



ADMINISTRATIVE

PRACTICE

Table of Contents

Introduction	4-5
Pioneer Overview	4
Pioneer Purpose	4
Our Mission	4
AT&T Pioneer Definition.....	5
Management Responsibilities.....	5
AT&T Support.....	5
Pioneer Manager Role	5
Definitions of Pioneer Activities and Meetings	6-7
Community Service	6
Social Events	6
Fundraising	6
Executive Board Meetings	6
Meetings called by the Pioneer Manager & Vice President-AT&T Pioneers.....	6
AT&T Pioneer Conference.....	6
TPA Annual Meeting	6
Chapter Conference/Event.....	6
Retirement Functions.....	7
Officer Installations	7
Officer Training.....	7
Officer Nominations	7-8
Nominating Committee.....	7
Officer Positions	7-8
Expenses	8
Overview	8
Pioneer Responsibility.....	8
Company Resources for Pioneer Officers	8
Excused Time Off	9-10
Overview	9
Supervisor’s Consideration	9
Pioneer Responsibility.....	9
Presidents.....	9
Other Officers and Executive Committee Members	9
Meetings	10
Chapter Conference/Events	10
Annual Meeting and AT&T Pioneer Conference.....	10
Community Service Projects	10
Social Events	10
Fundraising.....	10
New Member Event/Membership Drive	10
Retirement Function	10

<u>Pioneer Calendar</u>	11
Purpose	11
Benefits.....	11
Requirements	11
Pioneer Responsibility.....	11
<u>Accepting a Leadership Position</u>	11
<u>Payroll</u>	12
Determining Hours Worked for Payroll.....	12
Pioneer Membership Dues.....	12
<u>Contracts</u>	12
Required Signatures.....	12

*** This document serves as a supervisor’s guide for information relating to Pioneering and for treatment of Pioneer time. It is no way intended to replace TelecomPioneers Constitution/By-Laws and Operating Practices.**

AT&T PIONEERS ADMINISTRATIVE PRACTICE

[INTRODUCTION](#) [Back to Table of Contents](#)

PIONEER OVERVIEW

Pioneers from AT&T's family of companies volunteer millions of hours to community service each year and provide a visible presence in the communities in which AT&T and its affiliate companies operate. They offer leadership and developmental opportunities for employees and help to maintain positive relationships between active and retired employees.

Note: For the remainder of this document, the aforementioned companies will from herein be referred to as AT&T or "The Company", and TelecomPioneers will be referred to as "TP".

PIONEER PURPOSE

The purpose of the AT&T Pioneers is:

- To exemplify and perpetuate those principals which have come to be regarded as the ideals and traditions of AT&T.
- To be closely aligned with the goals of AT&T while continuing to meet the needs of our communities and members.
- To promote and participate in activities that respond to community needs and problems.
- To build and maintain a diverse, vital organization that provides leadership and personal growth opportunities for our members.
- To contribute to the progress of the Association and promote usefulness of the membership.

OUR MISSION

AT&T Pioneer Volunteers shall:

- Be well known as AT&T volunteers by working together with a common commitment, meeting and serving a variety of community needs with special emphasis on education.
 - Respond to community needs while promoting and adding value to AT&T through our leadership and direction of its volunteer organization.
 - Maintain a communication link between employees, life members, and AT&T, which provides opportunities for fellowship, leadership and educational opportunities and social services.
 - Integrate Pioneers with AT&T by generating brand visibility, building teamwork and developing leadership skills of employees, demonstrating the corporate social commitment.
 - Be an inclusive organization that embraces diversity in all aspects of Pioneer life and activities including membership, leadership, fellowship and volunteerism.
-

INTRODUCTION CONT'D

AT&T PIONEER DEFINITION

AT&T Pioneers are comprised of local chapters throughout the United States. In addition, AT&T supports the Pioneers by providing a corporate staff.

