

KNOM AM/FM SAMPLE Volunteer Contract

KNOM Radio, P.O. Box 988, Nome, Alaska 99762 Agreed between KNOM Radio and _____

Assignment: Announcer and other duties as assigned Starting Date: __/__/__

TERM OF THE CONTRACT: One year, beginning on the above date, renewable upon mutual agreement. The volunteer makes a firm commitment to serve for not less than this period, and will not break this commitment except under extreme necessity and after thorough discussion with the supervisor.

TRANSPORTATION: KNOM provides round-trip air transportation to and from the major airport nearest the volunteer's home town within the United States. Dates of travel will be established by KNOM in order to take advantage of special fares. Upon completion of one year of service, if the volunteer wishes to travel on a date different from that established by KNOM, or does not wish direct air transportation home, KNOM will provide him/her \$500 cash in lieu of an air ticket. Expenses for moving personal belongings are the responsibility of the volunteer.

VACATION: At the end of 52 weeks of service, a volunteer who re-enlists receives twenty working days' vacation, with round trip air transportation home and \$100 expenses paid by KNOM. Vacations may not be allowed at certain times, such as the period surrounding Christmas and the month of March. Vacations must be approved by the volunteer's immediate supervisor no later than one month prior to planned travel.

EMERGENCY LEAVE: The volunteer may be granted leave of absence for personal emergency reasons. Such leave must be specifically approved in writing by the volunteer's direct supervisor. All expenses incurred by the volunteer for such leave will be the responsibility of the volunteer. A long emergency leave may necessitate termination.

HOUSING: KNOM will provide the volunteer a small private bedroom in the KNOM Community House. Heat is provided. KNOM will provide the volunteer community a total of \$500/month to cover electric and sewer/water utilities. This amount is more than enough to pay the monthly bills, provided reasonable and normal energy conservation, with funds left over to be spent at the discretion of the volunteer community.

FOOD: KNOM will provide the volunteer community \$200/month on each volunteer's behalf. This is sufficient to purchase a variety of nutritious, though not extravagant, food.

STIPEND: KNOM will provide the volunteer with a stipend of \$215.50/month, less taxes and \$15.50 insurance co-pay. Payments for partial months are pro-rated. Following completion of a year of service, KNOM will provide the departing volunteer with a special resettlement stipend of \$1,000, less taxes.

HEALTH CARE: KNOM will provide medical and vision insurance. Dental insurance is not provided. Before arriving in Nome, the volunteer is expected to have a full dental checkup.

During the contract term of service, KNOM will pay the cost of deductible medical expenses, at all times protecting the privacy of the volunteer. Following the end of the term of service, these expenses are the responsibility of the volunteer.

Vision expenses beyond policy coverage are the responsibility of the volunteer. Dental expenses are also the responsibility of the volunteer.

WORK: The KNOM volunteer is a fulltime employee. The work week is nominally 40 hours, overtime is occasionally necessary. KNOM's goal is a 5-day work week, though this may not be achievable due to staff illness, travel, etc. KNOM will provide complete orientation and training. Following training, the volunteer must achieve certain standards of performance and will be periodically evaluated.

The basic volunteer position is Announcer. Typically, this position is enhanced by additional duties and responsibilities.

KNOM works hard to provide competent and caring supervision, and a supportive work environment with frequent communication.

Work schedules may change from time to time, due to travel, coverage of breaking or developing news stories, staff illness, or other work related situations. In order to respond to these changes and to maintain a financial equity for all, volunteers are discouraged from holding another paid job during the term of this contract.

TERMINATION: There shall be a probationary period of 3 months, extendable to six months at the discretion of KNOM, during which time continued employment may be terminated by either KNOM or the volunteer without cause. Following the evaluation period, the volunteer may be immediately terminated for reasons including, but not limited to, an inability to achieve a minimum standard of performance, failure to complete work assigned, repeated tardiness, willful violation of station format, violation of the Catholic Bishop of Northern Alaska's sexual abuse/sexual harassment policies, or certain behaviors such as abuse of alcohol or any illegal drug, or other behavior which KNOM judges may be deemed embarrassing or injurious to the Catholic Church or its reputation.

Termination causes the immediate cessation of all privileges of employment, such as housing, food allowance, stipend, health insurance and travel. A volunteer will vacate the housing no more than 48 hours following termination.

SEXUAL ABUSE/HARASSMENT: The volunteer agrees to abide by the Catholic Bishop of Northern Alaska's policy on sexual abuse/harassment, a copy of which will be provided by KNOM upon arrival. The volunteer also agrees to attend a session of instruction regarding these policies. If the volunteer has ever been convicted of sexual abuse or sexual harassment, he/she agrees to provide the Catholic Bishop of Northern Alaska full pertinent details and hereby gives the Catholic Bishop of Northern Alaska permission to fully investigate. All offers of volunteer positions are contingent on a satisfactory background check.

DRUG TESTING: The volunteer agrees to mandatory drug testing upon arrival in Nome and periodic testing at discretion of management.

(SIGNED)

_____ Date: _____

Ric Schmidt, General Manager, KNOM _____

Date: _____