



Federal Bureau of Prisons

Washington, DC 20534

July 6, 2004

*11-5*  
*Noted*

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

FROM:

*Donald Laliberte*  
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 the Health Services Department, at FCI, Forrest City, has been reviewed and approved, provided the extra half-hour on the schedule is for a duty free, non-paid lunch period. 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.



U.S. Department of Justice  
Federal Bureau of Prisons

*Federal Correctional Institution  
Forrest City, AR 72335*

June 16, 2004

MEMORANDUM FOR DONALD LALIBERTE, ASSOCIATE GENERAL COUNSEL  
OFFICE OF GENERAL COUNSEL, LABOR LAW BRANCH

FROM: Cole Jeter, Warden

SUBJECT: Compressed Work Schedule

This memorandum is to request approval of a Compressed Work Schedule for the Health Services Department, FCC 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

## HEALTH SERVICES UNIT Compressed Work Schedule

**PURPOSE AND SCOPE:** To direct the test implementation, operation, and evaluation of the Forrest City Health Services Unit Compressed Work Schedule. Also, to implement the plans in compliance with statutory rights and protections. Department of Justice and Bureau of Prisons Policy, Master Agreement, and Local Supplemental Agreement.

**OBJECTIVES:** The expected Department results of this program are:

1. Decreased usage of overtime, while increasing institution security and department responsiveness to institution needs through added staff availability.
2. Decreased usage of Annual Leave, and improved staff morale by providing staff with one additional day per week to meet personal and family needs.
3. Increased efficiency by expanding the work day from eight (8) hours to ten and a half hours (10 1/2) per day to ensure continuity of patient care and to increase the number of patients seen per day during sick call appointments and chronic care clinics.
4. Increased staff administrative performance by providing additional non-patient care time to complete continuing medical education (CME) requirements, prepare individual Improving Organizational Performance (IOP) reports and studies, conduct audits (Pharmacy, Dental, and Medical Records), and to conduct preventive maintenance on diagnostic equipment.

### GENERAL REQUIREMENTS:

1. The Health Services Unit hours will remain the same, Monday through Friday, 0600-2400 hours; and Saturday and Sunday, 0800-2400 hours.
2. While one of the intents of the Compressed Work Schedule is to provide additional administrative time, patient care will be first priority. All staff will be available for emergency situations (both Medical and non-medical), performing medical intake screenings (airlifts, buses, self surrenders, etc.), security checks, fog watches, and needs of the institution.
3. Staff may be required to perform assignments not in their immediate discipline (medical records, pharmacy, laboratory, etc.), during periods of unscheduled leave or needs of the department in accordance with policy, regulations and law.

### STAFF PARTICIPATION:

1. The following line staff positions are affected by the Compressed Work Schedule: Medical Officer, Mid-Level Practitioners (MLP), Registered Nurses (RN), Dental Officer, Dental Assistant, Pharmacy Technician, Health Information Technician (HIT), Infectious Disease/IOP Coordinator, Medical Laboratory Technician (MLT), EMT/Paramedics, Diagnostic Radiological Tech, Medical Secretary and all bargaining staff.
2. Staff not wishing to participate in the Compressed Work Schedule may remain on the standard eight (8) hour schedule.

3. Staff participation in the Compressed Work Schedule will continue unless his/her participation conflicts with his/her job performance at a fully successful level as defined by the position performance elements. Staff denied or discontinued participation shall have, upon request, the reason(s) for the decision, in writing, within five working days.

#### **STAFF SCHEDULE:**

1. As designated on the schedule, staff will work the hours assigned to their specific post for four (4) days per week, totaling 10 ½ hours per day (including a half hour lunch) for a total of forty (40) working hours per week.
2. The schedule is attached.
3. On Friday, the day the Medical Laboratory Technician is off, RN's, IOP coordinator, EMT/paramedics, and MLP's will be utilized to fulfill duties in the Laboratory and Radiology areas in accordance with policy, regulations and law.
4. The RN-3 position (Sick/Annual) will provide shift coverage during the absence of the other nurses. For annual leave purposes only one RN or EMT/Paramedic may be on leave at a time.
5. For disciplines where some of the staff request to remain on five (5) day, eight (8) hour work schedules and some request a compressed work schedule, such as pharmacy Technicians and Health Information Technicians, etc., these individuals will submit a memo to their immediate Supervisor prior to each new roster quarter, specifying whether or not they request to remain on their present schedule or change to a regular (5 day, 8 hour work week) or change to a compressed work schedule.
6. The Health Services Staff Schedule (roster) will be prepared in accordance with the guidelines set for by Article 18, sections D and F of the Master Agreement.

#### **CHANGES TO THE STAFF SCHEDULE:**

1. In the event of institution emergencies (medical and non-medical) or any other type of unscheduled major situation such as unexpected staff absence, the Health Services Administrator reserves the right to change and make adjustments to the schedule as needed to best meet the needs of the institution. The Health Services Administrator will notify affected staff of such changes as far in advance as possible.

