

MERIDEN, CT FOLLOW THE WORK RELOCATION MARCH 15, 2019- APRIL 5, 2019

Below are bullet points summarizing the Meriden, CT to Brentwood, TN or Atlanta, GA Follow the Work relocation process. This is a onetime non-precedent setting arrangement.

- All employee's relocation will originate in Connecticut.
- All employees (approximately 92) offered FTW relocation and who indicate "yes" to a move to Brentwood TN or Atlanta GA will be eligible for a onetime \$20,000 payment.
- The decision period for these employees is from March 15 to noon ET on Friday, April 5.
- The \$20,000 payment will have applicable taxes withheld based on the destination state.
- Gary Vogel Area Manager TRC will be the manager responsible for completing all Relocation Initiation Forms.
- The employees in this group with a "relocation effective date" of June 1, 2019. Per this process we will allow Altair on behalf of AT&T to incur costs up to 45 days in advance of the employee's relocation effective date. Utilizing June 1, 2019 as this date will mean Altair can process the \$20,000 payment for the employees as early as mid-April.
- Processing the payment as early as mid-April will allow the employees, who wish to receive the money that soon, to utilize the funds for house hunting trips, placing security deposits, etc.
- Using June 1, 2019 as the relocation effective date will have no impact on the expectation that all employees will report to the relocation destination location by June 30, 2019. (understanding BU/Labor have the ability to be flexible with this date).
- For any employee receiving the \$20,000 payment, Altair will ensure the employee provides documentation of new residence in either Brentwood or Atlanta. This would typically be a fully executed lease or a purchase closing statement.
- In the event any employee may not be able to produce a lease/purchase closing statement, Altair will alert AT&T Relocation who will then, in turn, alert Labor to let them know the employee has been unable to produce a lease/purchase closing statement.
- The proof of residency will be supplied to Altair no later than 6 months from expected report date of June 30, 2019. This means employees will have until December 30, 2019 to supply this documentation.
- If an employee does not report by June 30, 2019 (or by an otherwise management approved reporting date) they will be considered as resigning and will be obligated to reimburse the relocation dollars to AT&T.
- If employee does not show reasonable proof of change of residence within the required 6 months, they will be obligated to pay back the relocation dollars to AT&T as a condition of continued employment.