KTRM Personnel Handbook

INTRODUCTION/BENEFITS

KTRM, Kirksville, a member of the Truman Media Network, is Truman State University's student-run campus radio station, which is licensed by the Federal Communications Commission. KTRM provides broadcast opportunities and educational and social experiences for students while serving the information and entertainment needs and desires of the university and surrounding communities. KTRM is administered by the Department of Communication, headed by Dr. Elizabeth Clark. KTRM's faculty adviser is Dr. Mark Smith.

KTRM is operated as a professional on-air, non-commercial facility. KTRM is an excellent beginning for students interested in furthering a broadcast career. All staff members have the opportunity to learn real-world work skills in addition to gaining experience in broadcasting.

KTRM and the communication department will provide a safe, diverse and welcome working environment. Students will have the opportunity to work volunteer hours, scholarship hours (if qualified) or receive stipend payments for managerial services as outlined by the station manager. Students are encouraged to offer suggestions and time/effort necessary to enhance the viability of KTRM as the radio station is constantly in search of better or more efficient means of improving its service to the community. There is a suggestion box in the station work area near the studio. Announcers should first contact the Chief Announcer with concerns or suggestions, but the suggestion box can be used as well. Messages may be anonymous.

***FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLICANCE***

In order to broadcast, KTRM, a federally-licensed facility, is required to follow certain FCC guidelines; therefore, staff members are required to comply with FCC rules and regulations. All on air personnel must complete an exam of FCC rules and regulations. Passing the exam and signing this agreement means that you consent to adhere to all FCC rules and regulations from which the following Standard Operating Procedures are based:  
 1. Accurately fill out and sign all transmitter logs.  
 2. Take and record a transmitter reading during each shift.  
 3. Know how to properly turn the equipment and transmitter on and off.  
 4. Play a legal ID at the top of the hour between 5 minutes before and 5 minutes after the hour and sign in the appropriate places to indicate the ID was played.  
 5. Know where the public file is located and the contents of the file. An FCC inspector or the general public, upon demand, may request the file during business hours.  
 6. Be able to send weekly E.A.S. tests as necessary and know where to find the E.A.S. handbook in the main control room.

7. Know the proper procedure to follow when the station receives an E.A.S. message.  
 8. Log all discrepancies in the discrepancy log.  
 9. Never use offensive/indecent/illegal language. The FCC and the Unites States judicial system have established that, because radio is an uninvited guest in the homes of Americans, certain words and topics are not to be discussed. This decision resulted from an airing of George Carlin's seven dirty words, which are NEVER to be used. They are s\*\*t, p\*\*s, God D\*\*\*, c\*\*t, t\*t, c\*\*\*sucker, and mother\*\*\*\*\*\*. Every person who works on the air for KTRM understands that neither of these words (or euphemisms) nor any variation can ever be aired. Doing so may result in immediate dismissal by the station manager and department chair. In addition to these specific words, radio stations must avoid words that describe or depict "sexual or excretory functions," or euphemisms that describe such functions. KTRM is dedicated to public service over public airwaves. All announcers will be held accountable for errors in judgment. When in doubt, do not utter it on air.  
 10. Never play songs or other recorded material containing the aforementioned words, phrases, and topics. There are songs in the studio that contains these words. *Do not play them.* Announcers will be held responsible for vetting personal music containing illegal/banned language on KTRM specialty shows. Violations of indecency laws may mean monetary fines to the university of $325,000 per utterance and eventual loss of the station license. The FCC does not care if a station neglects its guidelines purposely or by mistake.   
  11. KTRM is designated as a non-commercial station. This means that absolutely no (1) prices, (2) incentives to buy, (3) comparative language, or (4) calls to action. Contact a member of management for further explanation if necessary.

12. Station personnel shall not accept or agree to accept from any person other that than the station any money, service or other valuable consideration in exchange for programming any program matter intended for broadcast. Personnel shall disclose to the Station Manager any information regarding attempts from third parties to seek any airplay for compensation.

Violation of the rules above in the Standard Operating Procedure could result in termination. An initial violation will result in a warning, and two warnings will result in termination.

PERSONNEL CONDUCT AND COMPLIANCE

***KTRM Policy: Introduction***The purpose of Truman campus media facilities (KTRM) is to serve as an educational laboratory for Truman State University students. Usage of said facilities shall be limited to those campus organizations specifically designated by the Department of Communication charged by the university president to oversee aforementioned facilities. For areas not covered in this agreement, students will adhere to the Truman State Code of Conduct. Section 8.050.1. of the code states: “…student members of the community are expected to uphold and abide by certain standards…these standards are embodied within a set of core values that include *trust, community, civility and responsible citizenship*.” See the code for further explanations of these concepts.

***Air-Check Recording***Each announcer may record regular air check audio files, which will be used to evaluate and improve performance. The station manager will have further contact on this matter.

***Alcohol And Other Controlled Substances***

***Food/Drink And Smoking***  
Alcohol and drugs are not allowed on campus, and as such are not allowed in the KTRM studios. Any violations will be reported to the Department of Public Safety with the announcer terminated immediately from the radio station.

Food and drink are not allowed in either the on-air or production studios. Food and drink are allowed in the office as long as announcers clean up after themselves. Violation of this policy is also grounds for immediate termination. Smoking is not allowed in any part of KTRM or in Barnett Hall. It is permitted outside the front and rear entrances to the building.

