

**U.S. DEPARTMENT OF JUSTICE**  
FEDERAL BUREAU OF PRISONS

<b>1. Grievant(s)</b>  Local 525	<b>2. Duty Station</b>  Federal Correctional Institution, Williamsburg Salters, South Carolina 29590
<b>3. Representative of Grievant(s)</b> American Federation of Government Employees Council of Prisons Local (CPL-33) Local 525	<b>4. Informal resolution attempted with (name person)</b>  B. Meeks, Associate Warden
<b>5. Federal Prison System Directive, Executive Order, or Statute violated:</b> Master Agreement: Article 6, 14 Program Statement: 3000.03 (The Human Resource Management Manual) 5 U.S.C. 4302 Any other rules, laws, and/or regulations	
<b>6. In what way were each of the above violated? Be specific.</b> The yearly performance evaluations for the bargaining unit staff members assigned to the Financial Management department were not prepared in accordance with mandated policies and procedures. The affected employees right to be treated fairly and equitably in all aspects of personnel management as described in Article 6 of the Master Agreement was violated by only receiving one quarterly performance entry. The Human Resource Management Manual (Program Statement 3000.03) clearly states that at a minimum each performance standard will be addressed quarterly. The quarterly entries serve as a "basis" for determining an employee's final yearly evaluation. Without a basis for accurately evaluating these staff members, it is not possible to provide a "fair" final rating. This deviation is contrary to the purpose of the employee's performance and rating program as identified in Article 14 of the CBA which states, "The Employers' performance evaluation program is intended to increase the efficiency of operations, foster good employee morale, strengthen employee-management relations, and evaluate work performance based upon <u>established</u> elements and performance standards." If there any questions or concerns about the written language in this formal grievance, it should be immediately brought to the attention of the author of the grievance before the agency's response is due.	
<b>7. Date(s) of violation(s)</b>  May 31, 2009 and continuing	
<b>8. Requested remedy (i.e., what you want done)</b> Cease and desist in the current method of evaluating staff members Prepare evaluations in accordance with applicable laws, policies, and procedures Make whole affected bargaining unit staff members Any other remedy deemed necessary and appropriate by the arbitrator	
<b>9. Person with whom filed</b>  John R. Owen	<b>10. Title</b>  Warden
<b>11. Signature of recipient</b>	<b>12. Date signed</b>  06/25/2009
I hereby certify that efforts at informal resolution have been unsuccessful	
<b>13. Signature of Grievant(s)</b>	<b>14. Signature of Representative</b>