



San Francisco Chronicle
a Hearst Newspaper

Frank J. Vega
Publisher and CEO

June 28, 2005

To All Exempt Staff:

I don't need to tell any of you how important it is that the information you receive in this packet and during your session remains confidential. We've entered a critical phase in our labor negotiations, and now is not the time to be loose with information. Your safety and the safety of your fellow employees could be jeopardized if this information becomes public.

As you are all aware, we have been working with many of the unions since January to resolve a number of issues which stand in our way of becoming the successful, profitable multimedia organization we must become. As I've discussed in prior communications, we have achieved successful outcomes with several of our unions. But we also have to prepare for the possibility that the leaders of other unions will choose to take their membership out on strike. That's their decision, but we will publish - no matter what.

In a strike situation, your safety and that of your fellow employees is of paramount concern to us. We have a top-notch security company working with us to ensure your safety to the best of our ability. Plans are in place to perform a quick and efficient clear-out of on-site represented employees whose unions call a strike. Plans are also in place to activate the telephone trees of all departments. And everyone should know at this time where they are to report for duty in the event of a labor action. If you do not know where you are to report for duty on Day 1, please talk with your manager immediately.

One way we intend to make sure our employees are safe is through the use of shuttle buses to enter and exit the building. Included with this letter are the locations of the parking lots where you will need to go to in the event of a labor action. Upon arriving at the parking lot, you will board a bus to take you to your work location. At that time, a schedule will be provided to you indicating pick-up and drop-off times for the shuttles. Under no circumstances will you be permitted to enter or exit your work location except on one of the buses. This policy will go into effect as soon as a strike is called and will stay in effect until it is deemed no longer necessary.

Also included in this letter is information on what items you should have on hand prior to any labor action. Make it a point to think about other items you might need - prescription medicine, for example. Do not worry about sleeping quarters or food. We have extensive plans in place to ensure our workforce's needs are more than adequately met.

I don't want to sound too ominous a tone, but this is serious stuff. We intend to publish and distribute The Chronicle no matter what. We intend to protect our employees and facilities, no matter what. And we intend to position this company to meet the many challenges facing us, no matter what. Thank you for your commitment to The Chronicle and thank you for your cooperation in keeping this information confidential.

Badge Requirements for Exempt Workers

Effective upon receipt of their new badge, all exempt workers are required to display their badge in the Chronicle-provided lanyard. The lanyard must be worn around the neck at all times. The only exception on this display requirement relates to production or circulation employees working on equipment where wearing such a lanyard would pose a hazard. For these employees only, the lanyard must be worn upon entering and exiting a Chronicle building and, in the case of a labor action, upon entering and exiting a Chronicle bus taking employees to and from a Chronicle building. Aside from these times, the production employees are permitted to wear their badge on their right side, attached to a belt hook.

Personal Items Checklist

Below is a list of suggested personal items you should have on site at least one week before a work stoppage. Employees at 901 Mission Street should see their manager if they need to store items. Each plant will have a designated location for personal items if you do not have a secure location. See your plant director for additional information.

All Employees Working During a Work Stoppage:

Alarm clock
Sleeping mask (for eyes)
Ear plugs
Personal toiletries (soap, deodorant, hair care products, toothbrush, toothpaste, hair brush, hair dryer, shaver, etc.)
Any medications you require
Shower shoes
Towels
Change of clothes
Extra pair of shoes
Clothes to sleep in
Cell phone and charger
Something to do on breaks- books, cards, laptops, iPod or CD player

Employees Working in the Plants During a Work Stoppage Should Also Have:

Company issued steel toed shoes
Work clothes*

Please note: For your health and safety – and the health and safety of all other workers – no alcoholic beverages of any kind will be allowed at any Chronicle facilities at any time.

*Please keep in mind that you will get ink and paper on your clothing. Additionally, loose clothing and shorts are dangerous, so plan on sleeves rolled tightly or buttoned and shirts tucked in. Jeans and tee shirts work fine, but keep in mind white tee shirts will get dirty quickly.

