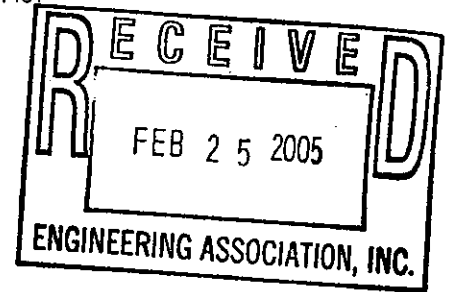


Tennessee Valley Authority, 400 West Summit Hill Drive, Knoxville, Tennessee 37902-1401

Peyton T. Hairston, Jr.
Senior Vice President
Employee Relations and Diversity



February 24, 2005

Ms. Gay Henson
Valley-Wide President
Engineering Association, Inc.
34 Market Square
Knoxville, Tennessee 37902

Dear Ms. Henson:

Congratulations again on your recent election to the position of Valley-Wide President of the Engineering Association, Inc. (EA). As we discussed during our meeting last week, 2005 will be a busy year for TVA and the EA.

As you may be aware, unions representing TVA employees periodically raise questions about TVA policies and practices as they apply to employees who are serving as union representatives. Those most frequently discussed in this context are (1) Pay for Attending Meetings, (2) Communications Practice 7 Accessing and Using TVA Internet and Electronic Mail Resources, (3) Communications Practice 8 Accessing and Using TVA Corporate Computing Resources, and (4) Union Organizing and Rules Prohibiting Solicitations. For your convenience, I am enclosing a copy of each of these policies and practices.

Please call me with any questions concerning these policies and practices.

Sincerely,

A handwritten signature in black ink, appearing to be "P. Hairston, Jr.", written over a circular scribble.

Peyton T. Hairston, Jr.

Enclosures

Pay for Attending Meetings (TVA Practice)

March 15, 1996

Mr. George T. Blaylock
Chairman, Construction Division
Southern Region
International Brotherhood of Teamsters
Post Office Box 5505
Ft. Oglethorpe, Georgia 30742

Mr. Pascal DiJames, Administrator
Tennessee Valley Trades & Labor Council
269 Cusick Road, Suite A
Alcoa, Tennessee 37701

Ms. Faye Orr, Chairperson
Salary Policy Employee Panel
323B Chattanooga Bank Building
Chattanooga, Tennessee 37402

Dear George, Patti, and Faye:

During the past couple of months, we have been getting questions from union representatives, employees and managers regarding the payment of expenses of employees/union representatives when attending TVA meetings. As you know, we distributed the TVA Practice by letter dated August 30, 1993. Since questions have started arising again, enclosed for your information is a copy of that August 30 letter and TVA practice. We hope this will be helpful in answering any questions you may receive. and we will also distribute to our human resource officers for their use.

Thank you for your help on this.

Sincerely,

original signed by

John E. Long, Jr.
Manager, Labor Relations Operations

Enclosures

August 30, 1993

Ms. Faye H. Orr, Chairperson
Salary Policy Employee Panel
323B Chattanooga Bank Building
Chattanooga, Tennessee 37402

Mr. Charles F. Ashley
Assistant Administrator
Post Office box 599
Sweetwater, Tennessee 37874

Mr. George T. Blaylock, Chairman
Construction Division
Southern Conference of Teamsters
International Brotherhood of Teamsters
2385 Wall Street, Suite 500
Conyers, Georgia 30203

Dear Faye, Charlie, and George:

For the past several months, we have had an increasing number of questions from employees, union representatives, and managers relating to the payment of expenses of employees/union representatives when attending TVA meetings. In response to those questions and to further have consistency in our pay practices, the Labor Relations staff compiled our current practices in one easy to follow document which is enclosed.

You will note that for this year we have agreed to depart from our practice regarding payment for the Valley-wide Cooperative Conference. TVA has agreed to pay the expenses for all LJCC officers for the 1993 event.

We hope this information is helpful to you. We will be providing this information to our Human Resource Managers for their use in responding to questions on pay for attendance at various meetings.

