

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
COUNCIL OF PRISON LOCALS, LOCAL 408, (UNION) AND  
FEDERAL CORRECTIONAL COMPLEX, BUTNER, NC (AGENCY)

1. The Nursing Assistants will bid on positions once the schedules are finalized.
2. The nursing assistant rosters will be combined with each area roster consistent with the breakdown of the current areas as established practice within the Nursing Department.
3. A Roster committee will be formed which will consist of representative(s) of Management and the Union. The Union will be entitled to two (2) representatives or a number equal to management, whichever is greater.
4. Bidding will be conducted based on seniority. Seniority will be determined by EOD. If multiple employees have the same EOD date, seniority will be determined by the last names in alphabetical order, to be rotated for subsequent bidding procedures.
- 5A All Nursing Assistant positions will be part of the bid. The initial positions are as follows:  
5B
  - 1 5B 6A Position
  - 2 5B N18 Position
  - 3 5B N18 Position
  - 4 5C 6A Position
  - 5 5C 6A Position
  - 6 5C N18 Position
  - 7 5C N18 Position
  - 8 Float N6 Position
  - 9 5C E12 Position
6. Each employee involved in the bid will have an opportunity to review positions prior to the actual bidding.
7. The employee will submit an *Employee Preference Request Form* (appendix b, Master Agreement) with choice requests 1-9 for the above positions.
8. Each employee involved will be given an opportunity to submit their bid requests. Management will notify **all affected employees** of the bidding process.
9. Ordinarily, there will be no changes to the bid positions after it is posted for staff to bid.
10. The opening up for review of positions will begin February 9, 2015. The bid will open on February 15, 2015, and close on February 28, 2015. Employees may submit complaints and concerns March 1, 2015, through March 7, 2015, to the DON and the Union in writing. Bidded positions will become effective March 22, 2015. All subsequent bids and vacated positions will follow Master Agreement, Article 18, section d, as applicable in accordance with Article 18, section f.
11. The Roster Committee will ensure that the bid results are posted and accessible to the Nursing Assistants. The nursing assistants have 7 days to file any complaints and concerns related to the bidding process.

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12. The Roster Committee will meet and formulate the position assignments based on bids within 7 days of the closing date. Positions become effective on the pay period immediately following the acquisition of all required signatures.
13. Once Nursing Assistants are assigned a specific post, ordinarily they will not be floated to other areas.
14. Ordinarily, the Nursing Assistant will not be pulled to complete the same work on another unit within the same shift. The float Nursing Assistant will be expected to complete work as assigned.
15. Same day post swaps must be approved by the on-call Nurse Manager.
16. Nursing Assistants will be allowed to switch bidded positions by submission of a memo by both parties to the DON, with the exception of known resignations, terminations, relocations, or promotions.
17. Ordinarily, patient assignments will be split equitably between shifts. Factors such as the gender, age, or race of assigned staff will not be used to determine when tasks are scheduled for individual patients.
18. The parties agree that once finalized the Nursing Assistant MOU will be revisited at six months after implementation. The parties agree that the Nursing Assistant MOU or any specific section thereof can be revisited with a written notice at the request of either party. The Nursing Assistant MOU will remain in effect until a new Master Agreement is put into effect between the agency and CPL33.

FOR THE AGENCY

FOR THE UNION

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Kenny Atkinson, Complex Warden

Anthony Little, President

Federal Correctional Complex

AFGE, Local 408

Butner, NC

Butner, NC

Executed \_\_\_\_\_

Date