Tips for Crossing a Picket Line

1. Carry a cell phone when you leave for work.
2. When leaving home for work, start preparing yourself mentally for being stopped at the picket line.
3. Watch to see if you are being followed on the road. If you are, try to get the license plate number and a description of the driver and the vehicle. Call 9-1-1 or pull in at a police or fire station if there is one nearby. Know these locations along your route.

Finally, as soon as you can, report the incident to the Incident Command Center ("ICC") at (415) 764-2855. For your safety, the telephone number of the ICC may be changed from time to time, but you will be advised of that change accordingly.

4. During a work stoppage, you will not be allowed to park at Chronicle facility parking lots. You will, however, be provided with addresses of off-site parking lots where buses will transport you to your destination.

Try to approach the entrances to these parking lots in such a way that you will be making a right turn in and won't have to block traffic. Just in case there are picketers at these lots, in advance of your arrival make sure that your vehicle doors are locked and your windows up. Also, wear your seatbelt and use your turn signals.

5. As you approach, watch for directions from law enforcement or security officers.
6. Stop if there is a picket line and assess the situation. If you determine that it is not safe to cross the picket line, drive away and call the Incident Command Center at (415) 764-2855.
7. Drive very slowly as you approach and cross the line. Be prepared to stop quickly if a picketer steps in front of you to try to get your vehicle to touch him.
8. Do not converse with picketers.
9. Do not shout taunts or profanities at picketers, no matter what they say to you. Do not engage in name calling or make obscene gestures.
10. Remain focused and stay calm while proceeding with caution.
11. Whether your car is parked at home or in a designated parking lot, before entering your car always check around it for nails or other items that can cause tire punctures.
12. Report any threats against yourself or your family, to the local police (see enclosed list) and the Incident Command Center at (415) 764-2855.

EMERGENCY: DIAL 9-1-1
IF INSIDE 901 MISSION STREET, DIAL 8-0-0-0
INCIDENT COMMAND CENTER: (415) 764-2855

Antioch	Antioch Distribution Center 401 Sunset Drive Antioch	Antioch Police 300 "L" Street Antioch	(925) 779-6900
		Contra Costa Sheriff 651 Pine Street Martinez	(925) 335-1510
		Pittsburg Police 65 Civic Avenue Pittsburg	(925) 252-4980
		Brentwood Police 100 Chestnut Street Brentwood	(925) 634 6911
Burlingame	Adrian Distribution Center 1561 Adrian Road Burlingame	Burlingame Police 1111 Trousdale Drive Burlingame	(650) 692-8440
		San Mateo Sheriff 400 Country Center Redwood City	(650) 363-4915
Concord	Concord Distribution Center 2500 Bisso Lane Concord	Concord Police 1350 Galindo Street Concord	(925) 671-3220
		Police Emergency 1950 Parkside Dr Concord	(925) 671-3333
		Contra Costa Sheriff 651 Pine Street 5th Floor Martinez	(925) 335-1510