Sincerely,

(original signed by)

Steven D. Kirkham
Vice President
Employee Relations

PAY FOR MEETING/CONFERENCE/FUNCTION ATTENDANCE

Meeting/Conference/ Function with Examples	TVA Practice
Contract Negotiations (e.g., official time set aside for contract and wage/salary negotiations. Generally 1-3 weeks in length.)	Salaries and travel expenses are paid by the unions or representatives.
Salary Survey (e.g., time spent conducting salary survey, official or joint meetings to discuss the process)	If joint process, TVA will pay salary* of official committee members or their alternate (but not both). Unions pay travel expenses.
Fact finding teams	TVA will pay salary for fact finding team members prior to third party intervention because we recognize this as a joint work group. Unions pay travel expenses.
Mediation	Share cost of mediator. Unions pay costs for salaries and travel expenses.
Arbitration (e.g., as part of negotiation dispute resolution)	Share cost of arbitrator. Unions pay costs for salaries and travel expenses.
Joint work groups (e.g., work groups established as a result of negotiation, Employee Worklife issues)	TVA pays salary and use of TVA car for appointed work group participants. Unions pay travel expenses.
"Agency" grievances (Salary Policy only)	Salaries and travel expenses are paid by the unions or representatives.
Facilities for TVA/union meetings	TVA prefers to meet on-site. When on-site facilities are not available, TVA will pay for joint meeting space off-site. If Panel/Council requests to go off-site, expenses for joint space will be shared equally and each party pays for any non-joint expenses. TVA pays salary and use of TVA vehicle.

*The term salary refers to "no loss of pay." TVA does not pay any overtime, compensatory time, etc.

Joint meetings with corporate Labor Relations staff	TVA pays salary and use of TVA vehicle for elected representatives to the Panel, Council, and Teamsters.
	Unions pay travel expenses.
Joint meetings noncorporate (e.g., quarterly meetings with Generating Group)	TVA pays salary for elected representatives to the panel, Council, and Teamsters.
	Unions pay travel expenses.
Joint Training (e.g., DUR, Win/Win, Guidechart)	TVA pays salary for employees selected to participate.
	Unions pay travel expenses.
TVA special called meetings and joint conferences (e.g., Leadership Forum, meetings with Board/GAG, Quality meetings, Diversity conferences)	TVA pays salary and travel expenses to invited TVA participants.
Valley-wide Cooperative Conferences	TVA pays salary and travel expenses for secretary.
	Salary and travel expenses are paid for employee representatives and other TVA employees invited to attend.
Participation in Special Events (e.g., Savings bonds, CFC)	If TVA requests participation, we pay salary and travel expenses of employees.
Functions of a social nature (e.g., retirements, receptions, farewell parties). Attendance is optional.	If the unions choose to attend these functions, they pay salary and travel expenses.
Contract grievances	Salary paid by TVA for appropriate witnesses and appropriate job steward/DUR.
	Unions pay travel expenses.
Arbitration relative to contract grievances	Salary is paid by TVA for appropriate witnesses and appropriate job steward/DUR.
	Unions pay travel expenses

Tennessee Valley Authority, 400 West Summit Hill Drive, Knoxville, Tennessee 37902-1499

John E. Long, Jr.
Senior Vice President
Labor Relations

April 12, 2000

Mr. Calvin Underwood
Valley-Wide President
Engineering Association, Inc.
34 Market Square
Knoxville, Tennessee 37902

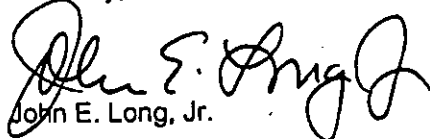
Dear Mr. Underwood:

As you know, many employees now use TVA computers and network-related resources in the performance of their work. Most employees are aware that they should have no expectation of privacy when using these TVA resources, including the Internet and Electronic Mail (e-mail) for any personal matters. As a reminder, and to help protect its computer resources from unauthorized access by outside parties and from malicious viruses and possible misuse, TVA will place logon warning banners on its network servers, desktop computers, and homepages beginning April 17, 2000. An example of these banners is that which will appear when employees log on to TVA's network servers:

This computer system is owned by the Tennessee Valley Authority (TVA), an agency of the United States. Computing resource users are individually responsible for the use of all resources assigned to them. Please be aware that information, including personal information, placed on or sent over this system may be monitored. During monitoring, information may be examined, recorded, copied, and used as part of administrative, criminal, or personnel actions as identified in Communication Practices 7 and 8. Use of this computer system, authorized or unauthorized, constitutes your consent to monitoring of this system. This computer system and all related equipment, networks, and network devices (including Internet access) are provided to authorized users for authorized purposes only as described in Communications Practices 7 and 8.

