

APPROVALS HANDBOOK

OMAHA WORKS



Western Electric

APPROVALS HANDBOOK
INDEX

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APPROVALS FOR HIRING, REEMPLOYMENT AND REINSTATEMENT

APPROVALS ON JOB REQUISITIONS

<u>CLASSIFICATION</u>	<u>APPROVAL AUTHORITY</u>
Expense Help Additions and/or Replacement	Manufacturing Vice President SG 14
Direct Help Additions and/or Replacement	Manager SG 10

EMPLOYMENT APPROVALS

<u>APPROVING AUTHORITY (A)</u>	<u>OCCUPATION LEVEL (B)</u>
Executive V.P.	SG 12 & 13
V. P.	SG 10 & 11
SG 14 (Manufacturing V.P.)	SG 8 & 9, Senior Staff Engineer
SG 12 & 13	SG 6 & 7, Senior Engineer
SG 10 & 11 (Manager)	SG 4 & 5, Occ. Engineer
SG 8 & 9 (Asst. Mgr.)	SG 2 & 3, Corridor Engineer, Eng. Assoc., Journeyman Trades, Grades 210 thru 212, Prod. Level III
SG 6 & 7 (Dept. Chief)	SG 1, Grades 201 thru 209 Prod. Level I & II, Eng. Tech. Asst.
SG 4 & 5 (Section Chief)	Salary Graded 201-209 and Prod. Level I & II at start rate.

(A) Authority is automatically conveyed to those higher in rank in direct line organization. (See CI 21.200)

(B) Includes equivalent levels and below. (See Section 9 for equivalent levels)

OMAHA WORKS

APPROVAL HANDBOOK
SECTION 2
March 26, 1986
Replaces issue of 8-1-85

TRAVEL EXPENSES FOR INTERVIEW
OR REPLACEMENT PHYSICAL EXAMINATION REQUESTED BY THE COMPANY (A)

(To be Vouchered on GN-26-253)

	<u>Limit</u>
Manager	\$2000
Asst. Manager	\$1000

(A) Normally limited to college recruits and applicants answering out-of-town advertisements.

C.I. 12.100

L20-7

EMPLOYMENT EXPENSES
NEWLY HIRED EMPLOYEES

The Company will reimburse authorized travel, lodging and reasonable meal expense incurred by newly hired professional employees, college graduates and other new employees whose training or specialized skills are not available locally at the required level of competence.

The offer letter to the new hire will outline the traveling, lodging and moving expense the Company will assume (See CI 12.100, Exhibits 1 and 2).

Authorized Expense
Section Chief and Equivalent Levels and BelowHome Search - Employee and Spouse

- Travel by personal automobile or by public conveyance.
- While in Omaha, up to 3 days (2 nights), actual and reasonable expenses for lodging, meals and use of personal car or car rental if new hire did not bring personal car.

Interim Living Expense - Family Status Employees Only

- Actual cost of transportation and living expense for up to 8 days (7 nights) beginning on date of arrival and prior vacating residence at former location.

Day of Move and Enroute Expense

- Actual and reasonable living expenses for new hire and accompanying family members just prior to leaving area of former residence and actual and reasonable transportation and living expenses while enroute to Omaha via the most direct route.

Settling ExpenseSingle Employees

- Actual and reasonable lodging and meal expenses for up to 15 days (14 nights), beginning on day of arrival. No local transportation.

Family Status Employees

- Actual and reasonable lodging and meal expenses for new hire and family for up to 7 days (6 nights) after vacating residence at former location. No local transportation.

Household Goods Move

- Actual cost of shipping household goods and personal effects from former residence. All arrangements should be handled by Transportation Organization.
- No more than two motor vehicles may be relocated at Company expense. Motor homes must be driven to new location.
- Campers and trailers normally towed behind a vehicle should be moved in the same manner when one vehicle is driven to the new location.

Tax Liability

- The Company will grant an interest-free, non refundable loan to pay withholding on taxable relocation expense.
- Form GN-26.253-1, "Application for Interest-free Loan for Income Tax Withholding Associated with Taxable Expense" must be completed and attached to first voucher.

Vouchering Procedures

- Authorized expenses shall be vouchered on Form GN-26.253.4, "Relocated Employees' Expense Voucher". Receipts are required for all lodging expenses and any single expenditures of \$25 or more.

CI 12.100

CI 12.100, Exhibit 1

51A6

APPROVAL REQUIRED FOR TRANSFERS WITHIN THE COMPANY

Transfers Out

Approval required for transfer out of the releasing organization is that of employee's immediate supervisor, except that the approvals shown below shall apply when an employee is demoted or downgraded.

Transfers In (Approvals Required in Receiving Organization)

1. Approvals are required as follows when there is a change in rate of pay.

<u>Approval Level</u>	<u>Occupation Level (See Note)</u>
Executive Vice President	SG 12 & 13
Vice President	SG 10 & 11
SG 14 (Manufacturing V.P.)	SG 8 & 9, Senior Staff Engineer
SG 12 & 13 (Director)	SG 6 & 7, Senior Engineer
SG 10 & 11 (Manager)	SG 4 & 5, Occ. Engineer
SG 8 & 9 (Asst. Manager)	SG 2 & 3, Corridor Engineer, Engineering Associate, Journeyman Trades, Prod. Level III, 210 - 212
SG 6 & 7 (Dept. Chief)	SG 1, 201-209, Prod. Level I & II, Eng. Tech. Asst.

NOTE: Includes equivalent levels. (See Handbook, Section 9, for equivalent levels)

2. Authority to commit Company to relocation at Company expense when a change in residence is required shall be a minimum of Salary Grade 12.
3. The approvals required in the receiving organization when there is no change in rate of pay or relocation at Company Expense.

<u>Approval Level</u>	<u>Occupational Level</u>
Vice President	SG 12 & 13
SG 14 (Manufacturing V.P.)	SG 10 & 11
SG 12 & 13 (Director)	SG 8 & 9, ** Senior Staff Eng.
SG 10 & 11 (Manager)	SG 6 & 7, ** Senior Engineer
SG 8 & 9 (Asst. Manager)	SG 4 & 5, ** Occ. Engineer
SG 6 & 7 (Dept. Chief)	SG 2 & 3, ** Corr Eng. ** Eng. Assoc., Salary Grades 210 - 212, Prod. Level III
SG 4 & 5 (Section Chief)	SG1, 201 - 209, Prod. Levels I & II, Eng. Tech. Asst.

** And Equivalents

Transfers Requiring Special Approvals

1. The approval of the LOB Vice President in collaboration with the LOB Personnel Staff and the functional Labor Relations Organization when represented employees are involved, is required for relocation requiring changes in residence of a group of Salary Graded or Hourly employees (those covered by the AT&T Pension Plan).

