financial and staff support for local, state, and national orgs working to modernize funding. Karen. **Completed. 2025 Budget included financial support for state and national association legislative initiatives, commission support of Karen's involvement as MACTA legislative co-chair.**

Website rebuild complete. Seamus: CJ, Pat. **Completed.**

Producers collaborate with social media producer to plan social media distribution about future stories. Seamus. **Completed. To be continued with rebrand.**

## "THE POST" - 6 MONTH IMPROVEMENTS

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Explore set options: pillowcase, greenscreen, accent lighting, etc. **Completed. Transitioned this idea to podcast/TV set.**

## 2025 GOALS MOVED TO 2026

---

Identify options for smart TV app for future development. Seamus, Pat, CJ. **It has been discussed. Still in planning.**

Revisit "Live and Local" schedule and community topic frequency. Jimmy, Cory. **Transition conversation to Cory and Jimmy for 2026.**

## 2025 GOALS STOPPED, DELAYED, ABANDONED

---

Consider whether "Post" and "Live and Local" combine under one brand. **Abandoned: Not aligned with our current goals. Member city feedback reinforced monthly Live and Locals independent from the Post.**

Development specialist is contracted for sponsorships/paid productions. Ryan: Karen. **Delayed: Commission and staff delayed to allow input with the strategic planning slated for Q4 2025 to be launched in Q1 2026.**

1 Piloted equipment loan program with school/community. CJ: Leslie, Pat, Ryan. **Abandoned: Initiative was abandoned and transitioned to public relations outreach. i.e. School tours.**

The Post improvements (below). **Abandoned. New strategic 2030 strategic goal strive to become regarded news operation.**

- Revisit and select list of segment ideas to pilot. One per month. Cory.
- Move community calendar to monthly, rotate.
- Pilot in-studio guests (community partners). Follow up in-person stories with interviews.
- Retry on-site segment. Make more integrated.

## QCTV Strategic Plan

## 2026 Implementation Plan

Strengthening Long-Term Viability of QCTV	March	June	Sept	Dec
Generic sponsorships menu for all shows: <b>Ryan, Jimmy</b>				
Continue conversation with commission regarding paywall option: <b>Pat, Karen, Ryan</b>				
Meeting with athletic directors, section regents, and principals to strengthen partnerships: <b>Ryan</b>				
Add sample videos to sponsorship brochure: <b>Pat</b>				
Established rental and production section of website: <b>Pat, CJ, Ryan</b>				
Initiate marketing of equipment/facility rentals. <b>Pat, Ryan</b>				
Monitor state and federal preemptive actions which may limit modernizing the funding model: <b>Karen, Ryan</b>				
Explore options for direct payments from consumer to QCTV (e.g. donations, subscription, crowd-funding): <b>CJ, Ryan</b>				
"Podcast Day" open house - modeled on PSA day: <b>Leslie, Pat, CJ</b>				
Review free shared content with sister stations review options (eliminate, monetize, reciprocity): <b>Karen, Pat, CJ, Ryan</b>				
Participate in MACTA legislative efforts with funding and staff support: <b>Karen, Ryan</b>				
Seek legislative options to strengthen MSHSL regular season and post-season sports coverage: <b>Karen, Ryan</b>				
Explore District Court Show transition to sponsorship model: <b>Leslie</b>				
Contract with local entity to leverage sponsored content on QCTV distribution channels: <b>Karen</b>				
Feasibility assessed for using Comcast subscriber login to facilitate optional paywall strategy: <b>Pat, Karen, Ryan, CJ</b>				

Transforming QCTV's Identity	March	June	Sept	Dec
Update election reporting guidelines for commissioner approval: <b>Jimmy, CJ, Karen</b>				
Launch "City Podcasts" as primary programming for local news and information: <b>Billy, Pat, Cory</b>				
Order thank you merch, e.g. "I was on QCTV" stickers: <b>Winter, Jimmy</b>				
New set of voter information PSAs: <b>Leslie, Producers</b>				
Initiate discussion with city leadership to transition Post stories beyond city events and services: <b>Karen</b>				
Continue city festival coverage and QCTV involvement in parades: <b>Ryan</b>				
Report municipal election outcomes: <b>Producers</b>				
Style guide updated: <b>CJ</b>				
Participate in one chamber event with wide exposure (E.g. selfie station, tabling): <b>Winter</b>				
In-kind promotion for QCTV at sports fields and ice rinks: <b>Ryan</b>				