Please feel free to call me or a member of my staff if you have any questions about this matter.

Sincerely,


John E. Long, Jr.

**COMMUNICATIONS
PRACTICE 7**

Accessing and Using TVA Internet and Electronic Mail Resources

WHAT

TVA provides Internet, Intranet, and Electronic Mail (e-mail) resources for authorized purposes for employees and, in some cases, for the employees of TVA contractors (collectively, "employees"). This practice establishes authorization for employee use of TVA Internet, Intranet, and e-mail resources and development of Internet applications and publications.

WHO

- TVA Employees
 - Contractors
-

WHY

TVA provides these resources to TVA employees to facilitate and enhance their ability to perform their work at high levels of productivity and business efficiency. In keeping with that purpose, conservation, protection, and the security of computing hardware and network resources are essential for TVA's business operations.

HOW

BUSINESS USE OF THE INTERNET, INTRANET, AND E-MAIL

TVA supplies Internet hardware, software, network interconnections, and e-mail for business use for employee communications, computer applications, and workflow automation. Internet services will be allocated to individuals as determined by their Chief Officer or direct reports to the Board of Directors. Employees must follow the TVA's Corporate Identity guidelines for posting materials and the TVA's Standards of Ethical Conduct.

TVA Internet facilities automatically collect usage information for service management

purposes and may be read by the appropriate systems administrator and management. Employees should have no expectation of privacy for the content of messages or files sent, received, saved, or maintained on TVA computing resources; or to the identification of sites accessed through Internet, Intranet, e-mail, or file transfers. Use of TVA's computing resources constitutes consent to monitoring, copying, and using any computer records.

PERSONAL USE OF THE INTERNET AND E-MAIL

Personal use of the Internet, Intranet, and e-mail is prohibited except for the incidental, acceptable use described below. Prohibited personal use may result in disciplinary actions.

USE GUIDELINES

The following guidelines are provided to help employees determine approved official use and acceptable incidental use of Internet, Intranet, and e-mail facilities.

Approved Official Use - The following are approved official uses of the Internet, Intranet, and e-mail:

- To support TVA work activities.
- To access information, news, practices, standards, or procedures that are related to TVA business.
- To access and maintain personal information pertaining to TVA employment, such as human resources, training, expense reimbursement, travel, and the TVA Retirement System.
- To perform research for classes for which TVA provides reimbursements.
- To correspond with instructors and classmates regarding TVA-sponsored school assignments.
- To correspond with immediate family members while in travel status.
- For job searches, if you have been formally notified that your job is at risk.
- To access any site or activity not mentioned above that has been officially approved by TVA Chief Officers.

Acceptable Incidental Personal Use - The following are acceptable incidental uses of the Internet, Intranet, and e-mail:

- For personal use of the Internet limited to web site visits of reasonable duration and frequency which do not adversely affect the employee's performance of official duties and which are not listed as an Unacceptable Use.
- For personal use of e-mail limited to point-to-point e-mail messages or web transactions of short duration to conduct personal business (consistent with the policy for personal local telephone calls) (no broadcasts or mass mailings) which do not adversely affect the employee's performance of official duties and which are not listed as an Unacceptable Use.
- To access and use electronic bulletin boards or news groups that have been approved and sanctioned for personal use.

Unacceptable Use - The following unacceptable uses of the Internet, Intranet, and e-mail are prohibited:

- To intentionally or recklessly damage or interfere with computer or network resources, computer data, the activities of others, files, programs or other information.
- To "surf" (aimless exploration from one web site to another without a specific business purpose).
- To gain any personal monetary/commercial profit including trading or selling, or to operate a business or solicit employment except as described above.
- To send or access e-mail or other communications, images, files, or programs containing offensive or harassing statements, hate speech, or sexually explicit material, including comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- To initiate or forward electronic chain letters.
- To engage in illegal activities such as forgery, misrepresentation, and other security-related violations of applicable rules and regulations (e.g., e-mail forgery) or activity inconsistent with the TVA Standards of Ethical Conduct or to threaten, harass, or engage in other criminal offenses.
- To download or upload to the Internet, or transport across the TVA network, material that is illegal, proprietary, or in violation of copyright laws or TVA guidelines.
- To use Internet-based screen savers without approval from Chief Officers, direct reports to the Board, or designated representatives.
- To access non-business sites that incur a charge to TVA.
- To use Internet-based audio, video, or radio services for entertainment purposes.
- To access or attempt to access another individual's data or information, or to use or attempt to use another individual's password without a "business need to know" justification.