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Napa	Napa Distribution Center 807 Soscol Avenue Napa	Napa Police Department 1539 First Street Napa	(707) 257-9550
		Napa County Sheriff 1125 3 rd Street # 1	(707) 253-4451
Newark	Newark Distribution Center 7300 Central Avenue Newark	Newark PD 37101 Newark Blvd Newark	(510) 793-1400
		Alameda County Sheriff 1401 Lakeside Drive Oakland	(510) 272-6878
Novato	Novato Distribution Center 35 Leveroni Court Novato	Novato Police Dept. 909 Machin Avenue Novato	(415) 897-4361
	Marina Bell Keys 35 Leveroni Court Suite 150 Novato	Marin County Sheriff 3501 Civil Center Drive San Rafael	(415) 499-7250
Oakland	Oakland Bureau 483 - 9 th Street Oakland	Oakland Police Dept. 455 Seventh Street Oakland	(510) 238-3455
	Oakland Distribution Center 1350 16 th Street Oakland	Alameda County Sheriff 1401 Lakeside Drive # 12 Oakland	(510) 272-6878
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Richmond	Richmond Plant 1170 Hensley Street Richmond	Richmond Police 401 27 th Street Richmond	(510) 620-6655
	Parking (Richmond): 2801 Giant Road Richmond	Contra Costa County Sheriff 651 Pine Street, 7 th Fl Martinez	(925) 335-1500
Robert Park	Robert Park Advertising 600 Martin Avenue Suite 210 Robert Park	Robert Park PD 500 City Hall Drive Robert Park	(707) 584-2600
		Sonoma County Sheriff 2796 Ventura Avenue Santa Rosa	(707) 565-2511
Sacramento	Sacramento Bureau Senator Hotel Office Building 1121 "L" Street Suite 201 Sacramento Sacramento Distribution Center 2947 Promenade Way Sacramento	Sacramento Police Dept. 5770 Freeport Blvd. Suite 100 Sacramento	(916) 433-0800
		Sacramento County Sheriff 711 "G" Street Sacramento	(916) 874-5115
San Carlos	San Carlos/Quarry Distribution Center 610 Quarry Road San Carlos	San Carlos PD 600 Elm Street San Carlos	(650) 802-4277
		San Mateo County Sheriff 1000 Campbell Avenue Redwood City	(650) 364-1811
		Belmont PD 1215 Ralston Avenue Belmont	(510) 525-7434

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San Francisco	Main/Downtown 901 Mission Street San Francisco	SFPD 850 Bryant St. Suite 525 San Francisco	(415) 553-0123
	Parking (DT): 729 Tennessee Street San Francisco	Central Station 766 Vallejo	(415) 315-2400
	City Plant 2000 Marin Street San Francisco	Tenderloin Station 301 Eddy Street	(415) 345-7300
	Parking (CP): 1485 Bayshore Blvd. San Francisco	Bayview Station 201 Williams Avenue	(415) 671-2300
	Brannan Distribution Center 590 Brannan Street San Francisco	Mission Station 630 Valencia Street	(415) 558-5100
	Paul North and South Distribution Center 200 Paul Avenue San Francisco	San Francisco County Sheriff City Hall, Room 456 1 Carlton Goodlett Place	(415) 554-7225
		County Sheriff's Dept. 425 th Street	(415) 575-4418
San Jose	San Jose Distribution Center 1712 Little Orchard Street San Jose	San Jose PD 210 W. Mission Street San Jose	(408) 277-4645 or (408) 277-8900
	Calla Valley Court Street 55 W. Younger Ave San Jose	(408) 209-1000	

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San Leandro	San Leandro Distribution Center 717 Whitney Street San Leandro	San Leandro PD 901 E. 14 th Street San Leandro Alameda County Sheriff 1401 Lakeside Drive Oakland	(510) 577-3201 (510) 272-6878
San Pablo	San Pablo Distribution Center 3455 Collins Avenue San Pablo	San Pablo PD 13880 San Pablo Ave. San Pablo Contra Costa County Sheriff 651 Pine Street, 7 th Fl. Martinez	(510) 215-3130 or (510) 233-1214 (925) 335-1500
San Rafael	San Rafael Distribution Center 555 Irwin Street San Rafael Marin Distribution Center 100 Windward Way San Rafael	San Rafael Police 1400 Fifth Avenue San Rafael Marin County Sheriff 3501 Civic Center Drive Room 145 San Rafael	(415) 435-3000 (415) 499-7250
Santa Clara	Uranium Distribution Center 2855 Uranium Drive Santa Clara	Santa Clara PD 601 El Camino Real Santa Clara Santa Clara Sheriff 55 W. Tasman Ave San Jose	(408) 615-4700 (408) 305-1700

