

# THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT PERSONNEL MANUAL

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## **Section I    POLICIES ON HIRING, EMPLOYMENT and COMPENSATION**

### **1. HIRING AND SELECTION POLICIES**

#### **Employee Selection and Orientation**

The American Legion, Department of Connecticut, is firmly committed to selecting and employing the best and most qualified person for the available position without discrimination of any kind. The organization also recognizes its obligation to provide a thorough and interesting introduction to our operations for each new employee so that he or she can begin the new position on the best possible footing. Employees and supervisors should encourage in each employee a positive attitude that flourishes and grows.

One important way to improve and increase new employee's motivation is to clearly demonstrate the organization's commitment to protecting their rights to privacy. Therefore, the organization will maintain a progressive policy and continually solicit employee's opinions concerning modifications in this policy. The organization recognizes that workers want to be treated equitably and as adults.

#### **Equal Employment Opportunity Affirmative Action**

The American Legion, Department of Connecticut, is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, national origin or handicapped status throughout the employment process, from selection through termination. The organization is also committed to an affirmative action program, which will assure fair employment practices in all divisions. Each supervisor and executive is responsible for understanding, communicating and strictly enforcing this policy.

The organization has charged the Personnel Committee with primary responsibility for developing appropriate policies and practices, and referring them to the Department Executive Committee for consideration and implementation. All questions regarding organization policy and practice in this area must be referred to the Personnel Committee through the Department Adjutant.

The organization will strive, through its affirmative action program, to improve employment opportunities for women and minorities (as defined by law) in those areas where such opportunities may be created or expended. Special emphasis will be placed on areas currently identified as "Goals" in the Affirmative Action Program.

## **Employee Selection Procedure**

The American Legion, Department of Connecticut's employee selection procedures and standards are designed to seek out the best possible employee for each available position. The organization's future depends on the hiring decisions made at all levels today.

These guidelines and more detailed procedures issued and amended by the Personnel Committee should guide and control every supervisor's employment decision. Any exception to this policy shall be authorized, in writing, by the Personnel Committee.

The organization will give due consideration to such factors as education, experience, skills, competencies, advancement potential, and cultural fit. All aspects of the selection process will be administered without regard to race, color, national origin, religion, sex, age or handicapped status, except in cases where a bona fide occupational qualification (BFOQ) is involved.

## **Recruitment Policy**

1. In general, the organization will confine its recruitment efforts to personal referrals, Department Bulletins, relevant Internet job boards, newspaper advertisements, and recruiter's/employment agencies. The Personnel Committee may grant exceptions for positions, which are difficult to fill or require specialized skills.
2. For executive-level positions, a "search committee" may be established by the Department Commander and/or the Department Executive Committee.
3. All advertising (print or Internet) must carry the words "An Equal Opportunity Employer".
4. ***Under no circumstances may a member of a supervisor's family be hired to work in or for the same office as the supervisor.***

## **2. EMPLOYMENT POLICIES**

The American Legion, Department of Connecticut's policies are governed by these six principles:

1. Each and every employee is entitled to respect, courtesy and dignity.
2. Each employee is entitled to fair wages, the fullest practical employment, with safe, healthful and pleasant working conditions.
3. The organization is firmly committed to the use of merit and performance evaluation systems to provide fair opportunities for promotion and job development. The organization is obligated to determine the best practical job opportunity for each employee in close cooperation with him/her.

4. The organization shall apply and enforce each employment policy in a uniform and consistent manner. Each policy shall be applied equitably, regardless of differing locations, divisions or supervisors.
5. We trust that each employee will give the organization his or her cooperation, loyalty and personal interest. The organization is committed to working closely with each employee for the benefit of both the employee – through fair wages, skills training, job opportunities and job satisfaction – and the organization, through efficient service, employment and adequate organization income.
6. All employees are representatives of the American Legion and are expected to project a positive image of the Legion to the public and to anyone associated with the Legion. As such, employees are expected to wear appropriate business casual attire when at work. The wearing of revealing or sexually provocative clothing will not be permitted. Moreover, the following, without limitation, are examples of clothing which do not present a business-like appearance and will not be permitted: tank-tops, shirts which expose the midriff, Men's collarless shirts, shorts/skirts which do not extend below the mid-thigh, off the shoulder dresses/shirts/blouses/sweaters, sweats and exercise clothing, flip-flops or extremely casual shoes (Ex. "Jellies"), and all types of dirty or ripped/ragged clothes. Adjustments to above noted clothing may be made based on position and as approved by the immediate supervisor.

