



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

*FCI Englewood
9595 West Quincy Avenue
Littleton, Colorado 80123*

May 15, 2006

Eva Donaldson
President Local 709
FCI Englewood
Littleton, CO 80123

Dear Ms. Donaldson:

I have reviewed the grievance filed on April 17, 2006, which alleges violation of the Master Agreement Article 6, Section q, Title 5 U.S.C., Chapter I, Part 532, Subpart E, Title 5 U.S.C., Chapter I, part 610, Subpart D, Title 5 U.S.C., Section 5544, Title 5 U.S.C., Section 5343, National Finance Center Time and Attendance Instructions, Title 1, Chapter 7, Section 1, Appendixes, TC 04, TC31, TC61, and all applicable laws regarding Powerhouse' Time and Attendance (T&A) Records and 2005 performance evaluations.

In February or March of 2006, Mr. Robert Trask, Utility Systems Supervisor, came to Employee Services (ESD) to ask questions regarding his pay, specifically Sunday pay. In reviewing his T&A, the Employee Services Assistant (ESA) advised Mr. Trask his pay was keyed correctly according to the T&A keying sheet. Mr. Trask further advised the ESA the keying sheet was incorrect. Mr. Trask had a copy of the Powerhouse roster, which showed his shift starting at 10 pm on Monday. Mr. Trask advised the ESA that the starting time of 10 pm was actually Sunday not Monday. Subsequently, Mr. Trask's pay was corrected March 6, 2006.

In April 2006, Mr. Sean Giddings, Utility Systems Supervisor, contacted the ESA regarding his Sunday pay as well. Mr. Giddings stated the same issue as Mr. Trask. Subsequently, the ESA corrected his pay on May 1, 2006.

Messrs. Trask and Giddings were the only Powerhouse staff who advised the ESD their T&A records were incorrect.

Per the T&A manual, the T&A recorder, records the T&A record on the T&A keying sheet. The T&A recorder gives the T&A keying sheet to the T&A time keyer, the ESA. The ESA keyed the T&A as was annotated on the T&A keying sheet; therefore, keyed correctly. The error is in the roster, it does not reflect the correct starting day.

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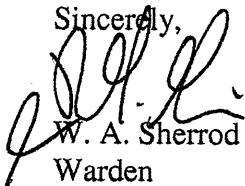
On May 5, 2006, a meeting was held with Management and the Union whereby, the Union notified Management that upon receiving Powerhouse's schedules and T&As from PP 1 to present, it was discovered other Utility Systems Supervisors' rosters were annotated incorrectly. The ESM advised the Union to deliver those files to the ESD, so their T&As can be corrected. As of this date, the Union has not delivered the files to the ESD; therefore, unable to audit their findings and correct the pay. At this same meeting, it was agreed that the ESA and a Union representative would jointly audit the Utilities Systems Supervisors' 2005 T&As and determine if the T&A were correct. If the outcome of the 2005 audit shows errors, an audit will be done of the previous year and so on.

Regarding the 2005 Performance Evaluations, although you did not state the directive that was violated, we will address this issue. Falsification of any document is a violation of the Code of Conduct; therefore, this allegation will be handled administratively.

It is imperative to both management and employees that guidelines established by the Master Agreement and agency policy are followed. I believe management has met these guidelines.

Based on the above, your grievance is partially granted.

Sincerely,



W. A. Sherrod
Warden