



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

Forrest City, AR 72335

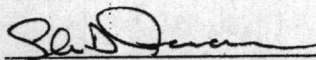
July 19, 2006

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding will serve as a modification to the Compressed Work Schedule for the Education Department - Low Facility dated July 11, 2005 and agreed to/signed by both a member of Management and the Local Union.

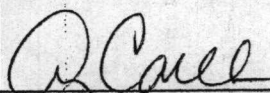
Effective August 6, 2006, staff working a compressed schedule may request to work a 10-hour (4 day) compressed schedule or a 10 ½-hour (4 day) compressed schedule. As directed in the Master Agreement, staff working a 10 hour (4 day) schedule will not be afforded a duty free lunch break (see Master Agreement for additional information). Staff working a straight 10-hour shift can not leave the institution during their shift without extending their workday or requesting annual leave and approval for either must be received in advance (see Master Agreement for additional information). Staff requesting to extend their 10-hour workday by an additional 30 minutes to allow for a duty-free lunch period will have their ending shift time extended. Any staff member may change their hours of work by mutual agreement fo the staff member and supervisor.

Staff who desire to modify their schedule to / from a 10 ½-hour (4 day) or a 10-hour (4 day) schedule will be allowed to do so only at the beginning of a pay period and will be required to provide a two week notice requesting the modification.



Shon Foreman, President, Local 922

Date: July 19, 2006



Amy Carbon, LMR Chairman

Date: 7/19/06

FCC Forrest City - LOW/CAMP

Education Department

2005 Updated Staff Schedule - Dated July 11, 2005

Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Ed Tech</i> Flint	OFF	OFF	7:45 am 4:15 pm	7:45 am 4:15 pm	7:45 am 4:15 pm	7:45 am 4:15 pm	LIBRARY 7:00 am 3:30 pm
<i>Teacher</i> Clark	OFF	7:30 am 6:00 pm	7:30 am 6:00 pm	10:15 am 8:45 pm	OFF	7:30 am 6:00 pm	OFF
<i>Teacher</i> Dunham	OFF	7:15 am 5:45 pm	LIBRARY 7:00 am 5:30 pm	10:15 am 8:45 pm	7:15 am 5:45 pm	OFF	OFF
<i>Teacher</i> Garrison	OFF	LIBRARY 7:00 am 5:30 pm	7:15 am 5:45 pm	7:15 am 5:45 pm	10:15 am 8:45 pm	OFF	OFF
<i>Teacher</i> Harris	OFF	7:30 am 4:00 pm	12:15 am 8:45 pm	7:30 am 4:00 pm	LIBRARY 7:00 am 3:30 pm	7:30 am 4:00 pm	OFF
<i>Teacher</i> McNeary	OFF	OFF	10:15 am 8:45 pm	7:15 am 5:45 pm	7:15 am 5:45 pm	LIBRARY 7:00 am 5:30 pm	OFF
<i>Teacher</i> Pendergrass	OFF	12:15 am 8:45 pm	7:15 am 3:45 pm	LIBRARY 7:00 am 3:30 pm	7:15 am 3:45 pm	7:15 am 3:45 pm	OFF
<i>Camp Teacher</i> Norman	OFF	7:15 am 5:45 pm	7:15 am 5:45 pm	7:15 am 5:45 pm	7:15 am 5:45 pm	OFF	OFF

1. If the Ed Tech has an emergency or has scheduled A/L on Saturday, the ASOE will ask for volunteers to cover Saturday. If there are no volunteers, teachers will be ordered to work by a least seniority rotation.

2. Staff working a CWS will follow the standard 5-day work week during the following situations: 1. when a staff member not working the CWS is on annual leave, a staff member working the CWS will revert back to a 5 day schedule (if 2 non-CWS are on annual leave, then 2 CWS staff will revert back, and so on)*; 2) weeks with Monday Holidays; 3) weeks of annual training for the training participant only; 5) situations determined by the Department Head to be disruptive to the Compressed Work Schedule.

* This will be accomplished through a circular roster (least seniority) of staff working the compressed schedule on a fair and equitable basis.

3. REMEMBER, if you have a conflict in working your scheduled evening, it is your responsibility to initiate a trade with another staff member. A memo of the proposed rescheduled dates with both staff members signatures must be submitted to the ASOE or the SOE for prior approval.

4. Holiday Work Schedule remains in effect to cover Holidays in which the libraries remain open.

R.W. Jones, SOE / Date

J. Greene, ASOE

Union

FCC Forrest City - LOW/CAMP

Education Department

2006 Updated Staff Schedule -Dated June 12, 2006

Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Ed Tech</i>	OFF	OFF	7:45 am 4:15 pm	7:45 am 4:15 pm	7:45 am 4:15 pm	7:45 am 4:15 pm	LIBRARY 7:00 am 3:30 pm
<i>Teacher CWS</i>	OFF	7:00 am 5:00 pm	7:00 am 5:00 pm	10:45 am 8:45 pm	OFF	7:00 am 5:00 pm	OFF
<i>Teacher CWS</i>	OFF	7:00 am 5:00 pm	7:00 am 5:00 pm	10:45 am 8:45 pm	7:00 am 5:00 pm	OFF	OFF
<i>Teacher CWS VACANT</i>	OFF	7:00 am 5:00 pm	7:00 am 5:00 pm	7:00 am 5:00 pm	10:15 am 8:45 pm	OFF	OFF
<i>Teacher VACANT</i>	OFF	7:15 am 3:45 pm	12:15 am 8:45 pm	7:15 am 3:45 pm	7:15 am 3:45 pm	7:15 am 3:45 pm	OFF
<i>Teacher CWS</i>	OFF	OFF	10:45 am 8:45 pm	7:00 am 5:00 pm	7:00 am 5:00 pm	7:00 am 5:00 pm	OFF
<i>Teacher</i>	OFF	12:15 am 8:45 pm	7:15 am 3:45 pm	7:15 am 3:45 pm	7:15 am 3:45 pm	7:15 am 3:45 pm	OFF
<i>Camp Teacher CWS</i>	OFF	7:00 am 5:00 pm	7:00 am 5:00 pm	7:00 am 5:00 pm	7:00 am 5:00 pm	OFF	OFF

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