

“NEW” AT&T Corp. Surplus Process

2/22/2006

To: All AT&T Local Presidents

As you are aware, the surplus process has changed with the new contract. Attached you will find a timeline of events which outlines the dates and the associated activities for this surplus declaration. It is imperative that you pay close attention to this timeline as we do not want to see any employees miss the important deadlines for completing forms.

The Job Offer Guarantee Program (JOG) is an entirely new process which will require extra attention. Please make certain you and your members understand JOG and the new timeline as it has the potential to be a life-changing event. If you do not understand the process or you have any questions, the ARC Coordinators will be reaching out to all affected employees via teleconference and face-to-face meetings. Also the ATS Coordinator will be available via telephone. I cannot over-emphasize the importance of interfacing with the coordinators. The Staff Representatives will also be available to assist Local officers.

Before electing an ATTOP option, research carefully to ensure this is what you want to do.

We are currently disputing the Company's administration of this surplus' timeline of events. Our legal department is investigating our options for action. For now, continue to follow the process that the Company has presented.

In Unity,

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Vice President
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Surplus - Timeline of Events

<u>Actual Dates New Process</u>	<u>New Process</u>	<u>Old Process</u>	<u>ACTIVITY/ACTION:</u>
Feb. 21	Day 1	Day 1	<u>Surplus:</u> <ul style="list-style-type: none"> Managers/employees pull OCP packages from website Managers hold review sessions with affected employees Surplus status assigned to at-risk employees
March 6	Day 14	Day 30	<u>Surplus:</u> <ul style="list-style-type: none"> Deadline for employees to submit for ATTOP options (TLA, ECO, etc.)
March 8	Day 16	New formal	PIC advises ATTOP electors if their status has changed from At-risk to Non-at-risk based on VTP elections—they have until cob following day to revoke
March 9	Day 17	New formal	ATTOP electors must send in ATTOP revoke forms
March 10 - 13	Day 18-21	Day 31	<u>Surplus:</u> <ul style="list-style-type: none"> Employees receive confirmation of ATTOP acceptances
March 13	Day 21		Non-Participation in Job Claiming forms distributed to at-risk employees with at least 5 years of NCS.
March 15 Noon ET	Day 23 noon	Day 36	<u>Surplus:</u> Employees return Non-Participation Job Claim Form to OCPC
March 16 3pm ET	Day 24 3pm ET	Day 36	<u>Surplus:</u> Mgrs return <i>Job Vacancy & Qualifications</i> Forms to OCPC—
March 16 & 17	Day 24/25	Day 35	<u>Surplus</u> <ul style="list-style-type: none"> Notify potentially vulnerable EE of their status PIC discussions with BU about potential VTPs and if they will be in the position to absorb any job claimers.
March 20	Day 28 cob	Day 38	<u>Surplus:</u> <ul style="list-style-type: none"> Job Claiming lists provided to managers of at-risk employees Managers provide heads-up to potentially impacted employees of a potential JC-VTP in their universe.

<u>Actual Dates New Process</u>	<u>New Process</u>	<u>Old Process</u>	<u>ACTIVITY/ACTION:</u>
No later than noon March 21	No later than Day 29 noon		<u>Surplus:</u> Job Claiming lists provided to employees
March 23 Noon ET	Day 31 noon	Day 43 noon	<u>Surplus:</u> <ul style="list-style-type: none"> Completed Job Claiming lists faxed to the OCPC by 12PM (noon) ET
March 23 noon ET -> March 24	Day 31 noon-32	Days 43-44	<u>Surplus:</u> <ul style="list-style-type: none"> Job Claiming in progress (OCPC) Employees who are job claiming MUST be reachable
March 27	Day 35	N/A	<u>Surplus:</u> <ul style="list-style-type: none"> OCPC Booklets provided employees who jobs were claimed. Reminder to employees that JOG forms are due day 37 (JOG form will be in updated OCP booklet—may also include a separate JOG booklet as well.) BU Determines ability to absorb employees job claimed JC-VTP Packages added to website---in place of App. A includes a note ref. job claiming & timeline PIC Team works with BU to determine locations where VTP will be offered and adjust VTP universe reports, advises peers of any impacts as appropriate...reports used to ensure the correct employees are given VTP packages, since no app. A.
March 28	Day 36	N/A	<u>Surplus</u> <ul style="list-style-type: none"> JC-VTP Offer Letter given to employees in universe where employees were job claimed
March 29	Day 37	N/A	<u>Surplus:</u> <ul style="list-style-type: none"> Employees must submit JOG participation forms ATTOP form dues from employees who jobs were claimed. JC-VTP Offer Letter acceptances due
March 31	Day 39		<u>PIC Team sends out acceptance/denial letters on JC-VTP</u>
April 3- 10	Day 40-49	N/A	<u>JOG Offers:</u>

<u>Actual Dates New Process</u>	<u>New Process</u>	<u>Old Process</u>	<u>ACTIVITY/ACTION:</u>
April 11	Day 50	Day 45	<u>Surplus:</u> <ul style="list-style-type: none"> Managers informed to distribute Involuntary Separation Packages, as applicable
April 17-18	Day 56-57	Day 57	<u>Surplus:</u> <ul style="list-style-type: none"> Night Differential Forms Due to OCPC EDCRs in HR Tool Kit
April 21	Day 60	Day 60	Involuntary Surplus Off-Roll Date JC-VTP Offroll

- Time is COB ET unless otherwise noted.
- Typically Start on Tuesdays & end on Fridays.....need to always check for Holiday's & weekends,
- **JOG-Job Offer Guarantee**