KUNM Policies and Procedures  
(Approved by Provost; 12/19/2008)

All volunteers and paid staff are required to sign the KUNM Policies and Procedures.

Section A: Volunteers:

Local, State and Federal Policies:

1. **Contract:** These policies and procedures are not a contract; they may be revised by the Associate Provost for Academic Affairs after consultation with the General Manager, Radio Board, and after notice and consultation with the volunteers.

2. **Duty Performance:** I have read and will abide by the station's programming policies and goals, the Regents' Policy on KUNM and the expectations of professionalism and competency in my duties, to the best of my ability.

3. **Discipline:** I have read and will abide by the types and use of corrective discipline as set forth in the KUNM Volunteer Performance Management procedure. I also understand that KUNM’s Grievance Procedure is another option for resolution of differences.

4. **FCC:** I understand that KUNM is licensed to the Federal Communications Commission and will abide by FCC rules as specified in these Policies.

5. **Transmitter Operation:** In accordance with the best broadcast practices, I will attend the station's control point at all times while I am signed on the log. I will leave only when I am properly relieved or when I have been authorized to leave by the General Manager, Chief Engineer, or a designated Operations Staff member.

On-air Policies:

6. **Requirements:** I will operate on-air equipment only after I have passed KUNM’s On-Air Operator exam, and am approved by the Operations Manager for on-air duties.

7. **Personal Information:** I will provide the Operations Manager with my current phone number, email address, mailing address, and emergency contact information.
8. **Training and Feedback:** To present the best programming possible, I will attend all required training and feedback sessions as requested by staff. As a volunteer, I may request feedback sessions and I will provide an aircheck tape for those feedback sessions.

9. **Accurate Records:** I will file accurate Equipment Trouble Reports when I have equipment problems. I will adhere to the program log and will limit my program to its scheduled time.

10. **Work Space Responsibilities:** I will put all production materials, records, CDs, tapes, and any other project material in the proper place immediately after I use them, leaving each work area ready for the next user.

11. **Shift Responsibility:** I will be responsible for all of my scheduled shifts, regardless of programming (including regularly scheduled programs, special broadcasts, fundraising efforts). I will be available to participate in membership, fundraising or promotional events. I will arrive at least 15 minutes prior to my shift. If I am going to be late, I will call KUNM and notify the on-air operator as soon as possible. If I cannot make a shift, I will either arrange for a qualified replacement and advise the Operations Manager, or contact the Operations Manager (by pager or cell phone if less than 72-hours notification) to find a replacement. I am responsible for my scheduled shift until a replacement has been confirmed by the Operations Manager.

12. **Leave of Absence Policy:** See attached.

13. **Live Announcement Language Policy:** See attached.

14. **Underwriting Policy:** See attached.

15. **Vacancy:** To resign from my scheduled duties as on-air host, I will give the Operations Manager at least three weeks written notice. The vacancy will be posted for three weeks, and the new host will be announced within four weeks following the three week posting. If I am suspended, the Operations Manager will be responsible for finding a substitute host. If I am terminated, the replacement procedure above will be used to fill the vacancy.

16. **Security:** I will admit only those persons who identify themselves, have a valid reason for entrance, and have their name on the entrance list in the control room. I am responsible for the conduct of my visitors and the on-air guests I admit to KUNM while on my shift. Only two visitors are allowed unless a waiver is requested and approved by the Operations Manager. Inappropriate conduct of visitors may result in suspension or termination of my position at KUNM.

17. **Disturbance:** As the operator signed on the log, and in the absence of Operations Staff members, I will ask people making a disturbance to leave KUNM and, I will call campus police if needed. Operations Staff should be notified of any disturbance occurring during regular work hours. Disturbances considered threatening to any person on duty at any time should be handled by campus police.
Equipment Policies:

18. **Theft:** All equipment related to KUNM radio station is the property of the University of New Mexico. I will take all reasonable precautions to avoid theft, destruction or damage to KUNM property and equipment.

19. **Repair:** I will not attempt any repairs or adjustments, or otherwise alter the functioning of any piece of KUNM equipment without permission from the Chief Engineer.

