

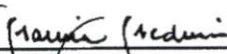
# Agreement on procedures for FCC Pollock, LA. when hiring overtime


1. When hiring overtime the Lieutenant will ensure the employee is not currently at work before attempting to call the employee at home. If the employee is at work the Lieutenant will make contact with the employee.
2. When contacting an employee who is signed up for overtime, the Lieutenant will make at least one attempt on each number the employee has listed for contact.
3. As the lieutenants are making entries on the overtime log after contact or attempted contact of the employee, they will annotate "what time the overtime became available" and also make the following notes as it pertains to each attempt:
  - A. No Contact (N/C), Not at work (N/W), No Voicemail (NVM)
  - B. No Contact (N/C), Not at work (N/W), Left message (L/M) on Date and Time.
  - C. Made contact, Employee refused or accepted the overtime.

Three months from the signing of this agreement it will be reviewed by both parties to address any concerns that either party may have about this agreement.

  
\_\_\_\_\_  
Complex Warden

11-29-10  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
FCI Warden

  
\_\_\_\_\_  
Union Representative

11/29/10  
\_\_\_\_\_  
Date

11-24-10  
\_\_\_\_\_  
Date