
MEMORANDUM OF UNDERSTANDING On The Assignment of Overtime

FEDERAL BUREAU OF PRISONS, FEDERAL TRANSFER CENTER

This Memorandum of Understanding document is designed to memorialize the agreement and understanding between the Management (the Agency) for the Federal Transfer Center, located in Oklahoma City, Oklahoma (FTC Oklahoma City) and the Union, Local 171 (the parties) concerning the assignment of overtime available through Correctional Services at FTC Oklahoma City.

1. All bargaining unit staff will have read-only access to the Overtime Roster. This is to ensure all staff are treated fairly and equitably. This access should include all pages and comments (notations) left by lieutenants.
2. Upon written request to the Captain or Administrative Lieutenant by a Union Representative, the Union will be provided the telephone records from extension 4084, 4085 or any other phone extension the Lieutenant used to fill/hire the overtime from. This list will be provided to the Union within 2 business days of the request date. This list will contain all phone numbers that were contacted/called for the date(s) in question.
3. Staff members will have access to the Roster Program, so they may sign up for overtime. If staff members are unable to sign up for overtime, they will request that the Agency review and correct their access to the overtime program (if needed). This will allow the employee capability to sign up for overtime. This request will go through the Administrative Lieutenant, the Captain, or the Acting Captain. Every effort will be made to fulfill this request.
4. The overtime list will be opened for sign-up at all times. Staff will be able to add or remove their name, change available shifts, and change available dates. In the event the overtime list is not available for sign up, and once the Lieutenant is notified, the overtime list will be corrected as soon as possible.
5. Newly hired staff will receive training on the Roster Program, specifically the overtime portion, during Introduction to Correctional Techniques (ICT), Phase I training. Additional training will be provided to other staff upon request.
6. The qualifications box on the Roster Program will be continually updated to provide all qualifications regarding the staff member i.e, Bus Qualified, BPT Armed, BPT Unarmed, HEPPA Mask Certified, Custody, Non-Custody.

7. Each staff member signing up for overtime will have the ability to leave two (2) telephone numbers on the calling list.
8. If there is no answer on the first telephone number called, the second number will be called if one has been provided.
9. When hiring overtime, the staff member will work the post the overtime was hired for, unless another staff member agrees to switch from their assigned post with the officer hired for the overtime.
10. Overtime will be filled in the order the names appear on the list.
11. When calling staff for overtime and an answering machine picks up, a message will be left for the staff member stating the shift and specific post assignment available. This is relevant to both numbers provided.
12. All Correctional Services overtime will be offered to Custody bargaining unit staff before being offered to non-custody bargaining unit staff.
13. When overtime is being filled, the overtime post/assignment will be offered to qualified staff from the overtime list that the position is being filled for. If the employee is not qualified for the position being filled, they will be marked as not qualified on the overtime program.
14. The overtime list will be exhausted once (1) within the Correctional Services Department before offering the overtime to other qualified bargaining unit staff who have signed up for overtime. After the list has been exhausted once (1), and a message has been left on both phone numbers, an all call will be done to see if anyone is interested in working the overtime.
15. All known overtime will be filled up to one day in advance.
16. When filling overtime for the next day, the Lieutenant filling the overtime will start filling the overtime between the hours of 8:30 a.m. and 10:00 a.m. When overtime becomes available on Morning Watch for a Day Watch assignment, the Lieutenant filling the overtime will start hiring the Day Watch overtime from the overtime list from 5:00 a.m. to 6:30 a.m.
17. No staff member who is working a Temporary Alternative Duty (TAD) will be required to work mandatory overtime until they have been returned to full duty status.
18. When an employee works any overtime or comp-time assignment that exceeds a two (2) hour period they will be rotated to the bottom of the overtime list as worked.
19. When overtime becomes available for a shift, within 2 hours of the beginning of the shift. The overtime list will be utilized to hire/fill the overtime. If the overtime list is exhausted

once and no employee accepted the overtime position(s), an all call will be announced via radio soliciting for volunteers to work the overtime. If no employee volunteers or accepts the overtime assignment, the Lieutenant will then utilize the mandatory overtime procedures.

