

13690 Riverport Drive
Suite 206
Maryland Heights, MO 63043
W 314 300 7502
F 314 564 4853



May 28, 2014

Subject: Company – Declared Surplus

Mr. William F. Henderson, III
President, CWA Local 1298
3055 Dixwell Avenue
Hamden, CT 06518

Ms. Patricia Telesco
CWA International Staff Representative
193 State Street
North Haven, CT 06473

Dear Bill and Pat,

As provided for in Article VIII of the Basic Contract, this letter will serve as the Company's formal notification to the Union as to the existence of a surplus condition, **effective July 15, 2014**, in the company-defined entities and job titles listed in Attachment 1. The Company anticipates that there will not be enough jobs available to offer to surplus employees and therefore intends to layoff bargaining unit employees.

Effective May 30, 2013, the Company will offer the **Enhanced Voluntary Severance Plan (EVSP)** to all Sales Representative and (1) Senior Office assistant as shown in Attachment 1. This offer will be available until Noon on June 13, 2014 (see attached EVSP package – Attachment 2). Employees electing to leave the Company with EVSP during this offer period must be off the payroll on such date as determined by the Company but no later than July 15, 2014.

Meetings for impacted employees have been scheduled as follows for Friday, May 30, 2014.

Entity	Location	Time
Sales	545 Long Wharf 4 th floor, New Haven-Executive Conference	2:00 EST

The Company will continue to implement the remaining provisions of Article VIII; if applicable and expects to conclude this process by July 15, 2014.

Sincerely,

A handwritten signature in black ink that reads 'Larry Basta'.

Larry Basta
Labor Employee Relations Manager
13690 Riverport Drive, Suite 206
Maryland Heights, MO 63043

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Attachment 2



May 30, 2014

TO: Impacted Bargaining Unit Employees

SUBJECT: Company-Declared Surplus – ***Enhanced Voluntary Severance Plan (EVSP) Offer***

The Company has formally notified the Union that a surplus condition exists for the indicated title and company-defined entities listed in Attachment 1. The Company has also notified the Union of its intent to introduce layoffs to relieve this surplus condition (Article VIII).

In order to initiate the 1st step in the process to alleviate this surplus, and in compliance with Article VIII of the Contract, we are sending this notice to all bargaining unit employees Sales Representative's and (1) Senior Office Assistant (SOA) (see Attachment 5) to leave the Company with the ***Enhanced Voluntary Severance Plan (EVSP) Offer***.

The **EVSP** provides for lump sum severance payments (less appropriate tax withholdings) to **eligible employees**, based on completed years of net credited service, equivalent to up to one year's pay.

To be eligible for the **EVSP** you must meet the following criteria:

- Regular employee and
- Active, on approved Short Term Disability Benefits and/or on any approved Leave of Absence with a re-employment guarantee and
- Have at least one (1) year of net credited service and
- Currently employed in a company-defined entity and on a title that is included within the impacted pools identified in the May 23, 2014 Formal Notice of a Company declared surplus and its intent to introduce layoffs of bargaining unit employees as provided for in Article VIII of the Labor Agreement.

Next Steps:

- Complete the attached application (Attachment 4).
- Forward to Larry Basta, Labor Employee Relations Manager, 13690 Riverport Dr, Suite 206, Maryland Heights, MO 63043 or fax to 314 564 4853.

Applications must be received at Labor Relations by 12:00 P.M. (Noon), June 13, 2014.

PLEASE NOTE:

- All employees approved for EVSP must be off the payroll by end of day July 15, 2014; or on a date specified by the Company.
- Approvals of applications for the EVSP for SOA's may be subject to limits to be set by the Company.

Highlights of Process following EVSP:

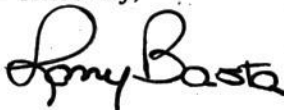
If a surplus condition still exists after the EVSP applications have been tallied, the Company will notify the Union on June 13, 2014, of its intent to initiate a **Voluntary Re-Deployment Process** to enable employees in surplus titles to voluntarily transfer to available jobs for which they are qualified. The Voluntary Re-Deployment process will end on June 27, 2014.

