

3. ROLE OF THE UNIT MANAGER

- The Unit Manager ordinarily chairs all Unit Discipline Committee (UDC) meetings.
 - The Union requests that Unit Manager's Chair at a minimum of 60% of all UDC's to include the keying in the computer.
 - The remaining 40% will be rotated evenly through all UDC Certified staff at FCI/FCP Mendota.
 - As of right now, it is approximately 90% done by all counselors. This can be tracked using sentry.
- Through a memorandum to the Captain, Unit Managers shall have input into the performance evaluation of Correctional Officers assigned to their units. A copy of that memorandum will be provided to the officers concerned.
 - The Union requests that prior to an officer receiving an Evaluation that their grader must first speak with the perspective Unit Manager if warranted, i.e. C1 unit officer etc. A Unit manager will have no input on a compound officer etc. Only the Unit Officers that they are assigned too.
 - In the evaluation it will have were the unit manager made the following statements either good or bad about that staff member for their evaluation.
 - The employee will be given a copy of what the Unit Manager stated about them.
- The Unit Manager will provide input after consulting with the Captain, Associate Warden, and Union, in accordance with the Master Agreement, to develop or alter post orders to closely fit the unit's mission.
 - The Unit Manager's and Correctional Services will form a committee to develop the post orders. The Union will be invited to allow for the Impact and Implementation of the subject that are allowed by the statute.

4. STAFF ACCESSIBILITY TO INMATES

- Caseloads for Case Managers and Counselors will be reviewed by Management on a regular basis in an effort to minimize the negative impact that large caseloads have on staff.
 - The Union requests that Management come up with a maximum caseload size for Case Managers, Counselors and Secretaries.
 - Examples:
 - Counselors = 148 maximum inmates
 - Case Managers 148 Maximum inmates
 - Secretaries = 300 maximum inmates

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- Unit staff (Unit Manager, Case Manager, or Counselor) must also visit inmates housed in community hospitals at least weekly. These visits will be made during duty hours. If requested, a Government vehicle will be provided for use in commuting to community hospitals.
 - If there is an inmate in the hospital for more than 3 days then the Unit Manager will come up with a fair and equitable schedule for staff to visit the inmate.
 - Example. Week 1, Unit Manager, Week 2, Counselor, Week 3, Case Manager and then repeat as necessary.

6. SCHEDULE OF UNIT PROGRAMS, SERVICES, AND ACTIVITIES

- The Unit Manager develops a schedule of unit programs, services, and activities that specifies details such as time, place, frequency, title, etc. This document must be current, maintained continuously, and posted for easy inmate and staff access. This schedule contains an explanation and list of all unit programs, services, and activities such as the following (when appropriate):
 - The Unit Manager Will Conduct all Town Hall Meetings and it will not be delegated to other staff to avoid conflict with the inmate population.

7. INMATE RELEASE PLANNING

- The unit team, with the inmate's signed consent, addresses and processes any requests or inquiries from child welfare agency workers. Discussions may include the inmate's current or anticipated participation in programs, as well as facilitating direct communication with the inmate (including teleconference hearings if the inmate agrees). The Unit Manager ensures follow-up contacts with the child welfare worker occur.
 - The Unit Manager will arrange all Teleconference's with outside agencies

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8. HOURS OF DUTY

- Unit staff schedules will be established in accordance with the Master Agreement. The Associate Warden (Programs) must monitor the unit schedule(s) quarterly. The schedule must be posted conspicuously in the unit for viewing by both staff and inmates. The following guidelines should be followed when the unit staff work schedule is developed:
- Unit Managers, Case Managers, and Correctional Counselors will be scheduled to work a late night (excluding weekends/holidays). A late night is defined as a shift that ends no earlier than 7:00 p.m. Specifically, every Unit Manager, Case Manager, and Correctional Counselor will be required to work one late night per week (Monday-Friday). There is no requirement that all nights per week be covered. On particular days with scheduled inmate movement (i.e., airlift, bus, U.S. Marshal, or voluntary surrenders) occurring after 4:00 p.m., late night coverage beyond 7:00 p.m may be required.
 - More than one staff member can work on the same day for their late night
 - Example, 2 staff can work on Monday, 2 can work on Wednesday to allow for buss coverage, and 2 can work on Thursday.
 - No requirement for staff to cover Mon-Friday late night
- Schedules will include coverage by either a Unit Manager, Case Manager, or Correctional Counselor on weekends/holidays during day watch hours (6:00 a.m. – 2:00 p.m., 7:30 a.m. – 4:00 p.m., etc.). Coverage will be provided by at least one staff member working under each Unit Manager’s supervision, and may include the Unit Manager.
 - Staff can pick their hours between 6:00 a.m through 6:00 p.m. which is considered day time hours for T&A Purposes.
 - This can also save the agency money by paying less night differential if the staffs normal hours are 10-6, then only one hour of night differential is needed versus 2 hours.
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 - The Unit Managers Hours May count towards the staffing for Late/Nights and Weekend/Holliday Coverage

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9. UNIT STAFF MEETINGS

- Unit staff meetings must be scheduled at least monthly, and the Unit Manager, Case Managers, Counselors, and Unit Secretary attend unless prevented by leave or scheduling conflicts. An education advisor, psychology services representative, and the unit officer are encouraged to attend. The Unit Manager chairs the meetings and encourages all team members to participate.
 - The Unit Manager will notify the Union President or Acting Union President in advance (no less than 1 week) the day and time that the Meeting will take place so that the Union can assign a Union Official and allow sufficient time for Official Time to be requested and granted.

- In accordance with the Master Agreement, a Union representative must be invited to attend any staff meeting that includes a discussion of grievances or new or changing conditions of employment affecting bargaining unit employees.
 - The Union Official attending will be on Official time.
 - The Union Official must not be one of the affected Unit Team members that are in the Meeting.
 - Example. Counselor X is a steward but also in Team A. They cannot be acting in a Unit Team A capacity and a Union capacity at the same time.

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10. UNIT SANITATION

- Each Unit Manager must ensure the highest level of sanitation is maintained. The Unit Manager and Correctional Services staff assigned to the unit share responsibility for the levels of unit sanitation. Post orders must include:
 - Standards for unit sanitation.
 - A description of unit orderly responsibilities.
 - Staff responsibilities for supervision of the orderlies.
 - Staff responsibilities for sanitation inspections and how often/when they occur.
 - An explanation of how unit sanitation is assessed.
 - A description of any recognition/reward programs associated with unit sanitation.
 - Any special unit concerns.
 - The Union will be allowed to be present for all post order Changes and working groups for Impact and Implementation Bargaining.
 - The Sanitation of the Unit will be the responsibility of all involved to include the Unit Officer, Unit Counselor, Unit Case Manager, and Unit Manager. It will not be one person's sole responsibility ie Counselor or Unit Officer. It will be a combined effort of all staff.
 - Unit Managers will come up with a Sanitation inspection Check List with input from the counselor's and unit Officers.
 - Will come up with a sanitation schedule so that staff and inmates know when inspections will happen and how they will happen. This way there is consistency for all staff and inmates.
 - The Institution IDO will use the inspection schedule and checklist to conduct their Unit inspections

The Unit Manager retains a copy of the above documentation and ensures it is provided to unit team staff, as well as posted on the inmate bulletin board.

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