

## **MEMORANDUM OF UNDERSTANDING**

### **COUNSEL OF PRISON LOCALS, LOCAL 408,(UNION) FEDERAL CORRECTIONAL COMPLEX, BUTNER, NC (AGENCY)**

From time to time it becomes necessary to account for all staff inside the perimeter of an institution on the complex during actual emergencies, mock exercises, and or when other situations arise requiring a staff accountability check. This memorandum of understanding is to describe procedures to account for all persons inside the secure perimeters of the institutions at FCC Butner at any given time.


The Agency and Unions agree to the following:

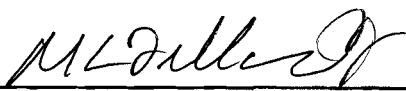
1. Employees at the Federal Correctional Complex Butner, will be required to wear on their person an electronic device for the sole purpose of accounting for staff. This device will hereby be referred to as "proximity card".
  - a. The proximity card system will only be used to account for staff during institutional emergencies and mock exercises that involve an event covered under the contingency plans.
  - b. The proximity card system will not be used to initiate any disciplinary action or adverse action related to time and attendance.
  - c. The proximity card will not be used to initiate any log entry against an employee related to time and attendance.
  - d. The proximity cards system will not be used to record time as a time card or any other method of time measurement by either party.
2. If a proximity card is lost or damaged, it will be reported to the Deputy Captain or his/her designee as soon as possible. The lost or damaged proximity card will be reported to the Deputy Captain or his/her designee via memorandum outlining the circumstances for the loss or damage of the proximity card as soon as possible after the loss or damage of the proximity card occurs.
  - a. Lost or damaged proximity cards will be replaced at no cost to the employee.
  - b. There will be no disciplinary action taken against an employee for a lost or damaged proximity card.
  - c. There will be no log entry against any bargaining unit employee for a lost or damaged proximity card.
3. The proximity card will only be encoded with the minimum amount of information needed to identify and account for staff, which the parties agree will include the employee's first name, middle initial, last name and department.

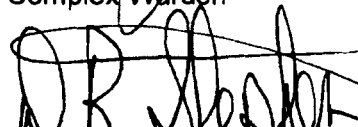
4. The parties agree to revisit the topic of Staff Accountability six (6) months following actual implementation of the proximity card use.
5. A union representative may have "read only" access to the staff accountability program for the purpose of conducting periodic reviews of information being loaded into this program.
6. Training on the operation of the staff accountability program and the completion of staff accountability checks will be conducted each quarter for employees on all three shifts.
7. For staff that report to work without their proximity card, a "temporary" proximity card will be issued from the Control Center to that employee for the duration of their work hour on that work day. The "temporary" proximity card will be returned to the control center at the end of the employee's work day.


For the Agency:

For the Union:

  
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 Sara M. Revell /Date  
 Complex Warden 8/16/10

  
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 Morris Dillard, President /Date  
 Local 408 8/6/10

  
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 D. R. Stephens /Date  
 Warden (FCI II) 08-14-10

  
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 Tracy Johns  
 Warden (FCI I & LSCI)