MANAGEMENT RESPONSIBILITIES

Supporting Pioneer activities is part of AT&T's management responsibility. Management should:

- Demonstrate a positive interest in the activities of their local Pioneer Chapter.
- Encourage participation in Pioneer activities.
- Support and provide recognition to employees who have Pioneer responsibilities and hold leadership positions.
- Attend Pioneer functions to observe their employee's accomplishments.
- Document Pioneer accomplishments in employee's appraisal and training profile.
- Discuss the value of Pioneer membership to **new** employees during the orientation process, and encourage membership to **all** employees.

AT&T SUPPORT

Since Pioneers are the company's sponsored employee volunteer organization, AT&T actively supports Pioneers by providing administrative support. Most Pioneer activities are conducted on personal time. Employees who take on leadership positions will be granted time off during normal working hours on certain occasions. For more information regarding this subject, please refer to the AT&T Paid Time Off Policy and the "Excused Time Off" section of this practice. AT&T allows the use of company buildings, and general office equipment and supplies to perform Pioneer activities.

PIONEER MANAGER ROLE

The Pioneer Manager is responsible for the day to day operation of Pioneers within his/her respective chapters. He/she establishes strategic direction that aligns Pioneers with overall AT&T objectives.

He/she is the liaison between AT&T and the Pioneers and serves as the Company contact person for administrative issues regarding pay treatment and time-off for Pioneering. He/she works closely with community leaders and AT&T Business Units to better serve the communities where Pioneers live and work and to provide opportunities to reinforce the Company's brand name presence.

COMMUNITY SERVICE

Community service is the cornerstone of Pioneering. It provides the opportunity to extend the fellowship of the Pioneers to the communities in which they live and work. The benefits are three-fold. For AT&T it is a valuable asset not only as a vehicle for reinvesting in our communities, but also as an important link between the corporation, our active and retired employee base, and the communities in which we serve. For the community, it provides much needed services and a sense that people care and are anxious to contribute. For the Pioneers who participate, it provides a sense of purpose, accomplishment and a reaffirmation that their efforts can make a difference in the lives of others.

SOCIAL EVENTS

Social events provide an opportunity to promote fellowship and enhance team building in an informal environment.

FUNDRAISING

Fundraising is an important part of Pioneer activities. The primary purpose of Pioneer fund raising is to provide financial support for community service projects, disaster relief and special activities. All Pioneer fund-raising activities must be sponsored by the Pioneer units and not by an employee acting on his or her own behalf.

EXECUTIVE BOARD MEETINGS

There are regularly scheduled meetings of chapter, council and club officers, executive committee members and key chairpersons. Leaders often make use of conference calls in appreciation of stringent time demands.

MEETINGS CALLED BY PIONEER MANAGER AND VICE PRESIDENT-AT&T PIONEERS

The Pioneer Manager or the Vice President-AT&T Pioneers may call meetings of chapter, council and club leaders as needed to discuss and resolve specific issues.

AT&T PIONEER CONFERENCE

An annual conference is held each year in conjunction with the TP Annual Meeting for planning relevant community volunteer programs and setting goals.

TP ANNUAL MEETING

An annual meeting is held each year for delegates to recognize and reward Pioneers for their accomplishments.

CHAPTER CONFERENCE/ EVENT

An annual conference/event for each chapter is generally held each year. It is no more than 2 days in length and is usually within the chapter's geographic area.

DEFINITIONS OF PIONEER ACTIVITIES AND MEETINGS CONT'D

RETIREMENT FUNCTIONS

Pioneers are often asked to present life member certificates to employees at retirement functions.

OFFICER INSTALLATIONS

Chapter, council and club officers will be installed before the new Pioneer year begins Jan 1 or shortly thereafter.

LEADERSHIP TRAINING

Leadership training should be conducted annually, immediately after the new officers are elected. It is recommended that training be centralized, i.e. all officers and key chairpersons are brought into one location and all training can be done simultaneously with all officers and key chairpersons learning their responsibilities and sharing information and questions.

Training should be no more than 1½ days in length. The following leaders should attend:

- President
- 1st Vice President
- 2nd Vice President
- Member at Large/Executive Committee Member
- Life Member Representative
- Treasurer as applicable
- Key Chairpersons.

