

Federal Communications Commission Washington, D.C. 20554  <b>FCC 396-C</b>	OMB 3060-1033 September 2003	FOR FCC USE ONLY
<b>Multi-Channel Video Program Distributor EEO                  Program Annual Report</b>  Read INSTRUCTIONS Before Filling Out Form		FOR COMMISSION USE ONLY FILE NO. - 20080924ACG

**SECTION I IDENTIFYING INFORMATION**

A. Name of Operator: TIME WARNER CABLE		
MSO Name: TIME WARNER CABLE		
B. Employment Unit's Mailing Address 7910 CRESCENT EXECUTIVE DRIVE		
City CHARLOTTE	State NC	Zip Code 28217-
Emp. Unit ID # 1060		
<b>Application Purpose</b> <input checked="" type="radio"/> New Program Report <input type="radio"/> Amendment to Program Report		
<input type="checkbox"/> Supplemental Investigation Sheet (SIS) Attached		
C. County and State in which unit's employment office is located STEUBEN, NY		
D. Category of Respondent (check applicable box)		
<input type="radio"/> Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V		
<input checked="" type="radio"/> 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) 07/01/2008 - 07/14/2008		
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 [Exhibit 1] any 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	
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	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
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	9-11-2008	Title	DIVISION President
Date	<i>Michael Wilkerson</i>	Name of Respondent	KISHA WILKERSON
Telephone No. (include area code)	7047313100		

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).

**Exhibits**

**2008 Supplemental Recruitment Efforts, CFR § 76.75 (b) (2)**  
**Time Warner Cable, Central New York Division**  
**FCC Unit: 1060 – Corning**

***Supplemental Recruitment Initiative #14, Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.***

Time Warner Cable, Central New York Division provides Respect in the Workplace training to all Division employees, facilitated by the Division's Human Resources Manager and Human Resources Generalist. This training examines the impact of a respectful work environment on teamwork, initiative, integrity, and diversity. Through a series of video vignettes and interactive group discussions, participants learn to identify, demonstrate, and maintain a positive, productive, and inclusive work environment, free from harassment and discrimination. As a result of this course, employees are able to define discrimination and harassment, recognize the different types of discrimination and harassment, state their responsibility for preventing discrimination and harassment and know the process for reporting complaints. Eleven employees from FCC Unit #1060 completed the training, including a Customer Service Supervisor.

***Supplemental Recruitment Initiative #16, Participation in any other activities reasonably calculated by the unit to further the goal of disseminating information about employment opportunities in multichannel video programming to job candidates who might otherwise be unaware of such opportunities.***

- For each position posted in the unit, the Recruiter initiates a Public Service Announcement on the unit's local Public Access Channel (channel 23) that notifies viewers of available positions within the local area as they become available. The announcement provides a full description of all open positions as well as instructions as how to apply. This announcement informs all applicants that Time Warner Cable is an Equal Opportunity Employer (EOE) and the M/F/D/V statement indicates to minorities, females, individuals with disabilities and veterans that they are welcome to apply.
- A Jobs/Careers Channel is continuously available on TWC's unit #1060 informational cable channel 989. This career segment was created to reach a broad audience, increase the community's awareness of various job opportunities at TWC, present a realistic job preview and provide instructions on how to apply to all TWC job openings.
  - The channel features actual TWC employees describing their job duties and displaying their work environment for viewers to observe. This provides viewers with insight about the job, the work environment and company benefits.
  - This channel also provides on-screen instructions on how to apply at our website for posted positions.
  - Jobs frequently posted on this channel include Customer Service Representative, Installation Technician, and Direct Sales Representative.

- Our Media Sales department monitors the traffic this channel receives at any given time broken down by job title. During the 2007-2008 FCC period, the Customer Service segment was viewed 761 times, the Installer 351 times, and the Direct Sales Rep was viewed 199 times.

**TIME WARNER CABLE**  
**Recruitment Sources**  
**Corning - FCC Unit #1060**

Time Warner Cable is proud to have diversity in our recruitment approach. In the Corning area we actively recruit our applicant base through Internet resources, print advertising, television, radio, educational venues and non-traditional sources. We are committed to providing equal opportunities for employment and advancement to qualified individuals without regard to race, color, sex, national origin, religion, age, sexual orientation, disability or status as a disabled or Vietnam-era veteran. As part of this commitment, Time Warner Cable is in full compliance with the Equal Employment Opportunity (EEO) rules of the Federal Communications Commission (FCC) that require posting of certain recruitment, hiring, and reporting information. The table below details our recruitment sources.