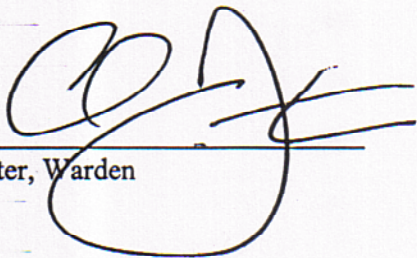
#### **INMATE SCHEDULE:**

1. Inmate orderlies will work Monday through Friday, 0730-1530 hours.

#### **EVALUATION:**

1. The compressed Work Schedule will be re-evaluated at six (6) months after implementation by a Compressed Work Schedule Committee to determine overall effectiveness, adverse impact, possible adjustments, and decide if continuation of the schedule is warranted.
2. The Compressed Work Schedule Committee will generally be comprised of the appropriate management and union officials who drafted the proposed schedule.

3. Criteria to determine the effectiveness of the Compressed Work Schedule will be based on meeting the stated Objectives. Specific areas for evaluation may include, but not limited to, overtime and differential pay, annual and sick leave usage, quality and quantity of patient care, continuity of patient care, staff administrative completion, and staff interviews.
4. Adverse impact will be determined as defined by statute 5 U.S.C 6131(b), as reduction of the productivity of the agency, a diminished level of services furnished to the public by the agency, or an increase in the cost of agency operations.



Cole Jeter, Warden

6-10-04

Date

## Compress Schedule 10 ½ hours

Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MLP 1 Sick/Annual	OFF	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF
MLP 2 Camp/SHU Insulin line	OFF	6:30-5:00	6:30-5:00	6:30-5:00	6:30-5:00	OFF	OFF
MLP 3	OFF	OFF	7:00-5:30	7:00-5:30	7:00-5:30	6:30-5:00	OFF
MLP 4	OFF	7:00-5:30	7:00-5:30	OFF	7:00-5:30	7:00-5:30	OFF
MLP 5 Vacant	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF	OFF
MLP 6 Vacant	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF	OFF
RN 1 Camp	OFF	6:30-5:00	6:30-5:00	OFF	6:30-5:00	6:30-5:00	OFF
RN 2	OFF	OFF	6:00-4:30	6:00-4:30	6:00-4:30	6:00-4:30	OFF
RN 3 Sick/Annual	OFF	6:00-4:30	6:00-4:30	6:00-4:30	6:00-4:30	OFF	OFF
EMT 1*	1:30-12:00	8:00-6:30	OFF	OFF	OFF	1:30-12:00	1:30-12:00
EMT 2*	OFF	1:30-12:00	1:30-12:00	1:30-12:00	1:30-12:00	OFF	OFF
EMT 3*	8:00-6:30	OFF	OFF	OFF	7:00-5:30	7:00-5:30	8:00-6:30

The EMT's sick leave coverage will be as follows:

EMT 1 will cover Monday's 1:30 to 12:00 shift.

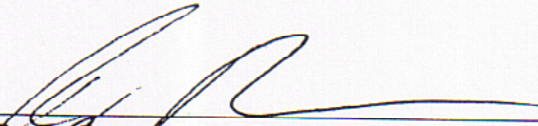
EMT 2 will cover Saturday's and Sunday's 8:00 to 6:30 shifts.

EMT 3 will cover Thursday's and Friday's 1:30 to 12:00 shifts.

RN 3 will cover Tuesday's and Wednesday's 1:30 to 12:00 shifts.

The EMT's annual leave coverage will be provided among themselves. Roster adjustments may be necessary to implement this coverage.

Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
HIT 1	OFF	OFF	6:30-5:00	6:30-5:00	6:30-5:00	6:30-5:00	OFF
HIT 2	OFF	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	OFF
Diagnostic Radiological Tech.	OFF	7:30-6:00	7:30-6:00	7:30-6:00	7:30-6:00	OFF	OFF
Dentist 2	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF	OFF
Med. Tech.	OFF	6:00-4:30	6:00-4:30	6:00-4:30	6:00-4:30	OFF	OFF
Dent. Asst.	OFF	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF
Pharm Tech 1	OFF	6:00 4:30	6:00-4:30	6:00-4:30	6:00-4:30	OFF	OFF
Pharm Tech 2	OFF	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF
IDC Nurse	OFF	6:00-4:30	6:00-4:30	6:00-4:30	6:00-4:30	OFF	OFF
Staff Physician	OFF	7:00-5:30	7:00-5:30	7:00-5:30	7:00-5:30	OFF	OFF
Med. Sec.	OFF	7:30-6:00	7:30-6:00	7:30-6:00	7:30-6:00	OFF	OFF

  
 Roger Payne, Local President  
*See attached names for  
 union party.*