



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

Littleton, CO 80123

November 30, 2006

MEMORANDUM FOR W. A. SHERROD, WARDEN

FROM: LMR Officials
FCI Englewood

SUBJECT: **LMR Meeting - November 30, 2006**

The monthly Labor Management Relations meeting was conducted on November 30, 2006, at 12:30 p.m. in the Warden's Conference Room. The following individuals were in attendance:

Management

William Lothrop, Acting AW (P)
Sarah Ulrich, ESD
Russ Solis, Lieutenenat
Brian Aunkst, Observer
John Ferguson, Observer

AFGE Local #709

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

Old Business:

UNION Issues

1. Custody Roster on LAN

M Do away with posting the custody roster on the LAN. However, the Union President can have proxy rights.

U Custody and Non-Custody need to see what posts are open to volunteer to work or do overtime for.

M Staff are looking at the roster to see if they can call in sick if they see there are extra people on staff when in actuality the extras may already be put on a post. The copies on the LAN are not official rosters. The official rosters are a hard copy with the Captain's signature that day.

This item is tabled.

-Update 3-14-06

This item is still tabled.

- Update 5-16-06

U Mrs. Donaldson will be doing some research nationally on the updated version of the roster program.

This item is still tabled.

- Update 7-13-06

This Item is still tabled.

-Update 9-06-06

U Some institutions are still using this program with all employees available to access.

M Table this item until the Captain can be here to explain the new program.

This item is tabled.

-Update 11-30-06

M Closed until new roster program is implemented.

2. 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.

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-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.

3. 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

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.

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-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.

4. Fence Committee - Recreation Move

U It appears we are bi-passing the fence committee and already going through with the fence project. We are changing staff's working conditions. We haven't seen any plans and lights are already going on. The change in working conditions (Designated staff standing for 10 minutes at a time) needs to be negotiated. The officer's aren't giving the inmates time to go to recreation and eat at mainline.

M All staff have to do is pop the gate open. They don't have to stand for all 10 minutes. The fence committee is not being bi-passed. We are doing what was agreed upon. There is a communication problem. It will be re-addressed.

This item is tabled.

- Update 5-16-06

This item is tabled until June 20, 2006 at 8:00 a.m. in the Unicor Conference Room to discuss procedures for when the fence is complete.

- Update 7-13-06

U Management has still not gotten back to Local 709 on re-scheduling fence negotiations since they didn't even show up on 06-20-2006 for the scheduled negotiations. It appears that UNICOR management is trying to circumvent the fence negotiations by their implementation plan. So will Local 709 be negotiating the fence procedures with UNICOR or the institution? Or is this implementation plan by UNICOR similar to the UNICOR unit whereby someone in UNICOR management has made an independent decision on behalf of the institution?

M Meeting is set for Tuesday, July 18, 2006 and 12:00 p.m. at the Unicor conference room.

This item is tabled.

-Update 9-06-06

U This needs to be looked at and not discussed. Why can't they go through education like they used to? This was only supposed to be temporary but has been going on since February.

M Have Mrs. Rae write a proposal to present to Management.

U A proposal will not help. Someone needs to come down and see the situation.

M Mr. Garcia and the Captain will be down on Monday, September 11, 2006 at 10:30 a.m. to 12:00 p.m.

This item is tabled pending further review of the area.

-Update 11-30-06

M We will go back to the previous schedule prior to the construction project. There will be a memo sent out by the Captain.

This item is closed with memo from Captain.

5. Rookies working Units.

U 06-03-2006, why were two units manned by rookies that have never been to Glynco? Thought that they had to go to Glynco before they were put on their own. 07-06-2006 rookie was working checkpoint. Also, on one other day the same rookie worked checkpoint-had to be on or about June 29 or 30. Isn't there an MOU that rookies can only work DW camp and lower east.

M Where is the MOU of this agreement.

U MOU dated August 8, 2002 states that training posts are identified for probationary officers.

This item is tabled pending further research and a revised MOU.

