

Procedural Agreement
Secretaries' coverage of HCU, Younity and Veritas

The Chart attached will distribute the workload by job tasks and not inmates. This would be more beneficial to bargaining unit staff and the Agency. This would ensure that staff are not doing more labor than is needed to complete the mission. Bargaining Unit staff will have a clearer directive of what needs to be completed. This would provide managers the ability to better monitor staffs work and ensure its being completed. The chart below is very detailed and outlines all required duties of the secretaries to ensure coverage of Commonwealth Unit.

The Veritas Secretary will remain under the supervision of the Atwood/ Veritas Unit Manager. This will remain effective as long as Atwood and Veritas remain sister units.

The Health Care Unit Secretary will remain under the supervision of the Health Care/ Cardinal Unit Manager. This will remain effective as long as Health Care and Cardinal remain sister units.

In the event either secretary (Veritas or Health Care) is on annual leave, extended leave, position is vacant or etc.; it will be the responsibility of the Younity secretary to provide coverage for Commonwealth Unit. If Younity experiences a same/similar event of absence, Veritas/HCU would be responsible for the work. As this practice exists for all other assigned sister units.

The Younity and Atwood secretary are assigned the Time and Attendance duties for Unit Management.

This is a procedural memorandum with Associate Warden Lovett and AFGE Local 817.

GPC JH
10/3/17 10-3-17

	Veritas	HCU	
Roster Count	X	X	Every Wednesday at 1:00 (Together)
Filing	X	X	Every other Thursday we can commit our time-keying time to filing...we can have a standing apt for, say, Thursday from 12-2
Dead Files Prep/Transport to Records		X	
Receiving New Inmate CF/Studies		X	
Receiving CF from Other Units		X	
Delivering CF to Other Units		X	
Death Letters		X	
Mail Runs		X	
~Legal/Certified Mail		X	
~Pick-Up/Log Incident Reports		X	
Scan/Email 409/770s	X		
packets	X		
~Process Signed RRC Referrals	X		
~RRC Furloughs	X		
~Attachment K	X		
~Street Releases	X		
~Immediate Releases	X		
~Camp Furloughs	X		
~Transfer Orders	X		
~Order Greyhound Tickets	X		

S. Lovett (AW Programs) / 10/3/2017
Date

J. Hagan / 10-3-2017
J. Hagan (Acting Union President) / Date