

# Operations Policy Home Garaging

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02/01/2016



## Purpose

In an effort to increase productivity and efficiency in serving our customers, Lumen Global Operations will allow some employees to garage their Lumen Vehicle away from the employee's designated work reporting location. Home Garaging is offered at the Company's discretion and will be considered a privilege, not a right. Satellite Garaging may be mandatory as determined at the Company's sole discretion (see below for Definitions). The Home/Satellite Garaging Program (the "Program") is established for bona fide non-compensatory business reasons and should only be utilized when it benefits the Company.

## Measure

All Lumen Vehicles that are part of the Program must be properly authorized and designated in the Lumen Fleet vehicle record database, which includes an indicator field to identify approved vehicles. Field Operations is responsible for identifying the vehicles that will be home garaged and providing that information to Fleet. Field Operations will also be responsible for providing to the Fleet Supervisor the county location for each vehicle for licensing.

## Scope

The requirements and processes outlined below apply to all Lumen employees who are assigned Lumen Vehicles that are not garaged at the employees' designated work reporting location. Therefore, it also applies to those employees who are required to Satellite Garage. Please note that if an employee is covered by a collective bargaining agreement, the collective bargaining agreement controls to the extent there is any conflict with this policy. Additionally, to the extent that this policy conflicts with any federal, state or local laws, those laws are controlling. Please note that the state of Washington and the state of California impose different home garaging requirements.

## Definitions

- **Home garaging** - Refers to parking a Lumen Vehicle at an approved Lumen employee's place of residence when the vehicle is not in use for official Lumen business.
- **Satellite garaging** - Refers to parking a Lumen Vehicle at an approved location other than the employee's designated work reporting location or place of residence when the vehicle is not in use for official Lumen business. Satellite garaging may not always be voluntary and may be utilized at the Company's sole discretion.
- **Eligible employee** - Refers to Lumen Global Operations employees with job responsibilities requiring the use of a Lumen Vehicle, who at the discretion of Management, and based on the needs of the business, is allowed to participate in the Program. Employees on corrective and/or disciplinary action may be deemed ineligible to participate in the Program. Some examples of disciplinary actions that could affect an employee's eligibility for the Program include, but are not limited to: Code of Conduct violations, vehicular accidents, safety warnings and/or safety violations, citations for driving while intoxicated or impaired, and any other action that the Company deems relevant to maintain the safety and effectiveness of the Program and/or the operation of the business.
- **Lumen vehicle** – As used throughout the Home Garage Policy, refers to Approved Lumen Vehicles, including the following types of GPS-equipped Lumen Vehicles: Bucket trucks; pickup trucks with topper and painted with Lumen logo/advertising; vans with front bench seating, permanent shelving in cargo area, used to carry merchandise or equipment, and painted with Lumen logo/advertising; other vehicles approved by Lumen Management.

## Requirements

### Employee eligibility

1. Home Garaging is based on the needs of the business, allowed on a volunteer basis, and is considered a privilege, not a right, for participating Eligible Employees. As a privilege, Home Garaging can be rescinded or modified at any time at Lumen management's sole discretion.
2. Satellite Garaging may be mandatory and, if utilized, assignments of personnel and determinations of satellite garage locations will be at Management's total discretion.

3. Participation in Home/Satellite Garaging requires employees to reside within a pre-defined work area with respect to their assigned Lumen reporting location. The pre-defined work area is determined solely by the Company. At Lumen's sole discretion, Home/Satellite Garaging can be extended past the pre-defined work area. Please contact your Local Management for information regarding the predefined work area in your location.
4. Participation in Home Garaging in a specific area may be limited depending on the needs of the business.
5. In order to be eligible for the Program, the employee must be an Eligible Employee, as defined above. If, at any time, the employee fails to meet the criteria of an Eligible Employee, their home/satellite garaging privileges may be suspended or revoked at Lumen management's discretion.
6. Employee at all times must comply with the Lumen Drug and Alcohol-Free Workplace Policy and the Lumen Off-Duty Misconduct Policy.
7. An employee who receives any off-duty citation for driving while under the influence or similar violation will become ineligible for the Program. The length of an employee's ineligibility for the Program will be determined after consultation with HR/Labor Relations. In no event shall an employee be eligible for the Program while mandated to have an ignition interlock device on their personal vehicle.

**Management**

1. Management manages the Program. Fleet's role is limited to maintaining a list of authorized vehicles/drivers and providing a regular validation of the database for Management use.
2. Management may conduct routine and random audits of policy compliance. Suspected policy violations will be investigated and appropriate action will be taken.

**Vehicle specifications**

1. Participation in Home/Satellite Garaging requires an employee to drive a Lumen Vehicle.
2. This policy is purposely limited to the use of only Lumen Vehicles so that the employee's commuting use of the vehicle is not taxable. Home garaging a vehicle other than a Lumen Vehicle (see definition) would require establishing a process to track the employee's use of the vehicle and taxing the employee for the value of the commuting use of the vehicle pursuant to IRS regulations.
3. The Lumen Vehicle's GPS must be in good working condition. If an employee notices a problem with their GPS equipment, they must immediately report it to their supervisor.

**Vehicle maintenance**

1. The employee agrees to ensure the Lumen Vehicle is properly maintained according to Lumen Fleet guidelines. Fleet will coordinate Lumen Vehicle repair and maintenance and will designate an approved vendor or Company repair facility for all work. The employee is responsible for transportation to and from the designated repair or service facility. Fleet will not perform repairs or maintenance at the employee's residence.
2. The employee will notify Fleet as soon as the employee notices or discovers a condition in the Lumen Vehicle requiring a repair in accordance with local processes and procedures.
3. The employee agrees to check and maintain proper fluid levels and tire air pressure. If fluids are required, they may be purchased using a Lumen designated fuel card at approved fuel stations.
4. The employee will make the Lumen Vehicle available for scheduled and non-scheduled repairs, maintenance, and inspections.

