

## Premier Traffic Team

### Employee Attendance & Scheduling Policy

#### Purpose

This policy defines attendance, scheduling expectations, and consequences for non-compliance. Consistent application helps ensure fairness, crew reliability, and client satisfaction.

#### 1. Job Orders & Availability

- Employees must maintain a working cell phone with airtime/data as a condition of employment.
- Job orders are sent the evening prior (typically 6–8 PM).
- Employees are expected to confirm acceptance or rejection within **30 minutes** of receipt.
- Excessive job refusals will be cause for termination.
  - Excessive refusals are defined as: Not confirming, or constantly unavailable.

#### 2. Attendance Standards

- **No-Show:** Failure to report after accepting a job order = 1 strike.
- **Late Arrival:** More than 10 minutes late to dispatch or job site = 1 strike.
- **Call-Outs:** Calling out after accepting an order = 1 strike.
- **Job Refusals:** Three consecutive refusals (without documented reason) = 1 strike.

#### 3. Time-Off Requests

- Must be submitted at least **7 days in advance**.
- Emergencies must be communicated directly with HR.
- Unapproved absences may result in disciplinary action.

#### 4. Strike System

- Each violation = 1 strike.
- **3 strikes within 30 days = removal from scheduling** (subject to termination).

- Management may review mitigating circumstances (e.g., medical or family emergencies).

## **5. Expectations by Role**

- **Flaggers:** Maintain attendance, safety, and communication standards.
- **Crew Leads & Supervisors:** Held to a higher standard. Any strike may carry additional weight given leadership responsibility.

## **6. Disciplinary Action**

- Documented write-ups will be issued for each strike.
- Repeated non-compliance or failure to improve may result in termination.

## **Acknowledgement:**

All employees are expected to review and comply with this policy. By continuing employment with Premier Traffic Team, employees agree to these terms.