KRUI STAFF AGREEMENT

As a member or employee of KRUI, I, the undersigned, respect and agree to uphold all station regulations and policies listed below. I understand that violation of any of these rules is grounds for termination of membership/involvement or employment, and additionally may lead disciplinary measures (including expulsion) by KRUI, Student Broadcasters, Inc. (the governing body of KRUI), the University of Iowa and possible prosecution.

1. I will not remove any KRUI property from the KRUI facility in the Iowa Memorial Union, University of Iowa.
2. I will not bring food or drink into the on air or production studios at any time and will keep all food/drinks in designated areas. I understand that having such food and/or drink in prohibited areas is grounds for immediate dismissal and I am responsible for all costs associated with repair to or replacement of damaged equipment due to my violation of this policy. Do not leave food, beverages or containers anywhere in the station: carry out what you carry in.
3. I will not perform any of my assigned tasks while intoxicated. I will not carry intoxicants (alcohol, tobacco, controlled substances, or legal substances with potential for abuse) into the KRUI facility. I understand that failure to comply is grounds for immediate dismissal.
4. I understand that I may host on-air guests (interviewees, bands, performers) with prior notification to the programming director (24 hours in advance). I am prohibited from bringing non-essential guests to the KRUI studios. I am fully responsible and accountable for the actions of all guests I bring into the KRUI facility. I understand that all regulations in this agreement apply to my guests as well, and that I may be penalized for any and all actions they take during their presence at the KRUI facilities.
5. I will not commit any acts of fraud involving KRUI, such as but not limited to billing goods to KRUI or ordering goods in KRUI’s name to be sent to a different address. I will not attempt to represent KRUI’s management, SBI, or KRUI Board of Directors in any way. I will not give out personal information about KRUI management, SBI or the KRUI Board of Directors to anyone not on staff at KRUI. This includes email addresses and phone numbers.
6. I will check all designated message areas at the station and online, including the KRUI Listserv email and station monitor, daily for memos and other important information. I will read any document given or emailed to me by a KRUI director or staff member carefully and in its entirety and will be held responsible for knowing all information contained therein.
7. I will attend all required meetings as decided by the KRUI Board of Directors.
8. I will never cause intentional damage, included but not limited to sabotage or defacement of KRUI property or facilities, and I will be held financially responsible for the full amount of the damage, including unintentional but preventable damages incurred due to carelessness or ignorance.
9. I am responsible for keeping the KRUI facility clean and in its original or intended state of organization during my shift. I will return all media to its original/correct location before I leave the facility.
10. I will report to all assigned shifts and perform all assigned tasks. If I am not able to report for an on-air shift due to sickness or an emergency, I will notify the Programming Director or pertinent director. For planned absences, I am responsible for finding a substitute. An unexcused absence is grounds for dismissal.
11. I will not use potentially objectionable language, offensive statements, or FCC prohibited words over the airwaves or through KRUI-held online content at any time. This includes: cursing, statements of a sexual or scatological interest regardless of specific content, statements with an explicit sexist, racist, classist, or otherwise discriminatory bias, negative statements about an individual, group of individuals, organization, or business or any other statement that has the potential to offend and alienate any person or group. If I am ever in doubt as to whether a statement I am about to make falls outside the parameters of good taste and professionalism, I will consult the pertinent director or avoid making such an utterance altogether. I realize that I am responsible for any fines brought against the station because of the actions of my guests or myself.
12. I will abide by the University of Iowa’s Code of Student Life, and “Policies Related to Student Rights and Responsibilities,” which includes the University of Iowa’s Policy on Human Rights and Policy on Sexual Harassment.
13. I will only use the production facilities after being properly trained by an authorized staff member, and I am aware that station business and directors have priority in using the facilities.
14. I will fill out program and DJ logs in the KRUI DJ Programs, or Spinitron, in their entirety during each shift, regardless of the length, design, or purpose of my show, and I understand that failure to meet this requirement 3 times during my length of KRUI involvement/employment is grounds for permanent dismissal. I will ensure that all logs filled out during my shift are accurate. If a CD appears to be missing that was present in the previous shift according to their log, I will notify the Music Director by email.
