The American Legion
Department of Connecticut

Personnel Manual

Revised & Approved by the Personnel Committee Approved by D.E.C. January 2026

THE AMERICAN LEGION
DEPARTMENT OF CONNECTICUT
PERSONNEL MANUAL

I. Statement of Specific Policies
   A. Employment
   B. Equal Employment Opportunities
   C. Employee Training
   D. Resignation or Dismissal
   E. Recruitment Policy

II. Compensation

III. Disciplinary Actions

IV. Scheduled Hours of Employment

V. Timecard Procedures

VI. Holidays

VII. Records
   A. Payroll and Attendance
   B. Personnel Records

VIII. Leave Time
   A. Annual Leave
   B. Personal Leave
   C. Sick Leave
   D. Jury Duty
   E. Military Service
   F. Bereavement Leave
   G. Leave With Pay
   H. Leave Without Pay
   I. Inclement Weather Leave

IX. Suggestions and Grievances

A MESSAGE FROM
THE DEPARTMENT ADJUTANT

Welcome to The American Legion, Department of Connecticut. We hope your association with The American Legion as an employee will be continuing and enjoyable.

As an employer, The American Legion understands its relationships and responsibilities to you as an employee. However, relationships and responsibilities are mutual and not exclusive. Therefore, we believe that each employee shares a responsibility to the employer - The American Legion, Department of Connecticut. So that each of us understands this responsibility and relationship, this manual is being provided to you.

The responsibilities of The American Legion to its employees are also outlined in other manuals.

The American Legion is the largest veterans' service organization in the world, and in Connecticut, and is proud of its staff. We realize as a new employee, The American Legion may seem complex. Primarily, we are a non-profit service organization, and this manual is to help you understand our method of fulfilling our role as an organization and as a corporation.

Welcome Aboard.

Harry R "Butch" Hansen Jr.
Harry R "Butch" Hansen Jr.
Department Adjutant

WHAT ARE THE PURPOSES OF THE AMERICAN LEGION

The American Legion has employees located at our Headquarters Office at 269 Main Street, Cromwell, CT 06416. Employees of our Service Office are in the Newington VA Hospital at 555 Willard Ave, Newington, CT 06111. Employees of our Soldiers, Sailors and Marines Fund and Treasurers office are located at 864 Wethersfield Ave, Hartford, CT 06114. The American Legion is an organization of nearly 2 million veterans from wars in the 20th & 21st Century. In Connecticut, we have over 15,000 members. The Connecticut Department is one of 54 Departments, with one operating in each of the 50 states, the District of Columbia, France, Latin America and the Philippines.

We were formed as an organization after World War I primarily as a veterans' self-help, community-based organization. However, we are much more than that.

The purposes of The American Legion are set forth in the Preamble to the Constitution of The American Legion, which reads as follows:

"For God and Country, we associate ourselves together for the following purposes: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate one hundred per cent Americanism; to preserve the memories and incidents of our associations in the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness."

As with all employment, the more our employees know about the purposes and the work of The American Legion, the more loyal and dedicated they can expect to become. Our National Headquarters offers The American Legion Basic Training Course, which is a short, online course in the history, organization, the work and achievements of The American Legion. It is offered free of charge, and those who have not taken it are encouraged to do so. For enrollment information, contact the Department Adjutant.

I. STATEMENT OF SPECIFIC POLICIES

A. EMPLOYMENT

1. All applicants for employment will be interviewed by the Department Adjutant. For employment within the Service Division or the Soldiers, Sailors, Marines Fund, the first interview will be with the specific Department Supervisor and the second interview will be with the Department Adjutant. All applicants will file a written application which will be kept on permanent file in the Department Headquarters office.

2. All persons employed shall be subject to a 120 day probationary period. If, at the end of that period, it is determined that the employee's ability to perform the job are satisfactory, they will be considered career employees or otherwise they shall be dismissed.

B. EQUAL EMPLOYMENT OPPORTUNITIES:

It is the policy of The American Legion that it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, age, gender, national origin, ancestry, or handicap. The American Legion employment policy includes, but is not limited to, the following:

1. The American Legion will employ those applicants who possess necessary skills, education and experience, without regard to race, color, religion, creed, age, gender, national origin, ancestry or handicap.

2. The American Legion will promote, upgrade, transfer or demote, recruit, advertise or solicit for employment without regard to race, color, religion, creed, age, gender, national origin, ancestry or handicap.

3. The American Legion will train individuals during employment and select individuals for training without regard to race, color, religion, creed, age, gender, national origin, ancestry or handicap.

4. No employee shall aid, abet, compel, coerce, or conspire to discharge or cause another employee to resign because of race, color, religion, creed, age, gender, national origin, ancestry or handicap.

5. The American Legion's compensation has been established without regard to race, color, religion, creed, age, gender, national origin, ancestry or handicap.

6. A Veteran, regardless of gender, will be given employment and promotional preference for a position in which he/she qualifies.

7. 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.

8. 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.

9. 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.

10. 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.

