



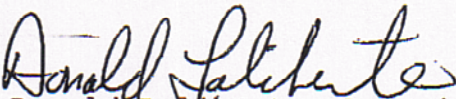
U.S. Department of Justice

Federal Bureau of Prisons

Washington, DC 20534

March 18, 2003

MEMORANDUM FOR COLE JETER, WARDEN
FEDERAL CORRECTIONAL INSTITUTION, FORREST CITY

FROM: 
Donald LaLiberte, Associate General Counsel
Office of General Counsel, Labor Law Branch

SUBJECT: Compressed Work Schedule Request

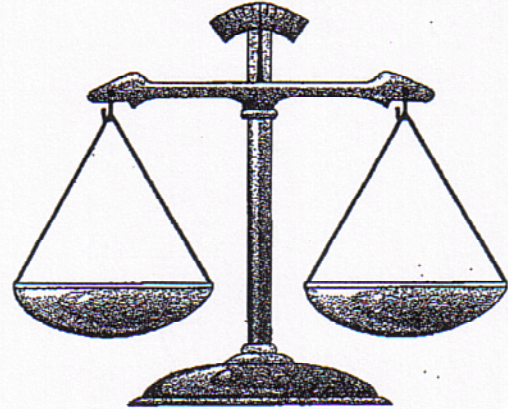
The request to implement a compressed work schedule for two Emergency Medical Technicians (EMT), within the Health Services Department, at FCI, Forrest City, has been reviewed. During the review, it was noted that a lunch period was not included with the requested schedule. In the event a lunch period is added, the lunch period must be a duty free, non-paid lunch period. Although we are approving the schedule as submitted, management should closely monitor the schedule due to the length of the employee's workday.

In accordance with Bureau of Prisons Program Statement 3000.02, Human Resource Management Manual, workdays in excess of 10 hours are not recommended for inclusion in a compressed work schedule. These schedules may have a detrimental effect on security and could inhibit an employee's ability to adequately perform job functions due to excess fatigue caused by the longer hours.

In addition, you should review this schedule in six months, and on a recurring basis thereafter, to ensure that it is not causing the type of "adverse agency impact" (e.g., a decrease in service, an increase in cost to the agency) as discussed in 5 U.S.C. § 6131. If you have any questions or concerns, please contact Deidre Williams at (202) 307-2804.

FEDERAL BUREAU OF PRISONS
Office of General Counsel
LABOR LAW BRANCH
WASHINGTON, D.C. 20534

(202) 307-2804
(202) 307-6912 FAX



TO: Cole Jeter, Warden / Ketic Bozeman, HRM
FCI Forrest City

FROM: Deidre Williams

SUBJECT: Compressed Work Schedule

FAX #: (870) 630-6250 / 6252

DATE: March 18, 2003

NUMBER OF PAGES (INCLUDING COVER SHEET): 2

WARNING: The information contained in this telefax is PRIVILEGED and CONFIDENTIAL. It is intended only for the use of the individual(s) or organization(s) named above. If you receive this telefax in error, please notify us by telephone immediately. Thank you for your cooperation.



U.S. Department of Justice

Federal Bureau of Prisons

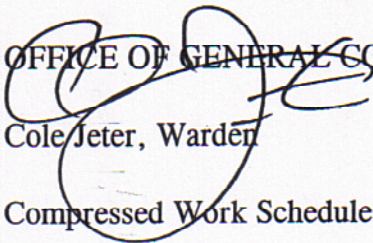
Federal Correctional Institution

Forrest City, AR 72335

February 28, 2003

MEMORANDUM FOR OFFICE OF GENERAL COUNSEL, LABOR LAW BRANCH

FROM:


Cole Jeter, Warden

SUBJECT:

Compressed Work Schedule Request

This memo is to request approval of a Compressed Work Schedule for the Emergency Medical Technicians (EMT) at FCI, Forrest City, Arkansas. The schedule is being submitted for your legal and technical review along with a Management Review of the schedule. Please contact me if I can be of further assistance in this matter.

cc: File



U.S. Department of Justice

Federal Bureau of Prisons

*Federal Correctional Institution
Forrest City, AR 72335*

March 7, 2003

MEMORANDUM FOR RONALD G. THOMPSON, REGIONAL DIRECTOR

FROM:

