

Federal Communications Commission Washington, D.C. 20554	OMB 3060-1033 September 2003	FOR FCC USE ONLY
<b>FCC 396-C</b>		
<b>Multi-Channel Video Program Distributor EEO Program Annual Report</b>		FOR COMMISSION USE ONLY FILE NO. - 20190919ACB
Read INSTRUCTIONS Before Filling Out Form		

**SECTION I IDENTIFYING INFORMATION**

A. Name of Operator:  
MID-RIVERS TELEPHONE COOPERATIVE, INC.

MSO Name:

B. Employment Unit's Mailing Address  
P. O. BOX 280

City CIRCLE	State MT	Zip Code 59215-0280
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FCC Registration Number:  
0001646587

Emp. Unit ID # 11843

**Application Purpose**

- New Program Report  
 Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located  
MCCONE, MT

D. Category of Respondent (check applicable box)

- Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V  
 Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) SEPTEMBER 2019

F. Attachments: (See "Exhibit" buttons, below.)

**SECTION II COMMUNITY INFORMATION**

System Communities Comprising Local Employment Unit			
Ident No.	Name of Community	Location (State)	Type

Review the list of communities served on the previous year's submission and attach as Exhibit A any [Exhibit 1] additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.

**SECTION III EEO POLICY AND PROGRAM REQUIREMENTS**

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation. [Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
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2.	Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4.	Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.	Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7.	Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8.	Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No

#### SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information.

[Exhibit 3]

#### SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed	Title GENERAL MANAGER/CEO
Date 9/19/2019	Name of Respondent MICHAEL CANDELARIA
Telephone No. (include area code) 4064853301	

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

## FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET

### Part I Employee Job Descriptions

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

1. Officials and Managers		[Exhibit 4]
2. Professionals		[Exhibit 5]
3. Technicians		[Exhibit 6]
4. Sales Workers		[Exhibit 7]
5. Office and Clerical		[Exhibit 8]
6. Craft Workers (skilled)		[Exhibit 9]
7. Operatives (semi-skilled)		[Exhibit 10]
8. Laborers (unskilled)		[Exhibit 11]
9. Service Workers	1	[Exhibit 12]

**Part II Inquiries Concerning EEO Program and Practices**

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

- 1.  Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b). [Exhibit 13]
- 2.  Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. [Exhibit 14]
- 3.  Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available. [Exhibit 15]
- 4.  Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
- 5.  Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts. [Exhibit 17]
- 6.  Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program. [Exhibit 18]
- 7.  Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance. [Exhibit 19]
- 8.  Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
- 9.  Other Inquiries: [Exhibit 21]

**Part III EEO Public File Report**

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place annually such information as is required by 47 C.F.R. Section 76.1702 in their public files. [Exhibit 22]

<b>EMP UNIT ID:</b> 11843	<b>MSO NAME:</b>
	<b>OPR NAME:</b> MID-RIVERS TELEPHONE COOPERATIVE, INC.

Approved by OMB  
3060-1033

**Exhibits**

**Exhibit 12**

**Description:** EXHIBIT 12 - CUSTODIAN

THE PRIMARY FUNCTION OF THIS POSITION IS TO PERFORM SEMI-SKILLED DUTIES RELATING TO THE CLEANING, UPKEEP AND MAINTENANCE OF MRTC BUILDINGS, GROUNDS, AND WORK EQUIPMENT. INCLUDING BUT NOT LIMITED TO CLEANS AND SERVICES BUILDINGS, PERFORMS ROUTINE GROUNDS KEEPING, PERFORMS BASIC REPAIRS AND ROUTINE MAINTENANCE OF EQUIPMENT, PERFORMS OTHER DUTIES AS ASSIGNED BY SUPERVISORY PERSONNEL.

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**Attachment 12**

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**Exhibit 16****Description:** EXHIBIT 16

EMPLOYEES ARE ENROLLED IN TRAINING PROGRAMS THAT ENABLE THEM TO GAIN KNOWLEDGE AND SKILLS TO ADVANCE THEIR POSITION. ALL OPEN POSITIONS ARE ADVERTISED WIDELY TO EMPLOYEES AND PUBLIC.

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**Attachment 16**

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**Exhibit 17****Description:** EMPLOYMENT UNITS EFFORTS TO ENCOURAGE ENTREPRENEURS TO CONDUCT BUSINESS

MID-RIVERS TELEPHONE COOPERATIVE, INC. REQUIRES VENDORS AND CONTRACTORS TO CONDUCT BUSINESS WITH ALL PARTS OF ITS OPERATIONS IN A NON-DISCRIMINATORY MANNER. MID-RIVERS TELEPHONE COOPERATIVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER THAT WORKS TO PROMOTE A COOPERATIVE AND PRODUCTIVE WORK ENVIRONMENT FOR ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT. MID-RIVERS TELEPHONE COOPERATIVE RECRUITS, HIRES, TRAINS, PAY, PROMOTES AND DISCIPLINES EMPLOYEES WITHOUT REGARD TO RACE, COLOR, SEX, SEXUAL ORIENTATION, RELIGION , NATIONAL ORIGIN, MARITAL STATUS, AGE DISABILITY OR VETERAN STATUS. MID-RIVERS EXPECTS ITS VENDORS TO SHARE ITS COMMITMENT TO EQUAL OPPORTUNITY. MID-RIVERS TELEPHONE COOPERATIVE, INC. EXPECTS THAT VENDORS AND CONTRACTORS SHARE MID-RIVERS TELEPHONE COOPERATIVE, INC.'S COMMITMENT TO CONDUCT BUSINESS IN A NON-DISCRIMINATORY MANNER. MID-RIVERS TELEPHONE COOPERATIVE INC. SUPPORTS THE EFFORTS OF MINORITY-OWNED BUSINESS, SMALL BUSINESS ENTERPRISES AND ENTREPRENEURS IN THE COMMUNITIES IT SERVES BY RETAINING SUCH FIRMS WHENEVER REASONABLY POSSIBLE.

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**Attachment 17**

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**Exhibit 20****Description:** THE MANNER IN WHICH THE EMPLOYMENT UNIT CONDUCT ITS CONTINUING REVIEW...

MID-RIVERS TELEPHONE COOPERATIVE, INC. CONTINUALLY REVIEWS ALL JOB STRUCTURES, AND ALL EMPLOYMENT PRACTICES AND MAKES NECESSARY CHANGES TO COMPLY WITH THE COMPANIES BEST PRACTICES INCLUDING BUT NOT LIMITED TO ITS COMMITMENT TO NON-DISCRIMINATORY PRACTICES.

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**Attachment 20**

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**Exhibit 22****Description:** EEO REPORT**Attachment 22**

Description
<u>2018 EEO Public File Report</u>

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