15. I will review the program log during the shift preceding mine, heed discs that are pulled out by the previous DJ, and thus will avoid repeating songs or artists played during the previous shift.
16. I will play grant spots, PSAs, promos, and other such material as directed every hour.
17. If I am a general rotation DJ, I will follow the current general rotation guidelines and music policy (no billboard top 100 songs in the past 20 years) as decided by the General Manager, Programming Director, and Music Director. All specialty shows must be preapproved by the Programming Director and follow the current music and specialty show policy. I understand that failure to comply with the music policy is grounds for dismissal.
18. I understand that streaming software such as YouTube and Spotify are prohibited and the use of these is grounds for dismissal.
19. I must follow all applicable FCC regulations as they are implemented by KRUI, including the following:
	1. I must air a legal ID as close as possible to the top of the hour, not to exceed the parameters of five minutes before or after this time. NOTE: A legal ID contains the words “KRUI” and “Iowa City” spoken consecutively. Legal IDs may be either played or spoken. “You are listening to KRUI, Iowa City” is a good example of a legal ID.
	2. I will air proper test of the Emergency Alert System when instructed to do so. I will at no time attempt to impersonate any test or actual emergency message using the EAS equipment or otherwise. The Emergency Alert System is used only for the propagation of emergency information.
	3. I will only air phone calls if I have been given permission from all interviewed parties before putting them on air, and I will be responsible for any profane statements the caller or interviewee makes on the air. I will immediately terminate any on air phone conversation that takes a profane or offensive turn use the dump button as necessary. Callers are considered guests, and I am fully responsible for their actions on air as stated in Item 4.
	4. I will not accept payment for playing content on the air (known as “payola”), nor will I promote media, a product or a business, on the air in exchange for cash, material goods, favors, or other personal benefits (known as “plugola”).
	5. I will be responsible for any fines levied against KRUI by the FCC due to my actions or the actions of my guests.
	6. I will not play any material marked as an indecent/obscene track outside of the hours of 10pm and 6am (designated as “safe harbor” hours).
20. I will publicly take personal responsibility for any opinion I express over the air or through KRUI-held online content and will never state nor imply that KRUI’s staff or management supports me in my ideological holding. I will never discuss political issues in a biased fashion without explicit permission from the Programming Director or the pertinent director. I will not portray KRUI, its music and/or format, its equipment and/or facilities, its directors, or other employees, past or present, in a negative way over the air or through KRUI-held online content. If I have a disagreement with any of KRUI’s policies or staff, I will discuss it with the relevant director, the General Manager, or staff member directly rather than over the air or through KRUI-held online content. Not abiding by any of the above stated guidelines are grounds for dismissal.
21. I will be responsible for upholding KRUI’s mission to the community as it is decided and updated by the current KRUI Board of Directors and Student Broadcasters’ Incorporated. I will accept and comply with any constructive criticism or demands issued to me by a director. I will accept any warnings, verbal or written, and if I am in doubt of the cause of this disciplinary action, I will speak with the relevant director or the General Manager about my behavior. I understand that some actions, as stated in this agreement, are grounds for immediate dismissal with no prior warning.
22. I will be responsible for upholding all station policies, regardless of whether I have yet signed and submitted a Staff Agreement.
23. I understand that I am expected to heed and comply with any new regulations or policies that may be instituted by the KRUI Board of Directors after I have signed the agreement.

 24a. I understand, and will abide by, the University of Iowa’s COVID-19 Safety Procedures.

I have read and understand all the above regulations in this contract and will abide by them. I understand that violation of binding agreement constitutes grounds for termination and possibly criminal prosecution, penalties and University of Iowa disciplinary procedures. **By writing my name below I agree to the terms and conditions of this agreement.** I reserve the right to appeal termination decisions and other grievances. This agreement will be in effect for the entire duration of my involvement/employment with KRUI.

YOUR NAME (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE (OR USE SAVED) SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAFF(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(On-Air DJ, Music, News, Sports, Marketing, Online Content, Production, Operations/IT, Underwriting, Training)

YOUR EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIRECTOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL MANAGER’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAINING COMPLETED / DATE COMPLETED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_