

# Human Resources Policy

## Service Recognition Celebrations



### Purpose:

The purpose of this policy is to define authorized Company sponsored employee service recognition celebrations. This policy also provides participation and budget guidelines for these celebrations. The policy is company-wide in scope to promote equitable treatment of all CenturyLink employees.

### Applicability:

This policy is applicable to all U.S.-based full time and part time employees of CenturyLink subsidiaries.

### General Policy:

Service recognition gifts and celebrations will be available to employees when:

- The employee achieves 5 years of service with the Company, and on each 5 year increment anniversary
- The employee leaves the company due to retirement, reduction in force, disability or voluntary resignation and has achieved completed years of service and age that equal at least 70 when added together (known as the "rule of 70"). The employee must have at least 10 years of service to be eligible for this gift and celebration. Employees who are terminated for cause are not eligible for this gift or celebration.

If an eligible employee is leaving the company within 3 months after a milestone service anniversary, and the service anniversary celebration has not occurred, one celebration will be provided using the celebration budget guidelines provided for employees who are leaving the company. The employee will receive both gifts. If the service anniversary occurred more than three months before the employee's last day worked, the service anniversary celebration should have already occurred.

### Service Recognition Gift

Employees will receive a gift card from a vendor company that may be used at approximately 110 retail locations. A celebration packet containing the gift card with celebration instructions and a signed certificate of appreciation from Mr. Post will be shipped to the celebrating employee's immediate supervisor. Celebration packets should be received by the immediate supervisors 4-6 weeks prior to the anniversary date.

The amount of the gift card will vary, depending on years of service, as follows:

SERVICE ANNIVERSARY YEARS OF SERVICE	CARD DENOMINATION
5 Years	50
10 Years	75
15 Years	100
20 Years	125
25 Years	150
30 Years	175
35 Years	200
40 Years	225
45 Years	250
50 Years	275

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The recognition gift for eligible employees who are leaving the company and have achieved the “rule of 70” will also be in the form of a gift card from a vendor.

A celebration packet containing the gift card and a signed certificate of appreciation from Mr. Post will be shipped directly to the employee’s home address within 90-120 days following the employee’s last day worked.

The amount of the gift card will vary, depending on years of service, as follows:

YEARS OF SERVICE	CARD DENOMINATION
Less than 20 Years	\$200
20 Years or More	\$400

### Service Recognition Celebration

The employee’s supervisor is responsible for ensuring a meaningful recognition of the employee’s service. Celebration attendees may include the employee, the employee’s supervisor/ management, and co-workers (including retirees). Employees may also invite immediate family members to join the workgroup celebration, but the primary focus of the celebration is to be with the workgroup, not as a family dinner or family event.

The celebration may be either a cake-punch-and-appetizers event for a larger group or a luncheon/dinner for a smaller group. A maximum expenditure applies for the gathering with the amount varying based on years of service as shown below.

Anniversary Years	Celebration Budget
5 & 10	\$50
15 & 20	\$100
25 & 30	\$150
35 & 40	\$200
45 & 50, etc.	\$250

Employees who Leave the Company and Meet the Rule of 70 Criteria	Celebration Budget
Less than 20 Years	\$250
20 Years or More	\$500

- The service anniversary celebration is to occur within three months of the actual anniversary.
- The celebration for eligible employees who are leaving the company is to occur within three months of the employee’s last day worked. This celebration can also occur up to 1 month prior to his/her last day worked.

The intention of this policy is for the employee to receive recognition, so cash and gift certificates are not allowed as alternatives to the celebration.

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### Gift and Celebration Budget

The Gift Card is budgeted and paid through a centralized budget process that does not impact the individual supervisor's budget.

The celebration is charged to the celebrating employee's department budget. These costs should be budgeted by the supervisor and coded to company-sponsored expense.

**Effective Date:** January 1, 2013

**Revision Date:**

**Approval:** Glen F. Post, III  
CEO & President