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New England Telephone  
Corporate Policies and Procedures  
**PROCEDURE: SEVERE STORM CONDITIONS**

**General**

1.01 From time to time, in New England Telephone territory, severe storms occur, particularly in the winter season. These storms place an additional responsibility on the Company and its employees to assure the continuity of telephone service.

1.02 Because abnormally bad storm situations generally result in substantially increased demands on the Company's facilities and service, it follows that certain work assignments are highly critical and maximum effort should be focused on staffing these assignments in order to furnish service.

1.03 In this connection, it is recognized that service demands, weather, and transportation conditions may vary from location to location. The administration of this policy should be appropriate to meet the situation in each location and should be uniform between locations and departments to the extent that the situation is similar.

**"Storm Policy" Application**

2.01 Greater Boston Area - To ensure coordinated action for employees working within Greater Boston, the Executive Vice President and Chief Operating Officer or the Vice President - Human Resources/Corporate Services is responsible for declaring a disruption of public and private transportation in Greater Boston.

2.02 Other Areas - The State Vice President is responsible for determining that storm conditions have disrupted public and private transportation to an unusual degree and for identifying the affected portions of his or her area.

**Employee's Responsibility**

3.01 An understanding should be developed with each employee, outlining his or her responsibility in an emergency.

Generally, each employee is responsible for the following:

- a. To report to his or her regular place of employment on time.
- b. If late, to call his or her supervisor or the coordinator for the work unit and advise of his or her progress or problems in reporting to work. This will enable the supervisor to plan and coordinate the force necessary to meet the service needs and to give advice to the individual. The supervisor may be able to offer assistance in transportation or suggest an alternative location where the employee can be of needed assistance.

**Payment Criteria**

4.01 Payment - Most employees recognize their personal responsibility and conscientiously respond to emergencies. For this reason, generally an employee will be paid if he/she meets one of the following criteria:

- a. The employee who reaches his/her regular place of employment.
  - 1) Employees who work some part of their normal assignment will be paid for the full assignment.
  - 2) Paid absence for part of a session will be considered as "Time Worked" for the purpose of determining overtime payments.
- b. The employee with necessary skills and experience who reports to a work location, other than his/her regular place of employment, where he/she can be of real assistance in an emergency. Such action is generally appropriate when taken in accordance with a prearranged plan or upon the direction of his/her supervisor or coordinator.
- c. The employee who for medical reasons should not jeopardize his/her health or safety by attempting to go to work during a severe storm. For example, an employee with a chronic serious health condition, or who is currently recuperating from recent surgery, illness, or accident.
- d. The employee who makes a reasonable and conscientious effort, appropriate for the circumstances, and who has been in communication with his/her supervisor but who is unsuccessful in reaching his/her work location.

4.02 Non-Payment - An employee who does not report to work and who does not meet any of the above criteria should not be paid. This determination and recommendation should be made locally based on a close, detailed knowledge of the individual, of his or her effort, and the prevailing conditions. Appropriate entries should then be made on the time records.

**Early Release**

5.01 Some storms may disrupt transportation facilities, both public and private, during the working day and warrant early release.

This determination will be made by the State Vice President for an area where transportation is disrupted.

To ensure coordinated action in Greater Boston, the concurrence of the Executive Vice President and Chief Operating Officer or the Vice President - Human Resources/Corporate Services will be obtained prior to making a commitment for early release of employees.

