



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS  
FEDERAL CORRECTIONAL INSTITUTION  
FCI ENGLEWOOD**

**DATE:** May 9, 2007

**REPLY TO  
ATTN OF:**

**William W. Lothrop, Captain  
Eva Donaldson, AFGE President**

*William W. Lothrop*  
*Eva Donaldson*

**SUBJECT: Memorandum of Understanding - Article 18, Hours of Work**

**TO: All Concerned**

This Memorandum of Understanding negates all previous Memorandum of Understandings dated prior to May 9, 2007, related to overtime procedures. This Memorandum of Understanding serves as the only guideline for overtime procedures.

1. The Employer agrees that, when an employee continuously works in excess of three (3) hours immediately following their shift, they shall be allowed thirty (30) minutes on non-paid status.
2. Should overtime in Correctional Services be required, the following procedures will be followed:
  - 1) Management will not fill overtime posts until after thirty (30) minutes after shift change.
  - 2) Exhaust the overtime sign up log in the computerized overtime program.
  - 3) Contact any bargaining personnel in the institution via radio on all call for voluntary overtime.
  - 4) Contact any non-bargaining personnel in the institution via radio on all call for voluntary overtime.
  - 5) Time permitting, notify off duty staff that are likely available for voluntary overtime.

- 6) If mandatory overtime is necessary, the staff member will be selected by using the reverse seniority list in the computerized overtime program.
3. The following are exceptions to the above procedures. If time permits the following procedures will be followed to fill all overtime.
- 1) If staff call in within one (1) hour prior to the beginning of their shift, time permitting, the computerized overtime program will be utilized. If time does not permit, contact will be made to personnel in the institution via radio on all call for voluntary overtime, once exhausted, the mandatory list will be utilized.
  - 2) Immediate Need overtime for four (4) hours or less, contact will be made to personnel in the institution via radio on all call for voluntary overtime, before mandating staff.
4. The following are guidelines for mandatory overtime procedures.
- 1) If a staff member is selected for mandatory overtime that lasts for less than one (1) hour, this will not act as their turn for mandatory overtime. However, if immediate need overtime exceeds for more than one (1) hour, this will count as their mandatory overtime.
  - 2) Mandatory can only be from one shift to the next and can not skip shifts. (ex. shift 2:30 p.m. to 10:30 p.m. can not be mandated to work 12:00 a.m. to 8:00 a.m.).
5. The following steps will be followed when establishing overtime lists in Correctional Services:
- 1) Staff are responsible for providing the information to request overtime to the Employer.
  - 2) The overtime sign up sheet will be maintained and completed by the Employer on the computerized overtime program.
  - 3) Staff may not sign up for other staff.
  - 4) Overtime sign up will be available at the beginning of each quarter, once the rosters are released in the computerized overtime program.
6. The following steps will be followed using the sign up procedures:
- 1) When filling overtime the list will be filled one post at a time. If the staff is not qualified for that post, they will be logged as "Not Qualified" and by passed for that post. If they are qualified but do not want to work that post they will be logged as "Refused" and by passed for that post.
  - 2) Each time a staff member is called it will be logged whether they "Refused", "No

Contact" or "Not Qualified" for that post.

- 3) The notation will act as verification that the staff was provided a fair and equitable opportunity for overtime. Staff with "Refused" will not have another opportunity until the list is rotated through. Staff with "No Contact" or "Not Qualified" will be skipped for that post and reconsidered during the next post's rotation of the list.
- 4) Prior to adjusting the roster to fill overtime, the list must first be exhausted for qualified staff for that post.
- 5) Management will make every effort to post overtime no later than the next pay period, after the employee signs the overtime form.

This Memorandum of Understanding will be reviewed monthly for three months by the Union and Management to address any concerns that may arise.