

**Employee Policy  
and Field  
Operations**

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**Unexcused Absence**

*An unexcused absence occurs when an employee does not notify Trans-West **four hours** prior to their shift of an absence. If request for absence is denied and the employee does not show up for his/her shift, this is also considered an unexcused absence or no call/no show*

**Excessive Absence or  
Tardiness**

*Excessive absence or tardiness will subject an employee to disciplinary action, possibly including termination. An Absence is defined as any absence other than vacation or holiday.*

# What's New at Trans-West

*Information, Updates & Recognition*

## Today is the Vendor Fair!

Located in the training facility vendors such as In shape Health Club, American Fund and our Medical insurance provider are here to assist you with any questions that you have. **DON'T FORGET!** April 30th is the last day to enroll in medical insurance! If you can't make it to the vendor fair be sure to ask the girls up front for the insurance forms.

## **Trans-West Security Employee of the Month for APRIL is:**

### **Wade Boydston**

Wade has worked for Trans-West Security since March of 2009. Wade continually receives recognition from our clients and supervision for his detailed work, attitude, dependability and his willingness to go the extra mile. Congratulate Wade for his outstanding performance!

## **Trans-West Services Employee of the Month for APRIL is:**

### **FELICITAS VALDEZ**

Felicitas has worked for Trans-West Services since August of 2008. Felicitas is being recognized for her excellent work ethic and willingness to do whatever it takes to get the job done. She always gives 100% to the tasks she's assigned to. Congratulate Felicitas for her outstanding performance!

## **!Training Requirement Reminder!**

State Law requires each Security Officer to complete 8 credits for continuing education each year. Each company approved driver is required to take **Smith Defensive Driving (Classroom and Behind the Wheel)**. Drivers are also required to alternate **Smith Driving courses each year for continuing education**. This means you'll only need to take a refresh course of either the classroom portion or the behind the wheel.

If you have any questions contact the Trainers at 661-330-9151.

## **\*Coming soon\***

In June will be having Employee Appreciation day! Get ready for some Fun, Games, food and great giveaways!!



**[Newsletter title]**

**[Company name ]**

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