

Week of  
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# LORAL DATA SYSTEMS

## BULLETIN

# 247

### **For Your Reading Pleasure.....**

Corporate has published Benefits Newsletter #9 - please pick up one in HR. The most significant item is the dental plan enhancement which increases the mandatory pre-treatment approval threshold from \$300 to \$400, **effective 4/1/96**. There's lots of other important information you need to know, so please be sure to stop by for your copy.

The new issue of the "Cutting Edge" magazine is here. If you can't find one in your area, we have plenty of copies in HR.

### **So Long, Farewells**

This Thursday we will be saying goodbye to Beth Kellett of Finance, Truman Prevatt, Jake Sims and Jim Wachob of SPS. Our heartfelt best wishes go with you.

### **Yes, Virginia, there is a Santa Claus!**

We are currently working on the annual salary adjustment/merit program which should be completed no later than May 1 and which will be retroactively effective with the first payroll period in April. Hourly, top of their range, and red-lined employees will receive a lump sum amount; close to the top of their range employees will receive a combination small percentage to bring them to the top of their range and a lump sum. There will be an across-the-board percentage increase for exempt and nonexempt employees who are not red-lined or at the top of their range, plus an additional small merit dollar pool per organization from which managers and supervisors can further reward top exempt/nonexempt performers. Lump sums will be paid at the same time percentages are rolled-in. Please be patient - I don't think you'll be disappointed. It just takes time to get it perfect! I plan to supply managers and supervisors with worksheets within the next week. I'm sure they'll complete them as quickly as humanly possible!

## **In Case of Emergency**

A recent episode within the facility helped point out both what we do know and what we don't know about handling emergency situations. **THE NUMBER TO REMEMBER IS EXTENSION 6999.** Calling this internal extension puts you in immediate, direct contact with the person at the front desk who is trained to handle emergency situations. He/she will call 911 if warranted - remember, we have that crazy address that needs to be explained to responding EMT's. That's **6999**. (Most phones have a little red sticker on them displaying that number.)

## **Now Here This....**

Effective Monday, April 1, 1996, the shack at the front gate will no longer be guarded. The gate will be opened at 5:00 A.M. and will remain open all day until 6:00 P.M. PLEASE CONTINUE TO DISPLAY YOUR PARKING TAG, we'll be doing random checks for unauthorized vehicles. You may want to lock your vehicle from now on. Also, please continue to wear your badge in-plant even though you won't have to show it at the gate.