Cole Jeter, Warden

SUBJECT:

Compressed Work Schedule Request

Attached is a courtesy copy of the proposed compressed work schedule for the Emergency Medical Technicians (EMT). Please see the attached for the type of temporary schedule being requested on a bi-weekly basis.

cc: File



U.S. Department of Justice

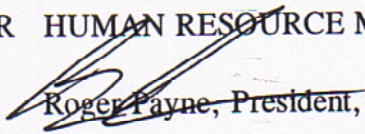
Federal Bureau of Prisons

Federal Correctional Institution

Forrest City, AR 72335

March 7, 2003

MEMORANDUM FOR HUMAN RESOURCE MANAGER

FROM:  Roger Payne, President, AFGE Local 0922

SUBJECT: Compressed Work Schedule Request

The Union is in agreement with the proposed compressed work schedule and guidelines submitted by the Health Services Department in regards to the Emergency Medical Technicians (EMTS).

Compressed Work Schedule Guidelines
Health Services - Emergency Medical Technicians

- This schedule is temporary and in effect for no longer than 180 days from the date signed on this agreement by Management and in the Union.
- This schedule is not a precedent for any other compressed work schedule.
- This schedule can be terminated at any time if unusual overtime costs are incurred due to this schedule.
- Reviews can be requested by either party in accordance with the Compressed Work Schedule Program Statement.
- This schedule is consistent with community standards and consistent with hours worked by emergency medical technicians in the community.

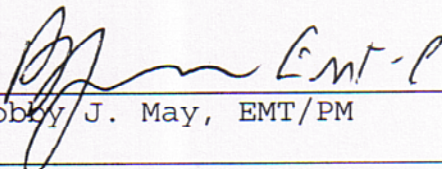
MEMORANDUM OF UNDERSTANDING

My signature on this memorandum affirms that I agree to work a compressed 80-hour biweekly work schedule. I understand that this schedule consists of diversified hours, i.e., four 10-hour days a week, or two 16-hour days and one 8-hour day in a biweekly pay period.


I acknowledge that the compressed work schedule has been fully explained and is understood as an option to the regular work schedule. Additionally, I agree to return to standardized working hours should this schedule have an adverse impact on the operation of the institution as determined by the CEO and to provide sick call coverage for the other team member included on this schedule.

I understand and agree to the conditions of alternative work schedules as stated in 5 CFR 610, Subpart D, as they apply to premium pay and leave administration.

In addition, I understand that most periods of travel or training can be accommodated without changing the compressed schedule. However, if the travel or training will conflict with a scheduled non-work day, the schedule will be altered to change the non-work day for that pay period.



Bobby J. May, EMT/PM

 EMT-P

Duke Vansandt, EMT/PM



U.S. Department of Justice

Federal Bureau of Prisons

Forrest City, AR 72336

February 27, 2003

MEMORANDUM FOR HUMAN RESOURCE MANAGER

FROM: Jose Jimenez, Health Services Administrator *Jose Jimenez*

SUBJECT: Compressed Work Schedule Request

Attached is a copy of the proposed temporary compressed work schedule for the Emergency Medical Technician/Paramedic Staff (EMT/PM). The type of schedule being requested is as follows:

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
EMT/PM #1	8:00 a.m. to 12:00 a.m.	Off	off	off	off	4:00 p.m. to 12:00 a.m.	8:00 a.m. to 12:00 a.m.
EMT/PM #2	Off	2:00 p.m. to 12:00 a.m.	2:00 p.m. to 12:00 a.m.	2:00 p.m. to 12:00 a.m.	2:00 p.m. to 12:00 a.m.	Off	Off

COMPRESSED WORK SCHEDULE (CWS)
SUPERVISORY PRE-IMPLEMENTATION QUESTIONNAIRE

INSTRUCTIONS: In order to assess the effectiveness of the compressed work schedule, you are to examine the results of the CWS relative to proposed goals, objectives and expectations for undertaking the compressed schedule. As the supervisor, you are to complete this questionnaire with the request for a compressed work schedule. In completing this questionnaire, give careful consideration to existing sources of information on the operation of the department/unit, including program or operational reviews, climate surveys, institution character profiles, and employee performance evaluations. You will conduct an evaluation of the CWS 6 months after implementation, at which time you will assess the outcomes of the CWS relative to the goals, objectives and expectations detailed in this questionnaire.