**Organizations & Agencies:**

Ms. Sara Kauffman  
Capabilities Inc.  
1149 Sullivan St.  
Elmira, NY 14901  
607-734-2006 x50  
607-734-1514 fax

Rev. Cephus McGee  
All Saints Home Church  
351 E. Fifth Street  
Elmira, NY 14901  
607-734-2376

Ms. Patricia Myers  
Access to Independence and Mobility  
271 E. First St.  
Corning, NY 14830  
607-796-8228

Mr. Greg Nagle  
NYS Dept. of Labor  
20 Denison Pkway W.  
Suite 102  
Corning, NY 14830  
607-776-2708

Ms. Kimberly Davies  
Professional Career Services  
41 E. Market St.  
Corning, NY 14830  
607-282-0105

Mr. Vic Hamilton  
Pro-Action of Steuben & Yates, Inc.  
117 E. Steuben St.  
Bath, NY 14810-1600  
607-776-7074

Ms. Karen Gardiner  
Chemung County Commission on  
Human Relations  
425 Pennsylvania Ave.  
PO Box 588  
Elmira, NY 14902-0588  
607-737-5409

Mr. Robert Bly  
Chemung County Dept. of Veteran Affairs  
425 Pennsylvania Ave.  
PO Box 588  
Elmira, NY 14902-0588  
607-737-5445

Ms. Gwen Hill  
Economic Opportunity Program, Inc.  
650 Baldwin St.  
Elmira, NY 14901  
607-734-6174  
607-733-8126 fax

Ms. Amy Brown  
Glove House Inc.  
220 Franklin St.  
Elmira, NY 14904-1706  
607-734-5238  
607-734-2666 fax

Ms. George Verdier  
NAACP  
PO Box 698  
Elmira, NY 14901  
607-329-8846

Mr. Ronald Gaeta  
NYS Dept of Labor  
Division of Employment Services  
200 Baldwin St.  
Elmira, NY 14901  
607-733-6410

Mr. James Crease  
NYS Dept. of Labor-Veterans Affairs  
318 Madison Avenue  
Elmira, NY 14901

**Internet Sources:**

timewarner.com/careers  
monster.com  
careerbuilder.com  
Internal – Time Warner Cable Employees First  
<https://at-twc.twcable.com>

Contact for all above web postings:

Time Warner Cable  
CNY Division  
Human Resources Department  
P.O. Box 4733  
Syracuse, New York 13221

**Print Advertising:**

Ms. Joni DeLorenzo  
The Leader  
PO Box 1017  
Corning, NY 14830  
607-936-4651 x341  
607-962-0782 fax

**Internship Program:**

Time Warner Cable, CNY Division  
S.T.A.R.S Internship Program

**Media:**

Clear Channel Communications

Ms. Christine Aikman  
Public Service Channel  
TWC Elmira  
3311 South Main St.  
Horseheads, NY 14845  
607-739-3510  
607-796-4296 fax

**Educational Venues:**

Mr. Larry Truillo  
Broome Community College  
PO Box 1017  
Binghamton, NY 13902  
607-778-5205  
607-778-5204 fax

Ms. Melissa Marks  
Elmira College  
Office of Counseling & Career Services  
Elmira, NY 14901  
607-735-1830  
607-735-1153 fax

C. W. Turner  
Corning Community College  
1 Academic Dr.  
Corning, NY 14830  
607-962-9011  
607-962-9485 fax

Mr. Allan Merrell  
Ridley-Lowell Business & Tech Institute  
116 Front Street  
Binghamton, NY 13905  
607-724-2941  
607-724-0799 fax

Ms. April St. John  
Career Development Center-Binghamton University  
PO Box 6000  
Binghamton, NY 13902  
607-777-2553  
607-777-4499

Ms. Vicki Gunderman  
Elmira Business Institute  
303 North Main St.  
Langdon Plaza  
Elmira, NY 14901  
607-733-7177  
607-733-7178 fax

**Time Warner Cable Contact Information:**

Time Warner Cable  
CNY Division  
Human Resources Department  
P.O. Box 4733  
Syracuse, New York 13221  
315-634-6304

Vacancy Report - FCC Unit #1060

07/01/07 - 06/30/08

\*No Vacancy Report for this FCC Unit #1060

**TWC EEO Source Evaluation      From 7/1/2007 To 6/30/2008**  
**For Full Time, External Positions Only**

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**Binghamton Division - DB23A**

**FCC Unit: 1060**

	<b>Number of Applicants</b>	<b>Number of Interviewees</b>
<b>Internet - DirectEmployers</b>	<b>1</b>	<b>1</b>
<b>Professional Referral - Referred by a professional colleague</b>	<b>1</b>	<b>1</b>
<b>Referral - TW Cable Employee Referral</b>	<b>1</b>	<b>1</b>
<b>Website - TimeWarner Careers</b>	<b>1</b>	
<b>FCC Unit Total:</b>	<b>4</b>	<b>3</b>

**From 7/1/2007 To 6/30/2008  
For Full Time, External  
Positions Only**

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**Binghamton Division - DB23A**

**FCC Unit: 1060**

Candidate Id	Requisition Id	Date of Offer	Job Title	Referral Type
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No Externals

**Source Evaluation - Interviewed  
From 7/1/2007 To 6/30/2008  
For Full Time, External**

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**Binghamton Division - DB23A**

**FCC Unit: 1060**

<b>Candidate Id</b>	<b>Requisition Id</b>	<b>Date of Interview</b>	<b>Job Title</b>	<b>Referral Type</b>
5687274	72736BR	1/7/2008	Physical Plant Technician	Professional Referral - Referred by a professional colleague
8705722	72736BR	1/7/2008	Physical Plant Technician	Internet - DirectEmployers
9618037	84158BR	9/28/2007	Technician, Maintenance	Referral - TW Cable Employee Referral