***Housekeeping***Because the station is an open environment for personnel and visits by the general public, a tidy appearance outside of the manager’s office when personnel finish their shows and work for the day. Station personnel are responsible for keeping their work areas clean and tidy. This means that all CD jewel cases, mailing envelops and other material *in all work areas* must placed in workstation file cabinets, stored in other approved areas or *neatly stacked* before leaving the facility. All CDs must be properly refilled in the CD library and all materials used by announcers during their shows must be stored, recycle or disposed of properly. Prepare your work area for the next person. In order to maintain an acceptable appearance to the public, no items are to be attached to walls or ceilings throughout the station without the express consent of the station manager and the approval of the communication department. Items judged to be permissible should not use tape or staples unless consent is granted by both the station manager and the department.

***Logs***  
 Whenever a scheduled underwriting announcement is played or a PSA is read, the announcer must initial it on the operating log. Announcers must follow the music log accurately during a format shift. Never deviate from the music log. The sole authority regarding any changes made to the spot log is the Continuity Director. Only blue and black ink may be used on the logs.

***Positioning Statement***Every on-air break should include a mention of “88.7” or “The Edge,” or a combination such as "Kirksville's True Alternative, 88.7 The Edge."

***Promotions***  
 Each announcer is expected to read, understand, and follow the rules of every promotion. No announcer may give away anything not scheduled by the Promotion Director, and must perform every promotion scheduled. Staff members may not win KTRM contests. Also, announcers may not call their friends and tell them to call back to win something. This qualifies as stealing. Announcers may tell friends to listen to the station because of a promotion, but may not tell them when to call. Finally, the station will request your assistance, from time to time, to participate in promotions outside the station. These duties are a part of your involvement with the station, as well.

***Phone Use***Announcers must answer the request line (785-5876) when not on mic. Be polite, answer the phone, "The Edge.” If management is not present when the business line rings (785-4506), answer this number, too. Never give any staff home phone numbers to a caller who is not a member of staff. Announcers are never to place phone calls on the air without the permission of management. Doing so may result in immediate dismissal.

***On-Air and Production Sources for Playback/Broadcast…Station Promotion***  
No produced material, inside or outside the station environment, may be aired without the approval of the Station Manager. Further, on-air announcers are authorized to use music sources approved by the Station Manager, which includes CD and digital files stored in the studio location and personal playback devices for specialty shows. Because of copyright concerns, no announcer is authorized to use online music services (e.g., Spotify) or other websites (YouTube) to playback music and other audio. The station may, without further compensation, make use of the station personnel names, voice, photograph and other likeness in connection with on and off air promotion and advertising, including the Internet. Further, the station reserves the right to use the voice or likeness of a station announcer or departmental manager who leave the station unless that individual informs the station manager, in writing, otherwise. Finally, the production department and its personnel shall work in harmony with underwriting to produce recorded announcements in a timely manner.

***Station Meetings*** Monthly all-staff meetings will be scheduled. Separate department/manager meetings will also be held. The location and time for each regular meeting will be posted on the dry erase board and emailed to all personnel a week in advance. All meetings are absolutely required, and missing one is grounds for dismissal from the department and will count as a first offense towards dismissal from the station. All-staff meetings are regularly established, so ignorance of one will not be accepted. Any announcer with a legitimate excuse to miss a meeting must contact the Chief Announcer at least 24 hours before the meeting.

***Sexual Harassment***

Sexual harassment in the station is unacceptable. The station adheres to the TSU Code of Student Conduct. See Section 8.050.14 of the code. In the event of a problem, station personnel should report their concern/problem to the General Manager who will report the situation immediately to the Station Adviser or Department Chair after which appropriate university policies will be observed.

***Shift Attendance And Absences***Each announcer is required to work every shift for which they are scheduled. Announcers should arrive *at least 15 minutes before the start of a shift to prepare*. During and before each shift, each announcer must:  
        a. Check the dry erase board in the office for messages.  
        b. Sign the log-in time on the transmitter log.  
        c. Take transmitter readings to ensure operation at legal levels.  
   

Any announcer who is not present for a shift must find a substitute and alert the Chief Announcer to the substitution according to the following policy.

It is the announcer's responsibility to find a substitute prior to a shift. An email list of announcers is posted in the office. To find a substitute, email announcers or post in the KTRM 88.7 The Edge Facebook Page. If no one is available to do the shift, contact the Chief Announcer. In case of an emergency/unexpected absence, contact the Chief Announcer. If an announcer does not show up to relieve your shift, start Simian.

No guests are allowed on the air in either studio without the written permission of the Chief Announcer or Station Manager. Employees are responsible for any guests they bring into the station. The first offense is grounds for immediate dismissal.

***Theft***Over the years that KTRM and KNEU have existed, many individuals have spent countless hours gathering music and equipment. Any individual caught stealing from the station will be terminated immediately and will be banned from entering the premises. There will be no exceptions to this rule. The university also requires that all cases of theft of university property be reported to the Department of Public Safety and other university officials.

The same rules that apply to announcers above in this handbook also apply to other department administrators.

By signing this handbook, the undersigned individual is certifying that he/she has read this document in its entirety, that he/she understands it and agrees to be bound by its provisions.

Student Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print)

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_