

## Federal Transfer Center Departmental Relief Procedures

Effective June 25, 2006, at the beginning of the next quarterly roster for Correctional Services, the following changes will take place:

Non correctional services staff will fill in for various correctional services posts, on a daily rotation, Monday through Friday, 8:00 a.m. to 4:00 p.m. These non correctional services staff will be utilized to fill in for Day Watch Correctional Officers on an as need basis for annual leave/sick leave. The intent of this Memorandum of Understanding is to provide procedures for the temporary assignment of staff members to work correctional service posts due to budgetary constraints and the expiration of all sick and annual/custody department personnel. Non custody staff should not be assigned to any posts that are not available on the correctional services quarterly roster. Management agrees that if no non custody staff members are needed, none will be utilized. Management will monitor and try to avoid the scheduling of other shifts with sick and annual officers, to the extent it requires the agency to utilize non correctional services staff on a daily basis. Posts will be filled in reverse seniority. Annual leave, days off, compressed work schedules, official time 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. Non-Correctional Services staff will not be used to fill in for correctional officers being utilized in other areas, such as Activity Lieutenant's, Alternate's, a temporary loan, etc.,.

Staff, except for the departments listed below, will complete the attached Employee Work Schedule Form and submit it to your supervisor by June 5, 2006. The following positions will be excluded from covering the above mentioned posts:

ISM Department  
Food Service Cook Foremen  
X-ray Tech's  
Dental Officer  
Doctors  
Pharmacist's

Supervisors and non bargaining unit staff will be rotated, in reverse seniority, in a fair and equitable manner. The bargaining unit staff will also be rotated, in reverse seniority, in a fair and equitable manner. The Non-Correctional services roster will be maintained by the Admin/Operations Lieutenant. The Lieutenant's Office will maintain and update the list of staff being utilized to ensure an accurate and daily placement. All Non correctional services staff will be placed on the correctional services computer based roster program when they work a correctional services post. The Agency will utilize the identical computer program as used to monitor correctional services overtime, to ensure a fair and equitable rotation. All Union Steward will have "read only" access to this program.

Agency: JE

Union: T.T.

Date: 5/24/06

The reverse seniority roster for non correction services will be made available as soon as practical upon the request of any union steward. Non correctional services staff will only be used to fill daily posts on the correctional services roster. Staff will not be assigned to work a special assignment or emergency relief post unless there is an institution emergency. Non correctional service staff will be allowed to return to their regularly assigned duties when correctional officers are available to work the post. Once a non correctional services staff member fulfills their daily correctional services assignment, they will be moved to the bottom of the rotation. Once implemented, the rotation of the roster will not be reset unless agreed upon by management and the union. Other staff may be added to and/or removed from the rotation at any time, if mutually agreed to by both parties.

Management will ensure only trained /familiar staff are assigned to Control #1 and Shu # 1. Staff on the non correctional services roster will normally be given (7) days advance notice prior to being assigned to work a correctional service post. Employees who are temporarily 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, the employee will remain at the top of the list. Any staff member that works at least (2) hours, or consecutive days totaling at least 2 hours or more, on a correctional services post will be moved to the bottom of the non correctional services roster. Non uniformed staff will not be required to wear a uniform while being temporarily assigned to work a correctional services post. Any non-custody staff not required to wear a uniform, who is pulled from their duty station to fill a custody post will be afforded time and the opportunity to change into appropriate attire, prior to relieving the post. This does not authorize a person to leave the institution grounds to retrieve or change their attire. Appropriate attire is considered clothing appropriate for Annual Refresher Training. Management will make available, through the Lieutenants Office, appropriate correctional officer equipment such as a wind breaker, duty belt, key clips, chain and radio holders, etc., for non-correctional staff. Any staff member who works in a foot hazards area will be entitled to a boot voucher in accordance with Master Agreement and MOU. Prior to assuming the duties of a correctional officer post, employees may request and be given a reasonable amount of duty time to read and understand their post orders or employees may read their post orders during their shift. In addition, during a normal course of making rounds, the Activities/Operations Lieutenant will provide guidance and advice to non custody staff of general requirements of their assigned post. 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 is responsible for providing/scheduling the relief. Employees may request to exchange work assignments, such requests will normally be granted if no overtime costs are incurred. 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. If a non custody staff member volunteers to stay past their regular shift, to work a mandatory overtime in a custody post, this will count as fulfilling their requirement and they will be rotated accordingly. Management will be responsible for ensuring assignments are completed in a timely manner, or due dates are adjusted appropriately when a staff member is assigned to a correctional service post. Management realizes that all overtime will not be eliminated per this MOU. The Union may reopen any portion of this MOU at anytime. This MOU shall remain in effect during any re-negotiation period until resolved by the parties, mediation or FSIP.

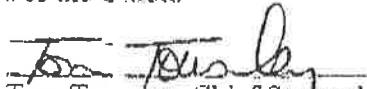
Agency: RR

Union: T.T.

Date: 5/21/06

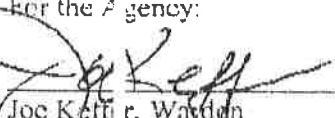
These negotiated procedures do not supersede or set any negotiated procedures for annual refresher training or firearms training. Management agrees to provide the Union with a report of non custody staff utilized throughout the past month at each monthly LMR meeting. Any issues or concerns, from either party, should be addressed at these meetings.

For the Union:

  
Tom Townley, Chief Steward  
AFGE, Local 171

Date: 5-24-06

For the Agency:

  
Joe Keffer, Warden  
Federal Transfer Center  
Oklahoma City, Oklahoma

Date: 5/21/06