

POPE SECURITY & INVESTIGATIONS, LLC-PSI

TITLE	:	Scheduling
GENERAL ORDER NUMBER	:	013
ISSUE DATE	:	12/01/11
AREA OF CONTROL	:	All Employees

I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for the scheduling of all company employees.

II. POLICY

All Employees will be given their assigned work schedules by human resources and will be available for their review on the company's website. Only company employees will have access to this information. Each employee is responsible for obtaining their schedule from the website. If changes are made to the schedule, an email will be sent to each employee at the email of his or her choice informing them of the changes.

If an employee is unable to obtain their schedule, they must inform human resources immediately. Inability to obtain schedule via website could result in the officer being removed from the schedule. If an officer fails to report to his/her assigned post from failure to obtain their schedule, disciplinary measures may be taken.

III. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.