L2-3

Occupational Level (See Notes)	Approval Level
20 12 & 13	Executive Vice President
20 10 & 11	Vice President
20 8 & 9, Senior Staff Engineer	20 14 (Manufacturing V.P.)
20 8 & 7, Senior Engineer	20 12 & 13 (Director)
20 8 & 7, Occ. Engineer	20 10 & 11 (Manager)
20 5 & 3, Corridor Engineer	20 8 & 9 (Asst. Manager)
Engineering Associates	
Journeyman Trades, Prod. Level	
111, 210 - 212	
20 1, 201-208, Prod. Level 1-8	20 6 & 7 (Dept. Chief)
11, Eng. Tech. Asst.	

NOTE: Includes equivalent levels. (See Handbook, Section 8, for equivalent levels)

2. Authority to commit Company to relocation at Company expense when a change in residence is required shall be a minimum of Salary Grade 12.

3. The approvals required in the receiving organization when there is no change in rate of pay or relocation at Company expense.

Occupational Level	Approval Level
20 12 & 13	Vice President
20 10 & 11	20 14 (Manufacturing V.P.)
20 8 & 9, Senior Staff Eng.	20 12 & 13 (Director)
20 8 & 7, Senior Engineer	20 10 & 11 (Manager)
20 8 & 7, Occ. Engineer	20 8 & 9 (Asst. Manager)
20 5 & 3, Corridor Eng. ** Eng.	20 6 & 7 (Dept. Chief)
Assoc., Salary Grades 210 - 212, Prod. Level 111	
201, 201 - 208, Prod. Levels 1-8	20 4 & 5 (Section Chief)
11, Eng. Tech. Asst.	

** And Confidential

OMAHA WORKS

APPROVAL HANDBOOK
SECTION 5
August 31, 1987
Replaces Issue of
9-25-86

APPROVALS FOR CHANGES IN RATES OF PAY

<u>Approval Level</u>	<u>Occupational Level - Affected Employees</u>
Executive V.P.	SG 12 & 13
V.P.	SG 10 & 11
SG 14 (Manufacturing V.P.)	SG 8 & 9, ** Senior Staff Engineer
SG 12 & 13 (Director)	SG 6 & 7, ** Senior Engineer
SG 10 & 11 (Manager)	SG 4 & 5, ** Occ Engineer
SG 8 & 9 (Assistant Manager)	SG 2 & 3, ** Corr. Eng., ** Eng. Assoc. 210 - 212, Journeyman Trades, Prod. Level III
SG 7 & 6 (Dept. Chief) (1)	SG 1, 201-209, Prod. Level I & II, Eng. Tech. Asst.
	** And Equivalent

Note 1: Supervisors in Salary Grade 4-5 (Section Chiefs) have the authority to temporarily promote, for one week or less within the respective grading plans.

CI 12.300

L1-26

UPGRADES AND DOWNGRADES
PAY TREATMENT

1. UPGRADES - SALARIED GRADED AND HOURLY PRODUCTION

1.1 Base rates for SALARIED GRADED employees shall be adjusted as follows, except that in no case shall such BASE RATE be adjusted to an amount below the STARTING RATE or above the JOB RATE of the job grade to which upgraded. Where an employee's BASE RATE prior to such upgrade exceeds the JOB RATE of the new job grade, there shall be no reduction in the employee's BASE RATE as a result of such upgrade.

- (a) Grades 202 thru 206 \$10.00 per month
- (b) Grades 207 thru 212 \$10.00 or \$15.00 per month

1.11 An employee upgraded to a job in the same occupation and job grade from which downgraded because of lack of work shall be assigned a BASE RATE no lower than the BASE RATE received formerly on the job from which downgraded. However, in no case shall the new BASE RATE exceed the JOB RATE of the new job grade.

1.12 When an upgrading involves more than one job grade in the same move, the increase shall be determined in accordance with paragraph 1.1 on the basis that the employee has moved from the former job grade to the new job grade one grade at a time.

1.2 The BASE RATE of an Hourly employee who is upgraded from a lower Level PRODUCTION OCCUPATION to a higher Level PRODUCTION OCCUPATION (other than a temporary upgrade) shall be adjusted by the amount necessary to bring it to the START RATE of the new PRODUCTION OCCUPATION. Where an employee's BASE RATE prior to such upgrade is above the START RATE of the new PRODUCTION OCCUPATION, the employee will be placed at the progression Step of the assigned PRODUCTION OCCUPATION which corresponds to such BASE RATE. When such BASE RATE falls between two Progression Interval Steps, the employee's BASE RATE shall be adjusted upward to equal the rate specified for the new higher Progression Interval Step.

2. DOWNGRADES - SALARIED GRADED

2.1 Salaried Graded employees downgraded due to lack of work or a change in the job grade of a job assignment whose BASE RATE prior to downgrading is at or above the JOB RATE of the job grade to which downgraded shall be assigned a BASE RATE on the lower graded job which is equal to the JOB RATE for the lower job grade.

2.11 An employee who is downgraded and whose BASE RATE prior to downgrading is below the JOB RATE of the job grade to which downgraded, shall be assigned a BASE RATE which is equitable in comparison with the BASE RATE of other employees of comparable TERM OF EMPLOYMENT, experience and ability in the same job grade as the job to which downgraded, but not above the BASE RATE received prior to downgrading.

2.12 The BASE RATE of an employee downgraded to a former grade and job previously performed shall not be less than the BASE RATE formerly received on the job in that job grade but in no event shall the new BASE RATE exceed the JOB RATE of the lower job grade.

2.2 When a SALLARIED GRADED employee is downgraded to the job from which upgraded at the conclusion of a temporary upgrade, the employee shall receive the BASE RATE that would have been received had the employee been continuously in the lower job grade.

2.3 When a SALARIED GRADED employee is downgraded at the employee's request, he or she shall be assigned a BASE RATE which is equitable in comparison with the BASE RATES of other employees of comparable TERM OF EMPLOYMENT, experience and ability in the same job grade as the job to which downgraded, but in no event shall the new BASE RATE exceed the JOB RATE of the new job grade.

2.4 When a SALARIED GRADED employee is downgraded for cause, the employee's BASE RATE shall be determined by the Company. In the event the employee previously worked on the same job in the job grade to which downgraded, the employee's BASE RATE shall be no less than that last received on that job in that job grade, but in no event shall the new BASE RATE exceed the JOB RATE of the new job grade.