## QCTV Strategic Plan

## 2026 Implementation Plan

<b>Innovating for Impact</b>	<b>March</b>	<b>June</b>	<b>Sept</b>	<b>Dec</b>
Create consistent and engaging video bumpers to use across all media: <b>Billy, Jimmy</b>				
Evaluate streaming capabilities and platforms: <b>Pat, Jimmy, CJ</b>				
Create QCTV chat emojis: <b>Jimmy, Winter</b>				
Write records retention policy: <b>Pat</b>				
Encourage vertical highlights to be extracted from shows: <b>Producers</b>				
Implement watermark (QCTV.org) on all media to protect copyright: <b>Pat, CJ, Producers</b>				
Pursue smart TV app through Tightrope: <b>CJ</b>				
Complete internal technology audit to reduce piracy loopholes: <b>Pat, CJ</b>				
Ensure QCTV content is labeled "original" and not "A.I. Generated": <b>Pat, CJ</b>				

<b>Facilitating Cross-City Content Collaboration</b>	<b>March</b>	<b>June</b>	<b>Sept</b>	<b>Dec</b>
Produce series for podcasts with local influencers to strengthen sponsorship opportunities: <b>Cory</b>				
Pilot staff-created vertical shorts recap of city council actions after the meeting. Pilot with staff: <b>Producers, Jimmy</b>				
Transition long-form "The Post" into short-form social media first content scheduled, consistent, and weekly: <b>Billy, Cory, Karen</b>				
Categorize programs on social media channels only, cable channel only, and combined distribution: <b>CJ</b>				
Host cross-city challenge (e.g. Fire depts): <b>Winter, Ryan</b>				
Establish member city leadership committee to envision QCTV fiscal sustainability and lean into news services consistent with city vision: <b>Karen</b>				
Continue to coordinate "Live and Local" content and scheduling with city reps: <b>Jimmy, Cory</b>				

## QCCCC Agenda Item

### 5.3 Personnel Policy Update

**January 8, 2026**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Personnel Policy Update

---

The Personnel Policy requires updating following the implementation of the Minnesota paid leave law going into effect January 1, 2026.

Legal counsel Scott Lepak reviewed the policy and recommends the updates to comply with the new law. His overview memo is attached as is the track changes document of the proposed changes to the personnel policy.

Items already addressed on this issue as part of the 2026 budget was: stay with state plan for year one and re-evaluate for private carriers in 2027; implement a 50% cost share with employees; provide legal notice to employees by December 1, 2025.

**Action Requested:**

Approve the updated Personnel Policy.



## MEMORANDUM

TO: Karen George

FROM: Scott Lepak

RE: MN Paid Leave Overview and Policy Considerations

DATED: January 9, 2026

I have reviewed your personnel policy and incorporated proposed changes to address Minnesota Paid Leave (MNPL). I have included discussion of other MNPL considerations below as a supplement to the draft policy language.

1. **State Program vs. Third Party Administration.** Employers may comply with MNPL requirements by either participating in the State's program or seeking approval for an equivalent plan through a private insurance carrier or a self-insured arrangement. As I understand it, QCTV will, at least for now, be participating in the state-administered program. The proposed changes in your personnel policy reflect this choice. In the event you opt out of the state program, you must use a state-approved plan that matches or exceeds MNPL benefits, and satisfies wage reporting and employee notification requirements.
2. **Wage Standard.** For reference, the current wage standard is 5.3% of the state's average annual wage, which amounts to approximately \$3,900 in wages for MNPL eligibility beginning in 2026. All jobs count toward this threshold, not just wages earned at QCTV.
3. **Intermittent Leave.** Regarding intermittent leave, MNPL generally requires a qualifying absence of at least seven days unless intermittent leave is taken. Intermittent leave results in a prorated benefit paid by the state and allows employers to cap intermittent leave at 480 hours in a 12-month period. The draft policy I have provided does cap intermittent leave at 480 hours, but you may allow a larger amount up to the full 20 weeks to be used intermittently if you wish.
  - a. **Leave Increments.** Leave increments must align with employer policy, permitting a minimum increment of at least one calendar day. Employees cannot apply for intermittent leave benefits until they have accumulated eight hours of leave, unless more than 30 days have passed since the initial leave. The draft policy reflects a leave increment of **one hour**, which is a common choice among employers as it tends match the increment of other concurrently-running leave entitlements like FMLA or annual leave.



