

**LATERAL MOVEMENT GUIDELINES**  
**EFFECTIVE JANUARY 1, 2019 through DECEMBER 31, 2019**  
**PHOENIX SW REGIONAL MARKET GROUP**  
**(POTS I&M, Broadband, Cable, Design Services Workgroups)**

The following guidelines may be used in the Phoenix Metro- West Regional Market Group prior to offering jobs via the Post and Bid Process through the Century Link Staffing and Recruiting organization. These guidelines will be utilized to meet the needs of the business and the needs/desires of the employees. The guidelines will cover voluntary lateral movement \*within the same job title in the Phoenix RCA for changes in job functions and/or location.

**JOB OPENINGS WILL NOT BE POSTED OR ADVERTISED**

**Job openings should be filled using the following process:**

Movement Phoenix Metro Wide, within same function (i.e. I&M/Cable Central Quad/Maple to I&M/Cable North Quad/Deer Valley)  
Movement outside functional groups (e.g. I&M/Cable to Rehab; Rehab to Air Pressure) will occur next, if openings still exist.

Remaining openings will be filled by the Staffing Office.

It is the employee's responsibility to have an up-to-date lateral movement request on file to be considered for any movement.

Employees must meet the same performance qualifications of the Post and Bid Process. (The employee must be satisfactory in performance, attendance, not on sick benefits or light duty and not under any disciplinary action). Refer to Contract Article 21.3c. The supervisor will be contacted prior to the job offer to verify eligibility.

Employees must be Regular Full Time or Regular Part Time and have met 12 months time-in-location/function prior to being eligible to submit a lateral movement request.

Jobs will be filled on a voluntary basis by seniority from those employees most qualified for the new assignment. Some positions may require specific basic qualifications, which must be met prior to placement, (e.g. climbing with hooks, CDL, E911 etc.). If employees have lateral move requests on file and do not have the basic qualifications as determined by the Company for a particular opening, employee must submit through post and bid in order to be considered for the opening.

No more than 3 lateral move requests (one form) can be submitted by an employee. All changes must be submitted on a new form. The new form will replace everything on file.

When an employee accepts an offered job assignment, all remaining requests will be cancelled.

An employee accepting a lateral move job assignment via these guidelines must meet the 12 months time-in-location/function prior to being able to submit another lateral movement request. The reporting date to the new crew will be used for the 12 months time-on-location/function requirement. There are no retreat rights.

Requests for movement will be scanned and emailed to: [Angela.Kell@Centurylink.com](mailto:Angela.Kell@Centurylink.com). A copy of the request will be placed in the employee's working personnel file and one will be given to the employee. It is the employee's responsibility to be sure they receive a confirmation.

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When the employee reports to the new crew, their shift, vacation/entitlement time, etc., will be treated in accordance with the current collective bargaining agreement. No bumping will occur on shifts for the remainder of the quarter.

**Company will notify Union 48 hours in advance of LFR declaration, so that potential job swaps can be considered prior to LFR.**

Technicians accepting a lateral move performed as a 1<sup>st</sup> step of LFR (Lateral Force Rearrangement) will be entitled to take their scheduled vacation with to new crew.

The Lateral Move roster will be revisited when a requisition is open longer than three months.

\*Exception: When I&M positions are filled via the Lateral Move Plan, the candidate roster will consist of both Broadband and POTS I&M technicians that are currently performing the work function.

These guidelines are intended to meet the needs of the business and the needs/desires of the employee. These guidelines are effective January 1, 2019 through December 31, 2019 and will be reviewed if requested by the Company or Union at any time during the effective dates of the guidelines.