If an employee reports for work improperly dressed, his or her supervisor will instruct the employee to return home to change clothes or will take other appropriate corrective action. Non-exempt employees will not be compensated during such time they are away from work to change. Repeated violations of this policy will be cause for disciplinary action, up to and including discharge.

### **Probationary Employee Review**

All new employees are considered to be on probation for the first six months of employment. The probationary period may be extended to a maximum of one year at the Personnel Committee's discretion. No probationary period may exceed one year. Upon reaching the end of the initial probationary period, a new employee's performance will be reviewed, at which time the Personnel Committee will recommend that the employee be placed on full-time status, have the probationary period extended (to a maximum of one year) or discharged. New employees will be reviewed again upon the completion of one year of service, and annually thereafter.

## **Promotions and Transfers**

Openings for a position of employment in The American Legion, Department of Connecticut, shall be posted by the Department Adjutant. Employees who have completed their probationary period may apply for any posted position for which they believe they are qualified. In order to be eligible for a posted position, employees must have completed at least six months in their present position. Employees may apply for a posted position by submitting their written application to the Department Adjutant for submission to Personnel Committee. Employees on probation may not apply for posted positions.

## **Veterans Preference**

Qualified Legionnaires, other veterans, and Legion family members (in that order) shall be given first preference for open positions.

### **3. COMPENSATION POLICY**

1. The Personnel Committee of The American Legion Department of Connecticut shall determine Department Compensation Policy, in consultation with the Finance Commission and the Department Treasurer. The Personnel Committee shall devise and recommend to the Department Executive Committee (DEC), a Compensation Policy in order to attract, retain and motivate employees of the Department. The Personnel Committee and the Department Treasurer shall implement the provisions of the Compensation Policy upon approval of the DEC. This compensation package does not apply to the Soldiers, Sailors and Marine Fund employees.

2. The Department Compensation Policy shall specify the salary ranges for full-time positions and the hourly wages for part-time positions. Salaries and wages shall be based on the prevailing salaries and wages for positions having similar duties and responsibilities and requiring similar skills, commensurate with the financial resources of the Department available for purposes of compensation.

3. The Department Compensation Policy shall include provisions for a performance merit increase. Merit based increase in salaries are not mandated or guaranteed. Such salary increase, if granted, will be based on the funding available and will be approved by the DEC upon recommendation of the Personnel Committee in consultation with the Finance Commission and the Department Treasurer. Merit Pay refers to the determination of employee compensation, in part, on the basis of employee performance.

The Department may choose to reward the most productive employees for their contribution to the organization above the level normally expected of an employee in a given job classification. Merit Pay increases shall be approved by the DEC upon recommendation of the Personnel Committee in consultation with the Finance Commission and the Department Treasurer. Merit increases shall commence on the first day of the Fiscal Year. A one-time bonus may be paid for special projects.

4. Employees will be paid overtime for hours worked over 40 hours in any consecutive scheduled 7-day workweek. Overtime will be paid 1.5 times the hourly rate. All overtime must be approved in advance by the supervisor

#### 4. DISCIPLINARY ACTIONS

##### **Responsibility for Discipline**

It is the responsibility of all employees to observe the policies and regulations necessary for the proper operation of the Legion.

Supervisors/Department Heads Responsibilities: supervisor's/department heads are responsible for the proper and efficient operation of their departments and for enforcing the Legion's policies and regulations. Supervisors/Department heads are authorized to apply such disciplinary measures as may be necessary to enforce all personnel policies up to and including recommending dismissal to the Personnel Committee.

Types of Disciplinary Action: The type of disciplinary action taken will vary with the severity of the situation and may include the following measures: oral or written reprimand, demotion, suspension, dismissal, denial of pay increases or other discipline of employees for such reasons as, but not limited to, those stated herein. **The Department reserves the right to determine the appropriate disciplinary action based on the severity and individual circumstances.**

Reasons for Disciplinary Action: All employees are expected to comply with the Legion's standards of behavior and performance. Disciplinary action, up to and including dismissal may be imposed upon an employee for conduct or actions that interfere with or prevent the Legion from effectively and efficiently discharging its responsibilities.