20. **LIST EXEMPT**: When the list exempt feature of the roster program is utilized, the agency will ensure that the employee working the overtime is rotated on the overtime list if the overtime incurred exceeds (2) two hours as soon as possible. When the overtime assignment exceeds (2) two hours, the agency will ensure the employee is rotated on the overtime list before being offered another overtime assignment.

The agency will use the list exempt option on different occasions such as, when an employee who was previously called for overtime returns the call and accepts the overtime. If a staff member's work assignment exceeds (8) eight hours or a staff member accepts overtime due to an (All-Call) after the overtime list was exhausted.

21. **MANDATORY**: After the overtime rosters have been exhausted, based upon the qualification criteria set forth, mandatory overtime will be assigned by management as follows:


- a. Management will solicit for qualified employees on duty from the department to volunteer;
- b. If there are no qualified employees from within the department, solicit for qualified employees on duty from other departments to volunteer;
- c. When filling mandatory overtime for a post and there are no qualified volunteers, the overtime will be filled by using the mandatory list with employees who are presently on duty. The mandatory list will begin in inverse seniority order. The overtime list will be exhausted once (1), before any staff member is required to work mandatory overtime;
- d. If a staff member has been ordered to work a mandatory overtime, another staff member may volunteer to work the overtime and have it counted as their mandatory overtime. The original staff member will remain at the top of the list for mandatory overtime;
- e. A staff member will not be required to work an additional mandatory overtime assignment until all other qualified employees have worked a mandatory overtime;
- f. Notifications to staff will normally be made at least 1 ½ hours prior to the end of the shift that they may be required to work mandatory overtime;
- g. Any staff member required to stay 30 minutes or more past their assigned shift will be counted as having fulfilled their mandatory overtime requirements and rotated to the bottom of the mandatory overtime list;

- h. In instances when an employee is mandated to work overtime because of an employee failing to report to work, or because of an employee requesting leave immediately before their assignment, which may require an employee to be mandated. The agency will exhaust the overtime list as soon as possible, so the mandated employee may be relieved.
22. The employer agrees that when an employee continuously works in excess of three (3) hours immediately following their regularly scheduled shift, or fills an unscheduled overtime position immediately following their regular shift, they shall be given the opportunity to purchase a meal, or time off to obtain a meal or time off to attend personal affairs. This time will not normally exceed 1 ½ hours. The employee's supervisor will inform the affected employee of their right to purchase or obtain a meal.
23. Any employee who is on sick leave or unscheduled annual leave will not be counted as refused if they turn down overtime, but should be marked as shift conflict due to current status.
24. Any staff member who refuses overtime, two (2) hours or less prior to the start of the next shift, will not be considered as refused but should be marked as shift conflict.
25. No staff member will be mandated to work overtime the day prior to his or her days off, unless the employee requests the change.
26. "Specialized Skilled" employees called in 30 minutes or more after normal working hours will be adjusted on the mandatory overtime list, i.e. Security Officers, Locksmiths, and SIS staff (bargaining unit).
27. **INMATE MOVEMENT**
- a. **BUS**: Bus overtime will be hired (2) two days in advance or when authorization is received before the run. The bus crews assigned to the quarterly roster will take all scheduled and unscheduled bus runs unless they are unavailable. If any of the employees assigned to the bus on the quarterly roster are unavailable, the agency will utilize the bus overtime roster to fill/hire this bus overtime.
- b. **SPECIAL VAN / AIR**: This list will be utilized for special trips that have more than (2) two hours of operation and can incur overtime.

Management and Local 171 agree that changes to this Agreement will only be incorporated by mutual agreement of both parties.

This Agreement is in effect once signed by Management and Local 171, Union Representative.


Federal Transfer Center, Oklahoma City
Federal Bureau of Prisons



Dennis Letter, Captain
Management

6/18/13

Date



Bobby Hutchinson
Local 171, Union Representative

6/18/13

Date