

**COLUMBIA POWER AND WATER SYSTEMS
JOB OPPORTUNITIES: GENERAL INFORMATION**

JOB OPENINGS:

Columbia Power and Water Systems' (CPWS) job openings are advertised and give beginning and ending dates for accepting an *Application for Employment*. The following information applies to CPWS' *Applications for Employment*:

- Applications are only distributed if a job opening exists;
- Applications must be returned within the beginning and ending date stated in the advertisement (if received late by mail, a postmark showing the deadline date will be accepted);
- Applications are effective for six months;
- Applications must be completed with all requested information, signature, and date; and
- Resumes are not accepted unless attached to a completed *Application for Employment*.

APPLICANT:

An applicant for employment with Columbia Power and Water Systems is an individual who furnishes a fully completed, signed and dated CPWS' *Application for Employment* for a specific job vacancy during open periods (beginning and ending date) of advertisement for any open position.

EMPLOYMENT METHOD:

If you are interested in joining CPWS, we invite you to choose the method listed below that you find most convenient:

- You may pick up an *Application for Employment* Monday through Friday from 7 A.M. until 5 P.M. from the receptionist in the front lobby of the Service Center, 201 Pickens Lane, Columbia, TN., 38401.
- You may call the Personnel Director at (931) 375-7603 to request that an *Application for Employment* be mailed to you.
- You may hand deliver your *Application for Employment* or you may mail your *Application for Employment* to Columbia Power and Water Systems, 201 Pickens Lane, Columbia, TN., 38401, ATTN: Personnel Department. Applications received after the deadline time/date will be considered if postmarked by the deadline date posted in the advertisement. Applications postmarked or received after the deadline date will not be considered for employment. Incomplete applications cannot be considered for employment.
- Check with the local South Central Tennessee Career Center for other opportunities.

CPWS' premises are wheelchair accessible. CPWS are an Equal Opportunity Employer. Thank you for your interest in CPWS.

**Columbia Power and Water Systems
Personnel Department
201 Pickens Lane
Columbia, TN 38401
Tel: (931) 375-7603
www.cpws.com**

EEO PUBLIC FILE REPORT

Columbia Power and Water Systems, Columbia, TN

EEO Public File for Period: October 1, 2006 – September 30, 2007

Exhibit 22 for Same Time Period: October 1, 2006 – September 30, 2007

76.1702 Equal Employment Opportunity.

- (a) In accordance with 47 C.F.R. Section 76.1702, Columbia Power and Water Systems (hereafter “CPWS”) maintains a public inspection file containing a copy of all EEO program annual reports filed with the Commission and the equal employment opportunity program information described in 47 C.F.R. Section 76.1702(b). These materials are maintained at the central office and at every location with six or more full-time employees for a period of five years. Reasonable accommodations are available at these locations for undisturbed inspection of Columbia Power and Water Systems’ equal employment opportunity records by members of the public during regular business hours on weekdays of 7 A.M. to 5 P.M., excluding holidays.
- (b) The following equal employment opportunity program information is included annually in CPWS’ public file at the time of filing this FCC Form 396-C:
- (1) A list of all full-time vacancies filled by CPWS’ broadband unit during the preceding year, identified by job title;
 - (2) For each such vacancy, the recruitment source(s) utilized to fill the vacancy identified by name, address, contact person and telephone number;
 - (3) The recruitment source that referred the hired person for each full-time vacancy during the preceding year;
 - (4) Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies(see attached); and
 - (5) A list and brief description of the initiatives undertaken pursuant to 76.75(b)(2) during the preceding year, if applicable.
 - (6) See attachment for details of (b)(1-5).

1. **List of Full-time Vacancies:**

One Broadband Unit Vacancy from 10/1/06 – 9/30/07:

Job Title: Plant Manager

2. **Recruitment Source/Address/Contact Person/Telephone Number:**

Job #1: (Plant Manager)

Recruitment Sources

CPWS' In-House

Job Posting

Tennessee Valley
Public Power Assn

South Central Tennessee
Career Center

Local Newspaper:
Daily Herald

Columbia State
Community College

Tennessee State
University

The Huntsville Times
Newspaper

Address and Contact

CPWS

201 Pickens Lane
Columbia, TN 38401
Claudette Smith
931-375-7603

P. O. Box 6189
Chattanooga, TN
37401-6189
Tim Daugherty
(423)756-6511

119 Nashville Hwy.
Suite 106
Columbia, TN 38401
Judy Vick
(931) 490-3800

1115 S. Main St.
Columbia, TN 38401
(931) 388-6464

Job Placement Office
P O Box 1315
Columbia, TN 38402-1315
Mr. Dusty Doddridge
(931) 540-2573