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Santa Rosa	Santa Rosa Distribution Center 345 Sutton Place Santa Rosa	Santa Rosa Police 965 Sonoma Avenue Santa Rosa Rohnert Park PD 500 City Hall Drive Rohnert Park Sonoma County Sheriff 2796 Ventura Avenue Santa Rosa	(707) 543-3550 or (707) 543-3600 (707) 584-2600 (707) 565-2511
Union City	Union City Plant 1550 Pacific Street Union City Parking (UC): 21600 Cloud Way Hayward	Union City Police 34009 Alvarado Niles Road Union City Hayward Police 300 West Winton Ave Hayward Alameda County Sheriff 1401 Lakeside Drive Oakland	(510) 471-1365 (510) 293-2272 (510) 272-6878
Vallejo	Vallejo Distribution Center 231 Bennett Avenue Vallejo	Vallejo Police Dept 111 Amador Street Vallejo Solano County Sheriff 530 Union Ave Suite 100 Fairfield	(707) 648-1540 or (707) 648-4321 (707) 421-7000

Bail Assistance Procedures

If you are arrested or detained by law enforcement personnel, and that arrest or detention is as a result of you providing services to The San Francisco Chronicle during a work stoppage, please follow the procedures outlined below.

1. If you are arrested or detained, do not panic, resist or argue. Just go peacefully. It is not unusual for law enforcement officers to round up an entire group (including picketers and others in the immediate vicinity), and then sort things out later.
2. After you are transported to the booking facility and when it is your time to be processed in, tell the law enforcement officers, "I am being bailed out." In some facilities that information could impact how you are processed in, and where you are allowed to wait.
3. As soon as you are authorized to make a telephone call, immediately call one of the following numbers:

Bail Assistance Hotline at (415) 512-2250;

Incident Command Center at (415) 764-2855; or

John Anthony of Security at (831) 240-1054.

You will be asked:

- Your full name;
- Whether you are an employee, temporary worker, or vendor;
- Your job title or work assignment;
- Your date of birth;
- The arresting agency (police, sheriff, etc.);
- The county or city in which you are being held;
- The booking number;
- The charge;
- The bail amount; and
- Other information specific to you, if asked.

4. Once ICC has the necessary information and has verified your eligibility for bail assistance, our licensed bond firm will be given authorization, and will immediately start working on your release.
5. ICC will then contact a Chronicle manager who will go to the facility where you are being held. This manager will provide moral support and will accompany you following your release.
6. Finally, you will be advised by the bond firm where you have to go immediately after being released.
7. Please note that costs incurred in providing bail assistance arising out of your providing services for The Chronicle during a work stoppage will be borne by The Chronicle. However, if you incur miscellaneous non-victimized expenses, please keep all receipts and submit them for reimbursement.

Vacation Policy for Exempt Employees

In the event of a labor action, all exempt employees are expected to report to work as quickly as possible. It is understood that some employees may be on vacation or have a vacation planned, and The Chronicle is committed to reimbursing the employee for all reasonable costs associated with shortening or canceling the vacation to return to work. We will require documentation of such expenses, and reimbursement will be provided upon management approval and upon completion of an expense report.

If you are going on vacation after July 1, you should leave contact information with your manager.

Frequently Asked Questions
Exempt Meetings

Q. Why do I need to have personal items on hand? And how many days' supply should I have?

A. Depending on the timing of a labor action, it may be necessary for you to stay an evening in order to do your Day One duties. In general, you should have supplies for two days. Some employees, primarily those working in the plants, should plan to have supplies for three days.

Q. How many hours per day am I expected to be at work?

A. For the first couple of weeks, most employees should expect to be working as much as 12 hours a day, six days a week. The actual amount of time may be more or less than that, depending on your job assignment during the labor action and the number of labor unions taking part in a labor action.

Q. What arrangements have been made for food?

A. We have secured the services of a company which will provide meals at each of the three main facilities - the two plants (Union City and City) and the downtown building. Breakfast, lunch and dinner will be provided and those working late night hours will have a variety of food to choose from. Hours and locations will be communicated to you at the time.

Q. What arrangements have been made for lodging?

A. Cots and bedding for all employees will be brought in. At the two plants, sleeping trailers will be on-site. In the downtown building, there will be a few areas dedicated for sleeping, although some people may prefer to bring the cot and bedding to their office. Ideally the need to sleep in buildings will be limited to the first days of a labor action, though circumstances and safety considerations will dictate the duration.

