

**Four Day 10 Hour Workweek Trial Agreement  
Customer Financial Services  
Norton, VA**

The Company and the Union mutually recognize that, for **the Customer Financial Services group located in Norton, VA**, it may be beneficial to the employees and in the best interest of the business to establish four-day workweek trials as a normal work week. In such cases, the total number of hours, thirty-seven and a half (37.5) will be scheduled over four work days. Employees will be scheduled two consecutive assigned days off each week. The third assigned day off shall be any other calendar day.

It is understood that the implementation of this trial for the **Norton CFS group** will not incur any additional overtime as a direct result of the four-day workweek initiative.

**Based on the current office hours of the center**, individual tours scheduled during a four-day normal workweek will consist of three (3) **nine and a half (9.5)** hour days and one (1) **nine (9) hour** day for 37.5 hour employees. **If the hours of operation of the center change the tours may be adjusted accordingly.** When a four-day schedule is in effect, the duration of tours specified in the Local Agreement will be considered to be expanded accordingly.

The Company or the Union may discontinue Four-Day workweek trials upon fourteen (14) days' written notice to the other party.

In administering a four-day trial, the Company will offer four-day workweeks to employees on a voluntary basis in seniority order. A 5 day, 7.5 hour work week schedule will be made available upon employee request. If there are insufficient (Less than 10% of each work group) volunteers, four-day work week schedules will not be instituted. Night differential payments shall be paid pursuant to the applicable differential provision in the Local Collective Bargaining Agreement.

When a four-day workweek schedule is in effect as a normal workweek, overtime payments shall apply to time worked in excess of the new normal daily tour.

Pay allowances for absent time occurring during four-day trials will be subject to the conditions specified in this agreement. When pay treatment is calculated on a daily (as opposed to hourly or weekly) basis, a scheduled day of a four-day trial and a scheduled day of a five-day normal work week will each count as one full day, except with respect to vacations and employee designated excused work day calculations, and absence from duty for personal illness or off-duty accident.

Vacation, employee designated excused work days and pay for absence from duty for personal illness or off-duty accident will be assessed in proportion to the ratio between the hours actually scheduled on the tour in question and the hours scheduled on each tour of a five day normal work week for the employee's administrative work group. For example, a 37.5-hour employee scheduled to work three **9.5**-hour days

takes a vacation day on a **9.5**-hour day, all **9.5** hours (or **1.26** vacation days) will be charged and a half day of vacation on a scheduled **9.5** hour day will be charged all **4.75** hours (or **.63** vacation day).

Absence day will be prorated for purposes of calculating the Absence Bonus. For example, a 37.5 hour employee on a scheduled **9.5** hour day will be counted as **9.5** hours of absence (or **1.26** days of absence for a 37.5 hour employee) for purposes of determining eligibility for an Absence Bonus.

The four Exempt Days in a calendar year that will not be charged against the employee's record for purposes of the Company's absence control plan will be calculated on a daily basis, so that absence of a 37.5 hour employee on a **9.5** hour day will count as one Exempt Day and a partial day absence will be counted in the same manner as a partial absence **on** a 7.5 hour day.

For calendar weeks containing holidays recognized under the General Agreement (including Floating Holidays) or Company designated excused workdays. The Company will revert to a five-day schedule.

Subject to the above, four-day trials will be administered in accordance with the applicable provisions of the General Agreement. The parties agree to meet locally and discuss other administrative issues raised with respect to the four-day work week trial.

This agreement is without precedent or prejudice to either party, and may not be cited in any proceeding other than a proceeding to enforce its terms.

**For the Company:**

**For the Union:**

*Frank T. Malone*

*Letha M. Perry*

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**Frank T. Malone**  
**Verizon Labor Relations**

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**Letha Perry**  
**CWA District 2-13**

12/30/2020  
**Date**

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**Date**