Ms. Laura Springer
3500 John Merritt Blvd.
Nashville, TN 37209-1561
(615) 963-7527

Huntsville, AL
Fax: 1-256-532-4245
ATTN: Help Wanted Ads
Any Personnel Available

3. Recruitment Source that Referred Hired Person for Each Full-Time Vacancy During the Preceding Year:

One Vacancy: Plant Manager
 Local Newspaper: Daily Herald
 Contact Person: Ms. Phyllis Thomson
 1115 S. Main St., Columbia, TN 38401
 (931) 388-6464

4. Recruitment Source/Address/Contact Person/Telephone Number:
Job #1: (Plant Manager)

<u>Recruitment Sources</u>	<u>Address</u>	<u># Referred</u>	<u>#Interviewees</u>
CPWS' In-House Job Posting	CPWS 201 Pickens Lane Columbia, TN 38401 Claudette Smith 931-375-7603	2	2
Tennessee Valley Public Power Assn	P. O. Box 6189 Chattanooga, TN 37401-6189 Tim Daugherty (423)756-6511	2	0
South Central Tennessee Career Center	119 Nashville Hwy. Suite 106 Columbia, TN 38401 Judy Vick (931) 490-3800	0	0
Local Newspaper: Daily Herald	1115 S. Main St. Columbia, TN 38401 Phyllis Thompson (931) 388-6464	2	2
Columbia State Community College	Job Placement Office P O Box 1315 Columbia, TN 38402-1315 Mr. Dusty Doddridge (931) 540-2573	0	0
Tennessee State University	Ms. Laura Springer 3500 John Merritt Blvd. Nashville, TN 37209-1561 (615) 963-7527	0	0
The Huntsville Times Newspaper	Huntsville, AL Fax: 1-256-532-4245 ATTN: Help Wanted Ads Any Personnel Available	0	0
Totals:		6	4

5. EEO PROGRAM INITIATIVES

(a) Educational Assistance:

Columbia Power and Water Systems encourage its employees to continue their education to provide opportunities for upward mobility and advancement. Employees may continue their education as they desire by enrolling in classes at any of the neighboring schools or universities. CPWS pays the following percentage of the cost of tuition and books upon satisfactory completion of job-related courses: A – 100%; B - 85%; C - 75%; and D and below: 0%. Arrangements for possible reimbursement must be made prior to beginning of course work.

(CPWS' Policy Manual: Employee Education and Training: Page 5-4 attached)

(b) Training:

Significant effort is applied toward the initial training of each new employee. Ongoing training is provided to update employee skills to enable them to meet new requirements due to technology and customer service expectations. Thorough instruction will be given by experienced and qualified supervisory and/or senior employees to insure that each new employee is trained in the safe and proper performance of his/her particular job, and that general duties and responsibilities are made clear. Training and development is an ongoing process that CPWS views as an opportunity for personal and professional growth. CPWS documents employee training accomplishments annually and plans to continue its dedication to provide significant resources in the future toward that training.

(CPWS' Policy Manual: Employee Education and Training: Page 5-4 attached)

Broadband Unit Personnel Involved in Training:

<i>High Speed Data Technician (a):</i>	<i>Dec. 4–9, 2006</i>	<i>Cisco Introduction</i>	<i>40 Hours</i>
	<i>Dec. 11-12, 2006</i>	<i>Linux Software</i>	<i>16 Hours</i>
<i>High Speed Data Technician (b):</i>	<i>Dec. 11-12, 2006</i>	<i>Linux Software</i>	<i>16 Hours</i>
	<i>Feb. 12-16, 2007</i>	<i>Cisco CCNA</i>	<i>40 Hours</i>
<i>Plant Manager:</i>	<i>Feb. 7-8, 2007</i>	<i>TVPPA Management</i>	<i>48 Hours</i>
	<i>Apr. 11-12, 2007</i>		
	<i>Apr. 18-19, 2007</i>		
<i>Marketing Director:</i>	<i>Nov. 8-9-12, 2006</i>	<i>Advanced Microsoft Excel</i>	<i>16 Hours</i>
<i>Broadband Technical Staff:</i>	<i>Feb. 8, 2007</i>	<i>Acterna Training</i>	<i>24 Hours</i>
<i>All Broadband Staff:</i>	<i>Jul. 17 & 24, 2007</i>	<i>Achieving a Drug Free Workplace: What You Need To Know About Alcohol And Drug Testing</i>	<i>1 Hour</i>
<i>Broadband Manager:</i>	<i>Nov. 11-12, 2006</i>	<i>Advanced Microsoft Excel</i>	<i>16 Hours</i>
	<i>Sept. 4-5, 2007</i>	<i>Cisco Routers</i>	<i>16 Hours</i>
	<i>Oct. 8-12, 2007</i>	<i>Cisco CCNA</i>	<i>40 Hours</i>
	<i>Jul. 17, 2007</i>	<i>Achieving a Drug Free Workplace: What You Need To Know About Alcohol And Drug Testing</i>	<i>1 Hour</i>
	<i>Jul. 17, 2007</i>	<i>Maintaining a Drug Free Workplace: What Supervisors Need to Know About Reasonable Suspicion Testing</i>	<i>2 Hours</i>