3. DOWNGRADES - HOURLY PRODUCTION

3.1 Downgrades due to Lack of Work:

3.11 When an employee is downgraded from a higher Level PRODUCTION OCCUPATION to a lower Level PRODUCTION OCCUPATION and such employee's BASE RATE prior to transfer is at or below the MAXIMUM RATE specified for the new OCCUPATION, there shall be no change in the employee's BASE RATE. The employee will be slotted at the Progression step for the new OCCUPATION which most closely corresponds to his or her BASE RATE. The employee shall maintain this BASE RATE until the completion of the next Progression Step at which time the employee shall receive such increase as may be necessary to adjust his or her BASE RATE to the rate specified for such next Progression step.

3.12 When an employee is downgraded from a higher Level PRODUCTION OCCUPATION to a lower Level PRODUCTION OCCUPATION and such employee's BASE RATE prior to the downgrade is above the MAXIMUM RATE specified for the new OCCUPATION, the employee's new BASE RATE shall be such MAXIMUM RATE for the new OCCUPATION. Should the employee subsequently be returned to the higher Level PRODUCTION OCCUPATION, the employee shall receive the BASE RATE applicable to the Progression step this employee held when previously in the higher PRODUCTION OCCUPATION Level.

3.2 When an employee is downgraded from a higher Level PRODUCTION OCCUPATION to a lower Level PRODUCTION OCCUPATION:

- (a) Because of incompetency; or
- (b) At the employee's request;

the employee shall receive the BASE RATE that he or she would have received had the employee been continuously in the new PRODUCTION OCCUPATION. However, in no case shall such employee's BASE RATE be increased as a result of such downgrade nor shall it exceed the MAXIMUM RATE specified for such new PRODUCTION OCCUPATION.

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SECTION 6 PAGE 3
September 25, 1986
Replaces issue of 8-1-85

3.3 When an employee is downgraded or transferred due to infraction of Company rules or improper conduct, the employee's BASE RATE shall be determined by the Company. In the event the employee previously worked on the same job in the Production Occupation Level to which downgraded, the employee's BASE RATE shall be no less than that last received in that former assignment. However, in no case shall such employee's BASE RATE in the new Production Occupation Level exceed the applicable MAXIMUM RATE.

General Agreements
Article 15

51A15

SALARY GRADE STRUCTURES
EFFECTIVE MAY 31, 1987

GRADE	QUARTERLY PROGRESSION	
	START RATE	JOB RATE
207/501	\$1225	\$1347
202/502	1316	1448
203/503	1412	1553
204/504	1656	1679

Note: Increases resulting in a rate \$5.00 or less below Job Rate shall be increased to Job Rate.

QUARTERLY RATE REVIEW

205/505	\$1784	\$1809
206/506	1916	1945
207/507	2057	2087
208/508	2206	2240
209/509	2353	2392
210/510	2499	2544
211/511	2643	2693
212/512	2791	2841

Note: Increases resulting in a rate \$5.00 or less below Job Rate shall be increased to Job Rate.

Grades 205/505 through 212/512 are eligible for quarterly rate reviews until the Job Rate is reached.

HOURLY RATE RANGES AND PROGRESSION INCREMENTS
EFFECTIVE MAY 31, 1987

LEVEL	START RATE	MAXIMUM RATE	PROGRESSION
PL I	\$ 7.40	\$10.40	30¢ each progression
PL II	10.01	12.01	20¢ each progression
PL III	11.30	13.30	20¢ each progression

Progression from Start to Maximum Rate at 6 month intervals (September 1 & March 1)

Note: Increases resulting in a rate of 1¢ per hour below Job Rate shall be increased to Job Rate.

PROGRESSION AMOUNTS
BY MONTHS

3	6	9	12	15	18
\$ 25	\$ 25	\$ 25	\$ 25	\$ 22	
25	25	25	25	32	
25	25	25	25	25	16
10	13				

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SECTION 7 - PAGE 2
August 31, 1987
Replaces Issue of 9-25-86

HOURLY RATE RANGES AND PROGRESSION INCREMENTS
UNION REPRESENTED EMPLOYEES
EFFECTIVE MAY 31, 1987

PROGRESSION TO CONTROL AND TRADE RATES
BY MONTHS
TO TRADE RATE

GRP.	START RATE	CONTROL RATE	TRADE RATE	6	12	18	24	*TO TRADE RATE DEC. OR JUN.	NEXT 6 MOS
I	\$14.88	XX	\$15.58	17¢	17¢	17¢	19¢	38¢	39¢
II	\$14.88	\$15.48*	\$16.25	15¢	15¢	15¢	15¢	38¢	39¢

Note: Increase resulting in a rate that is 5¢ or less below the applicable Control Rate or Trade Rate shall be increased to the applicable Control Rate or Trade Rate.

CI 26.196

L7-21

APPROVALS FOR TERMINATION OF EMPLOYMENT
AND TERMINATION ALLOWANCES EXPENSE

1. Termination and related allowances due to the following requires approval of the immediate supervisor.

- | | |
|-------------------------------------|--|
| (a) Resigned | (d) Expiration of Temporary Employment |
| (b) Deceased | (e) Leave of Absence for Military |
| (c) Retired-with or without Pension | |

Termination of a Special or Personal Leave of Absence for all other reasons requires the approval of the Supervisor of the placement organization.

2. Approval for termination as Relieved, Dropped or Discharged are as follows:

<u>Approval Authority</u>	<u>Occupation Level - Affected Employee</u>
Executive V.P.	SG 12 & 13
Vice President	SG 10 & 11
SG 14 (Manufacturing V.P.)	SG 8 & 9, ** Senior Staff Engineer
SG 12 & 13 (Director)	SG 6 & 7, ** Senior Engineer
SG 10 & 11 (Manager)	SG 4 & 5, ** Occ. Engineer
SG 8 & 9 (Asst. Manager)	SG 1, 2 & 3 ** Corr. Engineer, ** Eng. Associate, 201-212, Journeyman Trades, Prod. Level I, II & III, Eng. Tech. Asst.

** And equivalents

3. Approval in cases of employees through Salary Grade 7 who are laid off or are terminated regardless of service, under an authorized facility closing program, is Salary Grade 8.
4. Company initiated terminations involving the circumstances set forth below require prior review with the local Manager, Human Resources (Salary Grade 8) to insure adherence to applicable personnel policies, equal opportunity regulations and that the recommended treatment is consistent with previous similar cases. Such reviews should be fully documented. Normal approvals apply.
 - (a) On date of termination employee is absent due to accident or sickness disability.
 - (b) On date of termination employee, though working, is receiving treatment for injury or occupational disease arising out of and in course of employment.
 - (c) Termination of an employee within one year of reinstatement from Special Leave of Absence as laid off, relieved, dropped or discharged.

