

Food Service Overtime Procedures, FCI El Reno

1. The assignment of overtime will be the responsibility of a management official in Food Service. Overtime will not be assigned by a bargaining unit staff member.
2. If a position in Food Service is vacated, every effort will be made to fill that position using the procedures set forth by this memorandum of understanding.
3. Management will utilize the attached sign-up sheet and overtime list to document overtime.
4. Staff will have access to the overtime sign-up sheet to sign up for overtime whenever they choose to do so. The current overtime sign-up will be kept in the Employee Office located in the main inmate dining hall. This sheet will be kept away from the view of inmates. Management will check the sign-up list daily to ensure the overtime list is current.
5. Management Officials assigning the overtime will ensure the proper annotation is made on the overtime list. A revised overtime list will be generated every time overtime is accepted and assigned.
6. The annotation NC stands for "no contact". This annotation will be used when the assigning official does not make telephonic contact with the staff member next on the overtime list. The employee who is not contacted will remain in the same position on the list.
7. If the assigning official receives voicemail when attempting to contact an employee the assigning official will leave a message to inform the employee of the overtime available. This message will include the date, shift, and post for the overtime.
8. Shift Conflict will be annotated as (SC) and is defined as a conflict between the regularly scheduled shift and the overtime shift(s) available. If a staff member has military obligations, jury duty, or collateral duty obligations "shift conflict" will be used. When shift conflict is annotated the staff member contacted will remain in the same position on the overtime list.
9. Staff will be called in the order the names appear on the overtime list.
10. An entry will be made on the overtime list indicating if the overtime was accepted, refused, if there was no contact, or if there was a shift conflict.
11. All contact and attempted contact will be documented on the overtime list.
12. The entry will indicate what post in Food Service, the shift, and the date the overtime is to be worked.
13. When a staff member refuses an offered overtime, if the overtime is being offered more than 2 hours in advance, the staff member will be marked as refused on the overtime list. The date of the refusal will be notated on the overtime list and the staff member will be moved to the bottom of the list.
14. If the overtime is 2 hours or less the staff member will remain at his/her current position on the overtime list.
15. Anytime a staff member has accepted overtime and the overtime is canceled, the staff member will be moved back to the previous position they occupied on the overtime list.
16. The overtime lists will be maintained for one (1) years and available to the Union upon request. The Union will have the opportunity to make copies whenever a Union Representative requests to do so. After the calendar year is completed, the Food Service Administrator will

furnish a copy of the maintained lists and certify, in writing, that the copy of the lists are complete and accurate.

17. Prior to ordering any staff member to work mandatory overtime, management agrees to utilize the established overtime procedures outlined in the memorandum of understanding.

18. Mandatory overtime procedures will be as follows:

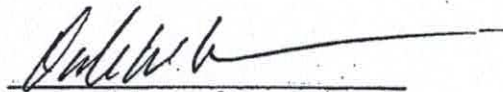
- a. The overtime list will be exhausted once, with notations made to the overtime list.
- b. Volunteers will be solicited from qualified employees on shift within the department.
- c. If the overtime is still not filled the next individual on shift from the mandatory overtime list currently maintained in the food service office will be required to work. Once an individual works a mandatory overtime shift their name will go to the bottom of the list and will not be required to work another mandatory overtime if other individuals above them on the mandatory overtime list are available and on shift.
- d. Staff will work mandatory overtime based on their last mandatory overtime date. In the event that staff have not previously worked mandatory overtime or multiple staff have worked mandatory overtime on the same date, staff will then work mandatory overtime using inverse seniority. All mandatory overtime assignments will be distributed fairly and equitably.

19. Management will make every effort to fill overtime before using mandatory overtime procedures.

20. The attachments (referred to as overtime list(s) throughout this MOU) to this MOU will be used for signing up and tracking overtime. These forms will be maintained in accordance with this agreement.

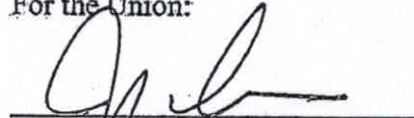
Date: 3/29/2018

For the Agency:



D. Jackson, Acting Food Service Administrator
FCI El Reno, OK

For the Union:



J. Delk, Steward, AFGE Local 171



Food Service Overtime List

Date: _____				
O/T date and post: _____				
Overtime list in order of attempted contact:	Accepted	Refused	N/C	S/C
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				
6 _____				
7 _____				
8 _____				
9 _____				
10 _____				
11 _____				
12 _____				

Date: _____				
O/T date and post: _____				
Overtime list in order of attempted contact:	Accepted	Refused	N/C	S/C
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				
6 _____				
7 _____				
8 _____				
9 _____				
10 _____				
11 _____				
12 _____				

Date: _____				
O/T date and post: _____				
Overtime list in order of attempted contact:	Accepted	Refused	N/C	S/C
1 _____				
2 _____				
3 _____				
4 _____				
5 _____				
6 _____				
7 _____				
8 _____				
9 _____				
10 _____				
11 _____				
12 _____				

SIC
JAT

Food Service overtime sign up

AM Shift

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____

PM Shift

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____

Put your name on this sheet to specify which shift you want to be offered overtime for when it is available.

SC
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