



Policies & Procedures

APAC's Mission: Ayer Public Access Corporation is a nonprofit 501C3 dedicated to providing the Town of Ayer, Ma with quality PEG (Public, Education, Government) programming. Whether it is through coverage of Government, staff/volunteered produced shows, or community events, APAC will be there as an asset for the town.

A) Airing or Filming Content on/for APAC:

- In order to air a video on APAC one must be a member of APAC or sponsored by a member of APAC.
- In order to film content for APAC one must be a member of APAC who meets all the criteria as described in Sections D & E of the policies & Procedures labeled Membership and Terms of Membership.

B) Studio & Field Equipment Use and Check Out:

- The videographer will request equipment by filling an equipment request form. They will checkout equipment with either the Executive Director or the Public Access Manager. The Executive Director will be informed of the forms and be responsible for keeping all the forms.
- All equipment for field shoots is to be checked out properly to ensure that all cameras have their chargers, 2 batteries, and two SD cards. If it is a Government/Town meeting that is being covered, then 4 SD cards are required. Tripods are to have their plates attached, and all three legs extending and locking properly.
- Studio Cameras are to be frequently checked to ensure perfect working order.
- Before a member or volunteer is cleared for field or studio work, they are to take a camera operation training class, or be trained one on one from a staff person. Once cleared a member or volunteer is allowed to work on a crew or sign out equipment for themselves.

- Equipment can only be checked out for productions that will go on air.

B) Personnel:

- All APAC staff and contractors report directly to the Executive Director.

Executive Director:

- The Executive Director reports to the APAC Board of Directors which consists of Five members. The Executive Director is responsible for actualizing the vision of the Board.
- It is the job of the Executive Director to run the day to day operations of the Studio, oversee staff, and meet with the community of Ayer to collaborate on shows and events.

Public Access Manager:

- The Public Access Manager reports directly to the Executive Director.
- The Public Access Manager will also inform the Executive Director about upcoming shoots.
- The Public Access Manager will collaborate with the Executive Director on setting up crews for field shoots with volunteers or interns. If need be the Public Access Manager and Executive Director will reach out to other contractors using the monthly stipend given to the Public Access Manager by the Board of Directors.
- Should any problems occur the Public Access Manager will report any incidents to the Executive Director.
- The Public Access Manager shall meet face to face weekly with the Executive Director to discuss upcoming projects, report what productions are or have occurred, and provide the Executive Director with any other additional information.

Digital Content & Programming Coordinator:

- The Digital Content & Programming Coordinator reports directly to the Executive Director.
- The Digital Content & Programming Coordinator will be in charge of programming the three APAC PEG Channels, Social Media, and maintaining the website when the Executive Director is unable to do so.
- The Digital Content & Programming Coordinator will be responsible with getting information to the residents of Ayer.

Government Access Coordinator:

- The Government Coordinator reports directly to the Executive Director.
- The Government Coordinator is responsible for properly using and maintaining the equipment at town hall and in the field. Should there be any issues with APAC equipment the Government Coordinator will report it to the Executive Director.
- The Government Access shall meet face to face weekly with the Executive Director to discuss upcoming projects.

Videographer/ Freelancer:

- The staff, interns, and contractors are to be trained in basic production skills including videography, editing, and technical switch for studio or meeting shoots. The training can be performed by the Executive Director, or by the Public Access Manager.
- All videographers for government shoot will be scheduled by the Executive Director.
- All videographers for field shoots will be scheduled by the Executive Director. The Public Access Manager and Executive Director will work together to assemble crews. The Executive Director will have final approval of all crews and scheduling.
- Videographers report directly to the APAC Executive Director. If the Executive Director is not present at the field shoot, the videographer reports to the Public Access Manager. If this is an independent producer's production they answer to the independent producer.

