



American Federation of Government Employees

LOCAL 525

Federal Correctional Institution, Williamsburg

Date: July 13, 2009

Reply To: J. Norman, Vice President

Subject: Informal Resolution

To: B. Meeks, Associate Warden

The purpose of this memorandum is the Union's attempt at informal resolution in regard to the lack of sufficient staff assigned to the recreation department. The practice of not authorizing overtime during periods of staff shortages is detrimental to the safety and health of its employees and increasing the inherent risks in a correctional environment. The most recent incident occurred on July 6, 2009, wherein a recreation specialist was the sole staff member responsible for overseeing approximately 800 inmates. A.F.G.E. Local 525 is requesting that a designated representative from management and the Union attempt to determine a solution to this concern. The Union is dedicating 10 days toward the informal resolution process as described in the collective bargaining agreement. We are requesting that you identify a date, time, and location prior to the suspense date to attempt resolution. Thank you in advance for your assistance in this matter and we look forward to resolving this issue with you.

Received by: _____

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