The following shall be sufficient cause for disciplinary action; however, the list is meant to be illustrative only and should not be considered to include all reasons for disciplinary action:

- ◆ Engaging in activities prohibited by or in violation of Legion's policies and procedures;
- ◆ Falsification of statements, correspondence or employment records, including time records;

- ◆ Theft or misappropriation of funds;
- ◆ Fraud or dishonesty;
- ◆ Misuse of or causing damage or harm to the property of the Legion, co-employees, visitors, or others associated with the Legion;
- ◆ Insubordination, disobedience or refusal to comply with supervisor's instructions;
- ◆ Sleeping or otherwise wasting time or loafing during working hours or excessive personal communication;
- ◆ Physical or verbal abuse of co-employees, visitors or others associated with the Legion;
- ◆ Threatening or intimidating co-employees, visitors, or others associated with the Legion, including sexual harassment or harassment or discrimination based on other protected categories;
- ◆ Acts of violence, "including bringing a weapon of any kind, licensed or otherwise on Legion property or on Legion business, unless otherwise authorized to do so as part of job responsibilities (ex. Active duty Military Personnel);"
- ◆ Disorderly conduct or disruptive behavior, including provocations or fighting with other employees, visitors, or others associated with the Legion on the premises or during Legion business;
- ◆ Use of profane or vulgar language while on Legion premises or during Legion business;
- ◆ Use or possession of alcohol or being under the influence of alcohol while at work;
- ◆ Use, sale, purchase, or possession of illegal drugs at work;
- ◆ Abuse of prescription and over-the-counter drugs at work;
- ◆ Unauthorized disclosure or use of privileged, proprietary or confidential information;
- ◆ Unauthorized absence from work;
- ◆ Abuse of paid or unpaid time off;
- ◆ Excessive absenteeism or tardiness;
- ◆ Unauthorized use or destruction of Legion property, equipment or supplies;
- ◆ Conviction of a criminal offense while employed by the Legion;
- ◆ Performing services other than work-related, personal or for others during working hours;
- ◆ Action or conduct affecting or impairing the efficiency of the Legion service or that may bring the Legion into disrepute;
- ◆ Any other conduct that the Legion deems is adverse to the best interests of the Legion.

The foregoing list is non-exhaustive and is only intended to be representative of the types of conduct for which discipline up to and including dismissal may be imposed.

**This policy should be construed as a guide for employees and supervisory personnel to illustrate the Legion's general philosophy on rules of conduct and discipline.**

## **Discipline Procedure**

The Department reserves the right to determine what form of discipline, if any, is appropriate for specific employee behaviors, given the particular facts and circumstances present in each instance, and what outcome would be in the best interests of the Legion.

Whenever possible, if employee performance, attitude, work habits or personal conduct falls below a desirable level, supervisors shall inform the employee of the problem and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating a second disciplinary action. **In some instances, a specific incident may justify severe disciplinary action up to and including discharge;** however, the action to be taken generally depends on the seriousness of the incident and often the whole pattern of the employee's past performance and conduct.

The following are examples of the types of discipline the Department may impose against employees at its discretion:

Written Reprimand: In situations where an oral warning has not resulted in expected improvements or where more severe initial action is warranted, a written reprimand shall be given to an employee, and a copy shall be placed in the employee's personnel file.

Suspension: An employee may be suspended by the supervisor, subject to review by the Personnel Committee with or without pay for such reasons as misconduct, negligence, insubordination, disloyalty, unauthorized absence or other lawful reasons.

Discharge: an employee may be discharged upon the recommendation of the supervisor with the approval of the Personnel Committee (and DEC as required for certain positions).

## **Discipline Guidelines**

Please see the attached spreadsheet with suggestions for possible disciplinary actions to be taken in certain circumstances. This spreadsheet is only a guide, and all aspects of the behavior must be taken into consideration before there is a decision about the level of discipline imposed.

**Any step(s) in the progressive disciplinary process may be "jumped over" or eliminated, depending on the severity or frequency of the infraction.**

## **Table of Penalties for Various Offenses**

The following table of penalties is a guide; it is not all-inclusive. The penalties are graduated in severity based on whether the alleged offense is the first, second, or third. More serious types of misconduct have a more serious suggested penalty or range of penalties for a first offense than less serious types of first offenses. The table provides suggested penalties and should not be applied inflexibly so as to impair consideration of factors relevant to the individual case. Throughout the table, the word “day” means “calendar days”.