4. **Interplay with FMLA.** Definitions of “family member” and “serious health condition” under MNPL are broader than those under FMLA, which means MNPL may apply even when FMLA does not. For example, MNPL covers siblings and individuals “close” to the employee, and its definition of serious health condition differs from FMLA’s continuing treatment standard. Minnesota law allows employers to require MNPL benefits to run concurrently with FMLA and WESA Pregnancy and Parenting Leave when the leave is for the same purpose.
5. **Wage Benefit Supplementation.** Employers are not required to allow employees to supplement MNPL benefits with other types of paid leave benefits, but they may choose to do so. If you choose to allow supplementation with annual leave, the employee retains the right to decide whether to use their annual leave benefit to supplement their MNPL benefits. Supplementation can be allowed or disallowed, but not required. The draft policy I have provided does allow employees to supplement MNPL benefits with annual leave. Of note, the supplementation will need to be pro-rated so that the sum of the two benefits does not exceed their individual average weekly wage.

Please reach out with any questions you may have, or if you would like to further discuss your options for policy choices.

|

**Quad Cities  
Cable Communications  
Commission**

***(dba) QCTV***

**Personnel Policy  
2024**

**Approved September 19, 2024**

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.

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 he/she/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.

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 his/her/their name and the serial number (if applicable) or identifying information about the equipment with his/her/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.

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 his/her/their supervisor and seek permission to stay home rather than bringing a child to work. No child shall be

left 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 he/she/they should consult with QCTV Executive Director.

## **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.

**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

**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 six 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.

### **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.

## **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 / Compensatory Time**

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.

### **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 his/her/their timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

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 workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she/they is either not yet qualified to use the paid leave or he/she/they has exhausted all of his/her/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 his/her/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.

Deleted: short term disability benefit or

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.

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. 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.

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 8 a.m. to 4:30 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to QCTV Executive Director.

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, long-term disability, accidental death and dismemberment and life insurance benefits for each eligible employee and his/her/their dependents. The amount to be contributed and the type of coverage will be determined by the Quad Cities Cable Communications Commission.

**Deleted:** short-term disability,

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

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

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.

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.

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.

### **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 his/her/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.

### **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 be allowed to accumulate up to a maximum of 280 hours annual leave. Employees shall forfeit any annual leave accumulations at the anniversary date in excess of the allowable maximum.
- 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.
- An employee shall not be permitted to waive annual leave for the purpose of receiving double pay.

Annual leave will not accrue during unpaid leaves. Annual leave will accrue on a pay-period basis up to a maximum of 1-1/2 times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

### **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 his/her/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.

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.

#### **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 he/she/they is employed by QCTV on the last scheduled work day of the pay period.

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.

#### **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. 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 his/her/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.

#### **10.9 Returning to Work After a Medical Absence**

After a medical absence, 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.

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.

#### **10.10 Severance Pay**

Employees leaving QCTV in good standing will receive 100% of their annual leave balance 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 his/her/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. 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 his/her/their supervisor of the action taken. In the case of a serious emergency, 911 should be called.

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.

#### **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.

**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.

#### **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, FMLA, [or MNPL](#) 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.

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### **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.

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.

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.

“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).

### **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 his/her/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.

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.

**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.

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.

**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.

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 his/her/their regular job.

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.

#### **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.

#### **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.

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).

#### **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). [Employees are not required to use accrued annual leave if receiving MNPL benefits while taking FMLA leave.](#)

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.

#### **10.38 Minnesota Paid Leave**

QCTV is a participant in the State of Minnesota's Paid Leave program ("MNPL"). MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between Employer and employee as follows: Employer will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions.

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### **10.39 Eligibility**

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined under Minnesota law at the time MNPL is requested.

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### **10.40 Benefit Amount**

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

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### **10.41 Leave Entitlement and Usage**

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave for an employee to take care of one's self for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
  - Bond with a child through birth, adoption, or foster placement
  - Care for a family member with a serious health condition
  - Support a military family member called to active duty
  - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

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An employee can take both types of leave in the same year, but cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. An employee's benefit year starts the first day they take Paid Leave. There is no waiting period for MNPL if granted the benefit.

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### **10.42 MNPL Intermittent Leave**

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

#### **A) Eligibility**

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

#### **B) Notice**



In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to QCTV of the need for intermittent leave before applying for MNPL benefits through the State. As part of the notice, employees must provide QCTV with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

#### C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by QCTV, employees may take intermittent leave in increments of one hour. If eligible for intermittent leave, QCTV allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

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### **10.43 MNPL Definitions**

As they pertain to MNPL, the terms below are defined as follows:

#### A) Family Member:

- a. a spouse or domestic partner;
- b. a child, including a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto custodian;
- c. a parent or legal guardian of the applicant;
- d. a sibling;
- e. a grandchild;
- f. a grandparent or spouse's grandparent;
- g. a son-in-law or daughter-in-law; and
- h. an individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant care for the individual without compensation, whether or not the applicant and the individual reside together.