BLOCKING INTERNET SITES

TVA may block an employee's access to Internet sites that TVA believes are not needed for employees to perform their TVA work. Examples of sites that will be blocked are pornography sites, hate sites, and other sites that are clearly not related to TVA business. In the event an employee believes that access to a blocked site is necessary for the employee to perform his or her TVA work, and the employee's manager at the Vice President level or higher so approves, access to the blocked site will be restored.

DEVELOPMENT OF INTERNET APPLICATIONS AND PUBLICATIONS

The TVA Internet and e-mail policy is published to address critical issues such as exposure of business sensitive information, consistency in corporate image, maintenance and timeliness of material presented on web pages, and access security. TVA business units engaged in InsideNet or Internet applications development and publishing shall conform to the provisions of the TVA Internet Development Procedure, which contains instructions on Internet development and publishing. Information Services maintains the procedure. Also, Information Services maintains and controls the technical environment for all Internet development on both the private TVA Network (referred to as the InsideNet or Intranet) and TVA's external public Internet site. This includes access control, security, software, and hardware, as well as procurement of all Internet site (domain) names, regardless of whether the site is housed on TVA premises or a commercial Web hosting facility.

For TVA public web sites, Corporate Communications is responsible for providing final approval for content and facilitating issues of business sensitivity and consistency in corporate

image.

Organizational approval for posting material to the InsideNet or Internet is controlled at the Chief Officer and Board direct report level. Chief Officers direct the development of Internet procedures that are specific to their organizations and delegate responsibility for approval of Web pages as appropriate

ELECTRONIC AUDITING

There is no expectation of privacy with respect to an employee's use of the Internet, Intranet, or e-mail.

A "Logon Warning Banner" notifies users that monitoring is in place. An automated log analysis program will also monitor incoming log entries, and events or trends indicative of potential security problem will be reported to the affected system administrators and management.

Users should be aware that specially designated TVA system administrators are authorized to periodically audit, inspect, and/or monitor Internet, Intranet, and e-mail activity as deemed appropriate.

Monitoring of the substance of personal, medical, attorney-client, or financial information transmitted by or to an employee over TVA computer resources for TVA or TVA Retirement System purposes is prohibited, except as provided below.

A Chief Officer of TVA in the employee's organization may authorize the monitoring of an employee's personal, medical, attorney-client, or financial information upon stating in writing that circumstances justify monitoring in the particular instance.

Moreover, because of the unique nature of their duties, employees in the Office of the Inspector General may need to vary from these practices when their judgment is called for in the pursuit of their duties. Such variances will be authorized by the Inspector General or his/her designee on a case-by-case basis according to guidelines issued by the Inspector General.

Allegations of abuse of this practice shall be referred to the appropriate TVA Officer in the employee's organization or the Office of the Inspector General for investigation and coordination within TVA or other governmental authorities, as appropriate.

Nothing in this policy limits the protection provided to certain records by the Privacy Act.

Electronic monitoring within all TVA networks ensures its integrity and security. In specific situations, monitoring may be used to support identification, termination, and/or prosecution of unauthorized or illegal activity. Employees and contractors are notified by this practice that electronic monitoring is used. These electronic monitoring mechanisms are capable of recording:

- Access to the system, including successful and failed login attempts, and logouts.
- Inbound and outbound file transfers.
- Terminal connections (Telnet) to and from external systems.

- Sent and received e-mail messages, files.
- Web sites visited, including uniform resource locator (URL) of pages retrieved.
- Date, time, and user associated with each event.

A "Logon Warning Banner" notifies users that auditing and monitoring are in place. An automated log analysis program will also monitor incoming log entries, and events or trends indicative of a potential security problem will be reported to the affected system administrators and management. Users should be aware that specially designated TVA system administrators are authorized to periodically audit, inspect, and/or monitor Internet, Intranet, and e-mail activity as deemed appropriate.