(c) Apprenticeship:

In contrast to CPWS' Electric and Water Units, the Broadband Unit does not have an apprentice training program at this time. To be competitive from launch date and be cost effective, CPWS elected to hire fully trained skilled workers from private industry. If the Broadband Unit can become financially self-sufficient in the future, we will consider an apprentice program to supplement existing workforce.

(CPWS' Policy Manual: Employee Education and Training: Page 5-4 attached)

(d) Outreach Activities:

- CPWS utilizes the *South Central Tennessee Career Center*, 119 Nashville Hwy., Columbia, TN., 38401, for a majority of our vacancies. The Career Center refers applicants to CPWS. The Career Center, as a state funded agency, uses a job bank which lists job openings at no cost to applicants; offers applicants computer printouts of available jobs, a room equipped with computers and a resource room to assist them in locating a job for which they are qualified.
- In order to attract minority applicants, all company wide job vacancies are referred to *Tennessee State University and Columbia State Community College*.
- As a utility, CPWS occasionally has a need for highly technical experienced workers and must expand its search efforts to regional newspapers that publish out of state, such as *The Huntsville Times*, Huntsville, AL; and industry trade associations that publish nationwide, such as *Multichannel News Classifieds*, 360 Park Ave. South, 14th Floor, New York, N. Y. 10010 (contact person, Yuki Atsumi, YATsumi@reedbusiness.com).
- CPWS guidelines require posting of all job vacancies in the local newspaper, *The Daily Herald*.
- CPWS guidelines require posting of all job vacancies in the front lobby of the Customer Service Center, 201 Pickens Lane, Columbia, TN 38401.
- Broadband Unit sponsors "Pride TV" for high school students to produce and air events in the community for the general populace. CPWS' Broadband Unit also donates \$1,000. for maintenance of equipment.
- Broadband Unit donates internet services to the Senior Citizen's Center and to the Career Center.
- Broadband Unit co-sponsors adult education computer literacy courses open to the public.
- Job vacancies in the Broadband Unit are advertised throughout the entire company employee base. All internal candidates applying for an open position are granted an interview. Internal candidates who do not meet the qualifications of the job vacancy are provided with career counseling.
(CPWS' Policy Manual: In-House Transfers: Page 3-15 attached)
- All CPWS' advertisements for prospective employees include the EEO solicitation: "We are an Equal Opportunity Employer." No advertisements in newspapers will be placed in sex-segregated "Help Wanted" columns.
- CPWS incorporates "We are an Equal Opportunity Employer" clause in all CPWS' purchase orders.
- CPWS' management receive periodic training and updates of their responsibilities in equal employment. Harassment of any employee because of race, color, religion, sex or national origin will not be permitted. CPWS' EEO policy (*CPWS' Policy Manual: General Personnel Policy: Page 3-12 attached*) reads as follows: "CPWS is an equal employment opportunity employer. Discrimination on the basis of race, color, religion, creed, sex, national origin, age, handicap/disability, citizenship or veteran status or other groups which may be legally designated is absolutely prohibited at CPWS. This policy shall apply to every aspect of employment, promotion, transfer, demotion, layoff, disciplinary action, termination, compensation, benefits and selection for training in apprenticeship programs."
- Copies of the Policy Manual are distributed to all current employees and to new employees when they are hired, when updated, and publicized in other printed materials where appropriate.
- CPWS' objective of equal employment opportunity is a consideration in all areas of employment, including recruitment, selection, promotion, compensation, benefits, and skills improvement opportunities.