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#### B) Serious Health Condition

- a. a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

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#### **10.44 Notice**

Prior to starting a claim with the State, employees should provide notice of their intention to take leave. If the need is foreseeable, employers must provide 30 days notice prior to taking leave. If the leave is not foreseeable employees will still be able to take leave under MNPL and must provide as much notice as possible.

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#### **10.45 Interaction with Other Laws and Benefits**

MNPL will run concurrently with any leave and/or wage supplement for which the employee may be eligible for under local, state, or federal law.

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#### **10.46 Supplementing MNPL Benefits with Annual Leave**

If an employee is receiving MNPL benefits, QCTV allows the employee to supplement, or "top off," their MNPL benefits with any accrued but unused annual leave. If the employee chooses to supplement their MNPL benefits in this way, the combined weekly sum of MNPL benefits and QCTV-provided paid leave benefits cannot exceed the employee's individual average weekly wage.

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#### **10.47 Maintaining Health Coverage During MN Paid Leave**

Health benefits will be administered as prescribed in section 10.33, above.

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#### **10.48 Reinstatement**

Upon return from covered MNPL, employees will be reinstated to their previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as the employee has worked for QCTV for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), QCTV may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

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#### **10.49 Retaliation**

QCTV will not interfere with or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

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### **Section 11 HARASSMENT PREVENTION**

#### **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 individual, using sexual overtones as a means of creating stress.

### **11.3 Expectations**

QCTV recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- Immediate Supervisor;
- QCTV Executive Director;
- Quad Cities Cable Communications Commission member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

- Make it clear to the harasser that the conduct is unwelcome and document that conversation;
- Document the occurrences of harassment;
- Submit the documented complaints to your supervisor, QCTV Executive Director, or any member of the Quad Cities Cable Communications Commission. Employees are strongly encouraged to put the complaint in writing.
- Document any further harassment or reprisals that occur after the initial complaint is made.

QCTV urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. QCTV is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

QCTV will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

#### **11.4 Retaliation**

QCTV will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. 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.

## **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.

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 he/she/they performs.

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.

### **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.

### **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.

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.

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 his/her/their designee will respond to the employee in writing within seven (7) calendar days. The decision of QCTV Executive Director is final.

##### **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.

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 job relatedness 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](http://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).

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.

### **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 his/her/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 he/she/they is 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 his/her/their own business, while using paid annual leave from QCTV for those same hours.

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 his/her/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 his/her/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.

#### **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 his/her/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.

#### **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, 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.

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**

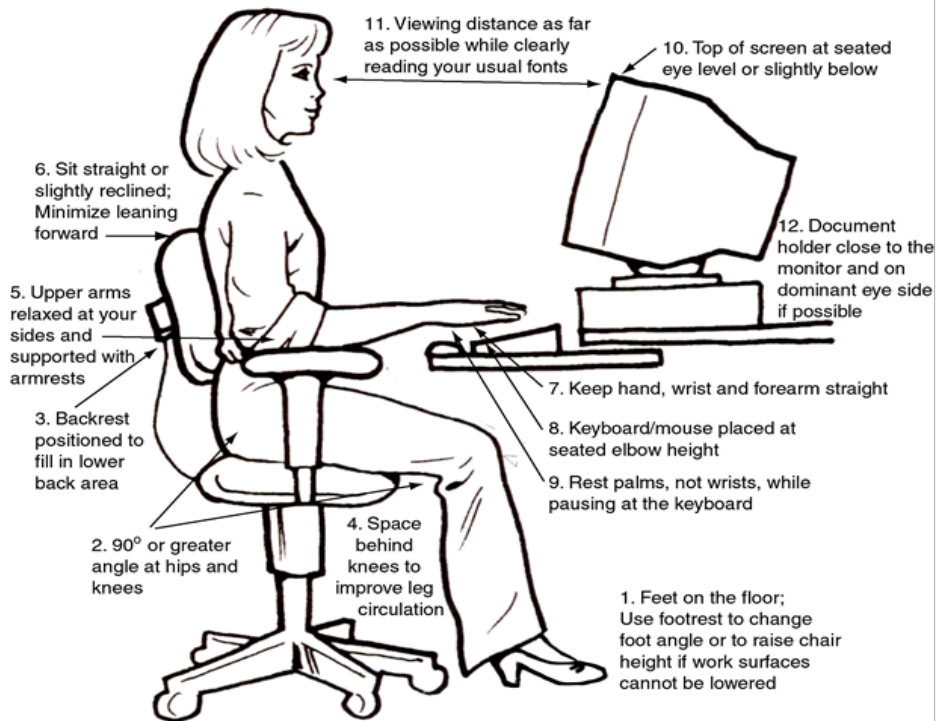
QCTV's normal policies and procedures (for example, computer use, data practices, respectful workplace, outside employment, etc.) apply to employees working remotely. Employees should ask their supervisors if they have any questions about whether or how a particular policy applies to a remote work environment.