C. EMPLOYEE TRAINING:

All employees shall receive necessary training and instructions for the job and shall be assisted by other employees while receiving such training.

D. RESIGNATION OR DISMISSAL:

1. Employees who plan on leaving the Department shall give at least two weeks advance notice **to the Adjutant** in writing.

2. If any employee is to be dismissed due to misconduct, improper performance of duties or any other just cause, he/she may be dismissed immediately by the Adjutant.

3. If any employee is dismissed for any reason, other than those listed above, he/she shall be given a two-week advance notice in writing.

E. 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. All advertising (print or Internet) must carry the words "An Equal Opportunity Employer".

3. ***Under no circumstances may a member of a supervisor's family be hired to work in or for the same office as the supervisor.***

II. COMPENSATION

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. Because the Soldiers, Sailors and Marines Fund receives their funding in the form of a grant from the State of Connecticut Veterans Affairs, compensation in the form of pay raises is dependent on the size of the annual grant. When monies become available the administrator of the fund will notify the Personnel Committee chairman and at that point the Department compensation policy will take effect to determine individual pay raises.

3. 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.

4. The Department Compensation Policy shall include provisions for a performance merit increase. Merit-based increases in salaries are not mandated or guaranteed. Such salary increases, 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, based on employee performance.

5. 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.

6. The normal workday is considered seven hours a day, thirty-five hours per week. If any employee covered by the Fair Labor Standard Act is involved in work that exceeds forty hours per week, he/she will be paid overtime at one-and one-half times the base pay rate. All employees must have prior approval from the Adjutant before performing overtime work.

7. The American Legion's pay periods are bi-weekly. However, if the regular payday falls on a holiday, payroll will be issued on the morning of the last regular working day prior thereto.

III. 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 Department Adjutant.

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 averse 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 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 Department Adjutant 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 Department Adjutant (and DEC as required for certain positions).

IV. SCHEDULED HOURS OF EMPLOYMENT

A. FULL TIME

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

B. 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.

C. ADJUTANT'S OFFICE

Office hours for the Department Adjutant's office, Monday through Friday, shall be 8:30 AM to 4:00 PM with a 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 the Department Convention.

D. SERVICE OFFICE

Office hours for the Department Service Office, Monday through Friday, shall be 8:30 AM to 4:00 PM with a 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, Department Convention and National Convention.

E. SOLDIERS, SAILORS AND MARINES FUND OFFICE

Office hours for the SSMF office, Monday through Friday, shall be 8:30 AM to 4:00 PM with one half (1/2) hour lunch break.

F. TARDINESS

1. 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.

2. Any variations in this section on "Hours of Employment" herein not specified shall be referred to the Department Adjutant. All clerical and administrative personnel shall comply with the above hours of employment.

V. TIMECARD PROCEDURES

Timecard Procedures (Employee)

- All employees are required to submit a bi-weekly accounting of their hours of work (via timesheet, time clock or electronic time recording systems) to include start times and ending times.
- The employee is responsible for submitting in writing i.e. (email or handwritten) to request time off.

- Employee is responsible for ensuring the Department Head has both received and approved time off prior to taking the requested time off. Under no circumstances will employees 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.
- Employees are responsible for verifying the timecard with the Department Head and initial timecard to signify that they have reviewed and agree with timecard entries. All disputed entries will be cleared up prior to the Department Head submitting a timecard to the Treasurer's office.

Timecard Procedures (Department Head)

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

VI. HOLIDAYS

The American Legion, Department of Connecticut will observe all State and Federal holidays.

When one of the listed holidays falls on Saturday, the preceding Friday will be observed as the holiday. When one of the listed holidays falls on Sunday, the following Monday will be observed as the holiday.

VII RECORDS

A. Payroll and Attendance:

1. Payroll and Attendance records shall be maintained by the Department Treasurer.

2. Payroll records shall be maintained in the manner prescribed by the Department Treasurer and shall be sufficiently detailed 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).

3 Attendance records shall be maintained in the manner prescribed by the Department Treasurer and shall be sufficiently detailed to properly document all workdays, 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.

B. Personnel Records:

1. 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.

2. 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.

VIII. LEAVE TIME

A. All computations of leave shall be inclusive from 1 January to 31 December.

B. Annual leave:

1. Annual leave with pay will be accumulated by regular full-time career employees on the following basis:

1. 0 - 5 years	2 weeks (70 hours)
2. 5 - 10 years	3 weeks (105 hours)
3. 10 years and over	4 weeks maximum (140 hours)

2. Employees will only be entitled to amount of time accumulated from anniversary date to end of calendar year for that particular year.

3. Employees will be allowed to carry over a maximum of 105 hours (3 weeks) of leave time to the next year. Any leave over 105 hours must be used before the new calendar year starts, or it will be lost.

4. All requests for annual leave must have approval by the Department Head. Leave requests more than 35 hours must be submitted in writing prior to scheduled leave. Employees should not request leave near or during State Convention or Mid-Winter dates. All use of leave must be recorded with the Department Adjutant.

C. Personal Leave

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.

