

BKR 8-21-19
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FCC POLLOCK, LA
Captain Secretaries
SCHEDULE AGREEMENT

1. Schedule bidding for the Captain Secretaries will be accomplished yearly as outlined below and conducted through the correctional services roster. These employees will bid the same time Correctional Services normally bids for the first quarter of each year and will remain on their bidding schedule.
2. Normally the schedule the employee is granted during the roster committee will be the schedule the employee remains on for the entire quarter. In the event employees request to change schedules and/or days off, the procedures outlined in the Master Agreement will be followed. If management needs to adjust staff's hours of work they will follow the procedures outlined in the Master Agreement.
3. Staff will work either an 8-hour, or 10-hour schedule. Their normal days off will be Saturday and Sunday. Staff working a 10 hour schedule will chose their additional day off during the time of bidding. They will also chose an optional lunch break during this time.
4. Captain Secretaries will bid on annual leave per the Master Agreement.
5. When an employee is scheduled for official travel and/or training, the employee may conform to or adjust their schedule and day off to ensure they receive the proper amount of training required in order to ensure compensation laws are adhered to.
6. This agreement will supersede any previous agreements, work hours, days off or schedules for the Captain Secretaries in the Correctional Services Department. FCC Pollock's Management and Local 1034 may meet any time within six months from the signing of this agreement in order to address any issues which may arise.

There will be no changes to this agreement unless mutually agreed upon by both parties. This agreement shall supersede any

other previous agreements concerning schedules in this department.

B. Richmond

Brian Richmond, President
Local #1034

8-21-19

Date

SM

Steven Merendino, Associate Warden
LMR Chairperson

8/21/19

Date

BKR 8-21-19
M

10 Hour	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Capt Sec (H)	OFF						OFF
Capt Sec (M)	OFF						OFF

8 Hour	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Capt Sec (H)	OFF	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF
Capt Sec (M)	OFF	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	OFF