

CORRECTIONAL SERVICES TIME AND ATTENDANCE CLERK  
SCHEDULE AGREEMENT

The Federal Bureau of Prisons, Federal Correctional Complex, Pollock, Louisiana (Agency) and the American Federation of Government Employees, Local 1034 (Local), by and through the undersigned representatives, freely and voluntarily agree to the terms outlined in this Agreement.

Time and Attendance Clerks (T&A Clerks) will normally work Monday through Friday between the hours of 6:00 AM to 6:00 PM on a 8-hour, 9-hour or 10- hour schedule.


T&A Clerks will normally not have the same schedule day off during the work week, unless approved by their Supervisor. Other exceptions would be scheduled annual leave and holidays.

Staff will bid on annual leave per the Master Agreement and only will bid against other T&A Clerks.

All schedule requests will be submitted to the Administrative Lieutenant.

Employees may request to exchange work assignments with one another, per the Master Agreement. Time and attendance responsibilities will be distributed evenly and adjusted as needed. Management retains their right to assign per the Master Agreement, Article 5 Section b.

There will be no changes from this agreement unless mutually agreed upon by both parties. This agreement shall supersede any other previous agreements concerning schedules in this department.

  
Brian Richmond, President  
Local #1034

12-1-15  
Date

  
Jonathan Barnhart, Associate Warden  
LMR Chairperson

12-1-15  
Date