



U.S. Department of Justice
Federal Bureau of Prisons

Unicor, El Reno Oklahoma, 73036 Phone (405) 262-4875

May. 25, 2006

MEMORANDUM FOR: Local 171

SUBJECT: Technical Expertise

FROM: Larry Bowers (Factory Manager)

I received a request from Ron Davis (Local 171) for a definition of technical expertise as it pertains to Unicor Staff and Unicor overtime procedures. I have completed the following definition:

Wage Grade Supervisory skilled trade crafts perform supervisory functions who , as a regular and recurring part of their jobs, and on a substantially full-time and continuing basis, exercise technical and administrative supervision over subordinate workers (inmates) in accomplishing trades and labor work.

Staff as their paramount requirement possess experience in and knowledge of trades and labor work, and skill and knowledge in supervising subordinate (inmate) workers. Supervisors are accountable to agency management for the quantity and quality of work done, and for assuring efficient and economical work operations. They assign, direct and review work of subordinates, and evaluate their work performance, plan, schedule and coordinate work operations, solve problems related to the work supervised, determine material, equipment, and facilities needed, explain and gain the support of subordinates (inmates) for management policies and goals and perform a wide variety of other technical and administrative duties required in carrying out their responsibilities.

Skilled trade means an apprenticeable occupation which is customarily learned in a practical way through a structured, systematic program of on the job supervised training. It is clearly identified and commonly recognized throughout an industry and it involves manual, mechanical or technical skills and knowledge.

CC: File

UNICOR OVERTIME PROCEDURE, MOA
F.C.I. El Reno, UNICOR

1. When overtime becomes available in Unicor, all Unicor bargaining unit staff will be afforded the opportunity to work overtime. The need for overtime will be projected as far in advance as possible, normally on a weekly basis.
2. Upon determining a need to assign overtime, management will notify all staff in Unicor (Via GroupWise) of the opportunity that overtime will be available. A sign up sheet will be posted in the factory planning office.
3. Overtime will be assigned on a rotating basis, with the person who has not been given the opportunity the longest being offered the overtime first. Knowledge, Skills, and Abilities required for the position will be considered prior to assignment.
4. A sign up sheet will be available for staff to indicate which days they are requesting to work. No staff will be allowed to remove their names from the sheet except through notification to management prior to the overtime assignments being filled. Only Management will remove the staff's signature and initial the removal.
5. Management will offer the assignment on a next day basis and will post the assignment (Via GroupWise). Emergency or unforeseen production demands may require same day assignments, if the need for same day assignments should occur and a staff member declines the offer to work, that staff member will not be marked declined and will stay at the top of the list.
6. Management will maintain a separate assignment sheet denoting the assignment given the employee and the hours worked.
7. A monthly overtime tracker chart will be completed as the overtime is filled. The chart will contain all Unicor bargaining unit staff member's names and as the overtime is filled, the chart will be noted as follows: A blank indicates = not signed up for that day, D = offered but staff declined, W = worked, NC = no contact, SL = sick leave, AL = annual leave, TE = assignment based on technical expertise. Technical expertise will be based upon an individual's PD, and/or certification of training in the department that has overtime available. Assignment sheets and tracker charts will be available for review by the Union at any time.
8. Management will ensure that overtime is given out fairly and equitably.
9. In the event that Unicor is unable to fill needed overtime positions due to the shortage of Unicor staff management will then be allowed to offer overtime production assignments to CMS bargaining unit staff and VT Welding Staff.
10. Unicor bargaining unit staff will be selected first to fill the CMS Gate position. In the event that management is unable to fill the CMS Gate position due to Unicor staff shortages, management will notify the Operations Lieutenant, who will fill the CMS Gate position with qualified bargaining unit staff, in accordance to the Master Agreement, Article 18, Section P.
11. In the event that the above procedures require revision, the Union will be consulted in accordance with the Master Agreement.
12. Management agrees to review these procedures with the Union six (6) months from the date signed.

Union Representative

Wendell Kelly

Date

6/8/06

Management Representative

Chris Paul

Date

6-8-06

Management Representative

Vast Lee

Date

6-8-06