Hiring, Disciplinary, and Termination Procedure:

HIRING:

- When the hiring process begins the Executive Director will post the position to various job sites.
- When the applications come in the Executive Director and Executive Administrative Assistant will go through the resumes and set up the round of interviews.
- The Executive Director will narrow down the applicants to a final two or three. He will bring those resumes before the Board. The Executive Director will ask if any board members would like to be present at the round of interviews.
- The Executive Director will go over the recommendations from the Board, while reviewing the applications.

- The Executive Director will make his final recommendation before informing the Board.

DISCIPLINARY/ TERMINATION OF EMPLOYMENT:

First Offense (Verbal Warning):

- Should an employee need to be disciplined to, the Executive Director and Executive Administrative will review and document the infraction in a planned meeting.

Second Offense (Written Citation):

- Should an employee's behavior continue to be problematic, the Executive Director will go over the infraction in a planned meeting. The Executive Director and the Executive Administrative Assistant will inform the employee of why this meeting is being conducted. This time the Executive Director will inform the employee of the issue and provide a written document that provides the date, time, and purpose of the citation. Both the Executive Director and Employee will sign and date the citation. A copy will be provided to the employee for their record and the citation will be placed in their personnel file.

Third Offense (Probation):

- Should a third offense occur the Executive Director will bring the employee in question before the Board of Directors for a probation hearing. All the information will be provided to the Board, and the Executive Director will ask for authorization of termination or to put the employee on a determined probation.
- Should the board agree, the probation will go into effect immediately and the Executive Director and Employee will sign a document of probation. That document will be added to the employee's personnel file.

Final Offense (Termination of Employment):

- If an employee's behavior continues to cause issue even after the probation period has ended, it is up to the Executive Director to determine whether or not the employee should be let go from APAC.
- The Executive Director will inform the Board of Directors of the decision to terminate the employee. At this time the Board may give their input on the subject matter and advise the Executive Director.
- The Executive Director will take a week to go over all the documentation leading to this decision, including the recommendations of the Board.
- Finally the Executive Director will make a decision and inform the Board once the employee is terminated.

C) Independent Producers

- An APAC Independent Producer is a member or employee of APAC.
- The Independent Producer is responsible for finding their own crew to film, edit, and switch their own shows. If needed APAC can provide a staff person for supervision of productions.
- The Independent Producer is responsible for get the supplies they need for their production whether in studio or out in the field.
- The Independent Producer may fundraise or find underwriters if they need want to be able to pay for their crew members. However, all independent producers do not represent APAC and APAC will not take credit for the production.

D) Requirements of Membership

In order to become a member of APAC, a person or organization must meet all of the following conditions:

- Fill out a membership form.
- Be a resident, be employed, or a business owner in Ayer.
- Take a training class or workshop to use the equipment.

E) Terms of Membership :

- All content a member produces must be shown on APAC.
- Any APAC Staff filming for a member must alert APAC that they are helping a member.
- Members have a right to their footage, but if APAC had any part in the production such as paying for a staff member to assist on the production in anyway the master footage must stay within APAC's walls. Yet, as stated before all member or independent producers have a right to their footage.

All memberships are recognized as active for a one-year period from the date of application. Membership must be renewed on each member's anniversary. The completed forms will be kept on file both in paper and digital form.

F) Representation

- Members based Independent Producers do not represent APAC and should not refer to themselves as employees of APAC.
- All Staff based producers do represent APAC, and when filming should remember they are representing APAC and conduct themselves in such a manner.
- All independently produces shows may air on APAC's Channel 8, 9, or 99, but that doesn't mean it is an APAC production unless an APAC appointed staff member assisted in any way, shape, or form.
- Should false representation occur the Executive Director will deal with situation appropriately.

G) Cancellations

Independent producers must give at least 24 hour notice when canceling any reserved use of APAC equipment, facilities, or classes. If an Independent producer is more than 20 minutes late without notification, the reservation may be canceled.

Three "No Shows" constitute a Major Violation, and may result in a 60-day suspension of producer privileges.

H) Non-Discrimination Policy Statement

No individual will be denied access to APAC equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political belief. This includes programming, membership, contractor ship, or employment.