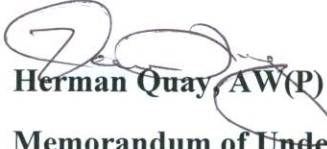




UNITED STATES GOVERNMENT
M E M O R A N D U M
Federal Correctional Institution Englewood
Littleton, Colorado

DATE: November 13, 2008
REPLY TO: 
ATTN OF: Herman Quay, AW(P)
SUBJECT: Memorandum of Understanding
TO: All Concerned


Robert Neal, AFGE President

The following items have been discussed and Management and the Union have come to an agreement. The duration of this MOU is coterminous with the Master Agreement, and it is enforceable as per applicable statute.

1. S/A Procedures

- The S/A roster will be maintained by the management and the union
- The S/A roster will list from the top, personnel who are to be placed on S/A next, once an officer is selected or bids for S/A his or her name will be placed at the bottom of the S/A roster. The S/A roster will list in chronological order from top to bottom, personnel on the top of the roster are next to be placed on S/A, once a person is assigned to S/A his or her name will be moved to the bottom of the list.
- Credit will be given to personnel who work S/A for minimum of 30 duty days. IE personnel who return to the custody roster from transfer, reassignment to custody, military deactivation, personnel reassigned to custody etc.
- Management and the union agree to continue to use the current S/A roster, and the current roster will be sent out with the quarterly roster requests by the union.
- Management and the union agree new staff and staff transferring in, will be placed at the top of the S/A roster.
- Management and the union agree that a reasonable efforts will be made to keep staff working S/A, on one shift during the quarter.
- Management and the union agree if a post comes open due to transfer, retirement, etc. The open post will be bid for and given to the most senior person working S/A, this will still count as their S/A.
- Management and the union agree that whenever possible S/A staff will be placed on posts for one week or two week blocks to cover vacations.
- Prior to the Roster Committee, if a staff member can't work S/A for that quarter the staff member will try to trade S/A spots with someone first, if still unable to solve the problem the staff member will submit a memo in writing to the Captain, explaining why they can't work S/A at that time. It is up to the Captain as to if he is willing to allow the staff member to delay their requirement. They will however not be exempt from S/A. They will have to fulfill their obligation in the next possible quarter to be determined by the party and the Captain. This is done so that the member could submit a Shift Request.