- (d) Termination as Code 4260, Interim Status Pending Determination of Employment Status.
 - (e) Separation Allowance - Relieved or Dropped.
 - (f) Payment in lieu of advance notice in Layoff cases - represented employees (D).
 - (g) Payment in lieu of advance notice in cases of dropped.
 - (h) Payment of layoff allowance in cases of second or subsequent layoffs where variations from standard eligibility are made to provide equitable and consistent treatment.
 - (i) Retired on Disability Pension or Service Pension due to disability (A).
 - (j) Not reinstated from Special Leave of Absence due to disability (B).
 - (k) Not reinstated from Personal Leave of Absence due to failure to meet physical requirements (B).
 - (l) Termination as Disability (C).
- (A) Also requires approval of Secretary, Area Benefit Committee
 - (B) Also requires approval of Authorized Benefit Delegate
 - (C) Also requires approval of Authorized Benefit Delegate and concurrence of Secretary, Area Benefit Committee.
 - (D) Also requires prior review with Corporate Labor Relations.

CI 12.500

L2-6

OMAHA WORKS

APPROVAL HANDBOOK
SECTION 9
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EQUIVALENT OCCUPATION LEVELS

EQUIVALENCY LEVEL

Senior Staff Engineer, Consulting Member
Information Systems Staff.

Senior Engineer, Information Systems
Staff Senior Member.

Development, etc., Engineer, Information
Systems Staff Member.

SALARY GRADE EQUIVALENTS

CURRENT LEVEL

Manufacturing Vice President
Director
Manager
Assistant Manager
Department Chief
Section Chief

SG LEVELS

SG14
SG12 or SG13
SG10 or SG11
SG8 or SG9
SG6 or SG7
SG4 or SG5

APPROVALS FOR ABSENCES

	(Salaried Employees Department)					
	Approvals Required				(Chief Level and Below)	
	Sect. Chief	Dept. Chief	Asst. Mgr.	Mgr.	Asst. Admin. Officer	Admin. Officer
1. <u>Accident Disability</u>						
<u>Payment</u>						
Fractional Days	All	-	-	-	-	-
Full Days			(Benefit Plan Approvals)			
*2. <u>Sickness and Personal (A)</u>						
<u>Payment (Cumulative)</u>	-	5	10	15	20	All (B)
<u>Nonpayment (Cumulative)</u>	-	5	over 5	-	-	(C)
(Sickness absence beyond 7 full consecutive calendar days - Benefit Plan Approvals) (Personal absence over 7 calendar days requires Local Leave of Absence)						
3. <u>Death in Family</u>						
<u>Payment</u>	-	3 (D)	-	-	-	-
<u>Nonpayment</u>	3(H)	-	-	-	-	-
4. <u>Enforced Absences</u>						
4.1 <u>Court Duty & Election</u>						
<u>Board Service</u>						
<u>Payment</u>	All	-	-	-	-	-
4.2 Quarantine (CI 13.100, para. 4.32)						

Approval limits prescribed for sickness and personal reasons for salaried employees apply to either kind of absence or to a combination of both. Days paid and days not paid are accumulated separately.

When a Company observed holiday is both preceded and followed by a sickness absence, the holiday is considered a day of sickness absence, but not counted against approval limits.

ASSISTANT MANAGER LEVEL AND HIGHER

Assistant Managers and higher levels may approve payment or non-payment for own absences except for disciplinary suspension and for political activities and public affairs.

APPROVAL FOR ABSENCES

APPROVALS FOR ABSENCES (HOURLY EMPLOYEES)

	Sect. Chief	Dept. Chief	Asst. Mgr.	Mgr.	Asst. Admin. Officer	Admin. Officer
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1. Accident Disability

Payment						
Fractional Days	All	-	-	-	-	-
Full Days			(Benefit Plan Approvals)			

2. Sickness Absences

2.1 Less Than Two Year's Service - See Note (A)

2.11 Less Than Six Month's Service - See Note (E)

Payment	-	-	-	-	-	5
Nonpayment	10	-	Over 10	-	-	-

2.12 Six Months or More Service (E)

Payment	-	-	-	-	-	5
Nonpayment	5	-	-	-	-	-

(Sickness absence beyond 7 consecutive calendar days - Benefit Plan Approvals)

2.2 Two Years or More Service

Payment	All (F)	-	-	-	-	-
Nonpayment	-	-	(G)	-	-	All

3* Personal Absences

Payment	-	-	-	-	-	All
Nonpayment (E)	10	-	Over 10	-	-	-

Personal absence over 7 calendar days requires Local Leave of Absence

4. Death in Family

Payment	-	3 (D)	-	-	-	-
Nonpayment	3 (H)	-	-	-	-	-

5. Enforced Absences

5.1 Court Duty & Election Board Service

Payment	All	-	-	-	-	-
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5.2 Quarantine (CI 13.100, para. 4.32)

	All	-	-	-	-	-
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NOTES:

- (A) For sickness disability absences of employees with less than six months service refer to the CI 18 series covering "Sickness Cases" and "Other Benefits."
- (B) Approval of Administrative Officer is required for payment of personal absences which extends beyond five consecutive work days. Administrative Officer's authority is limited to five consecutive work days per case for sickness when employee is not eligible to benefits under the Plan.
- (C) Approval of Administrative Officer is required to withhold payment for the first seven consecutive calendar days of a sickness absence for which benefits are paid.
- (D) Limited to three days or less due to death in family for employees with one or more year's of service.
- (E) Consecutive work days in each separate case.
- (F) Approval is unlimited when acceptable physician's certificate is furnished. When physician's certificate is not required, approval is limited to five days during 52 - week period plus current week.
- (G) Assistant Manager may approve nonpayment when employee does not furnish a physician's certificate acceptable to the Company.
- (H) Limited to three days or less due to death in family for employees with less than one year's service.

* Indicates a change

OVERTIME

MANAGEMENT EMPLOYEES

Approval of Management overtime/compensatory time off is the immediate supervisor on the "Record of Attendance and Overtime - Salaried Employees".

SALARY GRADED AND HOURLY EMPLOYEES

Overtime shall be authorized on Form OH-14-443 "Overtime Authorization". In the event the number of hours worked exceeds the total hours authorized, it shall be the responsibility of the Assistant Manager's Organization to issue a revised OH-14-443 and obtain proper approvals.

APPROVALS - Salary Graded Employees

	<u>Maximum Hours Per Week Per Employee</u>		
	<u>16</u>	<u>24</u>	<u>Over 24 Hours</u>
Excess of daily standard work schedule	Manager	Director	Manufacturing Vice President
Saturday	Manager	Director	Manufacturing Vice President
Sunday & Holiday	Director	Director	Manufacturing Vice President

APPROVALS - Hourly Employees (A)

<u>Maximum Hours Per Week Per Employee</u>		
<u>16</u>	<u>24</u>	<u>Over 24 Hours</u>
Manager	Director	Manufacturing Vice President

(A) In an emergency, verbal authorization may be given, but must be confirmed in writing within one week.