- All personnel actions and programs including but not limited to compensation, benefits, transfers, company-sponsored training, education, and tuition assistance are administered in a nondiscriminatory manner with respect to minorities and women.
- **Broadband Unit Personnel Involved in Outreach Activities:**
Production Technician
Marketing Director

Production Technician Activities:

- * Spokespersons Production Technician and Outside Associate for “Project Learn” and also the Career Center
- * Spokespersons Production Technician and Outside Associate are co-founders of the “Stay in School Program”
- * Spokespersons Production Technician and Outside Associate produce the television show “Making the Grade” for the Maury County Board of Education highlighting students, teachers and schools
- * Martin Luther King, Jr. Celebration Committee Member
- * Community Development Council Member
- * Participant in “Leadership Maury”
- * Award recipient from Daughters of American Revolution for “Outstanding Television Coverage”
- * Spokespersons Production Technician and Outside Associate broadcast the City Council debates
- * Spokespersons Production Technician and Outside Associate represented CPWS’ Broadband Unit at the NAACP Freedom Fund Banquet

Marketing Director Activities:

- * Broadband Unit sponsors and the Marketing Director coordinates computer classes for senior citizens at the Career Center and also at the Senior Citizens’ Center

EMPLOYEE EDUCATION AND TRAINING

Education: CP&WS encourages its employees to continue their education as they desire by enrolling in classes at any of the neighboring schools or universities. CP&WS will pay a percentage as stated below, of the cost of tuition and books upon satisfactory completion of job-related courses.

- A - 100%
- B - 85%
- C - 75%
- D & Below - 0%

If interested, please discuss this matter with your supervisor. Arrangements for possible reimbursement must be made prior to the beginning of the course work.

Training: Significant effort will be applied toward the initial training of each new employee. Thorough instruction will be given by experienced and qualified employees to insure that each new employee is trained in the safe and proper performance of his particular job, and that general duties and responsibilities are made clear. As changes with CP&WS or one's particular job occur, new training or retraining may be required to update employee skills. Training and development is an ongoing process and should always be viewed as an opportunity for personal and professional growth.

Apprenticeship: Certain CP&WS positions involve mandatory completion of an apprentice training program. Supervisors will explain specific details of these positions to each individual employed in that particular position.

Taken from CPWS' Board Approved Policy Manual

IN-HOUSE JOB TRANSFERS

All job openings shall be posted on CP&WS bulletin boards. In-house applicants for job openings must have completed at least one year's satisfactory service in their present position. This is to insure that newer employees have ample time to demonstrate satisfactory work habits and acceptable performance of assigned duties and responsibilities as they begin their careers with CP&WS. This policy permits a new employee to make a meaningful contribution to the department first providing training for work at CP&WS before the employee transfers to another department.

This policy does not change the general practice of attempting to fill job openings from within CP&WS. In-house application forms may be obtained from and are to be returned to the Personnel Department upon completion. In general, in-house applications will be reviewed and the individual with the best combination of experience and qualifications meeting the needs of a particular position may be considered for transfer. However, the General Manager may assign any employee to fill any vacancy within CP&WS either on a temporary or full-time basis whenever such action is deemed to be in the best interest of the systems.

Existing employees who are under any form of disciplinary action will not be accepted as in-house applicants for transfer to another position while that disciplinary action is in effect. For purposes of this section of the policy, disciplinary action will be defined as suspension, with or without pay, written reprimands, or written notice of required job performance improvements in the current position.

An employee's past work history and disciplinary history shall be considered during the selection process.

Taken from CPWS' Board Approved Policy Manual

GENERAL PERSONNEL POLICY

CP&WS is an equal employment opportunity employer. Discrimination on the basis of race, color, religion, creed, sex, national origin, age, handicap/disability, citizenship or veteran status or other groups which may be legally designated, is absolutely prohibited at CP&WS. This policy shall apply to every aspect of employment, promotion, transfer, demotion, layoff, disciplinary action, termination, compensation, benefits, and selection for training in apprenticeship programs.

It is required that all persons accepting employment perform loyal and efficient work and services; that they use their best efforts to protect the property and interests of CP&WS, cooperate in promoting its welfare at all times, and that they strive to render the best possible service to the public while complying with all operating and safety rules affecting work.

When an employee's actions are found to be in conflict with the above policy by reason of improper conduct or abuse of privileges, etc., the CP&WS' management and supervision may impose disciplinary action to correct the situation. Such action may take the form of a verbal or written reprimand, a suspension without pay, or termination of employment.

Your job at CP&WS is very important. Your assigned work must be done promptly, efficiently, and courteously in order that CP&WS may fulfill its obligations to its customers. Never underestimate the significance of your job since your fellow employees and our customers depend on you. Your dress, speech, and personal habits are observed by the people with whom we come in contact, customers as well as fellow employees. Every employee has the basic responsibility to project a good image, both on and off the job. To the customer, you are Columbia Power and Water Systems!

Taken from CPWS' Board Approved Policy Manual