Q. What if there is an emergency and my family is unable to reach me on my cell phone or land line?

A. You should provide your family members with the number for the Incident Command Center - 415-764-2855 - for you in emergencies. Personnel staffing the Center will work to contact you immediately. It is important that your family members understand that this number should be used only in the case of an emergency.

Frequently Asked Questions
Exempt Meetings

Q. If there is an emergency and I need to leave the building, how will I be able to do that?

A. In the case of an emergency, you should contact the Incident Command Center - 415-764-2855 - to make arrangements for security personnel to assist you in exiting the building. As buses will be running at regular intervals 24 hours a day, it is likely that you will be able to exit on one of the scheduled runs. However, if necessarily, security will ensure your safe exit at an unscheduled time.

Q. What is the schedule for the buses?

A. That is being finalized, but both Union City and San Francisco will be served with one bus 24 hours a day and supplemental buses during peak periods. When the schedule is finalized, that information will be provided to you.

Q. You've given me the information on where to park my car to get a bus into a Chronicle facility. I take public transportation. Where do I get the bus?


A. For downtown and City plant employees, you will get the bus at the Embarcadero BART station. The current plan is to run the buses hourly. When the schedule is finalized, that information will be provided to you. For Union City employees, you will get the bus at the Union City BART station. When the schedule is finalized, that information will be provided to you.

Q. What is the process for getting a vendor into the building?

A. From time to time, it may be necessary for vendors to enter buildings on an unscheduled, ad hoc basis to perform repairs, service equipment or fulfill other critical functions. Should such a vendor require entry into one of our facilities, the manager requesting such services should get the name of the individual(s) requiring entry together with the vendor's vehicle make, model and plate number. After obtaining this information, the manager should then contact the Incident Command Center - 415-764-2855 - to obtain instructions for entry. The manager will then relay instructions to the vendor and coordinate with security to ensure that the appropriate person or persons are provided entry. Vendors should be told not to attempt to enter Chronicle facilities or lots until they have received specific instructions for doing so.

Q. What do I tell represented workers about the new badge?

A. If asked, you should tell them that new badges for represented employees are also being created and will be distributed in the coming weeks depending on the status of their union's contract.



**Frequently Asked Questions
Exempt Meetings**

Q. What is my role during a labor action?

A. Your manager will work with you to clarify your specific role or roles during a labor action. If this has not yet happened or if you are still unclear about your role, it is essential that you communicate with your manager immediately.

Plan Emergency Notification- Circulation

Objective

Create quick, reliable notification system to inform all Circulation employees of an emergency, and the changes in their work conditions, locations, and assignments as a result of that emergency. Three different types of notification will create redundancy, reliability, and knowledge of who may be unavailable or uninformed.

Advance Activities (Evergreen Activities)

- Roles and emergency assignments for all Circulation Management
- Disaster Recovery Mailbox assigning responsibility for maintenance and updates
- Calling tree initiated by Vice President that will result in everyone receiving a personal call that both informs the 'called' of events/assignments and informs the 'caller' of whether or not a message was received
- Calling distribution list that includes all Circulation Management office numbers that will receive a voice mail message from the Circulation Safety Manager offering additional detail
- Have on hand updated lists of all Circulation Management staff office, home and cell phone numbers

Notice Given to Vice President--"Top down" scenario

1. Vice President notifies one Director on tree
2. 'First' Director notifies Directors indicated by arrow
3. Directors notify Regional/Managers
4. Regional/Managers notify Supervisors
5. Supervisors notify Employees, start Carrier and Dealer Calling Trees
6. Implementation of security plans

Field becomes aware of emergency--"Bottom Up" scenario

1. Supervisor/Field notify one Regional/Manager/Director
2. Regional/Manager/Director calls Vice President
3. Vice President notifies one Director
4. 'First' Director notify Directors indicated by arrow
5. Directors notify Regional/Manager
6. Regional/Managers notify Supervisors
7. Supervisors notify Employees, start Carrier and Dealer Calling Trees
8. Implementation of security plans