### Table of Penalties

Item	Nature of Offense	Sub-category	First Offense	Second Offense	Third Offense	Remark
1	Attendance related offenses	A. Unexcused tardiness	Oral admonishment to written reprimand	Written reprimand to 1-day suspension	2-day to 5-day suspension	1
		B. Failure to follow established leave procedures	Written reprimand to 5-day suspension	1-day to 5-day suspension	5-day suspension to Discharge	
		C. Absent without leave (AWOL)	Written reprimand to 5-day suspension	1-day to 5-day suspension	5-day suspension to Discharge	2
2	Alcohol - related offenses	A. Unauthorized use of alcoholic beverages while at work	Written reprimand to 15-day suspension	15-day to 30-day suspension	Discharge	
		B. Reporting to or being at work while under the influence of alcohol to a degree which would in any way interfere with proper performance of duty.	Written reprimand to 30-day suspension	Discharge		
3	Drug related offenses	A. Unauthorized possession of a drug or controlled substance while at work.	Discharge			
		B. Unauthorized use of a drug or controlled substance while at work.	Discharge			
		C. Reporting to or being at work while under the influence of a drug or controlled substance to a degree which would in any way interfere with proper performance of duty.	Discharge			

**Table of Penalties (Continued)**

<b>Item</b>	<b>Nature of Offense</b>	<b>Sub-category</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Remark</b>
4	False statements	A. Deliberate misrepresentation, exaggeration, falsification, concealment or withholding of a material fact.	Written reprimand to Discharge	1-day suspension to Discharge	15-day suspension to Discharge	4
		B. Making false, malicious or unfounded statements against co-workers, supervisors, or subordinates, which tend to damage the reputation or undermine the authority of those concerned.	Written reprimand to Discharge	30-day suspension to Discharge	Discharge	
		C. False statements, mis-representation, or fraud in entitlements	Written reprimand to Discharge	30-day suspension to Discharge	Discharge	3
		False statement or misrepresentation on documents pertaining to qualifications or other official records.	Written reprimand to Discharge	Discharge		4
5	Insubordination	Defiance of authority	Written reprimand to Discharge	5-day suspension to Discharge	Discharge	
6	Discourtesy	A. Rude, unmannerly, impolite acts or remarks (non-discriminatory)	Oral admonishment to 1-day suspension	Written reprimand to 5-day suspension	1-day to 10-day suspension	5&6
		B. Use of insulting, abusive, offensive, or obscene language, gestures or similar conduct (non-discriminatory)	Written reprimand to 10-day suspension	5-day suspension to Discharge	30-day suspension to Discharge	5

**Table of Penalties (Continued)**

<b>Item</b>	<b>Nature of Offense</b>	<b>Sub-category</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Remark</b>
7	Stealing or wrongful appropriation	Stealing/wrongfully appropriating, actual or attempted, unauthorized possession of legion property or property of others	Written reprimand to Discharge	Discharge		
8	Misuse or abuse of legion property or personnel	A. Negligent loss, destruction, or damage to legion property	Written reprimand to 5-day suspension	Written reprimand to Discharge	15-day suspension to Discharge	
		B. Loss of or damage to legion property, records or information when an employee is entrusted in safeguarding legion property as a requirement of the job.	Written reprimand to 15-day suspension	Written reprimand to Discharge	15-day suspension to Discharge	
		C. Using legion property or employees for other than official business.	Written reprimand to Discharge	1-day suspension to Discharge	15-day suspension to Discharge	7
9	Sexual harassment	A. Not involving a subordinate	Written reprimand to 5-day suspension	5-day suspension to Discharge	10-day suspension to Discharge	8
		B. Involving a subordinate	3-day suspension to Discharge	10-day suspension to Discharge	30-day suspension to Discharge	8

