



UNITED STATES PENITENTIARY  
POLLOCK, LA  
AFGE LOCAL 1034

November 5, 2010

MEMORANDUM FOR: W.A. Sherrod, Complex Warden  
FROM: B. Richmond, President, AFGE Local 1034  
SUBJECT: Informal Resolution

We are attempting to informally resolve several violations by management of the agreed upon procedures for Augmentation at FCC Pollock to include:

The change made by Complex Warden William. A. Sherrod to exempt the Human Resources Department from being Augmented to work Correctional Services Posts at FCC Pollock. This change has effected all staff involved in the Augmentation process at FCC Pollock.

To informally resolve this issue we propose that the Department Heads fill the void that has resulted from this change.

According to the Augmentation Agreement only the following positions are exempt from being Augmented:  
Food Service Department  
Medical Officer/Pharmacist/Dentist/Nurse/LPN  
Department Heads  
Trust Fund (all positions)  
Unicor (all positions)

All other staff and positions should be included in the augmentation rotation. We have identified numerous positions to include, but not limited to, the following: Assistants in all departments, Assistant Wardens, Assistant Warden Secretaries, Warden secretaries, Legal Assistants, DHO secretary, Psychology department, Religious Services, Code Treatment Specialists, Etc.

Currently the Rosters are being released for use prior to all Mission Critical Correctional Services Posts being filled. We have attached next week's roster that shows all unassigned posts.

Every attempt should be made to fill all posts on the Correctional Services Roster prior to Augmentation by means of utilizing the overtime list and then seeking list exempt voluntary overtime. Other posts may also become unassigned prior to the beginning of each shift and should be filled in the same manner.

Agree *CPD*  
BKR.  
Currently correctional Services Staff are being roster adjusted to Medical Trips and the other non-Custody Staff are being Augmented to fill in these posts.

Scheduled Medical Trips are made in advance and should be attempted to be filled by utilizing current overtime procedures.

We are open to speak to you on this matter for a resolution that both parties can agree upon before seeking a formal resolve. We would like to set a date to have a formal meeting with you on this matter. We look forward to your forthcoming written response. Please respond within 5 days, with a date of the meeting to discuss these issues.