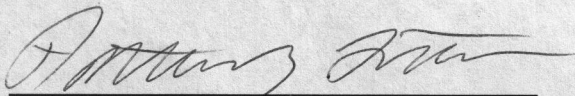


Standard Ground Rules for Impact and Implementation Negotiation
Federal Correction Complex
Butner, North Carolina

1. Contract negotiations will take place at a mutually agreed upon site.
2. Negotiations will commence on an agreed-upon Monday morning and continue, on consecutive days, through Friday, if necessary. If additional time is needed to conclude negotiations the same Monday through Friday schedule will be used for consecutive weeks. If either party has prior commitment and/or schedule conflicts the negotiations can be suspended with mutual consent of both parties, but must resume within thirty (30) days. Proposals will be exchanged no less than fourteen (14) days prior to commencement of negotiations.
3. Negotiations will be conducted during the regular day shift hours (typically 7:30 AM – 4:00 PM).
4. Members of the Union negotiating team will be assigned to day shift hours, with a Monday through Friday schedule, for the duration of actual negotiations.
5. Union negotiators will be on official time during the course of negotiations, to exclude mutually-agreed upon breaks.
6. Shift changes and up to forty (40) hours of official time will be granted to the Union for each participant preparing for negotiations. Up to a total of two hundred hours (200) of official time for the Union negotiation team.
7. Management will notify the Union at least fourteen (14) calendar days prior to the beginning of negotiations of the number of negotiators assigned to the Management team. The Union will be entitled to a minimum of five (5) negotiators on official time or the number of Management negotiators, whichever is greater.
8. Negotiators may be replaced by alternates who will have the same rights to speak for and bind their principals as the members they replace. The chief negotiators will give advance notice of a substitution so as to allow for appropriate reliefs, if possible.
9. The chief negotiators may designate any member of their teams to make appropriate presentations.
10. Impact and implementation issues for negotiation will be considered in numerical order. Either party may move to table an impact and implementation issue, or part thereof, but the tabling of an impact and implementation issue will only be done by the mutual consent of parties. Any impact and implementation issue, or part thereof, that is tabled will be brought from the table prior to the conclusion of the negotiations. Either party may move to bring an impact and implementation issue, or part thereof, from the table; however, the bringing of an impact and implementation issue, or part thereof, will only be done by mutual consent while other impact and implementation issues are still pending,

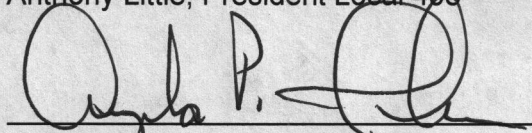
in numerical order. When all impact and implementation issues have been initially addressed, and the parties cannot agree as to bringing which tabled impact and implementation issues from the table, tabled impact and implementation issues will again be addressed in numerical order.

11. Either party may call a caucus. The party calling the caucus will leave the negotiating room and will meet in another suitable location.
12. Copies of needed laws, rules, regulations or policies will be made available to the Union by the Agency upon request.
13. As proposals are agreed upon, the chief negotiator for each party will initial the final language, thereby certifying the agreement. This will be completed via a typed document for each agreed-upon issue(s) using a computer and printer available at the negotiating table. This will be beneficial in maintaining the integrity and intent of the agreed-upon issue(s) and should help to defer any disagreement after the fact.
14. There will be no coercion, intimidation, harassment, or reprisal from either party. Either party may request the services of the Federal Mediation and Conciliation Service.
15. By mutual agreement, any provisions of the ground rules may be altered or modified at any time with mutually-agreed upon ground rules in place before negotiations begin.



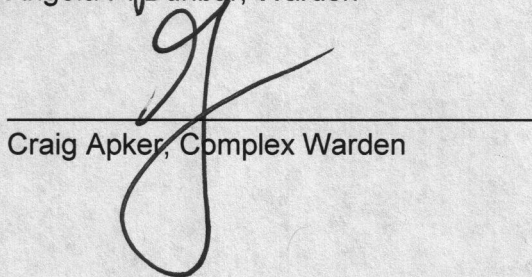
Anthony Little, President Local 408

8-15-13
Date



Angela P. Dunbar, Warden

8-20-13
Date



Craig Apker, Complex Warden

08-15-2013
Date