



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

Littleton, CO 80123

July 13, 2006

MEMORANDUM FOR W. A. SHERROD, WARDEN

FROM: LMR Officials
FCI Englewood

SUBJECT: LMR Meeting - July 13, 2006

The monthly Labor Management Relations meeting was conducted on July 13, 2006, at 12:30 p.m. in the Warden's Conference Room. The following individuals were in attendance:

Management

René Garcia, AW (P)
Janet Martinez, ESD
William Lothrop, Captain
John Ferguson, Observer
Brian Aunkst, Observer
Anita McMullen, Observer

AFGE Local #709

Eva Donaldson, President
Becky Ray, Treasurer
Tamera Williams, Secretary

Old Business:

UNION Issues

1. Camp Keys

U Union invoked negotiations on December 6, 2005 and requests that the twenty four hours keys at the camp remain status quo. Becky Rae, Tim Allport and Sharon McKinney will be on the committee for negotiations.

M The negotiations will be scheduled for January 25, 2006.

This item is tabled pending negotiations.

-Update 2-23-06

M RDAP has been handled. Camp keys will be negotiated

This item is tabled until negotiations.

-Update 3-14-06

This item is still tabled until further negotiations.

- Update 5-16-06

Pending review of 5 x 8 cards by Mr. Garcia, Mrs. Donaldson and Bill Morris.

- Update 7-13-06

Meeting set for July 31, 2006 @ 9:30 a.m. This item is tabled.

2. Abolish Custody Relief

U Would like to have relief roster abolished by May 1, 2006.

M When staffing levels are up to par we will take this under consideration at that time.

This item is tabled.

-Update 2-23-06

M Still working on it.

This item is tabled

-Update 3-14-06

This item is still tabled.

-Update 5-16-06

This item is still tabled. Still trying to increase Custody staffing levels. The goal is 89%. If you have friends that would like to work for the Bureau have them apply. There are recruitment awards.

- Update 7-13-06

This item is still tabled. There is another IF class scheduled for August 7, 2006. We are still in need of 6 new officers.

3. 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.

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-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.

4. 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.

5. Cameras 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

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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.

6. 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.

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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.

7. Comp-time:

U Comp-time for officers mutual exchange in work assignments. This is against labor law.

This item is tabled pending further investigation by the union.

- Update 7-13-06

U Mrs. Donaldson did check on this and they are doing it in Raybrook. If we can do this in custody, why can't we use it for the whole institution.

M Most of the institution is on compressed work schedule.

U This would not change the individuals schedule. It needs to be fair and equitable.

M This is taken off the table and will not be used.

Management Issues:

1. Portal to Portal:

M Do we have any portal to portal issues?

U None that we are aware of right now but need to research this.

This item is tabled pending further investigation by the union.

- Update 7-13-06

U We are not aware of any right now but we need to research this.

M Portal to Portal is 5 minutes not 10 minutes.

U We would like to see that in writing. Isn't this a part of the settlement.

This item is still tabled.

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New Business

Management Issues:

1. Negotiations:

M For clarification purposes: Our ground rules state we will negotiate issues; however, what is not spelled out, but is policy, is that we will negotiate only negotiable issues, i.e., issues that meet the definition of I&I. If the union does not give us the I&I issues, there is no

reason to negotiate. We are not going to negotiate management rights, it's contrary to the Master Agreement.

This item is tabled pending further research from Mrs. Donaldson.

2. Staff Physical Limitations:

M We need to discuss the medical slips for staff on physical limitations. Maybe they shouldn't even be at work. Where do we draw the line of them being able to work a post due to medical issues.

U There are posts available for people who can not work around inmates. If they are non-custody set them up in the outside Unicorn building. This needs to be looked at on an individual basis.

M The medical slips need to be brought to their Department Head as well as AW Garcia or Mrs. Martinez to get with Medical on what they need to be restricted on.

If someone states that they are unable to work a post, their Department Head needs to get with LMR Chairman for them to be exempt from working the post. We will try to accommodate the individual to their needs.

This item is closed.

Union Issues

1. Air Conditioner for the officer's lounge.

U We need an air conditioner in the officer's lounge.

M Management agrees to put in a new unit into the officer's lounge.

This item is closed.

2. 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.

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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.

3. Using Non-Custody on Weekends.

U Pulled Counselor Tyckson on 06-11-2006 which was a Sunday. Thought counselors were not supposed to be pulled until the unit team grievance was settled. Local 709 is considering a grievance.

M AW Garcia sent an email to the Lieutenants that non-custody staff is not to be pulled on weekends, evenings, and holidays. They can volunteer but shouldn't be used unless they volunteer.

U We will not file a grievance on this now but if it happens again, we will.

This item is closed.

4. Air Conditioner for the Hospital.

U Why haven't the air conditioners been installed for the PA-s in the hospital?? This has been going on for three years. Air conditioners were bought three years ago and still have not been installed. Why?

M Mr. McCarty looked in ITMS and it is not in the system. Mrs. Wagner re-entered a WO with this request.

This item is tabled pending installation of the air conditioners.

5. Informational.

U MOU was signed to change the hours of SHU from 2:15 p.m. to 2:30 p.m. and from 10:15 p.m. to 10:30 p.m. Look like Local 709 has once again solved a problem for management by having an extra two people available for the 10:00 p.m. count. It would be nice if management would reciprocate to settle at least two pending grievances.

M It was the Union-s MOU which management agreed to.

This item is closed.

6. Administrative Support Officer.

U What exactly is the procedure when someone has a broken foot/leg etc. An individual was told to work a unit and when they said that they had a broken foot the Lt. laughed and said yeah right. Then was told by the admin support officer that the individual didn't need to do anything in the unit and could work a unit with the broken foot. Also, admin support officer made a decision regarding somebody on COP. The admin support officer is not

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management and perhaps management should be doing the scheduling to avoid putting line staff in a position to make management decisions. Relief post for SHU annex is gone (Kiichler got the phone room job) admin officer needs to offer that post to the senior person on sick and annual so that post can be filled for the rest of the quarter.

M This was discussed in item #2, Staff Physical Limitations.

This item is closed.

7. Elephant in the Room email.

U Elephant in the room email by Mark Ippolito to all current Englewood users chastising custody for using sick leave. I thought Monday of the holiday week was liberal annual leave. Also, I thought only the Warden could authorize sending something out to all current users, at least from a past LMR that's what Local 709 was told. So did Mr. Ippolito get the Warden's permission to send this to all current users? Additionally, on July 4th no sick leave was used by custody. On July 5th, 4 sick leave used by custody and 3 non-custody (2) pulled for a hospital trip. July 6th, 3 sick leave used by custody and 7 non-custody used (3) for the bus, (2) for the hospital and (1) for a med trip. On July 7th, 2 sick leave used by custody and 3 non-custody used (2) for the hospital. Where is the sick leave abuse?? Looks like most of the non-custody pulled were for the hospital/medical trips. This type of tirade against custody is uncalled for and unnecessary, as well as unprofessional.

M Management took care of this situation and future email's will not be sent to ENG/Current Users without prior approval from the Warden.

The next LMR meeting will take place on Wednesday, September 6, 2006, at 12:30 p.m., with the agenda exchange Friday, September 1, 2006.

René Garcia, AW (P)

Eva Donaldson, AFGE Local 709

***U*- UNION**

***M*- Management**