

Human Resources Policy

Bridging Prior Service

01/01/2021



Purpose:

Lumen bridges service (service credit) to rehired employees previously employed by:

- Lumen or its predecessor company, CenturyTel, Inc.
- Employees whose service was recognized by an acquired company or via an asset purchase agreement. Note that employees must be employed at the acquired company on the day of acquisition to be eligible for bridging of service.

This policy applies to all U.S. based employees. This policy adjusts employee Service and PTO Quota dates only. Policy restrictions apply. For additional details, please review the Bridging Process FAQ at the end of this document.

Application:

Service is credited so equitable action may be taken on the following employee benefits:

- Paid time off, vacation, personal time.
- Service Celebrations - adjustments apply to future celebrations: credit does not allow retro-active service celebrations.
- Severance benefits in the case of a reduction in workforce.

Bridging of service does not result in automatic eligibility in these programs. Refer to each plan or applicable bargaining agreement to determine eligibility requirements.

General policy:

Bridging of service will be applied as follows:

- If employee is rehired within 60 calendar days of a termination due to an Involuntary reduction-in-force or company/business sold, service is reinstated with no break in service, using previous service and PTO dates.
- Rehire must occur within 5 years of termination. Qwest union rehire rules follow the guidelines set forth in the Qwest Pension Plan.
- Prior part-time service will not be bridged if it was followed by a break in service.

For questions on this policy, please open an HR Ticket by searching "HR Connect" on the company intranet.

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: 01/01/2021
Owner: Human Resources
Approval: EVP Human Resources
Scope: US Employees

Bridging of prior service frequently asked questions

What is bridging of service?

The bridging of service process gives credit for prior service that is eligible under the bridging policy. This service credit is applied to certain benefits, including Paid time off, vacation, service celebrations and severance.

When will my prior service be bridged?

If eligible, prior service will be bridged when you rehire.

How will I know if my service is bridged?

You will be able to determine your service has been bridged by reviewing the accrual rate of your PTO or vacation on your paycheck.

Do I have to rehire within a certain timeframe?

An employee must rehire within 5 years of termination.

What service is eligible to be bridged?

Prior service must have been with one of the following organizations in order to be credited:

1. Lumen or its predecessor, CenturyTel, Inc. - Companies acquired by Lumen unless a purchase agreement includes a provision regarding credited service.
2. Only service credited by the acquired company will be credited by Lumen.
3. A majority-owned subsidiary of one of the companies listed above.

The employee's service must have been fully recognized by the company at the time of the employee's separation to be eligible for bridging.

Is service with a Company that Lumen acquires eligible for bridging?

If you are active at the acquired company on the date it is acquired, Lumen will honor service that was recognized by the acquired Company. No action is required, your service is moved to Lumen with you.

I used to work for Level 3, why isn't my service bridged?

You must be active at a company when it was acquired by Lumen. Level 3 was acquired on 11/01/2017. If you terminated from Level 3 before that date and were not an employee of Level 3 at acquisition, your prior Level 3 service is not eligible for bridging. This rule applies to all acquired companies.

If you have questions regarding eligibility of bridging, please open a ticket through SuccessFactors.

I am a current Lumen employee and had previous service with a company that was acquired, why isn't that service bridged?

If you had prior service with an acquired Company but were an employee of Lumen on the date of acquisition, your prior service with the acquired Company is not eligible to be bridged. You must have been an employee of the acquired Company at the time of acquisition.

If you have questions regarding eligibility of bridging, please open a ticket through SuccessFactors.

What Companies has Lumen recently acquired?

Recent acquisition were:

11/01/17 – Lumen acquired **Level 3**

04/01/11 – Lumen acquired **Qwest**

07/01/09 – CenturyTel acquired **EMBARQ**

I am a member of a Union. How does this apply to the bridging process?

As of 01/01/21, this bridging policy applies to all Lumen rehires including union represented employees. Certain exceptions apply to the Qwest union, please see the next question.

I am a member of the Qwest union. What happens I do not meet the bridging rules at rehire, but my TOE date is later adjusted.

If you do not meet the bridging rules when rehired, your service and vacation/PTO dates will not be adjusted. If your TOE date is later adjusted by the Pension Service Group, your vacation/PTO date will also be adjusted.

Is Temporary/contract or Part-time service eligible to be bridged?

Temporary and contractor service is not creditable and is not eligible for bridging. Prior part-time service is not eligible to be bridged if it was followed by a break in service.

What benefits does service credited through bridging apply?

Service adjustments are applied to the following benefit eligibility: Paid time off, vacation, personal time, Service Celebrations and Severance benefits in the case of a reduction in workforce.

Service adjustments do not apply to Flexible Time off (FTO), retiree health or life benefit eligibility, pension, 401(k) plans. Also, this process does not apply to seniority or Term of Employment (TOE) dates; these dates are adjusted through different processes.

For questions regarding seniority or TOE dates, please open a ticket through SuccessFactors.

What is the Mandatory Portability Agreement and how can I apply?

The Deficit Reduction Act of 1984 included a provision that extended portability of service credit to certain employees who were affected by the divestiture of the Bell System. You must have been employed at a Bell System Company on December 31, 1983 for your service to be considered for recognition under the Mandatory Portability Agreement and you must currently be a member of the Qwest collective bargaining group.

The Mandatory Portability Agreement provides for recognition of prior service credit for certain employees who change employment between MPA Interchange Companies and meet specific requirements, and will be applied as applicable.

To apply to Port your prior Bell System service, contact The Pension Service Center at 800-729-7526 options 1 & 3.

Additional Questions?

If you have questions regarding this Policy, please open a ticket through SuccessFactors.