



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Littleton, CO 80123

February 14, 2007

MEMORANDUM FOR W. A. SHERROD, WARDEN

FROM: LMR Officials
FCI Englewood

SUBJECT: **LMR Meeting - February 14, 2007**

The monthly Labor Management Relations meeting was conducted on February 14, 2007, at 12:30 p.m. in the Warden's Conference Room. The following individuals were in attendance:

Management

Joel Ziegler, AW (O)
William Lothrop, Captain
Sarah Ulrich, ESD
Russ Solis, Lieutenenat
John Ferguson, Observer
Brian Aunkst, Observer
Ed Beed, Safety Manager
Tim Sheldrake, Facilities Manager
Deb Segars, Asst. Health Services Manager

AFGE Local #709

Eva Donaldson, President
Becky Ray, Treasurer
Tamera Williams, Secretary
Henry Ford, Workmen's Comp.

Old Business:

UNION Issues

1. Official Time Request Procedures.

M The individual needs to notify the supervisor when they leave and when they return to have the supervisor fill out a form to turn into the T&A clerk. This can be done by e-mail or phone.

U There is a discrepancy on who fills out the form. Some already fill out for the supervisor and some have the supervisors fill them out.

M Can we change the form to be from the supervisor thru the individual requesting time.

U In the meantime, union official will e-mail the supervisor and CC the timekeeper times requested for official time. If times are changed will notify both of the change.

M When there is reasonable advance notice use e-mail. If it is immediate notice page or leave a voice mail.

This item is tabled.

-Update 2-23-06

U Being negotiated in the National Level. Will be tabled until it is settled at the National Level.

-Update 3-14-06

This item is still tabled.

-Update 5-16-06

This item is still tabled.

- Update 7-13-06

This item is still tabled.

-Update 9-06-06

This is still being negotiated in the National Level.

This item is still tabled.

-Update 11-30-06

This item is still tabled.

-Update 02-14-07

There has not been any issues.

This item is closed.

2. Camera's in Annex

U - ULP is pending on this issue. A person that is on sick leave needs to be here to provide an affidavit. Is there another camera being put in the Annex. A verbal contract and something being in writing for the procedures needs to be done. This is a negotiable item so the cameras are not used to watch staff and used for security purposes only. A conference call was put out to say the cameras will be used to watch staff and their routine duties. Would like an MOU for this. Union is invoking I&I negotiations on the implementation of cameras.

M There is another camera being put in to cover a blind spot. Cameras are used for the safety and security of staff and the institution.

This item is tabled.

-Update 3-14-06

U This item is still tabled due to ULP.

- Update 5-16-06

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M The equipment has been ordered to add cameras in blind spots for security issues. The cameras will still be going up.

U Invoking mid-term negotiations regarding I&I issues.

M Requesting I&I issue information

This item is tabled.

- Update 7-13-06

This item is still tabled. The Union is appealing the FLRA decision on the ULP filed by the union.

-Update 9-06-06

The ULP has been denied and the Union is appealing the decision.

This item is tabled.

-Update 11-30-06

This item is tabled pending ULP.

-Update 02-14-07

U Waiting on remedy at the National Level.

This item is closed.

3. Air Conditioning at the FDC:

U The previous request for air conditioners at the region was denied.

M Spoke to Facilities and informed us that we will be getting some money to replace some units this year and the rest next year.

U How do we know that this plan is being put into action.

This item is tabled until some funding has been received. If we don't see any progress by spring we need to put in another work order.

-Update 11-30-06

M New units have been purchased now just waiting to have installed. Waiting on negotiating contracts for installation.

This item is tabled pending installation.

-Update 02-14-07

8 new air conditioners have been ordered and will be delivered within 5 weeks. Once received, they will immediately installed.

This item is tabled pending installation.

4. Portal to Portal Officers working 8's:

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U They can't possibly get from the front grill to the unit exactly on time. So either some officers are working overtime or some are late for their posts. Powerhouse, can't possibly get from the front grill to the powerhouse and vice-versa.

M Unit officers are not required to stop at the key line therefore they can get to the posts on time.

U What about the officers that do have to go through the key line?

This item is tabled pending further research.

-Update 11-30-06

This item is tabled pending further research.

-Update 02-14-07

This item is tabled pending further research.

5. Workmen's Comp. Committee:

U When does it meet and Local 709 should be on the committee per the Master Agreement.

M Whoever told you this is incorrect. Per the Master Agreement it states that Safety and Health Committee will be composed of equal representatives will attend the meeting.

