



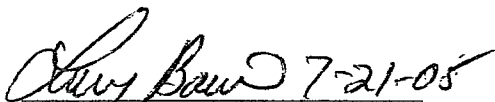
U.S. Department of Justice
Federal Bureau of Prisons


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

UNICOR OVERTIME PROCEDURES AMENDED AGREEMENT

Due to staff shortages Unicor has determined an immediate need for increased staffing to assist in overtime coverage of the Unicor Factory to meet the customer demand created by the postal contract. In order to meet the staffing needs I am recommending the following temporary adjustments be added to our current overtime procedures. The added procedures will remain in effect until staffing levels are increased to appropriate levels as determined by Unicor Management.

1. The current overtime procedure dated 06-18-99 will remain in effect and Unicor Bargaining Unit Staff will be selected first to fill all Unicor overtime. In the event that Unicor is unable to fill needed overtime positions due to shortages of Unicor staff, Unicor management would assign Wage Board CMS Staff and V.T. Welding Staff to Unicor overtime areas based on the same procedures outlined in the Unicor Overtime Procedures dated 06-18-99. Unicor will create an alternate separate Overtime sign -up sheet, which will be utilized to assign CMS/ V.T.Welding Staff to Unicor overtime.
2. Unicor Bargaining Unit Staff will be selected first to fill the CMS Gate Position. In the event that Unicor Management is unable to fill the CMS Gate Position due to Unicor Staff shortages, Unicor will notify the Operations Lt. who will fill the CMS Gate position In accordance with Article 18, Section P of the Master Agreement.
3. Management agrees to review this procedure with the Union three (3) months from the signed date.


Unicor Management Date


Union Representative Date

U.S. Department of Justice
Federal Bureau of Prisons

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

UNICOR OVERTIME PROCEDURES
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 must 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 or any others from the list, however when called staff can decline the overtime and will be marked declined and moved to the bottom of the list.
5. Management will offer the assignment on a next day basis, 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 members 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 assignment but staff declined, W = worked, NC = no contact, SL = sick leave, AL = annual leave, TE = assignment based on technical expertise. Assignment sheets and tracker charts will be available for review at any time.
8. Management will ensure that overtime is given out fairly and equitably.
9. In event that the above procedures require revision, the union will be consulted in accordance with the master agreement.
10. Management agrees to review this procedure with the union six (6) months from the signed date.

Date 6-18-99

Union Representative [Signature]

Unicor Management [Signature]

Larry Bowers

AFCC 171