ROLES

Information Services

- Information Services (IS) provides and/or develops procedures to assist business units with Web pages. IS evaluates emerging technology for appropriate use at TVA and provides technical training and technical support for IS supported products which adhere to industry standards. IS provides the technical expertise in operating systems and applications development to assist the business unit in the technical implementation of Internet applications.
- With the input from the affected organizations, IS shall establish guidelines for those employees, such as system administrators, who have access to or use of information under this practice.

Corporate Communications

- Corporate Communications provides resources (documents and/or people) to help TVA's business units address content issues such as information correctness and business sensitivity.

TVA Business Units

- Business units ensure that published information complies with the TVA Internet Development Procedure, as well as establish guidelines for their organizations, if necessary.
-

RESOURCES

- Information Services
- Corporate Communications
- Office of Inspector General
- Office of General Counsel
- TVA Police

COMMUNICATIONS PRACTICE 7

Accessing and Using TVA Internet, Intranet, and Electronic Mail Resources

Last Revised 04/01

| [Principles & Practices](#) | [Employee Relations Site](#) |

**COMMUNICATIONS
PRACTICE 8**

Accessing and Using TVA Corporate Computing Resources

WHAT

TVA corporate computing resources and online services are defined as electronic mail, public folders, electronic bulletin boards, Internet (external), Intranet (internal), online applications, computer systems, and telecommunications equipment (data and voice). This communication practice establishes authorization and appropriate use of computing resources both internal and external to the Tennessee Valley Authority.

WHO

- TVA Employees
- Contractors

Access is authorized by TVA organizational management and the issuance of individual computer accounts and IDs. Computing resource users are individually responsible for the use of all resources assigned to them, and the sharing of IDs and passwords is prohibited.

WHY

Access to and the responsible use of information resources are essential to the pursuit of efficient business practices. TVA encourages the use of computing resources to enhance productivity through the efficient exchange of information necessary to accomplish the agency's mission. Use of all computing resources in TVA is to be utilized in support of legitimate TVA business interests.

HOW

All computers (servers and desktop computers), software license rights, internal computer networks, and the information residing on these computers and networks are viewed as corporate assets by TVA. Computer systems will display a logon banner similar to the following

to advise users of TVA's intentions to monitor the use of these systems:

This computer system is owned by the Tennessee Valley Authority (TVA), an agency of the United States. Computing resource users are individually responsible for the use of all resources assigned to them. Please be aware that information, including personal information, placed on or sent over this system may be monitored. During monitoring, information may be examined, recorded, copied, and used as part of administrative, criminal, or personal actions as identified in Communications Practices 7 and 8. Use of this computer system, authorized or unauthorized, constitutes your consent to monitoring of this system. This computer system and all related equipment, networks, and network devices (including Internet access) are provided to authorized users for authorized purposes only as described in Communications Practices 7 and 8.

GUIDELINES FOR APPROPRIATE USE OF TVA COMPUTING RESOURCES

- The use of software is governed by the terms of license agreements between TVA and software companies. Copying of software is prohibited unless specific right-to-use letters are in place from the software company. Home software on TVA equipment is prohibited.
- Business sensitive or confidential TVA information and third-party information in an employee's custody are to be used only in the performance of official TVA business. Such information (electronic or printed form) is not to be divulged to any external entity unless warranted and authorized by the appropriate TVA official. The confidentiality of data and information is to be maintained by TVA policy and federal law.
- Intentional attempts to gain access to TVA information or computing facilities for which individual authorization is not granted are prohibited. This includes utilizing TVA equipment to gain access to other organizations' information or facilities which are not freely published via the Internet.
- Vandalism or malicious attempts to harm or destroy equipment, materials or data of TVA or any other organization via the Internet are prohibited. This includes, but is not limited to, uploading or creation of computer viruses for the purpose of damaging or altering information or data. Such action will result in disciplinary action or termination.
- Appropriate standards for civility are to be used when using computer resources to communicate with fellow employees, business partners, and suppliers. Improper use constitutes placing unlawful, abusive, or objectionable language in either public or private messages. Messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, offensive language, chain letters, unauthorized broadcasts, or any types of activities which consume resources and cause network congestion are prohibited.
- TVA computing resources are not to be used for personal gain, outside business activities, political activity, charitable activity, or promotion of personal, political, or religious beliefs.
- Forgery or tampering with any online service is a violation of TVA policy. Examples of such are intentionally impersonating someone else and/or misrepresenting yourself; modifying a message content and forwarding it without noting the changes made; fabrication of a message and/or sender of a message; bypassing message/mail system security in a malicious manner such as bogus account creation; and modifying mail transport headers to forge a routing path that a message takes through the Internet.
- Employees/contract employees should ensure that information is located on the