U Per the Program Statement that the Union and the staff member being discussed needs to be invited to be present at the meeting.

M Workmen's Comp. and accommodations are two different issues.

This item is tabled pending review of Program Statements for Workmen's Comp.

-Update 11-30-06

U This institution is in violation of policy regarding Union members not being involved in the committee meeting.

M A message was sent out regarding the committee meeting.

U We need to have a standard way of handling all Workmen's Comp. Incidents.

This item is tabled upon research by Sarah Ulrich and Henry Ford of training with OWCP.

-Update 02-14-07

U Need Safety to attend. There seem to be a lot of employees processing their own appeals for OWCP. In the Workman's Comp. Committee meeting, the union should be at the entire meeting. It has come to our attention that the CA-1's have been taken away from supervisors.

M The management can not appeal on the employees behalf. However, if the employee needs help filling out the paperwork, be sure to call the Safety department and they will provide assistance. The Supervisor is not the one to fill out the CA-1's. The employee must request the CA-1 from Safety and fill out themselves. If an employee has to go to the hospital, they do not need to fill out a CA-1 or a CA-16 prior to going to the hospital.

U What is the status of the training research.

M The OWCP has local training but will not come here to train.

This item is tabled pending research from Mr. Beed on training.

6. Parking spots were supposed to be changed.

U When is this going to happen. See LMR minutes from 2/23/2006.

M The signs are ordered. The parking lot will be reconfigured.

This item is tabled pending completion of parking lot.

-Update 02-14-07

U Parking spots were supposed to be changed. When is this going to happen. See LMR minutes from 2/23/2006. Also, was discussed at LMR in November.

M The parking lot has been reconfigured and presented. Now just waiting for a budget.

This item is tabled pending a budget.

Management Issues:

1. Overtime

M With Rob Neal back can we re-negotiate the overtime MOU.

U Agreed.

This item is tabled pending re-write of a new MOU.

-Update 02-14-07

This item is tabled pending Mr. Neal attendance.

New Business

Management Issues:

Union Issues

1. Gloves for all staff.

U For shakedown due to needle sticks.

M We have ordered gloves to be inventoried and accountable in each of the units. The Captain will put out a memo regarding this to the custody staff.

Research is being done to maybe get gloves for CWW gifts or as a Nugget item.

This item is closed

2. Procedures on needle sticks & substances on Staff.

U Procedures are not being followed when staff are exposed to feces, urine, or needle sticks. Hospital inmates need to clean up the feces, urine, blood, etc., Staff need to fill out a CA-1. Staff need to be sent home to change clothes per the supplemental agreement. Staff need to be sent to the hospital for needle sticks.

M There will be a package put together with a change of clothes and a CA-1 in the Lieutenants office.

This item is closed.

3. Background investigations.

U This has to be done on-line, staff will need time and a computer to do this.

M When ESD receives the package, they will notify the staff member and their department head that they will receive time and access to complete this on duty.

This item is closed.

4. Current Staffing Levels--by department and totals.

U Request a copy of this.

M Gave a copy to Tamera Williams.

This item is closed.

5. Camera FDC Rear door.

U Need to have one that moves and pans in-This is a security issue.

M Tim Sheldrake will research on availability and budget.

This item is tabled pending research from Tim Sheldrake.

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6. Business Office Heat.

U There should be a plan when heat goes out in the business office and other parts of the institution.

M This has been addressed and will not be a problem next year.

This item is closed.

7. Boot issue once a year.

U Was talked about.

M Would like to order a higher quality boot once a year instead of lower quality every nine months.

This item is tabled pending the Captain and Rob Neal meeting.

8. Sick Leave Custody Memo.

U Delete the last sentence. The use of AWOL is having an employee not at work and not knowing their whereabouts.

M AWOL is just a temporary procedure until we receive notice from the employee on how they would like to distribute their leave prior to entering time and attendance. This can be given verbally prior to entering time and attendance with written documentation to follow.

This item is closed.

9. ART Custody coverage for next year.

U You can not negotiate a MOU and change it as you see fit by excluding staff members.

M This will not happen next year.

This item is closed.

10. Fence negotiations.

U The moves and procedures are not being followed.

M There will be a committee put together to negotiate.

This item is tabled pending the committee.

The next LMR meeting will take place on Wednesday, May 9, 2007, at 12:30 p.m., with the agenda exchange Wednesday, May 2, 2007.

Joel Ziegler, LMR Chairman

Eva Donaldson, AFGE Local 709

***U*- UNION**

***M*- MANAGEMENT**