[OFFICER NOMINATIONS](#) [Back to Table of Contents](#)

NOMINATING COMMITTEE

The success or failure of any Pioneering unit is a direct measure of its leadership. The goals of the nominating committee are to ensure vitality and diversity at all levels, to ensure continuity of leadership throughout the organization and to select the best people for leadership positions and remove obstacles to their acceptance.

OFFICER POSITIONS

Each chapter, council and club must have the following minimum officers nominated:

- President
- 1st Vice President
- 2nd Vice President as applicable
- Member at Large/Executive Committee Member
- Life Member Representative

The following are appointed and will not be on the official ballot:

- Secretary
- Treasurer

OFFICER NOMINATIONS (CONT'D)

No officer can hold more than one elected office. No elected officer may serve more than three consecutive terms. To serve a second or third consecutive term, the following process must be adhered to and meet the chapter's constitutional guidelines:

- The current officer initiates the process by requesting to serve an additional term,
- The Pioneer Manager must obtain agreement on the request from the officer's supervisor, if the officer is an active employee,
- The Executive Committee of the respective chapter/council/club in question and the Vice President-AT&T Pioneers must then endorse the request.

Assuming these three steps are followed and the concurrence is obtained, the officer is permitted to serve the additional term.

[EXPENSES](#) [Back to Table of Contents](#)

OVERVIEW

All expenses that are paid by AT&T or the Pioneer organization are subject to review and approval by the Chapter President and Pioneer Manager. Employees' Pioneer related expense vouchers are governed by the AT&T Code of Business Conduct and by the AT&T Management Employee Expense Guidelines.

If the Pioneer Manager decides not to reimburse an employee's Pioneer expenses, chapters, councils or clubs may choose to do so. Individuals may also choose to incur the expense themselves.

PIONEER RESPONSIBILITY

Pioneers have a responsibility to discuss voucherable expenses with their Pioneer Manager or Unit President prior to incurring expense.

COMPANY RESOURCES FOR PIONEER OFFICERS

Pioneer officers and leadership have use of the Company's voice mail, email and long distance access with supervisor's approval.

For represented/bargained for employees the language in this document may differ from collective bargaining agreements. Please contact your Labor Relations representative for additional information and guidance

OVERVIEW

Pioneer volunteer activities are generally conducted on personal time. However, AT&T will grant employees who are Pioneer leaders paid time off to fulfill some of their Pioneer responsibilities, such as attending meetings and participating in activities. Supervisors should refer questions to Pioneer Managers. Pioneer Manager information can be obtained by using the AT&T Pioneer Web Site:

http://pioneers.sbc.com/SBC_Pioneers_Administrative_Practice6.doc
c. Supervisors should refer to the AT&T Paid Time Off Policy for additional information regarding volunteer time off issues.

SUPERVISOR'S CONSIDERATIONS

Supervisors should consider the following when determining the number of hours to excuse an employee for a Pioneer function:

- Nature of the activity, such as a conference
- Planning session
- Travel time
- Current job duties

This policy does not cover all possible reasons for allowing time off. Supervisors have the sole discretion to determine business needs and whether paid time off can be granted for Pioneer activities. Supervisors should consider the requirements of the job and the Pioneer business reason for each meeting or activity and use their judgement in deciding what is appropriate. The Company also reserves the right to renegotiate granted paid time off if business needs arise.

PIONEER RESPONSIBILITY

Pioneers have a responsibility to keep paid time off to a minimum and to discuss each request with their supervisor in advance.

TIME OFF FOR PRESIDENTS

Presidents require more paid time off for Pioneer work and meetings than other officers. Duties include attending meetings of their own unit and periodic visits to meetings of subordinate units, such as councils and clubs. A President's administrative responsibilities help ensure a unit's success.

TIME OFF FOR OTHER OFFICERS, EXECUTIVE COMMITTEE MEMBERS AND KEY CHAIRPERSONS

Officer's duties require them to attend meetings of their own units and occasionally represent the President at meetings. Pioneers have both standing and special event committee meetings. Chairpersons and committee members will be granted paid time off to perform their duties or a portion of their duties to plan events and functions. To encourage club/council interaction, a chapter or council representative may occasionally be granted paid time off to attend subordinate unit's meetings/luncheons.

