December 2, 1994

TO: George Petty

FROM: Ron Liepert

I decided after considerable thought to send you this note because having worked very closely with you for the past several weeks it is obvious that you are a very forthright and decisive individual.

I am told that in your previous position with AT&T you employed an executive assistant. The purpose of this correspondence is to say that if you are planning a similar role in Edmonton, I would ask to be considered for the position.

I bring extensive experience and a network of contacts from government and the business community throughout this province. I previously worked as Press Secretary and Executive Assistant to former Premier Lougheed. I know most Alberta political and business leaders, including the Premier on a first name basis. Nationally I personally know three of the CRTC commissioners. I have worked internationally with the Alberta Trade Office in Los Angeles.

I have been with TELUS for three and one half years. My first three years were in media relations and the last six months in the newly created Government Affairs area. In that time I have worked to re-establish relations with the Alberta Government, worked to build a presence with the Edmonton business community and most recently worked closely with you on the ED TEL purchase.

For the first time in three and a half years, I am excited about this company. I see leadership being demonstrated, not just talked about.

Where I believe I can assist you directly is in making the contacts and organizing your activities to make the best possible use of your time.

I would be prepared to supply references if desired or discuss this idea further with you at your convenience. If it is your choice to not move in this direction please feel free to continue to call on our services in Government and Public affairs as needed. There is a load of talented people in our group that is as excited as myself.

JOB EVALUATION RATIONALE

TITLE: Director, Office of the President
ORGANIZTION: TELUS (corporate)
REPORTS TO: President & CEO - TELUS Corporation
BAND ASSIGNMENT: 4

Skill & Knowledge:

This job is a combination supervisor and specialist advisor. It requires:

- specialist level understanding of office operations, supported by in-depth understanding of executive office functioning and business requirements.
- a clear understanding of business practices, and operating styles and preferences within the executive suite.
- a clear understanding of the "politics" of corporate leadership, particularly as they apply to a regulated, customer-driven, community conscious, major company.
- knowledge of the internal and external information and influence networks, across the corporation and externally (public, government, etc.).
- leadership and co-ordination skills, relative internal offices support services, including process accountability for office budget, cost control and customer satisfaction.

Accountability & Responsibility:

- Handling diverse requests from both internal and external (including customers) in accordance with accepted policies, business plans, executive preferences/styles; business/operational strategies are set by others.
- Ensuring appropriate support for the CEO in terms of travel/meetings/personal itinerary, gaining access for the CEO within the external business/political network, drafting responses to diverse requests, public speaking request co-ordination and content preparation, and internal issues (discussion/sounding-board)
- Ensuring cross-corporate co-ordination of specified activities and information, including Board meetings, receptions, retreats, TEC meetings, TELUS Forum.
- Accountable for office budgets and resource co-ordination; including front-line supervision/co-ordination of Executive/Administration Assistant deployment for Corporate executives.

Relationships:

- Acts as primary support resource co-ordinator within the executive suite; therefore, must establish and maintain a broad range of contacts to ensure access to information, communication flow, and resource deployment.
- Co-ordination and organizational tasks require extensive internal and external "public relations".
- Confidante for the CEO on selected matters; may "sit in" on other executive level meetings.
- Acts as a primary point of initial contact for internal and external enquiries; may respond directly (often) or refer, in accordance with established processes; advises others relative to executive suite protocols, preferences and requirements.
- Front-line supervision and support resource co-ordination.
- Represents the Corporation on assigned external committees, etc.

Outcomes:

- Direct affect on effectiveness and efficiency within the executive suite.
- Public image representation.
- Resource deployment and employee satisfaction

TELUS

EMPLOYEE SALARY INFORMATION

DATE: 1996 03 14 POSITION CODE : T000100

TO: LIEPERT, RON EMPLOYEE NUMBER : EM0027218

EXECUTIVE OFFICE MANAGER

THE FOLLOWING INFORMATION REFLECTS YOUR NEW PAY BAND AND BASE PAY FOR 1996:

PREVIOUS SALARY LEVEL: 26 NEW PAY BAND: 4

	BAND MINIMUM	BAND RATE	END POINT
1996 PAY RANGE:	59,700	74,400	80,700

PREVIOUS BASE PAY: 74,052

NEW BASE PAY: 76,010

EFFECTIVE DATE: 96/03/03

IF ANY OF THE ABOVE INFORMATION VARIES FROM YOUR UNDERSTANDING, PLEASE SPEAK WITH YOUR MANAGER FOR CLARIFICATION.

NOTE: ALL SALARY FIGURES ARE ROUNED.