- appropriate servers and that these servers are regularly backed up; backup any critical data which resides on desktop personal computers; and ensure the security of any corporate data being transported on laptop computers.
- TVA desktop computers are to be viewed as corporate assets and not personal computers. Nonsupported, nonstandard software should not be installed on desktop computers. Shareware, screen saver programs, or vendor software from the Internet should not be installed. TVA has a standard core set of office components and will move to new releases of office system technology and operating systems as an organization and when business interests warrant. All Information Services technical support, training, and installation and maintenance activities are aligned with the core set of desktop technology. Information Services will utilize automated tools to discover, audit, and deliver new software releases and assist problem resolution over the network.
 - Information Services' technical support organizations are authorized to download new/revised device drives and product upgrades from vendor Internet sites in the normal course of their duties.
 - PC-based applications utilized by organizations to support unique business functions approved by organization management are supported standard products. Information Services will test all future releases of the standard desktop with organizational quality assurance procedures to maintain interoperability.
 - Electronic mail is not guaranteed as private communications. Mail that leaves TVA and is routed via the Internet cannot be guaranteed as private due to the current design of the Internet. Appropriate TVA management and system administrators may see the contents of all electronic mail messages and share these with the OIG, OGC, IT Security, and TVA Police for purposes of administering this and other TVA policies and practices. All employees are advised that TVA has the right to access such data as needed without prior notice. Such access applies equally to digital data streams on the network, stored and archived digital data, hard copy data, video image data, and sound- or voice-generated data. Employee use of TVA's electronic mail system constitutes acceptance of these provisions.

PROCEDURES FOR HANDLING ALLEGED ABUSE OF TVA COMPUTING RESOURCES

Upon receipt of any complaint of alleged abuse of TVA computing resources, the Senior Vice President of Information Services or his/her designee shall determine whether enough cause is warranted to instigate action based on TVA Principles & Practices manual.

Appropriate TVA officials will be notified. Actions for abuse may result in warnings, termination, or judicial proceedings based on the severity of the offense.

Because of the unique nature of their duties, employees in the Office of the Inspector General may need to vary from these practices when in their judgment it is called for in the pursuit of their duties. Such variances will be authorized by the Inspector General or his designee on a case-by-case basis according to guidelines issued by the Inspector General.

Please refer to TVA Principles & Practices, Communications Practice 2, Telephone Use, the TVA Internet Development Procedure, and Communications Practice 7, Accessing and Using TVA Internet, Intranet, and Electronic Mail Resources for more detailed information regarding telephone use and the use of TVA Internet and electronic mail resources. Appropriate personal use of these services are detailed in those communication practices.

ROLES

TVA Employees and Contract Employees

- Ensure that all computing resources are used to support legitimate TVA business interests.
- Abide by the terms of license agreements and acknowledge that software programs are subject to copyright and patent law as defined in the license agreement.
- Treat data and information maintained in the performance of duties as a valuable corporate resource.
- Exercise good judgment when using computer resources to communicate with fellow employees, business partners, and suppliers.
- Properly account for computer hardware assigned by factually completing the SMS MIF form which inventories all hardware on a monthly basis.

Information Services

- Administer, protect, and monitor all computing assets.
- Establish and support reasonable standards of security for electronic information that TVA employees produce, use, or distribute in the course of their duties. Ensure the privacy and accuracy of such information.
- Protect TVA computers, networks, and information from destruction, tampering, and unauthorized inspection and use.
- Ensure that information technology resources are used to support activities necessary to achieve TVA's mission and goals.
- Delineate the limits of privacy that can be expected in the use of networked computer resources both within and external to the agency.
- Ensure business practices are in place which minimize the loss of important information because of hardware, software, or administrative failures or breakdowns.
- Communicate policies and individual responsibilities systematically and regularly.
- Monitor policies and propose changes as events or technology warrant.
- Manage Information Services' facilities and resources so all TVA organizations benefit from the use of information technology.
- Enforce policies by restricting access in case(s) of serious violations. Assist the appropriate officials for follow-up and resolution of violations.