EXCUSED TIME OFF CONT'D

TIME OFF FOR MEETINGS

Attendance at meetings should be limited to those that are essential and should be held on company premises whenever practical. Meetings that require paid time off include:

- Chapter/Council/Club Executive Board meetings
- Chapter/Council/Club Committee meetings
- Chapter/AT&T Pioneer Conference/Annual TPA meeting
- Meetings called by the Company sponsor
- Meetings called by Pioneer Managers
- Meetings called by the Vice President – AT&T Pioneers
- Training

Pioneer leaders who attend meetings that begin at 1:00 p.m. are expected to travel to the meeting on the morning of the same day. Pioneer leaders should not be given time off the job to travel the day before the meeting.

TIME OFF FOR CHAPTER CONFERENCE/EVENT

Paid time off to attend the chapter conference is granted to delegates approved by the Pioneer Manager only. Employees who are not official delegates must take personal time to attend.

TIME OFF FOR ANNUAL MEETING AND AT&T PIONEER CONFERENCE

Paid time off for Annual Meeting and the AT&T Pioneer Conference is given to delegates approved by the Pioneer Manager.

TIME OFF FOR COMMUNITY SERVICE PROJECTS

Based upon the needs of the business, AT&T will grant paid time off to attend some community service projects that **must** be scheduled during normal work hours.

TIME OFF FOR SOCIAL EVENTS

AT&T will **not** grant paid time off to attend social events. However, paid time off will be given to plan these events. This time should be kept to a minimum.

TIME OFF FOR FUNDRAISING

The TelecomPioneers is a charitable organization, IRS classification code 501(c) (3). This code prohibits employees to fundraise on paid company time . Therefore, AT&T does **not** grant time off to attend fundraising events. AT&T will grant time off to plan and set-up these events, but this time should be kept to a minimum.

TIME OFF FOR NEW MEMBER EVENT/MEMBERSHIP DRIVE

Minimum paid time off will be granted to attend a new member event or membership drive.

The event should take place at a company location during lunch or break periods. Time off, if any, should be kept to a minimum.

TIME OFF FOR RETIREMENT FUNCTION

Attendance at a company retirement function to make a Pioneer presentation during normal business hours should be considered as paid time off.

**PURPOSE OF THE
PIONEER CALENDAR**

Pioneers are to use the Pioneer calendar to note their expected Pioneer-activity-time away from the workplace and the business reason. This calendar also serves as a record of the many hours, both personal and company time, which Pioneers dedicate to their volunteer efforts.

**BENEFITS OF THE
PIONEER CALENDAR**

The Pioneer calendar is designed to let supervisors and Pioneer leaders know:

- Employee's Pioneer schedule
 - Length of time employee will be away
 - The Pioneer business reason for time off
-

**CALENDAR
REQUIREMENTS**

Employees involved in Pioneer activities must submit a monthly calendar of expected time away from the workplace to their supervisor for approval. Once approved every effort should be made to minimize changing the calendar.

**PIONEER
RESPONSIBILITY**

Prior to the next month, Pioneers are to give their immediate supervisor and unit president a calendar, forecasting requested time off. For example, a September calendar will be turned in August.

At month's end, Pioneers are to show their supervisors a calendar that reflects all time spent on Pioneering, both off the job and personal time.

**PRIOR TO ACCEPTING A
LEADERSHIP
POSITION**

Prior to accepting a Pioneer leadership position, the following may be arranged:

- The immediate supervisor may sign a release letter. The letter may be retained in the employee's personnel file.
 - Requirements for time off should be discussed and agreed upon by the prospective Pioneer leader and the immediate supervisor.
-

**DETERMINING HOURS
WORKED FOR PAYROLL**

Time associated with Pioneer activities will **not** be considered as time worked for the purposes of determining time worked in excess of the normal work week (i.e. the 40/49 hour rule for non-salaried employees) and will not be paid at premium rates.

**PIONEER MEMBERSHIP
DUES**

Pioneer membership dues are \$22.00 per year for all regular members. Annual dues are deducted during the month of June.

REQUIRED SIGNATURES

All contracts, regardless of the event (fundraising, chapter conference, etc.) must be approved and signed by the Pioneer Manager.