20. **Production Studios:** Access to KUNM’s production facilities will only be granted to Volunteers certified by the Production Director.

21. **Personal Use:** Personal use of KUNM production studios or equipment is prohibited without the written permission of the Production Director or designee. Personal long-distance phone use is prohibited.

22. **Loud Listening:** I understand that listening at high volumes has the potential to cause some degree of permanent hearing loss.

Behavior Policies:

23. **Substances:** The use of alcohol is prohibited on University property, except as provided under UNM UBP Policy 2140 “Use of Alcohol on University Property”. Smoking is not allowed in Oñate Hall per UNM Policy 2250 ”Smoking on University Property”. Food or drink is prohibited in KUNM control rooms or production studios. Failure to comply may result in disciplinary action being taken.

24. **Harmony:** KUNM is an equal opportunity employer in accordance with UNM policies. All staff is expected to regard others with respect and to practice tolerance of others regarding age, sex, race, class, nationality, sexual preference, spiritual or political beliefs, and those physically or mentally challenged.

25. **Violations:** I understand that violating these Policies and Procedures will result in disciplinary action as described in KUNM’s Volunteer Performance Management Procedure.

26. **Retaliation:** Retaliation for reporting misconduct is not allowed at KUNM per UNM Policy 2200.

Section B: Paid Staff: In addition to the policies above, the following apply to the Paid Staff.

1. **Job Descriptions:** Staff will perform their duties according to their job descriptions.

2. **Responsibility:** Staff is responsible for overall operation of KUNM including FCC license requirements, broadcast quality, music and program acquisition, the operation and maintenance of equipment and facilities, and the placement of volunteers in on-air and support positions.
3. **Training:** Staff will provide training for new staff and volunteers on station policies and applicable FCC rules and regulations. They will provide refresher courses and specialized training sessions in order to improve KUNM's service.

4. **Log and Volunteer List:** Staff will provide accurate program logs. The Operations Manager will maintain and publish an up-to-date volunteer list every two months. Telephone numbers of all staff and Campus Police will be posted in the control room for use during emergencies.

5. **Assistance and Recognition:** Staff will, in any way possible, support and assist programmers and producers in their efforts to produce quality programs. They will schedule regular volunteer feedback sessions quarterly. They will regularly recognize the contributions of volunteers in various ways, including listings in *Zounds!*, UNM ID upon request, Certificates of Recognition, and free compact discs or tickets when available.

6. **Program Pre-emption:** The Operations Manager will provide at least two weeks notice to the program host in the event of a program pre-emption. Notification will not be considered complete until the host has acknowledged the notification. Less than two weeks notice will only occur in the event of a significant need for pre-emption. The General Manager has final jurisdiction on pre-emption.

7. **Program Cancellation:** If a program is cancelled in accordance with the program change process established in the Bylaws of the KUNM Radio Board, the Operations Manager will provide at least two weeks written notice to the program’s host.

8. **Non-Grievance Matters:** All matters except grievances will be presented to the monthly General Meeting for discussion before being taken to the Radio Board. The General Meeting is conducted in accordance with the General Meeting Bylaws.

ATTACHMENTS: (referenced and associated policies)

- UNM Policy 2200 – Reporting Misconduct
- KUNM Volunteer Performance Management Procedure
- KUNM Grievance Procedure
- FCC Rules 73.4165 and 4170 on Obscenity and Indecency
- KUNM Leave of Absence Policy
- KUNM Live Announcement Language Policy
- KUNM Underwriting Policy
- Regents Policy on KUNM
- By-Laws of the KUNM Radio Board
- By-Laws of the KUNM General Meeting
- UNM Student Code of Conduct
- UNM Visitors Code of Conduct
I have read and agree to comply with the KUNM Policies and Procedures and the Attachments listed above. I understand that the University of New Mexico may adopt campus-wide policies that refer to volunteers, visitors, and paid employees of the university.

| Signature of Volunteer | Signature of Paid Staff Member |
|------------------------|______________________________|
| ______________________| ______________________________|
| Date                   | Date                          |