1. Department/Unit Productivity: What do you anticipate will happen to the level of productivity in the department/unit? Include as many measurable outcomes as possible. For example, do you expect overtime costs to decrease, or an increase in coverage during shift changes?

The level of productivity in the Health Services Unit will increase. Currently, as of February 27, 2003, the Health Services Unit has 4 Mid Level Practitioners (MLP). The MLP's role of providing patient care for the Institution is substantial. One of the MLP's must work 8 hours on Saturday and Sunday. An analysis of the months of November and December 2002, and January 2003, reveals the following data:

*Inmate population (02-28-03) 2046

*Patient's seen in sick call encounters
 per MLP and EMT

<u>Currently</u>		<u>Projected Production Increase</u>	
MLP-16 (3)=48	EMT-N/A	MLP-16 (4)=64	EMT-N/A

*Avg sick call seen per weekday

<u>February 2003</u>		<u>Projected Production</u>	
MLP-48	EMT-N/A	MLP-64	EMT-N/A

*Avg patients seen after 4:00 p.m.

<u>October-December 2002</u>	
MLP-5	EMT-0

*Avg workload data # of encounters

<u>October-December 2002</u>
MLP-1871

Aggregation of the data confirms the minor number of inmates evaluated by an EMT-PM during a routine monthly workload. Having the EMT-PM perform simple, unsupervised duties (i.e., pill line, insulin line, etc.), it will permit the MLP to perform more complicated duties, (i.e., sick call and chronic care clinic evaluations, etc.) There will be an overlap in the EMT-PM #2 position with the day watch staff from Monday through Thursday and will supply the department additional staff during the last two hours of the day watch shift, thus increasing the quality of work by staff and providing better distribution of work. Moreover, it will permit staff to complete their work on time and diminish the requests for overtime.

There is a projected decrease in employee absenteeism and increase the responsiveness of EMT-PM staff to unanticipated work requests. The EMT-PM have devised and agreed to the above-mentioned schedule. They fully understand the consequences of non-compliance with the schedule, disrupting the orderly running of the Institution will terminate the compressed work schedule. Additional work which will be perform would include, but will not be limited to medical record filing, medical screening of newly arriving inmates, etc.

Increasingly, other departments within this Institution and other BOP facilities are using flexible scheduling to meet the unique needs or strategic goals of their respective departments.

2. Level of Service Provided to the Public: To what extent will the level of services furnished to the public increase or diminish?

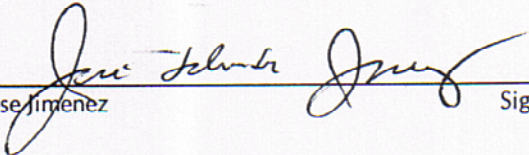
The increase of MLP staff during regular sick call and chronic care clinic days will increase the services to the general population and anchor our commitment to the Healthcare Mission of the BOP. Subsequently, the weekend assignment of EMT-PM's will set the stage for FCI Forrest City, Arkansas to conform with current BOP efforts of Primary Care Provider Teams.

3. Cost of Agency Operations: To what extent will the cost to the agency increase or decrease?

The economic efficiency of having the MLP's working Monday through Friday is straightforward. Overtime costs for coverage will decrease in many aspects. The Institution usually pays overtime to Medical Staff performing the intake screening of newly committed or transfer inmates. The proposed EMT-PM's schedule provides an extra medical screener.

FCI Forrest City

Health Services Department


Jose Jimenez

Signature

Date

3/5/03

From: Roger Payne
To: Bozeman, Katie; Campbell, Judith; Jeter, Cole; Jimenez, Jose; Thompson, Gregory
Date: Fri, Mar 7, 2003 6:03 PM
Subject: We are in agreement that staff may trade shifts if they make a request. The agency is not liable fo

We are in agreement that staff may trade shifts if they make a request. The agency is not liable for any cost that would not ordinarily be paid on any shift when it is at the staff members mutual request. This e-mail is in direct relation to the meetings today in reference to the EMT compressed schedule. If there is anyone that does not agree with these statements, please notify me in writing immediately.

Thank you

CC: Brown, Kenneth; Foreman, Shon; Hall, Brenda; May, Bobby; Thomas, Nathaniel