If a surplus condition still exists after the Voluntary Re-Deployment process has concluded, the Company will notify the Union on June 27, 2014, of its intent to introduce layoffs, a process which will be concluded by July 15, 2014. At this point, the Company will arrange all impacted employees in seniority order. Attached (Attachment 5) is a PRELIMINARY view of the employees by NCSD's/titles of employees who have been designated as surplus and/or layoff and be advised shortly thereafter that they have been designated for layoff with the last day on payroll being no later than July 15, 2014.

I encourage you to contact the Fidelity Service Center if applicable to obtain your pension amounts. The Fidelity Service Center can be contacted at 1-866-612-4583 or at: www.netbenefits.fidelity.com.

If you have any questions concerning this EVSP offer, please email your supervisor and cc Larry Basta. Please remember EVSP forms must be returned to Labor Relations by 12:00 P.M. (Noon), on June 13, 2014.

Sincerely,



Larry Basta
Labor Employee Relations Manager
13690 Riverport Dr, Suite 206
Maryland Heights, MO 63043

Attachments:

- Attachment 1 Surplus Titles
- Attachment 2 Questions & Answers
- Attachment 3 EVSP Payment Table
- Attachment 4 EVSP Application
- Attachment 5 Preliminary List of Employees Designated for Surplus and/or Layoff

Attachment 1

Co-Defined Entity	EEO JG	POSITION DESCRIPTION	Total
Sales Senior Office Assistant	N/A N/A	Sales Representative's Senior Office Assistant	All 1
Total			27

Attachment 2

EVSP Q&A's:

1. Q – How soon will I receive my payment?

A – Severance payments are paid coincident with the normal bi-weekly pay schedule, and therefore, your payment will generally be paid 2 or 3 pay periods following your receipt of your last regular paycheck, not from the last day on the payroll. Both your last regular paycheck and severance check will be "live" checks, not direct deposit, and will be mailed from Tucker, GA to the home address you have on file with payroll. Any questions should be directed to Larry Basta in Labor Employee Relations 314 300 7502.

2. Q – Can I defer receipt of the severance payment?

A – NO. Severance payments will generally be paid as shown above (see Question 1).

3. Q. What will the withheld tax rate be for the EVSP payout?

A – Taxes will be withheld at the standard flat rate of about 37.65% (25% Federal Income Tax; 7.65% FICA/Medicare and 5% State Income Tax).

4. Q – Can I leave before July 15, 2014?

A – All release dates will be established by your Department to accommodate business needs.

5. Q – Can I submit EVSP paperwork if I am out on benefits?

A – Yes. If you are out on sickness or accident disability benefits, severance benefits cannot be paid to you unless your treatment provider provides documentation to the Hartford releasing you to return to work.

6. Q – Will the EVSP severance payment be on the "pink slip"?

A – Yes.

7. Q. What will be the coding on the "Pink Slip" for "reason for leaving"?

A. The reason for leaving will be indicated as "Lack of Work". All unemployment eligibility questions should be referred to State Unemployment offices. The unemployment office determines if you can collect unemployment.

8. Q – Will I be paid for unused 2014 vacation?

A – Payments are based on any unused vacation that has been accrued as per the contract. Employees who exit the Company are not paid for any unused EWD's.

9. Q – How long are COBRA benefits available?

A – COBRA benefits are available for eighteen (18) months, and the Company will continue to pay the Company contribution to Medical coverage (as long as the employee continues to pay their portion of the premium, if appropriate) for the first six months of the COBRA period. This extended Company contribution does not apply to COBRA for Dental or Vision.

Enhanced Voluntary Severance Plan
(EVSP)

(in effect from May 30 2014, until 12:00 Noon, June 13, 2014)

- Includes 6 month's continuation of Company contribution to Medical coverage (as long as employee continues to pay their portion of premium, if appropriate)
- Lump Sum Severance Payment as follows:

Completed Yrs. Of NCS	Amount of Lump Sum Payment (in weeks of Base Pay)
20 and over	52 weeks
19	46 weeks
18	42 weeks
17	40 weeks
16	38 weeks
15	36 weeks
14	34 weeks
13	32 weeks
12	30 weeks
11	28 weeks
10	26 weeks
9	20 weeks
8	18 weeks
7	16 weeks
6	14 weeks
5	12 weeks
4	8 weeks
3	6 weeks
2	4 weeks
1	2 weeks

EVSP Application

Please Print:

Last Name; First Name; Middle Initial		-	Social Security Number
Job Title	Department		
Supervisor's Name	Supervisor's RC		

I have read the Description of the Enhanced Voluntary Severance Plan offer and have reviewed the estimated amounts payable under Attachment 3. This offer is available to Sales Representative's and Senior Office Assistant's within the company-defined entity who have identified surplus titles as of May 30, 2014.

