

CALL OUT POLICY

To: All Security Employees
From: Hamilton Management

January 15, 2018

We realize that employees may have sudden emergencies that prevent them from working the post for which they are scheduled. While these occasions are rare, they do occur -- and Hamilton is obligated to find an appropriate replacement with little notice. To prevent late replacements or no-shows, we have developed a policy which will reduce the number of CALL OUTS.

The following policy will be implemented immediately.

1. In the event of an emergency, security guards must notify **Vanessa Aguilar (805-587-3596)** within a minimum of five (5) hours prior to their start time. This will allow time for an appropriate replacement for the post.
2. If the five (5) hour minimum notification is not provided, the guard who calls out will be required to pay a \$50 fee which will be deducted from their next check.
3. The replacement guard who agrees to cover the post will be paid the \$50 fee as a bonus for agreeing to work with short notice. The \$50 bonus will be in addition to their regular pay for the post.
4. The only exceptions for the late "call out" notice shall be:
 - a) major car accident (with proof)
 - b) hospitalization of you (with proof)
 - c) hospitalization of child or immediate family (with proof)
5. Even when guards adhere to the 5-hour minimum notification, Hamilton will monitor the total number of times the guard has "CALLED OUT" in a given period. If a guard calls out more than three (3) times in 90 days, the guard may be terminated.

Please sign that you have read and understand the above policy. Your signature affirms that you will abide by this new policy.

X _____
Signature

Printed Name