

PARKING SPACE RENTALS ON COMPANY PROPERTY

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1. GENERAL

1.01 This practice states the Southwestern Bell Telephone Company policy regarding parking facilities and provides the procedures to be followed when employees are required to pay the Company for parking non-Company motor vehicles on property owned, leased, or rented by the Company.

2. PARKING POLICY

2.01 The policy of Southwestern Bell Telephone Company is to provide parking for employees of Southwestern Bell Corporation and/or its subsidiaries as stated in paragraphs 2.02 through 2.06.

2.02 Company parking may be provided for employees in work locations where adequate commercial or street parking is not available. The proper parking fee may be charged to employees as outlined in paragraphs 5.01 through 5.03.

2.03 Company parking may be provided at no charge to employees if the work location is in a residential neighborhood where no public parking is available and on-street parking has caused serious public reaction.

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- 2.04 Many of the cities in which we operate have ordinances requiring that parking spaces be provided with buildings located in the more urban or "downtown" type locations. In these locations, parking may be provided for those employees to comply with local ordinances, and the proper parking fee may be charged to employees as outlined in paragraph 5.01 through 5.03.
- 2.05 In an undesirable neighborhood, Company parking may be provided at no charge for the safety of employees who are working evening and night shifts.
- 2.06 Company parking will be provided for the handicapped in accordance with applicable state and local laws. The state real estate organization shall be responsible for determining the facilities required, and fees may be charged in accordance with other parking at that facility.

3. PARKING COORDINATOR

- 3.01 When Company parking is provided, the state building operations group should designate the state and/or local parking coordinators responsible for assigning parking privileges and establishing parking fees.

4. PARKING ASSIGNMENT

- 4.01 Form SW-5001 (See Exhibit 1) or similar form shall be completed by the applicant and forwarded to the parking coordinator for approval or waiting number. Parking privilege will be assigned in order of:

- 1. Salary grade indicated by job title, then
- 2. Date of request for parking privilege.

Note: Promotion to a higher salary grade will result in a new request date. It is the applicant's responsibility to submit a new request upon a promotion. the "new request date" shall be the day the new request is submitted, not the effective date of the promotion.

- 4.02 Subleasing of parking privileges will not be allowed. Violators will have parking privileges revoked.
- 4.03 Special parking privileges are reserved for Company vehicles and for senior management.

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5. PARKING FEES

- 5.01 Parking will be provided to all senior managers without charge.
- 5.02 It is the intent of this practice that parking fees be charged at all Company locations where commercial parking is also available, thus insuring fair treatment to all employees.
- 5.03 All management employees below 5th level and all non-management employees may be required to pay for parking their personal vehicles on Company parking lots. The amount of the parking charged will be determined by the local parking coordinator. This charge may vary according to location, but should be based on prevailing local commercial parking rates at facilities serving our Company locations.

6. ESTABLISHING/CHANGING/DELETING/PARKING LOT CODES

- 6.01 The local parking coordinator shall notify the general headquarters parking coordinator, in writing, concerning additions, changes, and deletions to parking codes. The GHQ parking coordinator shall inform the Comptrollers Department of these requirements.
- 6.02 The local parking coordinator shall notify the general headquarters parking coordinator, in writing, whenever a change is made in the monthly rate at an existing location.
- 6.03 Whenever parking fees are changed, the local parking coordinator shall prepare new SW-9110 allotment cards (Exhibit 2). A new card will be sent to each employee on the parking list. The new SW-9110 will be processed in the same manner described in paragraphs 7.04, through 7.06. The local parking coordinator will request the local payroll office to cancel old allotment cards when new allotment cards are received in the payroll office.

7. HANDLING PARKING CHARGE REVENUES

- 7.01 Only the payroll methods described in paragraph 7.02 through 7.07 shall be permissible for collecting parking fees.
- 7.02 Comptrollers Department has implemented a uniform mechanized procedure to allow payroll deductions for parking fees on Company provided parking.