Expiration of Election Period: 12:00 P.M. (Noon), June 13, 2014

Responses may be faxed to 314 564 4853

Please check:

I elect to accept the provisions of the Enhanced Voluntary Severance Plan (EVSP) offer. I understand that my election is **irrevocable**. My preferred last day on the payroll is:

(Employee Preferred Date)

My actual last day on the payroll will be: _____

(Department Approved Date)

Employee's Signature	Date	Work Tel#	Company Address
Supervisor's Signature	Date	Work Tel#	Company Address

Supervisor: Return by 12:00 P.M. (Noon) June 13, 2014, to:
 Labor Employee Relations Manager
 13690 Riverport Drive, Suite 206
 Maryland Heights, MO 63043
 Fax 314 564 4853

Labor Relations Action:

Application Approved

Not Approved

Attachment 5
Page 1

Sales Representative	Entity	NCSD	Position Description	Work City	Surplus	Layoff
Gail Anderson	Sales	6/27/2008	Sales Representative	New Haven		1
Noel Baldwin	Sales	10/4/2004	Sales Representative	New Haven		1
Abigail Breau	Sales	8/29/2011	Sales Representative	New Haven		1
Joseph Celone	Sales	2/2/2007	Sales Representative	New Haven		1
Stephanie Cerillo	Sales	5/10/2010	Sales Representative	New Haven		1
Pamela Dawkins	Sales	5/10/2010	Sales Representative	New Haven		1
Annette Fenyes	Sales	1/30/2012	Sales Representative	New Haven		1
Danny Flagg	Sales	4/11/2008	Sales Representative	New Haven		1
Donald Gennette	Sales	11/3/2006	Sales Representative	New Haven		1
Carol Gilliam	Sales	10/17/2005	Sales Representative	New Haven		1
Marguerite Hummel	Sales	1/30/2012	Sales Representative	New Haven		1
Selma Joyner	Sales	9/3/2013	Sales Representative	New Haven		1
Chelsea Lanza	Sales	9/3/2013	Sales Representative	New Haven		1
Kevin Luchun	Sales	5/10/2010	Sales Representative	New Haven		1
Steven Malone	Sales	4/11/2008	Sales Representative	New Haven		1
Tia Manzi	Sales	8/23/2010	Sales Representative	New Haven		1
David Master	Sales	8/23/2010	Sales Representative	New Haven		1
Melissa Oliveri	Sales	4/27/2007	Sales Representative	New Haven		1
Michael Perry	Sales	10/4/2004	Sales Representative	New Haven		1
Robert Ryan	Sales	6/7/2004	Sales Representative	New Haven		1

Attachment 5
Page 2

Sales Representative	Entity	NCSD	Position Description	Work City	Surplus	Layoff
Lenore Salvati	Sales	1/30/2012	Sales Representative	New Haven		1
Susan Savo	Sales	7/12/2002	Sales Representative	New Haven		1
Ronald Scott	Sales	3/25/2013	Sales Representative	New Haven		1
Sean Sullivan	Sales	2/20/2009	Sales Representative	New Haven		1
Demaris Whittingham	Sales	1/30/2012	Sales Representative	New Haven		1
Kimberly Yagovane	Sales	1/30/2012	Sales Representative	New Haven		1
TOTALS						26

Attachment 5
Page 3

Senior Office Assistant	Entity	NCSD	Position Description	Work City	Surplus	Layoff
Donna Borrelli	Sales	1/27/1998	Senior Office Assistant	New Haven		
Carla Uleano	Sales	9/25/1978	Senior Office Assistant	New Haven		
Laura Batista	Sales	9/29/1987	Senior Office Assistant	New Haven		
Patricia Abraham	Sales	10/26/1988	Senior Office Assistant	New Haven		
Joell Pine	Sales	11/14/1988	Senior Office Assistant	New Haven		
Jeffrey Griffin	Sales	1/29/1990	Senior Office Assistant	New Haven		
Colleen Lorusso	Sales	11/26/1996	Senior Office Assistant	Wethersfield		
Janice Biesadecki	Sales	6/19/1998	Senior Office Assistant	Wethersfield	1	
TOTALS					1	1