

# KUR CONTRACT

I, \_\_\_\_\_, hereby pledge that as a member of KUR, I am fully responsible for all information discussed in the KUR Operations Manual, 8th<sup>th</sup> Edition, as well as the Operations Manual Quick-Guide.

I pledge I am responsible for any and all postings on the walls of the studios.

I pledge that I will attend all general member meetings or sign the minutes if I do not attend the meeting. I realize that I am responsible for all meeting content. I also realize I am required to work at three radio station "events" per semester.

I pledge that I am responsible for any and all content posted or discussed on the station's KUnited member group.

I pledge that I am responsible for abiding by all indecency/obscenity/profanity regulations discussed in the Operations Manual, 8<sup>th</sup> Edition.

I pledge that I am responsible for abiding by music copyright regulations discussed in the Operations Manual, 8th Edition.

I pledge that if I am an on-air announcer, I will sign all program and operations logs, verifying all elements of the program log aired and that I was present and in control. I will check off in pen each element as aired on the program log.

I pledge to air the legal ID and news within four minutes, plus or minus, of the top of the hour. In a two-hour show, I am responsible for the ID between the first and second hours, as well as the ID at the end of my show. The ID at the beginning of my show is the responsibility of the show host before me. In a one-hour show, I am responsible for the ID at the end of my show. The ID at the beginning of my show is the responsibility of the show host before me.

I pledge that as a specialty show host, I must follow directives in the Operations Manual, 8th Edition regarding length of time host is permitted to speak per break, the only exception being if I am a morning show host, I am allowed to banter as long as four minutes per break, save for any exceptions listed in the Operations Manual, 8th Edition. I pledge that I will air program log elements within four minutes of the specified time.

I pledge to support upcoming campus events, including concerts, and to not undermine upcoming events or the work of other campus organizations.

I pledge that I am responsible for following station formatics to the closest possible decree of the Operations Manual, 8th Edition.

I pledge that I will not allow unapproved guests into the radio studios.

I pledge that if I am the producer of a talk show, I take responsibility for taking directives from management regarding pre-empting the show for automation, etc. in the event of objectionable programming.

I pledge that I realize that the implications of my actions beyond that of my direct relations with the station may still negatively reflect upon my membership here at KUR and may cause my membership here at KUR to be jeopardized.

I pledge that if I have special access to the McFarland Student Union Building before or after regular building hours, I will abide by all regulations mentioned in the Operations Manual regarding special building access.

I understand that my behavior and actions on either side of KUR's double-branch operational/club structure could have an effect on allowance for me participate in the neighboring side of KUR. I understand that both sides of KUR's structure equally represent the core of what KUR is about.

I also understand that by virtue of my membership with Kutztown University Radio (KUR), I understand the basic principle of the Privacy Act. I understand that intentional or negligent on-air disclosure of FERPA-protected information constitutes a breach of University policy as well as a potential violation of state and/or federal laws and may be subject to termination of membership, disciplinary action beyond that of KUR, and/or civil/criminal penalties prescribed by law. In addition, I hereby certify I have read and understand FERPA regulations as discussed in the Operations Manual, 8th Edition.

If I am a member of KUR's executive or director's staff, I understand I may from time to time access student information which could be classified as personally identifiable. I further understand that I may access this information only when I have a need to know as it relates to a specific job and may only be disclosed to a University official who has a specific need to know. Intentional or negligent disclosure to any unauthorized person constitutes a breach of University policy as well as a potential violation of state and/or federal laws and may be subject to termination of membership, disciplinary action beyond that of KUR, and/or civil/criminal penalties prescribed by law. If I am not a member of KUR's executive or director's staff, this paragraph does not apply to me.

I agree to provide management with a cell phone or other primary phone number at the bottom of this contract. Use of the number by management will only be for issues relating to KUR.

I understand that any violation of any of the aforementioned policy on this page, or any breaches of policy discussed within the Operations Manual, 8th Edition, may result in my suspension or termination, and may result in an investigation or action on the part of the University, or by local or Federal authorities. I also understand that suspension from the radio station may result in loss of access privileges to the station for the safety of the station.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_