

Privateer Security Forces

MEMORANDUM

In-Office Assignment, Hours, Flexibility Options

PREFACE: The purpose of this document is to establish and document the work flexibility options afforded to, and expectations of, employees of Privateer Security Forces that are assigned primarily (more than 70% of overall time assigned) to headquarters duties.

Hours and Overtime Policy, General Policy

Unless otherwise assigned by command staff, a Privateer or other employee of PSF is required to work a minimum of 30 hours per week and is *not authorized* to work more than 40 hours per week. Overtime will be paid for **authorized** hours worked in excess of 40 hours per week. Authorization can only be granted by a supervisor and must be granted prior to the hours being worked. Unauthorized hours will not be compensated.

Missed Shifts, Sick Call Policy

A missed shift (No call, no show) is grounds for immediate and summary dismissal. Missed shifts for purposes other than illness must be preceded by **24 hours' notice**, and a missed shift for medical reasons must be preceded by **as much time as possible**. If you feel sick, call in. Do not attend work if you are feeling ill. Missed shifts for medical reasons with **less than 12 hours' notice** must be excused by a medical professional in writing within 72 hours of the missed shift.

Abandonment of Post

The single most serious offense a Privateer can commit is the abandonment of a post. A Privateer must only leave a post he or she is actively guarding when relieved, or when the shift is complete. Abandonment of post is considered a resignation of duty, and as such is an immediate and summary dismissal in its very action. There is no acceptable notice for abandonment of post.

SPECIAL HQ DUTY PRIVILEGES:

Non-Critical Assignment Hours Flexibility – Unlimited Unpaid Time Off Privilege (UPTOP)

If a PSF employee is assigned to HQ duties and has not been assigned a task with a deadline that would be put in jeopardy by such, said employee is authorized to work less than a full 8-hour day on any given day, to make up hours on following days, and to finish a work week with less than the minimum 30 hours. Unworked hours will not be compensated, and a recurring issue of incomplete tasks and UPTOP abuse may result in UPTOP restriction or revocation.

The 4/10 Privilege

With prior notice and approval, a PSF employee on HQ assignments may request a 4/10 work week, for one or as many weeks as requested and approved. The request may be granted if the request does not interfere with deadlines or other tasks or duties. A 4/10 work week may only occur on a Monday – Thursday schedule, and 10 hours must be worked each day.

Work From Home Privilege

A PSF employee assigned to HQ duties may, with prior approval, complete certain duties at home. Unless special approval in writing is provided by management, no PSF employee may work from home for more than two full days in a row.