



Expression of Interest Information Portland Newspaper Guild/Waterville Unit, Local 31128

This document contains information related to the “Expression of Interest” process available in certain areas affected by the reduction in workforce. An Expression of Interest is an opportunity for employees in selected areas to volunteer to be considered for separation from the company with severance benefits. Availability of this opportunity will vary by department and work area, as business needs are different.

We prefer that employees who may want to leave be given consideration unless an employee’s unique skills and experience, or some other prevailing business need, prevent us from accepting an expression of interest. We will seriously consider all submissions but cannot guarantee that every Expression of Interest submitted will be accepted. Employees should understand that not expressing interest is no guarantee that they will not be involuntarily impacted by this reduction.

Any employee making a decision about whether to submit an Expression of Interest will be considering many different factors. It is important to note that department heads and managers will not view a submission of interest as disloyalty to the company or to co-workers. Expressions of Interest will be kept as confidential as possible by the company.

Severance

The company will offer contractual severance as described in the respective collective bargaining agreement. Severance payments will be paid weekly at the applicable weekly rate until exhausted.

Eligibility for Severance Package

In order to be eligible for the severance package, any affected employee must remain an employee through the determined last day of work and satisfactorily perform all job-related duties and functions that may be assigned through the last day of work. If an employee is terminated for cause, resigns, has resigned or retires before the expected last day of work, he or she will be paid only through the last day of employment and will not be entitled to the severance package. It is the company’s expectation that employees will continue to perform the full duties of their position and abide by all company policies.

Vacation Pay

Affected employees will receive vacation pay consistent with company policy.

Health and Welfare Benefits

Medical insurance coverage continues until the last day of the month in which the employment of an affected employee terminates. Under a federal law known as COBRA, terminated employees are eligible to continue existing group medical and dental plan insurance for themselves, their spouse and/or any covered dependents at their own expense for up to eighteen months from the date employment terminates. Affected employees will receive a separate notice on how to continue this insurance.

Unemployment Compensation

The company will report to the Maine Department of Labor that your employment was terminated due to a Reduction in Force, as well as any vacation and severance pay received. Please contact your local Employment Security office if you wish to apply for unemployment benefits.

Expression of Interest Process and Timeline

If you would like to submit your application, please sign and return the attached Expression of Interest Form to Cindy Stevens, Central Maine Advertising Director, or Karen Dobbyn, Human Resources Director, no later than **5 pm on Friday, August 14, 2009**. Employees who submit an Expression of Interest can expect to hear a decision regarding acceptance of their submission by **5 pm on Tuesday, August 18, 2009**. If you are notified that your Expression of Interest has been selected, you may withdraw it up to **5 pm on Friday, August 21, 2009**, but not after that time, as decisions about your status could impact others.

EXPRESSION OF INTEREST FREQUENTLY ASKED QUESTIONS

1. What is an “Expression of Interest”?

An “Expression of Interest” is an opportunity for employees in selected areas to volunteer to be considered for separation from employment with severance benefits. Availability of this opportunity will vary, as business needs are different.

2. How will I know if I’m included in one of the selected areas?

If you have received this memo, it means you may be in a work area where individuals have the opportunity to submit an Expression of Interest (reference paragraph 1).

3. Why is the company using “Expression of Interest”?

The Expression of Interest is one way to minimize the impact of involuntary layoffs, as there may be employees who would like to be considered for separation from the company with severance benefits. Employees who may want to leave should be considered unless an employee’s unique skill and experience, or some other prevailing business need, prevents the company from accepting his or her submission.

4. Why is the Expression of Interest being used for some employees but not others?

The business needs vary in different areas of the company.

5. If I express interest, will it be accepted?

Simply submitting the Expression of Interest does not guarantee it will be accepted. The company will make every effort to accommodate an employee's submission, recognizing this is only one of several factors to be considered in the final decision. Among the reasons an Expression of Interest may not be accepted are an employee's unique skills and experience, the need to replace from outside the company, and business needs.

6. If I do not submit an Expression of Interest, can I be sure my position will not be subject to the reduction in force?

No. Even in areas where this offer has been extended, involuntary reductions may occur.

7. Will I know the details of the severance benefits during the Expression of Interest period?

Yes, the company will offer the severance package per the contractual requirements. Severance payments will be paid weekly at the applicable weekly rate until exhausted.

8. When will I know if my Expression of Interest was accepted?

Responses to the Expressions of Interest can be expected by **5 pm on August 18, 2009**.

9. How do I know I will not be retaliated against if I submit an Expression of Interest and it is not accepted?

Retaliation in any form is prohibited by company policy. You should also know that expressing interest would in no way be interpreted as disloyalty to the company or company leadership. If, for some reason, you experience treatment you believe is retaliatory you are encouraged to attempt resolution with your department management. The HR department is also a resource for helping you work through such a situation.

10. I work in an area where the opportunity to express interest is not being offered, but I really want to be considered. Who can I talk with about this?

Please contact Karen Dobbyn in Human Resources. If interested, you may be considered on an individual basis even though you are in a department where Expressions of Interest offers are not being made for business reasons. Every effort will be made to listen to your needs; however, it is possible your request will not be granted due to business needs.

11. Who can I talk to if I have other questions about an Expression of Interest?

If you have further questions about Expression of Interest, please contact Karen Dobbyn at 791-6530.

Expression of Interest Submission Form

Submit this completed form to Cindy Stevens, Central Maine Advertising Director, or Karen Dobbyn, Human Resources Director, no later than **5 pm on Friday, August 14, 2009**. If you change your mind after submitting this form, you may withdraw it until **5 pm on Friday, August 21, 2009**, but not after that time, as decisions about your status could impact others.

I HEREBY VOLUNTARILY SUBMIT THIS EXPRESSION OF INTEREST TO BE CONSIDERED FOR SEPARATION FROM EMPLOYMENT. I UNDERSTAND THAT THE COMPANY MAY DENY MY EXPRESSION WITHOUT THREAT OF RETALIATION. I UNDERSTAND IN EXCHANGE FOR MY VOLUNTARY SEPARATION I WILL RECEIVE MY SEVERANCE PAY.

Print Name

Date

Position and Department

Signature