



Shane M. Keith
Vice President – Labor Relations
sk4778@FTR.com

7979 N. Belt Line Road
Irving, TX 75063
469-493-9107

Via E-mail to sramos@cwa-union.org

June 14, 2021

Ms. Sylvia Ramos
Assistant to Vice President
CWA District 6
The Parkway, Building One
4801 Southwest Parkway, Suite 145
Austin, TX 78735

Re: Extension of COVID-19 Work At Home MOA

Dear Sylvia,

This will confirm that the April 2020 Emergency Work at Home MOA is hereby extended as follows:

The MOA shall remain in effect through September 30, 2021.

For reporting centers where as of September 30, 2021 a legal requirement does not exist for “social distancing” in the entire workplace, which includes, but not limited to, elevators, breakrooms, restrooms and common areas (maintain a separation of at least 6 feet between individual employees), employees will be scheduled to return to work beginning on or after Monday, February 1, 2021, over a period of at least 2 full weeks (and no longer than 4 full weeks) to coordinate their return to work with other departments.

For any reporting center where as of September 30, 2021, a legal requirement continues to exist for “social distancing” in the entire workplace, which includes, but not limited to, elevators, breakrooms, restrooms and common areas (maintain a separation of at least 6 feet between individual employees), the MOA will remain in effect. When the social distancing legal requirement is eliminated, employees will be scheduled to return to work beginning on or after Monday of the following week, over a period of at least 2 full weeks (and no longer than 4 full weeks) to coordinate their return to work with other departments.

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,

Shane M. Keith

Shane M. Keith
Vice President, Labor Relations

Agreed for the Union:

Arturo J. Ramos

Assistant to the Vice President

Date:

June 15, 2021