

AUGMENTATION RELIEF PLAN FOR THE
FEDERAL CORRECTIONAL INSTITUTION
EL RENO, OKLAHOMA

The Federal Correctional Institution, El Reno, Oklahoma, and AFGE Local 171 hereby adapt this plan for providing support and relief to the Correctional Services Department by other departments. It is the intent of the parties that this plan will ensure the goals of each party are achieved, while being certain the mission of our facility is carried out in an efficient, cooperative, safe, and secure manner.

The parties agree to the following general principles to provide relief to the Correctional Services Department in manner which will ensure the work is accomplished in a safe, secure, fair and equitable manner.

1. The Warden will determine which departments will participate in providing relief for Correctional Services posts. Additionally, at the determination of the Warden, or his designee, a specific position in an excluded department may be included in the plan to provide relief.
2. The intent of this Memorandum of Understanding is to provide procedures for the temporary assignment of non-custody staff members, based on operating under the 2011 Budget Control Act or any other bill enacted by Congress that would impact the Bureau's budget, to work correctional services posts, to include escorted trips and local hospital, due to budgetary constraints and expiration of all sick and annual/custody department personnel.
3. Non-correctional services staff will fill in for various correctional services posts, on a daily rotation, based on reverse seniority, Monday through Friday, 7:00 a.m. to 4:00 p.m., not to exceed eight hours. These non-correctional services staff will be utilized to fill in for day watch correctional posts, to include escorted trips and local hospital, on an as needed basis, for sick leave, etc.
4. Non-custody staff should not be assigned to any posts that are not considered mission critical on the quarterly roster, excluding escorted trips and the local hospital. Management agrees that if no non-custody staff members are needed, none will be utilized.
5. Posts will be filled in reverse seniority. Annual leave, days off, compressed work schedules, and training mandated by policy will be adhered to when assigning coverage for non-correctional staff to cover a correctional post. Staff members returning from the above mentioned absences, which were skipped, will remain at the top of the list for the next available assignment. Once a non-correctional services staff member fulfills their daily correctional services assignment, based on reverse seniority, they will be moved to the bottom of the rotation.
6. Non-correctional services staff will be allowed to return to their regularly assigned duties if a correctional officer becomes available to work the post during the shift.
7. Once implemented, the rotation of the roster will not be reset unless agreed upon by management and the union.

8. Management will ensure only trained/familiar staff are assigned to Control Center #1, SHU #1, and SHU #2, medical and escorted trips.
9. Employees who will be assigned to a custody post may present any concerns they may have to their immediate supervisor. The employer will consider and normally grant such employee's request against reassignment, and the employee will remain at the top of the reverse seniority list. The reverse seniority roster will be perpetual.
10. Any non-custody staff member that works at least two hours on a correctional services post will be moved to the bottom of the reverse seniority roster.
11. Prior to assuming the duties of a correctional officer post, employees should be given a reasonable amount of time to read and understand their post orders. Employees may read their post orders during their regularly scheduled shift.
12. Staff members entitled to a 30-minute duty free lunch will be given that break even if working a correctional services post. The Operations Lieutenant will be responsible for providing/scheduling the relief.
13. Employee may request to exchange work assignments. Consideration will be given to these requests with regards to the mission of the department and whether overtime costs would be incurred.
14. No non-custody staff member will be required to stay past their regular shift or be required to work mandatory overtime to fill a custody post unless they volunteer or there is an institution emergency, as determined by the Warden or his designee.
15. Per the Warden's direction, the following departments/positions have been excluded from covering the above mentioned posts:

Food Services Cook Foreman

Psychologist

PHS staff

Clinical Director

Dairy Farmer Foreman

Utility Systems Repairer Operator Foreman

Drug Abuse Treatment Specialist

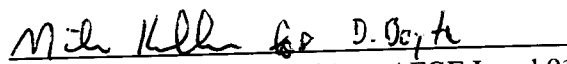
UNICR ordinarily will only be utilized to provide coverage for the CMS and/or Rear Gate.

16. The reverse seniority roster includes all non-custody staff, to include bargaining and non-bargaining staff and Department Heads. Both parties understand that due to the extenuating circumstances that bring about the need for the implementation of this MOU, that non-bargaining staff are included in this agreement. This agreement does not extend beyond this document for the purposes of negotiations including non-bargaining staff.

17. Any non-custody staff not required to wear a uniform, who are pulled from their regular duty station to fill a correctional post will be afforded time and the opportunity to change into appropriate attire, prior to assuming the post. Appropriate attire is considered clothing appropriate for Annual Refresher Training. Management will make available, through the Control Center or Lieutenants Office, appropriate correctional officer equipment such as foul weather gear, duty belt, key clips, chain, and radio holder, etc., for non-correctional staff. Any staff member who is assigned to work in a foot hazard area may request a boot voucher in accordance with the Master Agreement.

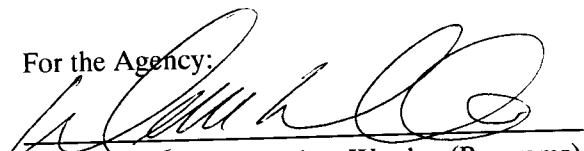
Management agrees to provide the Union with a report of non-custody staff utilized if the need arises to implement these procedures at any time during the process. Any issues or concerns, from either party, should be addressed through the approved negotiation process.

For the Union:


Donny Boyte, Union President, AFGC Local 0171

5-3-13
Date

For the Agency:


William Woods, Associate Warden (Programs)
Federal Correctional Institution
El Reno, Oklahoma

5/1/13
Date