-Update 9-06-06

This item is tabled pending the Union meeting with Rob Neal regarding the MOU.

-Update 11-30-06

This item is closed.

6. 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.

7. SHU/Annex Inmates:

U SHU/Annex inmates are cuffed while in the unit, cuffed and escorted to the visiting room but then the cuffs are removed and ONE officer is in the shakedown room stripping an inmate uncuffed who is normally cuffed. Then allowing them to sit in the visiting room uncuffed. This is a security issue for the staff member.

M The escort staff should stay in the room while the officer is shaking down the inmate. Can the Union have someone research this to come up with a new procedure.

This item is tabled pending research for a proposal on new procedures.

-Update 11-30-06

M Procedures have been implemented.

This item is closed.

8. Cleaning of Institution Housing Areas:

U Why are line staff and or inmates cleaning up institution housing areas? Per Institution Supplement 4400.05A residents are responsible for cleaning up their premises (dog feces, toys, etc.). There is liability with line staff cleaning up residential housing such as being bitten by dogs in backyards, residents of housing may claim that toys were stolen or broken.

M There will be a message sent out to the current tenants that they are responsible for cleaning up their own yards.

This item is tabled pending the memo being sent out by Mr. Munson.

-Update 11-30-06

This item is closed.

9. Scheduling of Drills, DCT Training etc.:

U Could the scheduling be coordinated so that non custody staff aren't being abused by having to pull 10 or 12 people in one day???? Example: September 13, 2006 - people will be in Glynco and DCT training. Couldn't DCT training be postponed a week until we get the people back from Glynco?

M This month we can not reschedule due to the Officers will not be back prior to month end and DCT has to have training monthly. In the future we will not schedule during high training weeks. CMS will be put back into rotation per memo that will be sent out.

This item is tabled pending the memo being sent out by Mr. Garcia.

-Update 11-30-06

This item is closed.

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10. Coverage - Custody, Mainline, Etc.:

U Line staff should not be responsible for finding their own relief to cover posts, mainline, etc. Managers should not be scheduling people, on their days off, annual leave, travel, training, etc. When someone calls in sick it should be the managers finding someone to cover a post or whatever other function.

M A memo will be sent out the Department Heads that they are responsible for finding coverage for mainline if their employee is not available.

This item is tabled pending the memo being sent out by Mr. Garcia.

-Update 11-30-06

This item is closed with memo sent out by Captain.

11. Portal to Portal Officers working 8's:

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.

12. 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.

Management Issues:

1. Non-Custody Coverage for ART:

M When can we negotiate the coverage for ART.

U The ART Coverage and Custody Coverage roster is not a Union duty. Mrs. Rae has been doing this as Collateral Duty.

ART will be 4 days this year starting January 8, 2007 for 5 classes with approximately 62 people per class.

This item is tabled pending negotiation of the ART schedule on Monday, September 18, 2006 at 9:00 a.m. in the AW Conference Room.

-Update 11-30-06

U This has been negotiated and signed.

This item is closed.

New Business

Management Issues:

1. Supplements

M There has been a 30 day extension on 2 supplements to be reviewed by Union.

This item is closed.

2. 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.

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Union Issues

1. Recreation moves and procedures which was only supposed to be temporary.

U Too many moves and only education and recreation are responsible for the lower compound. This needs to be looked at and not just talked about.

This item is closed. (See old business)

2. Workmen's Comp Committee

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

This item is closed. (See old business)

3. Non-Custody Roster

U December 1, 2006----will it be abolished???

M We have made significant progress and we have not used any non-custody in some time. We are currently at 88% of custody staff. Another IF class starting on January 7, 2007 with a hope of 5 new officers. However, we are not giving up the right to use this list when absolutely necessary.

This item is closed.

4. 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.

The next LMR meeting will take place on Wednesday, January February 14, 2007, at 12:30 p.m., with the agenda exchange Friday, February 9, 2007.

***U*- UNION**

***M*- MANAGEMENT**