On Monday, each department shall forward to their Assistant Manager's secretary a listing of all employees who worked over 56 hours the previous week. Listing shall indicate employee's name, Social Security Number and total hours worked and shall be approved as follows:

Approval

Over 16 hours per week
Over 24 hours per week

Director
Manufacturing Vice President

CI 14.200

L2-2

2. Compensable Time - Authorized time worked in excess of normal schedule and approved by supervision as necessary to perform the job. It may be caused by excessive work load, implementation of new systems or procedures, special projects or a Company requirement to be at the work location beyond the normal schedule. Such time should be approved in advance and only extenuating circumstances can warrant after the fact approval.
3. Compensatory Pay - Extra pay at the employee's hourly base rate for compensable time worked.
4. Compensatory Time Off - Time off granted in lieu of pay for scheduled and authorized compensable time worked.
 - a. Compensatory time off should be given within six months after it is earned.
 - b. Line organizations are expected to use reasonable judgement when granting time off in lieu of pay.

IV. RECORDS

Authorized time worked beyond normal schedules should be recorded to the nearest half hour. Form No. OH-14-201 must be filled out, approved, and submitted to Payroll to authorize payment for overtime. Payment will be made only from information on Form No. OH-14-201 - Payment for Overtime. Do not duplicate this same information on the affected employee's time card.

Form No. OH-14-202 is available to provide a consistent record within the departments for Compensatory Time Off. (Time off granted in lieu of overtime pay).

DELEGATIONS

SKIP LEVEL DELEGATION OF COMMITMENT APPROVAL AUTHORITY

All levels of supervision at the Omaha Works who report on a skip level basis are delegated the commitment approval authority shown on the current approval schedules for the next higher intermediate level of supervision when that level is unpopulated. This delegation is limited to the next higher level only, even though more than one intermediate level may be unpopulated. These delegations automatically expire when skip level reporting relationships cease.

DELEGATIONS DURING TEMPORARY ABSENCE

- * Any principal to whom authority is delegated may designate another supervisor reporting directly to him to exercise the principal's authority during his temporary absence (other than a leave of absence). Furthermore, during the absence of a principal due to leaves of absence or unfilled positions, his supervisor or higher authority may delegate another supervisor to act for him. During a leave of absence of any principal, the authority delegated to him is automatically suspended.

All temporary delegations shall be originated on Form OH-21-2, "AT&T Network Systems Temporary Delegation of Authority". All official documents requiring designated level signature, signed while the temporary delegation is in effect, shall have a copy of the delegation attached to them for proof of certification.

DESIGNATIONS OF OFFICERS

BOARD LEVEL OFFICERS

President, AT&T Consumer Products
President, AT&T Network Systems
President, AT&T Technology Systems
Executive Vice President and Chief Financial Officer
Executive Vice President and General Council
Executive Vice President, Planning and Administrative

ABOVE VICE PRESIDENT

Executive Vice President, Components and Electronic Systems
Executive Vice President, Federal Systems
Executive Vice President, Network Systems Marketing and Customer Operations
Executive Vice President, Network Systems Products

- * Indicates a change

DELEGATIONS

SHIP LEVEL DELEGATION OF COMMITMENT APPROVAL AUTHORITY

OMAHA WORKS

APPROVAL HANDBOOK
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VICE PRESIDENTS

Only those Vice Presidents who have been elected as such by the Board of Directors.

DELEGATION DURING TEMPORARY ABSENCE

CI 21.220

L7-27

* Any principal to who authority is delegated may designate his supervisor reporting directly to him to exercise the principal's authority during his temporary absence (other than a leave of absence). Furthermore, during the absence of a principal due to leave of absence or unaffiliated positions, his supervisor or higher authority may designate another supervisor to act for him. During a leave of absence of any principal, the authority delegated to him is automatically suspended.

All temporary delegations shall be originated on Form OM-21-5, "AT&T Network Systems Temporary Delegation of Authority". All official documents requiring designated level signatures, signed while the temporary delegation is in effect, shall have a copy of the delegation attached to them for proof of certification.

DELEGATIONS OF OFFICERS

BOARD LEVEL OFFICERS

- Executive Vice President, AT&T Consumer Products
- Executive Vice President, AT&T Network Systems
- Executive Vice President, AT&T Technology Systems
- Executive Vice President and Chief Financial Officer
- Executive Vice President and General Counsel
- Executive Vice President, Training and Administrative

ABOVE VICE PRESIDENT

- Executive Vice President, Components and Electronic Systems
- Executive Vice President, Federal Systems
- Executive Vice President, Network Systems Marketing and Customer Operations
- Executive Vice President, Network System Products

* Indicates a change.

EMPLOYEE EXPENSES AND CASH ADVANCES

Employees Vouchers and Petty Cash

	<u>TRAVEL & LIVING (A)</u>	<u>PETTY CASH (A,D)</u>
Board of Directors	Unlimited	
Chairman of the Board	\$50,000	
Board Level Officers	30,000	
Officers above VP	25,000	
Vice President	20,000	
Manufacturing Vice President	15,000	\$ 100
*Directors	12,000	100
*Managers	6,000	100
*Assistant Managers	3,000	100
*Department Chiefs	1,500	100
Section Chiefs	200	100

Approval

Business Conferences (Including
Business Meals & Entertainment (B)(C))

Regular commitment approval-
Must be a higher management
level than the person
incurring the expenditure
and one who was not in
attendance. Administrative
Officer may approve "in
house" functions they have
attended.

NOTES:

- (A) No one is authorized to approve their own expense.
- (B) Date and description of occasion, name of restaurant or establishment and the town and state where function was held, names, occupational titles and organization number of all AT&T Technologies, Inc. employees participating and names and business relationships of all non-AT&T participants must be shown on the voucher.
- (C) It is only necessary to list the number of participants for "in house" functions where refreshments consist solely of coffee and/or pastry.
- (D) Must be immediate line supervision approving. Vouchering of expenses must be approved by immediate line supervisor higher.

September 25, 1986

Cash Advances

	Company Funds (A,B)	AMEX Cards(C)	Working Balance
Manufacturing Vice President	\$ 1000	\$ 200	\$15,000
Manager	1000*	200	XX
Assistant Manager	1000*	200	XX
Department Chief	500*	200	XX
Section Chief	200	200	XX

NOTES

- (A) Corporate Charge Card Holders are limited to \$200 per domestic trip, \$500 per week for international travel to areas where American Express Cards are accepted, and \$1,000 per week for international travel where American Express Cards are not accepted.
- (B) Employees not eligible for a Corporate Charge Card are limited to \$400, exclusive of tickets, per domestic trip.
- (C) Corporate charge Card Holders, regardless of level, may self-approve an "AMEX Cash Advance", maximum of \$200 per trip at AT&T Teller Facilities offering this service.

