

Mandatory Overtime Procedures

The following guidelines will be followed by Management (The Agency) of FCI El Reno and is agreed to by the Union (AFGE Local 171) when assigning Mandatory Overtime in the Correctional Services Department at FCI El Reno. This agreement will be in addition to and in concurrence with the procedures in Article 18 of the Local Supplemental Agreement for FCI El Reno pertaining to the filling of overtime and the FCI El Reno Overtime MOU.


1. The assigning official shall fill unscheduled overtime using the approved and agreed upon roster program (hereinafter refer to as "roster program").
2. If non-correctional services personnel have signed up for correctional services overtime, these individuals will remain in the rotation for mandatory overtime procedures. If all resources have been exhausted when following the overtime MOU to fill overtime and the assigning official cannot locate a volunteer on shift to work the overtime, the assigning official will mandate staff to work the overtime as directed in this agreement.
3. The Mandatory Overtime List will be generated from all staff members who have signed up for correctional services overtime. This list will be in inverse seniority and will be updated continuously on the roster program.
4. The Mandatory Overtime List will be made available to the Union as required in Article 18 of the Local Supplemental Agreement, for access to all overtime documentation. The accepted practice is through roster program access to any representative the Union designates.
5. Each time a Correctional Services staff member is mandated to work overtime, the date worked will be noted on the roster program. No staff member will be mandated to work overtime a second time until all staff on the Mandatory Overtime List has worked. If all staff members on the Mandatory Overtime List on shift have worked mandatory overtime, the staff member with the least seniority will be mandated to work the mandatory overtime.
6. An employee will not be mandated to work overtime if that overtime will require them to work more than 16 hours. This would include any case where the overtime would require the staff member to work 24 hours continuously.
7. No employee will be made to work Mandatory Overtime on their last day of work during the administrative workweek unless there is an institutional emergency designated by the Warden. For example, if Officer X is scheduled to have two consecutive days off from work after his shift on Tuesday, he

cannot be made to work overtime unless there is an institutional emergency designated by the Warden.

8. On occasions where it becomes necessary to mandate employees to work past their assigned shift and an employee volunteers to work the overtime, the volunteering employee will be credited with working a mandated shift of overtime and the mandatory overtime date will be documented on the roster program. Mandatory overtime should be a last resort to prevent a post from being vacated.
9. Any employee who is credited with mandatory overtime will not be rotated from his/her position on the regular overtime list.
10. The assigning official will make every effort to find a volunteer utilizing the overtime list, including the non-custody list, and searching for volunteers on shift to avoid having to assign an employee mandatory overtime.

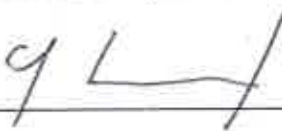
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