

Ground rules for Labor Management Relations Meetings

Memorandum of Understanding

This agreement is between the Representatives of AFGE Local 0408 (Union) and Representatives of FMC/FCI-2 Butner (Agency) which provides the ground rules for all Labor Management Relations (LMR) that take place between the Union and the Agency.

This agreement is in accordance with the Master Agreement and all applicable laws, rules, and regulations.

Both parties hereby agree to the following for negotiations that take place between the Union and the Agency.

1. Labor Management Relations (LMR) will be held on the Second Wednesday of the month at 9:00 a.m. LMR meetings be held at alternating sites (e.g., Union designates its site and the Agency designates its site) within the complex. The date and start time can only be changed upon mutual consent of both parties. Dates can also be changed if these meetings fall on holidays or training. Cancellation of any meeting must be by mutual consent of both parties.
2. Agendas will be exchanged at least five (5) working days before the scheduled LMR Meetings. Agenda items will divulge enough information for a party to discern what an agenda item is about.
3. Designated Union Officials will be given a reasonable amount of official time to prepare for these negotiations in advance. Also to gather information they determine is necessary prior to the submission of its agenda to management before the applicable deadline. The agency spokesperson will discuss the agenda submitted with the Warden/CEO or designee before LMR Meeting.

The Agency or Union spokesperson will have binding authority to discuss and resolve any agenda or pressing issue submitted by the Union or Agency provided there is no further investigation into the matter needed as determined by the agency or Union spokesperson. Either party requesting additional time should be prepared to resolve the issue at the next meeting, unless there was a compelling reason this could not be completed. Any Agreements reached will be completed in writing and signed by the representatives of both sides.

4. If an agenda item concerns a particular department, the responsible Management official will be made available to the Union if a LMR issue (s) concerns their department or area of expertise unless, uncontrollable circumstances exists to prevent them from attending the LMR meeting. No more than three managers will be scheduled to attend a LMR Meeting, unless mutually agreed upon by the Agency and the Union. Once the issue affecting their area is brought up for discussion and/or settled between the LMR spokesperson and the Union spokesperson, the management official will be asked to leave and the subsequent manager (s) will be asked to enter to address their specific issue (s), considering the statement mentioned above.
5. Management and the Union will make a concerted effort to informally resolve issues in the agenda per Article 31, to avoid the filing of formal grievances or complaints. If needed, suspense dates should be set to avoid tabling of an issue (e.g. 3, 5, 7, or 10 days).
6. Bargaining unit staff can be made aware of any agreements reached by the Union and the agency. This can be done through GroupWise or any other means determined by the Union and the Agency. The Union recommends management put out any agreement reached in LMR with the Union to their managers, preferably in its department head meetings.
7. The Union has the exclusive right to designate its representatives per Article 7. The Union reserves the right to designate a member to attend the LMR Meeting to make appropriate presentations regarding an issue, concerning their department or area of expertise. Management will grant official time for the representative to attend the meeting, unless there is a compelling reason why that individual cannot be present. Once the issue affecting their area is brought up for discussion and/or settled between the agency and the Union, the member will be asked to leave, and the subsequent member will be asked to enter to address their issue.
8. Meeting Minutes will not be verbatim. Meeting Minutes divulged from the LMR Meeting will always reflect the agenda item submitted, and how the parties responded to the particular agenda items. Meeting Minutes will be completed as each agenda item is discussed and/or resolved. If no agreement is reached on a particular agenda item, each party will be afforded an opportunity to state their respective positions, and have it

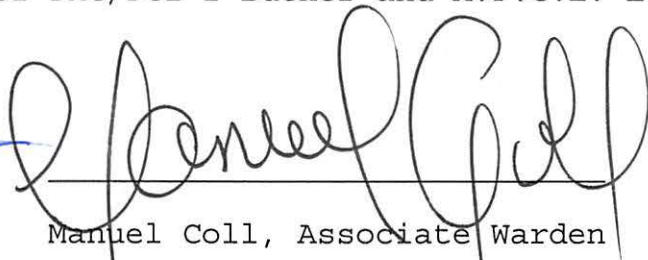
placed verbatim in the Meeting Minutes (e.g. Union's position and Management's position). At the conclusion of the meeting, the Minutes will be printed up and signed off by each spokesperson. Both parties will be given a signed copy of Meeting Minutes at the conclusion of the meeting. A copy of these meeting minutes will be forwarded to the Wardens.

9. These ground rules are not anticipated to address every item that may arise during the LMR process. Therefore, pressing issues may be addressed after discussing the submitted agenda.
10. Ground rules may only be altered or modified by mutual consent of both parties. Any modifications of these ground rules will be applicable to the LMR process taking place at the time of the alterations or modifications are agreed to. All changes will be reflected in the Meeting Minutes that was affected by the changes.
11. The Union and Management may have up to eight (8) representatives present at the Meeting. Any additional representatives may be added upon mutual agreement by both parties. This would not limit Management or the Union from bringing someone in to discuss a particular issue, as long as the overall number present on either side does not exceed the eight person limit. There will be no requirement of a Quorum of members for the purpose of holding such meeting.

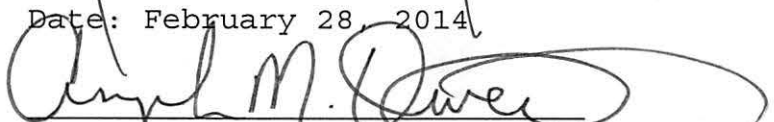
The preceding terms of this agreement are to be followed by Management Representatives of FMC/FCI-2 Butner and A.F.G.E. Local 0408.



Anthony Little, President
A.F.G.E. Local 0408
Date: February 28, 2014



Manuel Coll, Associate Warden
LMR Chairman, FMC Butner
Date: February 28, 2014



Angela Owens, Associate Warden
LMR Chairman, FCI-2 Butner
Date: February 28, 2014