EMPLOYEE EXPENSE VOUCHERS

The following guidelines have been developed and are to be followed by all employees who voucher Travel and Living, Business Conference and other expenses at the Omaha Works. The purpose of these guidelines is to provide a summary of the various instructions regarding employee expenditures and to clarify their application at the Omaha Works.

These guidelines were developed from the following Corporate Instructions which are to be adhered to by all employees.

- CI 11.180 EMPLOYEES' EXPENSES - OTHER THAN RELOCATION EXPENSE
- CI 11.182 USE OF EMPLOYEES' AUTOMOBILE ON COMPANY BUSINESS
- CI 26.100 EMPLOYEES' EXPENDITURES IN BEHALF OF THE COMPANY

I. GENERAL

1. Expenditures are to be vouchered in accordance with the following:

(a) Expenditures (except Relocation Expenses) shall be vouchered on a GN-26-253, Employee's Expense Voucher, regardless of amount, when funds have been advanced or total expenditures exceed \$100

* (b) When funds have not been advanced to employees, expenditures of \$100 or less shall be vouchered as petty cash by submitting a GN-34-250, provided all requirements specified for use of the Employee's Voucher are met.

** (c) All changes in amounts on vouchers must be initialed by the approval authority. White-out, correction tape or pencil entries are not permitted.

2. All employees shall submit their vouchers on a current and timely basis as follows:

- (a) For trips of two weeks or less, immediately upon return.
- (b) For trips of more than two weeks, weekly.
- (c) Other expense - immediately after incurrence or weekly.

3. Supervisors are responsible for informing employees in advance regarding allowable expenses, for keeping expenses within reasonable limits and for preventing duplicate payments.

4. The voucher of an employee shall not include expenses incurred by another employee.

(a) When employees travel together, each employee is expected to pay his/her own expense. An employee shall not voucher transportation fares or hotel expense incurred in behalf of another employee, even though accommodations are shared.

(b) When employees share a rental car, the expense shall not be divided and vouchered separately by the employees involved, but shall be vouchered by the employee paying the bill. The voucher shall show the names of those sharing the car.

5. AMERICAN EXPRESS CORPORATE CHARGE CARD

(a) The AMEX Corporate Charge Card is the approved method of payment for all travel and business expense.

* (b) Airline tickets may be purchased only by AMEX Corporate Charge Card.

(c) The Corporate Charge Card is to be used for business expense only.

6. Receipts are required to support vouchers for the following, regardless of amount:

(a) Lodging.

(b) Excess baggage charges.

(c) Car rental (Car rental agreement).

(d) Transportation tickets (passenger's coupon) after tickets have been used.

(e) Gasoline.

(f) Laundry.

*(g) Material and Services (e.g. supplies, typing and Airport Parking).

(h) Expense applicable to Residential Service Plan.

(i) All Host/Hostess Gifts.

(j) Any separate expenditure (including meals of \$25 or more (the 25 does not include tips if vouchered separately)).

** NOTE: The AMEX blue tissue copies must be provided for all charges and credits which are applied to AMEX Corporate Charge Cards.

7. Use of Employees' Automobiles on Company Business.

(a) Use of employee's automobile on Company business requires the advance approval (specific or blanket) of the supervisor who will approve the voucher for traveling expense. This may be given orally and evidenced by approval on employee's expense voucher.

(b) Mileage computation is based upon odometer readings or other reliable evidence and is not to exceed the distance required to travel by the shortest practical route.

(c) In addition to the mileage allowance specified in CI 11.182, incidental expenses resulting from, or required in connection with, use of an employee's car on Company business such as bridge, tunnel, road or ferry tolls or fares and parking or garage fees are voucherable at cost.

(d) The voucher must show date or dates automobile was used, mileage involved, and starting points and destinations.

8. Automobile Rental

(a) Car rental must be charged to the AMEX - Corporate Charge Card or paid in cash by employees who do not have a corporate charge card.

(b) When traveling alone, compact or intermediate model cars must be requested. Sharing cars is encouraged when groups of employees have common itineraries.

(c) Employees should refuel rental cars just prior to return to the vendor whenever possible and practical to avoid the 40% surcharge or fuel. The cost of refueling will be reimbursed on the expense voucher upon provision of a receipt.

(d) Employees should not purchase additional insurance offered through the rental company.

9. Travel Expenses

(a) Common Carrier: In order to take advantage of the lowest fares possible, travel reservations shall always be made promptly when employees are notified they are to travel on Company business. Travel reservations shall be made to take advantage of the most direct route and most economical air fare that is available. Availability is to be based on "2 hour window or convenience" of departure and /or arrival requirements that satisfy business needs. Vouchers of employees below Manufacturing Vice President level, covering other than economy class airline tickets, shall show the reason such higher fare was used and shall be approved by Manufacturing Vice President level.

(b) Alternative Travel Arrangements: Advance approval of the line organization supervisor who will approve the voucher for travel expense is required for alternative travel arrangements and the following procedures will apply.

(1.) Use of Employee's Automobile. When the employee's request to use their personal car has been approved, actual mileage and authorized incidental expenses (e.g. parking and tolls) may be vouchered as incurred, but only to the extent they do not exceed the most economical air fare that was available at the time airline reservations would have been made, plus the cost of local transportation to and from the air terminal that the employee would normally incur. Total mileage calculations must be shown on the voucher, whether or not it exceeds commercial transportation costs. No other en route expenses are authorized. Business mileage at the destination should be shown separately on the voucher.

(2.) Business Trip with Personal Side Trip. When approval has been obtained to include a personal trip with a business trip, the employee may voucher no more than the cost of the lowest round trip fare available for the business portion of the trip. In no case shall the amount vouchered for the business trip exceed the amount actually paid for the combined business/personal trip.

10. Living Expenses

(a) Reasonable expenses for lodging, meals, laundry and valet services and local transportation and charges are reimbursable while on business trips and temporary assignments. Company AT&T Calling Cards should be used for toll calls.

(b) Personal lunches on working days shall not be vouchered by employees entitled to voucher living expenses while at a Company, government or other locations where dining facilities are comparable to the Omaha Works.

Note: If it becomes necessary to voucher lunches on a trip, a note should be added to the remarks section of the voucher form stating "Comparable luncheon facilities not available at location."

