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**Thomas J. Stribling**  
Executive Director -  
Labor Relations

September 25, 2020

Mr. Mike Davis  
Administrative Director  
CWA District 2-13  
230 S. Broad Street, Floor 19  
Philadelphia, PA 19102

Re: COVID-19 Work At Home –Renewal

Dear Mike,

As a result of the current COVID-19 outbreak, through January 31, 2021 certain eligible associates shall be entitled to work at home on a voluntary basis. Management will determine how many associates are eligible to work at home by title, location and work group, and associates in the eligible title, location and work group will volunteer to work at home. If there are more volunteers in a particular title, location and work group than management determines are eligible to work at home, volunteers will be selected by seniority. Every accepted volunteer's wages, benefits and other terms and conditions of employment will continue to be governed by the applicable collective bargaining agreement.

Accepted volunteers will be responsible for installing and maintaining all Company property provided to them in order to perform work at home. While working at home, it is the accepted volunteer's responsibility to comply with all Company rules and policies. For example, all accepted volunteers must use all Company property in accordance with Company rules and policies and protect Company and customer proprietary information in accordance with such rules and policies. Management retains the discretion to terminate an accepted volunteer's temporary work at home arrangement if an accepted volunteer fails to abide by the Company's work rules or policies. If any accepted volunteer comes to their normal reporting location during their temporary work at home arrangement (and he/she can only do so with approval), no payment for mileage or travel time will be made.



Upon written notice to the Company, an associate may withdraw from work-at-home. If an associate does so, he/she will only be eligible to subsequently re-elect work-from-home at the Company's discretion. The Company will honor an associate's notice to withdraw from work-at-home as soon as practical (generally within 14 days but no more than 30 days). In the interim, the associate will continue to work at home. The Company agrees to meet periodically with the Union to discuss any future return to work issues, processes and procedures impacting associates.

This agreement is without prejudice or precedent to any position that any party to this agreement may wish to take in any other proceeding involving any matter. This agreement, and the underlying facts related to this agreement, shall not be cited by any party in any proceeding in any forum including, but not limited to, any arbitration or matter before any federal, state or local court or administrative agency, involving any matter, except as necessary to enforce the terms of this agreement.

Please indicate your agreement with the above by signing a copy of this letter where indicated and returning it to me.

Very truly yours,

Thomas J Stribling  
Executive Director - Labor Relations

Agreed for the Union:

Date:

09/28/2020