## **Remarks for Table**

1. This includes delay in reporting at the scheduled starting time, returning from lunch or break periods, and returning after leaving work on official business. Penalty depends on length and frequency of tardiness; fourth offense typically may warrant 5-day suspension to Discharge.
2. If an employee is absent without leave having been approved, it is appropriate that the time be recorded as AWOL and later changed to an approved leave only when the approving authority determines that the extenuating circumstances were such that the absence warrants granting the employee approved leave.
3. This offense includes falsifying information on a time card, leave form, travel voucher, or other document pertaining to entitlement.
4. This offense includes perjury, making false sworn statements, and lying to supervisor.
5. Penalty should be exceeded if conduct was directed to a supervisor.
6. Penalty for fourth offense within 1-year may be 15-day suspension to discharge.
7. In selecting the penalty consider the value of the property or amounts of employee time involved and the nature of the position held by the offending employee, which may dictate a higher standard of conduct.
8. Sexual Harassment – Influencing, offering to influence, or threatening the career, pay, job, or work assignment of another person in exchange for sexual favors; or deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature. Appropriate penalty depends on the facts in a given case weighed against legion policy that sexual harassment will not be tolerated. Where conduct created a hostile or offensive work environment discharge is warranted for a first offense.

## **Section II SCHEDULED HOURS OF EMPLOYMENT**

### **1. FULL TIME**

Permanent employees of the Department of Connecticut considered to be full time shall have a work week of 35 hours, with work days of no less than seven (7) hours.

## **2. PART TIME**

All employees scheduled for less than thirty-two hours shall be considered part time and not eligible for holiday pay or other benefits.

## **3. ADJUTANT'S OFFICE**

Office hours for the Department Adjutant's office, Monday through Friday, shall be 8:30 AM to 4:00 PM with one half (1/2) hour lunch break. The Department Adjutant's office shall remain open and be properly staffed at all times except in support of Legion Programs and Department Convention.

## **4. SERVICE OFFICE**

Office hours for the Department Service Office, Monday through Friday, shall be 8:30 AM to 4:00 PM with one half (1/2) hour lunch break. The Department Service Office shall remain open and properly staffed at all times. There should not be a time when the Service Officer and Assistant Service officer will be unavailable at the same time except for training organized by the National Organization, Legion Programs and the Department Convention.

## **5. SOLDIERS, SAILORS AND MARINES FUND OFFICE**

Refer to the Soldiers, Sailors, and Marines Fund By-Laws for scheduled hours of employment.

## **6. TARDINESS**

- a. In cases of emergency when employees find they are unable to report to work as scheduled, they are required to notify their offices no later than 9:00 AM of the day they are scheduled to work.
- b. Any variations in this section on "Hours of Employment" herein not specified shall be referred to the Director Personnel Committee. All clerical and administrative personnel shall comply with the above hours of employment.

## **7. TIME CARD PROCEDURES**

### **Time Card Procedures (Employee)**

- All employees are required to submit a weekly accounting of their hours of work (via timesheet, time clock or electronic time recording systems) to include: start times, leaving for lunch, returning from lunch and ending times.
- Employee is responsible to submit in writing i.e. (email or hand written) to request time off.

- Employee is responsible to ensure Department Head has both received and approved time off prior to taking the requested time off. Under no circumstances will employee take time off without prior approval, unless it is an emergency.
- If employee is using sick time, he/she should inform the appropriate Department Head no later than 1/2 hour after the start of their workday. Employees should make every effort to schedule medical appointments in advance.
- Employee is responsible to verify time card with Department Head and initial time card to signify that they have reviewed and agree with time card entries. All disputed entries will be cleared up prior to Department Head submitting time card to the Treasurer's office.

### **Time Card Procedures (Department Head)**

- Department heads are responsible for approving all time off requests and filing approved requests with time cards.
- Department head will review time card with employee and ensure that employee initials time card prior to submission to Treasurer's office.
- Department head will sign time card to signify that all entries have been verified prior to submitting time card with approved requests to treasurer's office.

## **8. HOLIDAYS**

The American Legion, Department of Connecticut will observe the following Fourteen (14) holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Business day prior to Christmas
- Christmas

## **Section III RECORDS**

### **1. Payroll and Attendance:**

- a.** Payroll and Attendance records shall be maintained by the Department Treasurer.
- b.** Payroll records shall be maintained in the manner prescribed by the Department Treasurer and shall be sufficiently detailed so as to enable proper auditing in conjunction with the annual audit of Department finances. Payroll records should be audited periodically by the Personnel Committee for accuracy and compliance with CT and Federal Payroll laws (at least twice a year).
- c.** Attendance records shall be maintained in the manner prescribed by the Department Treasurer and shall be sufficiently detailed to properly document all work days, hours worked, holidays, annual leave days, personal leave days, sick days, leave days (paid and unpaid) and instances of tardiness. Attendance records for the previous calendar year shall be compiled by the Treasurer in January and shall be reviewed by the Personnel Committee.