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- 7.03 Mechanized payroll deduction will be the only method allowed to collect recurring monthly revenue for parking. Those who refuse to sign allotment cards for payroll deduction would relinquish their parking privilege. Partial or full payment for the beginning or ending month of an employee's occupancy may be accepted at the discretion of the local parking coordinator. Payment should be forwarded to the payroll office on Form SW-4490 (Exhibit 3). No partial-month refunds will be made.
- 7.04 When parking privilege is assigned to the employee, the local parking coordinator will complete applicable information on the allotment card, Form SW-9110 and send it to the employee. Individual parking spaces may or may not be assigned. Parking lots may have an open parking policy.
- 7.05 Upon receipt of Form SW-9110, the employee will enter his/her name and payroll number. Form SW-9110 should then be signed, along with the employee's social security number, dated and returned to the parking coordinator.
- 7.06 The local parking coordinator will forward the signed SW-9110 to the local payroll office by the 12th calendar day of the month for which parking begins. If the coordinator is unable to meet this requirement, the SW-9110 should be corrected to apply in the next month. The local parking coordinator may elect to take a direct payment for the current monthly charges. The payment may be the full monthly fee or a prorated amount. Payments should be forwarded to the local payroll office on Form SW-4490.
- 7.07 If an employee wishes to discontinue parking privileges, he/she should make a request in writing to the parking coordinator. The parking coordinator will forward the written request to the local payroll office and will reassign the parking privilege to the next eligible employee from the waiting list.

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EXHIBIT 1

REQUEST FOR PARKING



SW-5001  
(11-81)

REQUEST FOR PARKING

<hr/>	
<small>Date</small>	
<hr/>	<hr/>
<small>Name</small>	<small>Title</small>
<hr/>	<hr/>
<small>Department</small>	<small>Room Number</small>
<hr/>	<hr/>
<small>Telephone Number</small>	<small>Supervisor's Telephone Number</small>
<hr/>	<hr/>



FOR USE OF PARKING COORDINATOR

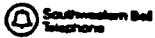
<hr/>	<hr/>
<small>Applicant Number</small>	<small>Date Received</small>
<hr/>	<hr/>
<small>Space Number</small>	<small>Date Assigned</small>
<hr/>	<hr/>
<small>Waiting Number (No Space Available At This Time)</small>	
<hr/>	

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EXHIBIT 2

SW-9110



Retain 1 year, until \_\_\_\_\_

		/01/	CHECK ONE:	
SOC. SEC. NO.	EFF. DATE	NEW ( )	CANCEL ( )	PARKING LOT CODE
LAST		FIRST		MIDDLE
EMPLOYEE NAME (PLEASE PRINT)				

SW-9110  
(REV. 3-84)  
ESP 770-270-900SW

-----  
(PARKING LOT LOCATION & SLOT #)  
I hereby request the SOUTHWESTERN BELL TELEPHONE CO., subject to the General Conditions herein, to allot from my pay in the second pay period of each month the amount of        DOLLARS beginning with        CENTS the second pay period of the month of the Effective Date above, in payment for monthly parking fees in the Parking Lot specified above.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

GENERAL CONDITIONS

1. This authorization will be cancelled immediately upon written notice from the employee to the Company, or upon written notice from the Company to the employee. No further allotments will be taken from the date of such notice, and no refund will be made of allotments already taken.
2. This authorization will be cancelled automatically, in the event of the employee's death, or termination of service with the Company, or move to a work location served by another Payroll Office; or in the event the employee obtains leave of absence in excess of one month, or if the employee substitutes parking slot (in which case employee forfeits parking slot), excluding vacations and business travel.
3. Slot allocation requires payment via payroll deduction.
4. Payroll allotments will appear on the paydraft for the second pay period of a month, as payment for fees of that month. Allotments shall be taken in full for all authorized months, and no partial-month allotments or partial-month refunds will be made.

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Retain 40 Years, Until \_\_\_\_\_  
DAP, Part F, Section 40.3

SOURCE NO. \_\_\_\_\_  
SECTION \_\_\_\_\_

SW-4490  
(Rev. 1-88)

NOTIFICATION OF MISCELLANEOUS  
TRANSFER OR ADJUSTMENT

Pack Number \_\_\_\_\_  
SHEET \_\_\_\_\_ of \_\_\_\_\_  
MONTH & YEAR \_\_\_\_\_

ITEM NO.	AMOUNT #	ACCOUNT CODE	LOCATION CODE	RESPONSIBILITY CODE-ORIGINATING	FUNCTION CODE	EXTC	RESPONSIBILITY CODE-CHARGED	EST. OR ORDER NUMBER	QUANTITY #	TR FL	MV TYPE	PRO-RATE %	FA. SO. CHRG. ACTG. USE ONLY	BIDG. SFP.	PRODUCT IDENTIFICATION CODE	
			BLDG. NO. (RENT TRANS.)					MATERIAL CODE							MOTOR VEHICLE NUMBER	MV. ACT. CODE
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

PREPARED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ CONCURRENCE (If transferred to a different RC) \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ TITLE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
DATE PREPARED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

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EXHIBIT 3  
SW-4490