5. If an employee encounters a need to contact Fleet for Lumen Vehicle maintenance outside of their regularly scheduled shift/tour or if maintenance is scheduled outside of the regularly scheduled shift/tour, time spent arranging maintenance and/or driving the vehicle to the approved vendor or Company repair facility will not be compensated, unless an applicable Collective Bargaining Agreement requires it.

**Use of vehicle**

1. Lumen Vehicles are to be utilized for official Lumen business only; the Lumen Vehicle is not to be used when the employee is off duty, nor for any personal reasons. Personal use of Lumen Vehicles is strictly prohibited.
2. Only Lumen employees or Lumen authorized personnel are allowed inside the Lumen Vehicles at all times, including when the Lumen Vehicle is not in use or the employee is off duty.
3. Lumen employees are expected to travel by the most direct and safest route possible when commuting to their first assignment, driving from job to job during their shift, and returning to their home garage/satellite location from their last assignment.
4. The employee is to lock the Lumen Vehicle when not in use, including while the vehicle is parked at a home/satellite garage.
5. The employee agrees, as required, that the Lumen Vehicle will always be parked in a safe, secure, legal, and accessible location as determined by the Company.

**Commuting to work locations**

1. Employees who Home Garage are expected to do the following at home only after their shift/tour has started: log in, obtain their assignments by using their phone or hand-held device, call the first customer of the day, and perform the basic vehicle safety inspection. The Company expects that these tasks will generally be accomplished in 15 minutes. Employees will be compensated for the time spent performing these morning activities, including travel time to the first work location.
2. Employees who Satellite Garage will need to be at their designated satellite location at the start of their shift/tour. Only after reaching their satellite garage location and their shift/tour has started, employees are expected to log in, obtain their assignments by using their phone or hand-held device, call the first customer of the day, and perform the basic vehicle safety inspection. The Company expects that these tasks will generally be accomplished in 15 minutes. Employees will be compensated for their time spent performing these morning activities, including travel time to the first work location, but not travel time to the satellite garage.
3. Employees are not to perform any work-related functions whatsoever prior to the start of their shift/tour, which begins with the morning activities outlined above. Work-related functions include, but are not limited to, initiating, or monitoring software downloads/pushes, e-mails, administrative paperwork, work related calls, training, etc.
4. Employees are to arrive at the first job site as soon as possible after the start of their shift/tour.
5. Employees must report all time worked, including, but not limited to, time spent accessing job assignments, reading/sending e-mails and completing paperwork. Employees should never log into the network, utilize their work phone, or engage in any other work activity outside their scheduled shift/tour without prior approval from their supervisor.
6. If an employee encounters any Lumen Vehicle, equipment, computer, or system-related issue that could result in a delay in the start of the employee's day, the employee is to immediately notify their supervisor.
7. If the employee still has time after their last job of the day, but before their shift/tour ends, they should use the time to refuel and restock their Lumen Vehicle and perform other work-related activities as directed by their supervisor.

8. Employees who home garage will not be compensated for their normal commutes home after their shift/tour ends. After the employee's work shift/tour ends, but not before, they can proceed driving home. At no point during the commute home or after they arrive home are employees permitted to perform any work-related activities whatsoever.
9. Employees who satellite garage will be compensated for their normal commute back to the satellite location, but not from that location back to their homes. After the employee's work shift/tour ends, but not before, they can proceed driving home. At no point during the commute home or after they arrive home/at the satellite location are employees permitted to perform any work-related activities whatsoever.
10. If the employee's commute time home after their shift/tour ends exceeds that employee's normal daily commute, the employee will be compensated for the time spent driving beyond the normal commute time. The normal commute time is determined solely by the Company based on a generalized and realistic consensus of average commute times. Employees must report time traveled beyond the normal commute on their payroll timesheets.

#### **Other activities**

1. Meetings covering Safety, Corporate Communications, Bulletins, etc., will be scheduled by the employee's Supervisor.
2. Employees can restock their Lumen Vehicles or pick up parts after their last job of the day if time permits. If time does not permit, their supervisor will schedule times to restock vehicles with supplies or pick up parts. Employees are never allowed to stock vehicles or pick up parts outside these designated times without prior approval of their supervisor.
3. Employees who home garage or satellite garage are required to remove all hand-held electronic devices from their Lumen Vehicle for safe storage in their home. Hand-held electronic devices include, but are not limited to, laptop computers, iPads, cell phones and HST tools.
4. All tools, excluding electronic devices, remaining in the Lumen Vehicle must be properly stored and locked after the employee's last job, and before the employee's shift ends.

**NOTE! ANY VIOLATION OR NONCOMPLIANCE WITH THIS POLICY MAY RESULT IN SUSPENSION OR REVOCATION OF HOME/SATELLITE GARAGING PRIVILEGES, IN ADDITION TO ANY DISCIPLINARY ACTION THE COMPANY DEEMS APPROPRIATE, UP TO AND INCLUDING TERMINATION.**

#### **U.S. Reserved Rights:**

*Lumen reserves the right to amend or terminate any employee policy – with respect to any or all classes of employees – without prior consultation with any employee, subject to any applicable laws and collective bargaining agreements. Lumen has the sole right and discretion to interpret and administer the terms of this Policy, including resolution of any questions regarding its scope, application or meaning. The decision of the Company shall be conclusive and binding on all persons.*

#### **HR use only:**

Effective date: 02/01/16  
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Owner: North American Operations  
Approval: EVP North America Operations  
Scope: US Employees