### **2. Personnel Records:**

The Department Adjutant's Office shall maintain a personnel folder for all employees containing the initial application for employment, personal data, pay increases, performance reviews, any commendations or disciplinary documents, references, etc.

A separate confidential folder must be maintained for any medical documents or requests for leaves for themselves or their relatives that contain any medical information.

## Section IV LEAVE TIME

### 1. Annual leave:

a. All computations of annual leave (vacation) shall be from 1 January to 31 December, inclusive.

b. Annual leave shall accrue to all full-time employees in accordance with the following schedule:

Per Month	Length of Service	Maximum Annual Leave
½ day	0 - 1 year	6 days
1 day	over 1 - 5 years	12 days
1 ¼ days	over 5 - 15 years	15 days
1 2/3 days	over 15 years	20 days

c. Employees are encouraged to take annual vacations of not less than one (1) week at a time. Except in cases of emergency, all requests for annual vacations shall be submitted at least thirty (30) days in advance.

d. Approval of annual leave is discretionary. The supervisor may grant leave as consistent as possible with employees' desires but tempered with workload.

e. Approval of leave consistent with the foregoing principles as stated in the foregoing section shall also apply to the Department Adjutant and Department Service Officer. The Department Adjutant shall request and obtain approval of all leave from the Director Personnel Committee and the Service Officer from the Chairman VA&R Commission.

f. The maximum accumulation for annual leave (vacation) shall be (30) days.

g. In no case shall annual leave be taken in increments of less than one (1) hour.

h. Upon separation, all full time employees will be granted all accrued annual leave not exceeding the maximum allowable provided he or she shall have been employed by The American Legion, Department of Connecticut, one (1) year, unless discharged for repeated willful misconduct. In lieu of taking accrued leave, such employees, may choose to receive lump-sum payment, at the per diem rate then in effect for the vacated position, up to the maximum number of days accrued.

## 2. Personal Leave

a. Each full time, permanent, employee shall be entitled to three (3) days of personal leave in addition to their annual vacation. This leave is for the purpose of conducting personal affairs and shall be taken in increments of not less than one (1) hour and it shall not be cumulative. No compensation shall be allowed for unused personal leave.

## 3. Sick Leave

a. Sick leave shall accrue to all full time employees in accordance with the following schedule:

<b>Per Month</b>	<b>Length of Service</b>	<b>Maximum Annual Rate</b>
<b>½ day</b>	<b>0 - 1 year</b>	<b>6 days</b>
<b>1 ¼ days</b>	<b>over 1 year</b>	<b>15 days</b>

b. The maximum accumulation of sick leave shall be one hundred twenty (120) days.

c. Sick leave, with pay, shall be granted to regular, full time, employees when they are incapacitated for the performance of their duties by illness, injury, or some medical conditions that would prevent them from performing the essential duties of their job either with or without reasonable accommodation; or when some member of the immediate family is afflicted with a contagious disease, which requires the attendance of the employee, or when through exposure to the contagious disease, the presence of the employee at his place of work would jeopardize the health of others.

d. Requests for sick leave may be granted by the Adjutant and the Service Officer up to three (3) days without a physician's certificate. All absences in excess of three (3) days must be supported by the attending physician's certificate filed within one (1) week after the employee returns to work.

e. Requests for sick leave from the Adjutant and/or the Service Officer will be consistent with the foregoing section and approval rests with the Director Personnel Committee and Chairperson VA&R Commission, respectively.

f. Sick leave shall be charged in increments of not less than one hour.

**g.** Upon separation, eligible employees, may receive lump-sum compensation for twenty-five (25) per cent of unused sick hours accrued to the date of separation. Payment shall be at the per diem rate then in effect for the position vacated.

**h.** Any deviation of the regulations, as stated concerning sick leave, shall be referred to the Director Personnel Committee.