TVA Business Units

- Work with Information Services to establish quality assurance mechanisms to ensure interoperability with TVA's standard desktop.

RESOURCES

- Information Services
- Office of the Inspector General

**COMMUNICATIONS
PRACTICE 8**

Accessing and Using TVA Corporate Computing Resources

Last Revised 9/00

| [Principles & Practices](#) | [Employee Relations Site](#) |

**COMMUNICATIONS
PRACTICE 2**

Telephone Use

WHAT

TVA allows employees to make authorized local and long distance calls while at work and while traveling on company business. This practice establishes the types of calls employees are authorized to make from TVA phones or during the course of business travel.

TVA provides each location with the telecommunications equipment necessary for conducting its business, and employees should ensure that any personal phone use does not interfere with their organization's ability to conduct company business.

Some TVA telephone systems automatically collect such information as the called number, the calling number, the time of day, and the duration of long distance calls. Call detail devices **do not** monitor conversation. Listings of individual calls may be provided to:

- The manager of the accountable organization.
- An authorized representative of the Inspector General.
- An authorized representative of the General Counsel.
- Others when required by law or at TVA's discretion as authorized by the Privacy Act.

WHO

This practice is applicable to all TVA employees and to contractors performing work on TVA premises and/or authorized to charge calls to TVA from a non-TVA telephone.

WHY

Adequate telecommunications equipment and good records of business phone use are essential to TVA's business operations and for control of TVA costs.

Employees must be able to remain in touch with family members during the work day and during business travel.

HOW

Authorized Business Use

Long-Distance Calls

TVA-provided long-distance services are to be used only to conduct official TVA business, including those calls which are of reasonable frequency and duration when the employee:

- Calls home to "check in" while traveling on TVA business.
- Calls home within the local commuting area (i.e., where the employee begins and ends the normal work day).

The cost of these authorized calls will be paid by TVA. However, employees should be particularly sensitive to the use of TVA facilities and the associated costs to TVA for these calls. Willful abuse may result in disciplinary action(s) described under Personal Use in this practice.

Cellular Phones

Full-time TVA employees whose jobs require the use of a cellular phone to conduct TVA business may request TVA-provided cellular service. TVA-provided cellular service may be used to place and receive personal calls if the employee reimburses TVA in accordance with the Cellular Phone Reimbursement Policy. Employees are also eligible to receive reimbursement for official business calls placed on personal cellular equipment in accordance with the Cellular Phone Reimbursement Policy.

Long Distance Calling Cards

TVA provides telephone credit cards for business use by employees who travel, including use for those calls as described under Long Distance Calls. Requests for these cards are made through the employee's organization (refer to Business Practice 3, Credit Cards).

Operator Services

Chattanooga, Knoxville, Muscle Shoals, Browns Ferry Nuclear, Sequoyah Nuclear, and Watts Bar Nuclear switchboards are attended 24 hours. Local public telephone directories list the number in each city. Business calls (including those authorized when traveling) from non-TVA phones in these locations should be placed through the local TVA switchboard to avoid long-distance charges.

Collect Calls

Employees may accept collect calls only when required for conducting TVA's business.

Hotel/Motel Calls

Employees traveling on TVA business should use the TVA switchboard when in locations listed under Operator Services, or should use a TVA telephone credit card when not in these locations. Calls may be charged to hotel room accounts if neither of these two options are available.

Personal Use

Personal use of TVA telephones is limited to calls of reasonable duration and frequency which do not adversely affect the employee's performance of official duties. Long-distance personal calls which are made from TVA telephones must be:

- Charged to a personal telephone or major credit card.
- Charged to the caller's home telephone or other non-TVA telephone account ("third-party billing").
- Charged to the called party ("collect call").
- Made to a toll-free (800-type) number.

Personal Long-Distance Calls

Personal long-distance calls using TVA-provided facilities with costs charged to TVA are prohibited, and willful violation may result in criminal, civil, or administrative action including suspension or dismissal. Reimbursing TVA for unauthorized calls does not exempt an employee or contractor from appropriate administrative, civil, or criminal action. TVA shall be reimbursed for unauthorized calls as follows:

- **Commercial Toll Calls**
Provide the residential or business telephone number to TVA for rebilling by the appropriate telephone company (with offsetting credit to the TVA account).
- **Other Long-Distance Calls (Including FTS2000)**
Submit a valid personal or corporate check made payable to TVA Cash Management for an amount calculated in accordance with Chief Financial Officer instructions.