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.

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Employee's Signature

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Date

---

Employee's Name (typed or printed)

---

Witness' Signature

---

Date

---

Witness' Name (typed or printed)

**QCCCC Agenda Item**

**5.4 Pay Equity Report**

**January 8, 2026**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Pay Equity Report

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The Quad Cities Cable Communications Commission filed the pay equity report. Attached are: in compliance letter, in compliance certification, and the alternative test results. The entity is in compliance with the Local Governments Pay Equity Act.

**Action Requested:** Accept the pay equity report.

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## Results of Tests for Pay Equity Compliance

Date: December 30, 2025

Jurisdiction: Quad Cities Cable Communications Commission

ID#: 2026

### 1. Completeness and Accuracy Test

☒ Passed. Required information was submitted accurately and on time.

### 2. Alternative Analysis Test

☒ Passed. Jurisdiction had three or fewer male classes and there was no compensation disadvantage for at least 80% of female classes compared to male classes.

☐ Passed. Jurisdiction had four or five male classes, an underpayment ratio below 80%, but no compensation disadvantage for at least 80% of female classes compared to male classes. Jurisdictions in this category started in the statistical analysis but moved to the alternative analysis because of the combination of factors listed.

☐ Passed. Jurisdiction had at least six male classes, no classes with a salary range, an underpayment ratio below 80%, but no compensation disadvantage for at least 80% of female classes compared to male classes. Jurisdictions in this category started in the statistical analysis but moved to the alternative analysis because of the combination of factors listed.

### 3. Salary Range Test

☒ Passed. Too few classes had an established number of years to move through a salary range.

☐ Passed. Salary range test showed a score of 80% or more.

### 4. Exceptional Service Pay Test

☒ Passed. Too few classes received exceptional service pay.

☐ Passed. Exceptional service pay test showed a score of 80% or more.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

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December 30, 2025

Local Government Official  
Quad Cities Cable Communications Commission  
12254 Ensign Avenue N.

Champlin, MN 55316-1968

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

Again, congratulations on your achievement!

Sincerely,  
Angela Garrity-Scharffbillig  
Pay Equity Coordinator



# Notice of Pay Equity Compliance

*Presented to*

## Quad Cities Cable Communications Commission

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2025 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

A handwritten signature in black ink that reads 'Erin M. Campbell'.

December 30, 2025

Date

Erin Campbell, Commissioner



## QCCCC Agenda Item

### 5.5 Capital Request – Network Equipment

**January 8, 2026**

**To:** Karen George, Executive Director

**From:** Patrick Cook, Technology Manager

**Subject:** Capital Request – Network Equipment

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#### **Background**

In the past year, we have upgraded our core network switches and our Synology NAS to handle 10 Gigabit Ethernet (10GbE) speeds within the Machine Room. This project would extend that 10GbE to the desktops of the Producers and Associate Producers. We have discussed and budgeted a more comprehensive rewire of the building, but at this time, it seems more prudent to target the network improvements to specific places where they will have the most impact. This project will also allow us to remove two older network switches that are no longer supported as we continue to update the network within the machine room.

Multiple quotes were received for this equipment.

#### **Recommendation:**

Purchase a network switch, interface cards, and cable to upgrade producer computers with 10GbE connections to the servers.

#### **Capital Budget:**

The items included in this request are in the 5-Year Capital Plan for purchase in 2026 under the Master Control Equipment ZCIP and Building ZCIP.

#### **Action Requested:**

Approve the purchase of network equipment for the lowest quoted price of \$4,810.24 plus 5% for freight and necessary accessory items for a project total not to exceed **\$5,050.75**.

#### **Alternative Actions**

- Direct staff to evaluate alternate technologies or devices to serve this need.
- Delay for future consideration.

PJC/pjc