#### **4. Jury Duty**

Full-time employees summoned to or selected for jury duty will be granted administrative leave with pay for the duration of jury duty, and will be permitted to keep compensation paid to them by the court. Employees who are not serving on sequestered juries are required to call their Department Head daily to apprise them of their status, as well as to be available should work-related information be needed from them.

When employees receive a call to jury duty, they must report the information to their Department Head and give the Department Head a copy of the summons or other documentation.

#### **Witness Leave & other court appearances:**

Leave to serve as a witness will be granted with pay to full-time employees who receive a subpoena from the court, and the employee will be allowed to keep compensation that may be paid by the court. When subpoenaed, employees must report that information to their Department Head and provide a copy of the subpoena.

Employees who are a voluntary party to any court action or employees who have not been subpoenaed, may use annual vacation leave or leave without pay in order to participate; however, The American Legion will not grant Jury Duty Leave or Witness Leave to those employees who are parties to any court action without a subpoena or who appear as witnesses without a subpoena.

#### **5. Military Service**

Full-time employees who are eligible to serve in the reserve components of the nation's military are encouraged to do so because such service is in keeping with the ideals of The American Legion. Therefore, employees who attend training camps of the National Guard or one of the other Military Reserve organizations shall be permitted Military Leave with pay for up to 15 consecutive calendar days or 10 consecutive working days.

Time spent on Military Leave will be in addition to, and not charged against, annual vacation leave. In the event of military service in response to disasters, strike duty or other emergency, additional time will be granted as necessary either as annual vacation leave or as leave-without-pay, at the employee's option. The employee may choose to use vacation or personal time allotted to them before deployment, if they so desire.

Requests for Military Leave should be presented to an employee's Department Head in writing and include a copy of the employee's military orders. The Department Head will forward the request to the Department Adjutant for approval and processing.

## **6. Bereavement (full-time employees)**

In the event of death in the immediate family a maximum bereavement leave of four days will be provided without loss of salary. These days will not be charged to the employee's sick leave or vacation time.

The immediate family consists of the following: mother, father, sister, brother, husband, wife, son, daughter, (all of the foregoing to include step-as well) mother-in-law, father-in-law, sister-in-law, brother-in-law, or employee or employee's spouse's grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew or niece.

Longer excused absence with or without pay requires the approval of the Department Head.

## **7. Family and Medical Leave**

As specified by Federal and State law.

## **8. Leave with Pay**

Employees may be granted Leave with Pay for days during which they are absent from their primary place of work for purposes reasonably attributable to or directly related to their work responsibilities. Such instances may include work-related training classes, conferences, and seminars. Absences for such purposes shall be requested in advance and shall be granted at the discretion of the department heads. Every effort shall be exerted by the department heads to ensure that disruptions to the functioning of the office by reason of the concurrent absence of multiple individuals is avoided or minimized.

## **9. Inclement Weather / Disasters**

Employees may be granted paid time off when inclement weather or natural disaster prevents or restricts travel or renders the workplace unusable. In such cases the Department Head shall notify any and all employees no later than 7:00 am of that workday that the office(s) is/are closed. The Department Head will have the power to close the office five (5) times per year due to inclement weather or natural disaster or when the workplace is unusable. Any additional instances will be reviewed by the Personnel Chairperson. In cases where the work location is not suitable for the conduct of work or safety of the employees (power outage, water or gas leaks, lack of heat, etc.), the Department Head will make the appropriate determination; notify employees, and the Adjutant. The Adjutant will notify the Department Commander, as well as the other Department office(s). No paid time off will be granted to employees absenting themselves from work without authorization as described above.

**AMERICAN LEGION, DEPARTMENT OF CONNECTICUT**

**ACKNOWLEDGEMENT FORM**

I acknowledge that I have received and reviewed a copy of The American Legion Department of CT, Personnel Manual. I understand that it is my obligation to familiarize myself with and abide and comply with all of the policies and procedures set forth therein. I further understand that the Legion has the right to change, delete, add to, suspend, or discontinue any of its policies and procedures at any time without prior notice, and that if the Legion so exercises this right and I remain employed thereafter, I will abide by, and comply with, all of the Legion's policies and procedures which are then in effect.

\_\_\_\_\_ (employee)

on \_\_\_\_\_ (date)

\_\_\_\_\_  
Employee Signature