TVA may agree to collect payment through payroll deduction if requested by the employee. It may also elect to collect payment through payroll and/or Retirement System deduction if the obligation is not otherwise satisfied by the employee or through Accounts Payable deduction if the obligation is not otherwise satisfied by a contractor.

ROLES

TVA Employees and Contract Employees

- Ensure that local personal calls are of reasonable duration and frequency.
- Charge personal long-distance calls to a non-TVA account.
- Exercise good judgment and remain sensitive to the cost of all long-distance calls charged to TVA.
- Reimburse TVA for the actual cost of personal calls made or received using a TVA-issued cellular phone.

Telecommunications Division

- Provide the telephone services required to enable employees to conduct TVA business effectively.
- Administer programs to keep organizations informed regarding the telephone services used.
- Administer call detail information systems, including compliance with applicable provisions of the Privacy Act.

Procurement

- Provide the cellular services and equipment required to enable employees to conduct TVA business effectively.
- Administer programs to keep organizations informed regarding cellular services used.
- Administer cellular call detail information systems, including compliance with applicable provisions of the Privacy Act.

Organizations

- Identify those who are eligible to receive various types of services.
- Ensure that their use of telecommunications service is commensurate with the business operations carried out.

RESOURCES

- Information Services - Telecommunications
- Procurement

COMMUNICATIONS PRACTICE 2

Telephone Use

Last Revised 5/00

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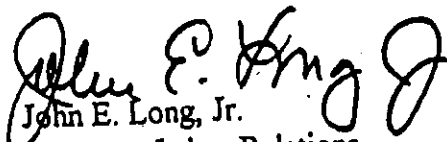
Those listed on Page 2

UNION ORGANIZING AND RULES PROHIBITING SOLICITATIONS

As you are aware, the International Brotherhood of Electrical Workers (IBEW) is engaged in a campaign to organize TVA's engineers and other employees who are presently represented by the Engineering Association (EA). However, the IBEW has not requested recognition, or claimed to be the exclusive bargaining representative for these employees, and TVA continues to recognize the EA as the designated bargaining representative for employees holding positions in SC, SD and SE schedules (except for those employees holding positions on the SC schedule who are represented by Association of Professional Chemists and Chemical Engineers).

Many of you have raised questions concerning conduct that is appropriate for the organizers and employees who are the subject of the organizing campaign. The restriction on annual trades and labor employees and their union representatives from soliciting for union membership or dues during working hours is addressed in Supplementary Schedule B-VII.A of the General Agreement. In essence, annual trades and labor employees and their representatives may not solicit employees to join a union during working hours, collect dues, or ask employees to leave their workplaces without permission from their immediate supervisor. Similarly, under Supplementary Agreement 20 of the Articles of Agreement, organizational activities are not among the working time duties appropriate for salary policy job steward/employees. See also Supplementary Agreement 18:C of the Articles of Agreement, which states that employees attending union meetings during worktime must be on annual leave, leave without pay, or by making shift swaps or prearranged schedule adjustments requested sufficiently in advance to avoid any premium pay to another employee. Thus, salary policy employees are not permitted to engage in organizing activities, on either the giving or the receiving end, during their working time.

Any organizing activities occurring during working time should be reported to your organization's labor relations specialist.


John E. Long, Jr.
Manager, Labor Relations
ET 6D-K

Those listed on Page 2

Those listed
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UNION ORGANIZING AND RULES PROHIBITING SOLICITATIONS

Dave Beckler, ET 6D-K
DeWitt Burleson, ET 8C-K
Pat Cate, ET 6B-K
Vyrone Cravanas, ET 6D-K
Keith Fogleman, LP 3A-C
Cid Heidel, SP 5H-C
Pete Johnson, LP 3G-C
Rick Kennedy, WT 3D-K
Heather McClure, ET 6D-K
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James Spisak, ET 6D-K
Donna Wilson-Renner, ET 6D-K

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Vickie Ellis-Felkley, WT 3D-K
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hem:IBEWorg.EA