(c) Host/Hostess Gift - When authorized by supervisor, an employee may be reimbursed for a token gift or dinner for a host/hostess who has provided board and/or lodging to that employee while the employee was traveling on Company business. The cost of the gift or dinner shall be relative to the expense the employee would have incurred. A receipt is required for all such expenditures. No reimbursement shall be made for cash paid or given to a host/hostess for providing board and/or lodging.

11. Weekend Trips Home

(a) Weekend trips home are allowed every three weeks when the employee's assignment will extend for four weeks or more. Weekly trips home may be granted when the cost of travel approximates or is less than voucherable living expenses for the weekend at the temporary location. Voucherable expenses are limited to travel expense only.

(b) In lieu of the employee's trip home on a three week basis, employee's spouse may visit for the weekend at the temporary work location. Spouse's voucherable expenses are limited to travel expenses only. Employee's room expense may be vouchered only if room is taken on a weekly rate which is less than daily rate for five nights.

12. Business Conferences

(a) The voucher must show the date and description of the occasion (course number when meeting is in connection with an authorized training course) name of restaurant or establishment, town and state where function was held and the business reason for the expenditure.

*(b) The names, occupational titles and location of all participating AT&T employees must be shown. Name and rank of those attending is sufficient for vertical conferences and other similar organizational business luncheons when the purpose of the meeting limits attendance to a single organization and the purpose of the meeting and the organization are clearly identified on the voucher.

(c) In-house functions where the refreshments consist solely of coffee and pastry do not require names and titles. Only number of participants is required.

(d) Non-AT&T participants included on vouchers must be identified by name and business relationship.

13. Professional Licensing or Certification

(a) The Company will reimburse professional engineers for: tuition paid for Engineer in Training (EIT) refresher course, the EIT exam, refresher course needed for licensing as a professional engineer, and cost of the examination and initial licensing fee. Reimbursement up to a maximum of \$400 per engineer will be made on an "as incurred" basis. When an employee already holding a professional license moves to another state, the Company will reimburse the above expenses which are involved in acquiring a license in the state up to a maximum of \$400.

(b) Reimbursements, up to a maximum of \$400, will be made for those certifications listed in CI 11.180. Reimbursement will be made after an employee is certified.

II. HOPEWELL - CORPORATE EDUCATION CENTER

1. Normal Voucherable Expenses

(a) Transportation to and from your local airport.

(b) Round-trip air fare between your home location and Newark.

(c) A student who, with his/her management's approval, drives in lieu of available commercial transportation may voucher expenses not exceeding the cost of air travel plus local transportation from home to the local airport and return. Total mileage must be shown on the voucher whether or not it exceeds commercial transportation cost.

(d) The CEC will provide chartered bus transportation, between Newark airport and the CEC on Sundays and Fridays or when classes are scheduled to begin or end on other days. There will be no charge for this scheduled service and no rebate if the student elects to use other methods of travel to the CEC. Transportation charges for other than the chartered bus service must be explained on the voucher.

(e) Laundry done while at CEC (receipts required).

2. Because CEC policies are subject to frequent change, employees enrolled for multi-week courses who do not intend to stay at the CEC should check with the CEC registrar to determine the current policy for weekend expense charges.

(a) If credit is given by CEC for weekend check-outs, lodging and meals for weekend days not spent at CEC are voucherable only to the credit given by CEC. Prior approval should be obtained from CEC and the line organization before vouchering such expenses.

(b) Weekend travel during a multi-week stay at the CEC which may be vouchered is limited to public transportation (bus or train) to New York City substantiated by receipts.

3. Students may voucher expenses of a trip home every three weeks when the stay at the CEC will extend for four weeks or more.

III. CHICAGO - CORPORATE EDUCATION CENTER

1. Normal Voucherable Expenses

(a) Transportation to and from your local airport.

(b) Round-trip air fare between your home location and Chicago.

(c) Transportation to and from O'Hare and the Center (limousine scheduled by CEC, notification required).

(d) Transportation to and from Midway and the Center (Taxi fare one-way).

* (e) Hotel bill, breakfast, dinner, and other charges (cost of residence, including meals at CEC - Chicago will be about \$101 per day).

(f) The corporate AT&T calling card shall be used for telephone calls. Telephone expenses shall not exceed \$10.00 per week for calls to your home. Any amount over \$10.00 must be explained.

(g) A student who, with his/her management's approval, drives in lieu of available commercial transportation may voucher expenses not exceeding the cost of air travel plus local transportation from home to the local airport and return and transportation costs to and from the Center and the Airport. Total mileage must be shown on the voucher whether or not it exceeds commercial transportation cost.

(h) Students may voucher expenses of a trip home every three weeks when the stay at the center will extend for four weeks or more.

(i) Gratuity to Holiday Inn Van driver (\$1.00 per trip).

IV. MIDWEST TRAINING CONSORTIUM

1. Normal Voucherable Expenses

(a) Transportation to and from your local airport.

(b) Round-trip air fare between your home location and Chicago. (O'Hare or Midway).

(c) A car rental is voucherable. Car rental expense should be shared if more than one attendee is scheduled for the same class dates.

(d) Lodging

(e) Breakfast and dinner while attending the Training Consortium - a suggested mid-week average for the two meals is \$17 per day. For the weekend, the suggested daily average is \$22 per day. Noon meals are not furnished by the Consortium and are not voucherable.

(f) Telephone expenses shall not exceed \$10.00 per week for calls to your home. Any amount over \$10.00 must be explained. The Corporate At&T calling card should be used for telephone calls.

(g) Laundry done while at the Training Consortium (receipts required).

(h) A student who, with his/her management's approval, drives in lieu of available commercial transportation may voucher expenses not exceeding the cost of air travel plus local transportation from home to local airport and return and the normal car rental expense. Total mileage must be shown on the voucher whether or not it exceeds commercial transportation cost.

***V. ADVANCED PAYMENTS FOR SEMINARS AND TRAINING**

(a) All advance payments of fees for seminar and special training enrollments shall be paid by using a GN-23-300, "Authority For Payment". The date of the seminar or class and the name of the organization that the check is to be issued to must be shown on the GN-23-300. If for any reason the employee does not attend the seminar, the employee is responsible for requesting a refund of fees paid.

VI. EXCESS FUNDS

(a) All excess funds advanced over the amounts vouchered shall be promptly refunded to Financial unless the funds are required immediately for further business expenditures.

*Indicates a change.

**Indicates an addition.

51B11md

EMPLOYEE'S RELOCATION EXPENSE

	<u>Limit of Authorization (A)(B)(C)</u>
Manufacturing Vice President	\$150,000
Director	100,000
Manager	50,000
Assistant Manager	25,000

NOTES:

- (A) No one is authorized to approve their own expense.
- (B) For all expenses associated with employee relocation, the Vice President in the line organization has unlimited authority subject to certification of the transaction by the Personnel Organization.
- (C) All vouchers need certification by Personnel Organization prior to final approval by line organization.

