



OVERVIEW:

August 2018 Newsletter

In this newsletter, we review Sick Time Off and Vacation policies.

By now, many people may have already taken some vacation days, while others may still be in the process. We hope this newsletter will help with any questions and ensure the process for requesting time off is smoother.

As always, we will also highlight our employees of the month, post open positions and showcase the training calendar.

- Sick Time Off & Vacation Policies
- Employees of the Month
- Open Positions
- Training Calendar



SICK TIME OFF

All employees of GSG Protective Services (GSGPS) are eligible to receive sick paid time off (STO) related to health issues.

What can STO be used for?

- **Health related issues:** medical issues for yourself/family member
- **Funeral leave:** STO may be requested for funeral leave for family members

When must I request STO?

STO must be properly requested in advance and may not be retroactively requested after taking time off. Documentation requirements for STO are less than requirements for short notice call offs. For a short notice call off, employees may still receive STO, but may also be subject to disciplinary action.

- **Health related issues:** employees may request STO for health related issues without notice
- **Funeral leave:** Employees may request STO to attend funerals within 48 hour notice

Rollover: unused STO does not rollover

Policy guidelines

- Upon date of hire, all employees of GSGPS are eligible to accrue STO
- 1 hour for every 30 hours worked is the accrual rate
- Employees are eligible to use STO 90 days after hire
- STO may be requested in hourly increments

Max accruals

- Max of 48 hours may be accrued/used annually
- After 1 year, as employees accrue their STO, they will have 24 hours available for use without penalty
- Max of 48 hours may be used at one time
- Your original hire date with GSGPS is your date of service (to determine your accrual rate)

Separation of employment

STO is forfeited upon separation from employment

VACATION

Vacation is available for full-time employees who have worked at least 1,734 hours in a previous year (34 hours per week) and have 1 full year of employment. Vacation benefits begin after 12 months as a full-time employee. No vacation is earned or accrued during the first 12 months of employment. The amount of vacation is based on the anniversary year.

Summary of bonus payment

- 1st anniversary of employment = No vacation is earned/due
- 2nd - 4th anniversary of employment: = 40 hrs vacation (1 week)
- 5+ anniversaries of employment: = 80 hours vacation (2 weeks)

Eligibility requirements

Have worked at least 1,734 hours during the 12 months covered

Payout requirements

An employee may not accrue more than 80 hours of accrued vacation at any given time. Vacation must be taken or a portion must be cashed out to maintain a balance of less than 80 hours.



To request time off for advanced STO, vacation or training, submit the Time Off Request Form to your office. Get the form here: www.bit.ly/GSGTimeOff

EMPLOYEE RECOGNITIONS

June's Employees of the Month

Gerardo Limon, James Jordan, Ned Young, Sara Alvarez



Certificates of Appreciation

A huge thank you to the following people, for their exemplary dedication and contributions to the successful conversion of a national account.

Diana Meraz
Khsouen Kol
Fred Wilson
Corey English
Jose Gonzalez

Cindy Alonzo
Kim Gomez
Carlee Rodriguez
Sara Alvarez
Aviancce Galvan

Crystal Perez
Dominic Hinojosa
Micheal Reyes
David Suttice
Robert Villa

Jamarion Herron
Micheal Stemage
Claudio Mella
Jonas Victor
Enrique Aldretemoreno

OPEN POSITIONS



Armed Security Officer

Los Angeles | Full-Time

(2) Unarmed Security Officer

Los Angeles | Full-Time

(2) Armed Security Officer

Los Angeles | Part-Time

(2) Unarmed Security Officers

Santa Ana | Part-Time

(2) Armed/Unarmed Flex Security Officers

Los Angeles | Full-Time

(5) Unarmed Security Officer

Los Angeles | Part-Time

Apply online at www.bit.ly/gsgjobs or submit your application to info@gsgprotective.com

AUGUST 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------|---------------------|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 Chemical weapons | 9 | 10 | 11 |
| 12 | 13 CA Handgun Certification for Armed Professionals (BSIS) – Day 1 | 14 CA Handgun Certification for Armed Professionals (BSIS) – Day 2 | 15 | 16 | 17 First Aid/CPR | 18 |
| 19 | 20 Chemical weapons with 4-hour MOAB | 21 Handgun Basics | 22 Handgun Essentials | 23 | 24 | 25 |
| 26 | 27 | 28 CA Handgun Certification for Armed Professionals (BSIS) – Day 1 | 29 CA Handgun Certification for Armed Professionals (BSIS) – Day 2 | 30 | 31 | |

Classes

Chemical weapons training: Understand how chemical weapons/MACE work. Learn the necessary steps to take to effectively complete your tasks. MOAB version: Management of Aggressive Behavior.

CPR/First Aid: Earn your CPR/First Aid certification and be able to provide immediate care.

CA Handgun Certification for Armed Professionals (BSIS): Bureau of Security and Investigative Services firearms certification; for re-certification, only attend the second day.

To register for classes, please call 310-371-5300 or email: info@gsgprotective.com

Classes are offered at the Los Angeles Office
15901 Hawthorne Blvd. Suite #110
Lawndale, CA 90260

For any ideas, article suggestions or questions, please feel free to submit: www.bit.ly/gsgnl

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