PURCHASE OF MATERIAL, SUPPLIES, OR SERVICES - EXPENSE

	<u>Expense (A)</u>	<u>Against Approved Engineering & Shop Orders (A)</u>
Board of Directors	Unlimited	
Chairman of the Board	\$100,000,000	
Board Level Officers	75,000,000	
Officers above VP	50,000,000	
Vice President	25,000,000	
Manufacturing Vice President	18,000,000	
Directors	10,000,000	
Managers	1,000,000	
Assistant Managers	25,000	\$ 35,000
Department Chiefs	5,000	10,000
Sr. Staff Engineers	NA	4,000
Sr. Engineers	NA	3,000
Section Chiefs	500 (B)	3,000
Occup. Engineers	NA	2,000
Engineers	NA	1,000

NOTES:

Any transaction which involves unusual business risk requires review by the Board of Directors.

(A) Limited to contracts or purchase orders for three years or less. Those over three years require the approval of Vice President or above.

(B) Must be immediate line supervisor approving.

NA No Authority

PURCHASE OF MATERIAL, SUPPLIES OR SERVICES - INVENTORY (46 A/C)

Authority to purchase materials, supplies, products and services to be incorporated in manufactured products or for resale.

	<u>Production (A)</u>	<u>Resale (A)</u>
Board of Directors	Unlimited	Unlimited
Chairman of the Board	\$300,000,000	\$100,000,000
Board Level Officers	250,000,000	75,000,000
Officers above VP	200,000,000	50,000,000
Vice Presidents	150,000,000	25,000,000 (B)
Manufacturing Vice President	100,000,000	18,000,000
Directors	75,000,000	10,000,000
*Managers	25,000,000	5,000,000
*Assistant Managers	2,000,000	1,000,000
*Department Chiefs	500,000	500,000 (C)
Section Chiefs	40,000	40,000 (C)

NOTES:

Any transaction which involves unusual business risk requires review by the Board of Directors.

- (A) Limited to contracts or purchase orders for three years or less. Those over three years require the approval of Vice President or above.
- (B) Vice President is unlimited for resale of inventory from/to LOBs or entities.
- (C) Must be immediate line supervisor approving.

C.I. 21.330-10

L7-24

DISPOSAL OF INVENTORY

To remove goods from inventory and dispose of them as junk:

Board of Directors	Unlimited
Chairman of the Board	\$50,000,000
Board Level Officers	35,000,000
Officers Above VP	25,000,000
Vice Presidents	10,000,000
Manufacturing Vice President	7,500,000
Directors	5,000,000
*Managers	500,000
Assistant Managers	100,000
Department Chiefs	25,000
*Section Chiefs	1,000
*PAE Salary Grades 3,4, and 5	1,000

*Changes

ACQUISITION AND DISPOSAL - FIXED ASSETS (A) (B)

	<u>Commitment Approval</u>	<u>Against Approved Master List</u>
Board of Directors	Unlimited	
Chairman of the Board	\$20,000,000	
Board Level Officers	10,000,000	
Officers above VP	4,000,000	
Vice Presidents	2,000,000	
*Manufacturing Vice President	1,000,000 (C)	
*Directors	500,000	Unlimited
*Managers	200,000	\$500,000
Assistant Managers	50,000	200,000
Department Chiefs	25,000	50,000
Sr. Staff Engineers	10,000 (D)	15,000
Sr. Engineers	5,000 (D)	5,000
Section Chiefs	NA	NA
Occupational Engineers	2,000 (D)	2,500
Engineers	NA	1,000

NOTES:

Any transaction which involves unusual business risk requires review by the Board of Directors.

- (A) Acquisitions and disposals of fungible land and buildings (that is, those of an administrative or investment nature which could be readily converted by another party for use in that party's business) require the concurrence of the Executive Vice President, Administration and Finance of AT&T Co. if the purchase or sale price exceeds \$5,000,000. Acquisition of land and fungible building minimum Vice President approval.
- (B) Capital Appropriation Requests (CARS) are required for projects in excess of \$500,000.
- (C) General Manager is unlimited for acquisition and disposal of replacement machinery.
- (D) Applies to 5 and 7 Accounts only.

* Changes

DESIGN APPROVAL - FIXED ASSETS (A)

	<u>2 & 3</u> <u>Accounts (B)</u>	<u>4,5 & 7</u> <u>Accounts</u>	<u>11</u> <u>Account</u>
*Manufacturing Vice President	\$350,000		
*Directors	250,000		
*Managers	200,000	Unlimited	Unlimited
*Assistant Managers	35,000	\$50,000	NA
*Department Chief	15,000	25,000	NA
*Sr. Staff Engineer	5,000	15,000	NA
Sr. Engineer	1,500	5,000	NA
Section Chief	1,000	3,000	NA
Occupational Engineer	500	2,000	NA
Engineers	200	1,000	NA

NOTES:

(A) 14 Account requires Systems Engineering review.

(B) Senior Vice President, AT&T Resource Management, is unlimited

* Changes

EQUIPMENT LEASES (A, B, C, D)

	<u>Net Present Value of Full Term Payments</u>
Board of Directors	Unlimited
Chairman of the Board	\$20,000,000
Board Level Officers	10,000,000
Officers above VP	4,000,000
Vice Presidents	2,000,000
Manufacturing Vice President	500,000
Directors	200,000
Managers	100,000
Assistant Managers	50,000
Department Chiefs	25,000

NOTES:

Any transaction which involves unusual business risk requires review by the Board of Directors.

- (A) Must be supported by a lease/buy analysis. If study does not support leasing, lease requires approval of appropriate LOB financial executive.
- (B) The discount rate to be used in the determination of the Net Present Value will be furnished by the LOB Finance Organization.
- (C) Computer leases require Systems Engineering Review.
- (D) Capital Appropriation Requests (CARS) are required for leases in excess of \$500,000.

OMAHA WORKS

APPROVAL HANDBOOK
SECTION 22
August 1, 1985
NEW SECTION

DIRECT RECEIVALS

MD-45-91J

Section Chief or equivalent level may approve on the invoice for receipt and quality for the following items for which blanket or running purchase orders are issued.

Laundry Service
Photographic Services or Supplies
Repair and Maintenance
Miscellaneous Purchased Services

Approvals on MD-45-91J, "Direct Receival" have been delegated as follows:

Quantity - Section Chief or equivalent level in organization that received the material (See Section 9)

Quality - Department Chief of organization that will use material.

NOTE:

No one who approves an authorization for commitment or as a buyer shall approve for receipt or quality.

C.I. 21.605

51B20