D. Sick Leave

1. Sick leave with pay will be provided at the rate of "8.75 hours" per month for full-time employees and "4 hours" per month for part-time, new employees are not eligible to use sick leave until their 120 probationary period has ended.

2. A full-time employee may not carry more than 840 hours (120 days) of accumulated sick leave into the next calendar year. Part-time employees may not carry more than 420 hours (60 days) of accumulated sick leave into the next calendar year.

3. To be eligible for sick leave, the employee must notify their immediate supervisor the first day of illness. More than three days, proof of illness, such as a doctor's certification, is required.

4. The Department Adjutant may, at their discretion, request a doctor's certification if, in their opinion, the employee is abusing the sick leave policy of the Department.

5. Maternity Leave is considered sick leave by The American Legion Department of Connecticut. If an employee exhausts all their sick leave, the employee may elect to use her annual leave. If an employee has exhausted both sick leave and annual leave, a leave of absence must be presented in writing and confirmed in writing.

6. Doctor's excuse is required if sick leave is used the day before/after a holiday.

7. Sick leave is an employee benefit granted by The American Legion and is not to be confused with annual leave.

8. Sick leave is an employee benefit for use, if necessary, during active employment and is not considered deferred wages. As such, sick leave will not be paid upon leaving full-time employment except when the employee resigns employment giving two weeks' notice and will be paid at a rate of 25% of accumulated sick leave.

E. Jury Duty

1. 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.

2. 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. Department Head will notify the Department Adjutant of any employee required to serve jury duty.

F. Military Service

American Legion employees who are eligible to serve in the reserve components of the U.S. military are encouraged to do so because such service is in keeping with the ideals of The American Legion.

1. Employees called to temporary active duty or are engaged in defense training as a member of the National Guard or one of the military reserve organizations shall be permitted military leave with pay for up to fifteen (15) workdays per calendar year.
2. This is expanded to twenty-two (22) workdays in a calendar year in the event of full-time active military service.

3. 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 emergencies, additional time will be granted as necessary either as annual vacation leave or as leave-without-pay, at the employee's option.

4. 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.

G. Bereavement (full-time employees)

1. 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.

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

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

H. 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.

I. Leave without Pay

A. It shall be the policy of the Department, when possible, to excuse employees for personal reasons.
B. An employee desiring a leave of absence must make a written request stating purpose, length of time and return date and have it approved by the Department Adjutant.

J. Inclement Weather Leave

A. BUILDING CLOSING AND PAYMENT:

When inclement weather causes extremely hazardous driving conditions, the offices of The American Legion may be closed. All employees except those on a leave without pay status, which is normally considered an unexcused absence, will be paid administrative leave for the period of time that the building is closed.

1. The Department Adjutant will have the authority to close the office due to inclement weather or natural disaster or when 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.).

B. EMPLOYEE NOTIFICATION:

1. Every effort will be made to contact employees concerning building closings. Employees may contact the Department Adjutant concerning building closings.

2. Employees in the Department Service Office will follow the policy of Department Headquarters regarding closings due to inclement weather.

3. The Soldiers, Sailors and Marines Fund office will close when Department Headquarters office is closed due to inclement weather.

C. EMPLOYEE RESPONSIBILITY WHEN BUILDING IS OPEN:

1. Regardless of weather conditions, if American Legion offices are open all employees are expected to allow ample commuting time so they will be at their workstation at the normal starting time.

2. Under no circumstances does The American Legion encourage employees to take personal risk in traveling to and from work. Employees should always use their own judgment regarding travel conditions. These choices should then be communicated to your respective supervisors who will then notify the Department Adjutant.

3. If the Department offices are open employees are expected to come to work, if you decide not to come to work you must take either a vacation day or personal day.

IX. SUGGESTIONS AND GRIEVANCES

A. The Department welcomes suggestions from all employees which will improve the efficiency of the Department. All suggestions will be forwarded in writing to the Department Adjutant for evaluation.

B. If an employee has a complaint or misunderstanding, it shall be in writing and discussed with the Department Adjutant. If the complaint or misunderstanding cannot be resolved by the Adjutant, the employee may file a formal grievance to the Personnel Chairman for consideration by the Department Personnel Committee. If employee is uncomfortable talking

with their immediate supervisor, you can talk directly with the Department Adjutant or Personnel Chairman.

Change History

Items added/changed May 2016

PG 3 Para 3 Employee Selection Procedures

PG 4 Item 6 Employee Policies

PG 5 Compensation Policy

PG 6-13 Disciplinary Actions/Procedures

PG 15 Holidays

PG 18 Personal Leave

PG 20 Bereavement Leave

Items added/changed September 2017

PG 21 Item 9 Leave without Pay

Items added/changed May 2018

Addition of Welcome Letter

Removed Table of Offenses

Addition of Soldiers, Sailors & Marines Fund

Changed Time Card procedures to reflect 35 Hours

Changed Leave and Sick time accumulation

Addition of Organizational Chart

Changed inclement weather section

Addition of Suggestion & Grievance section

Updated acknowledgement letter

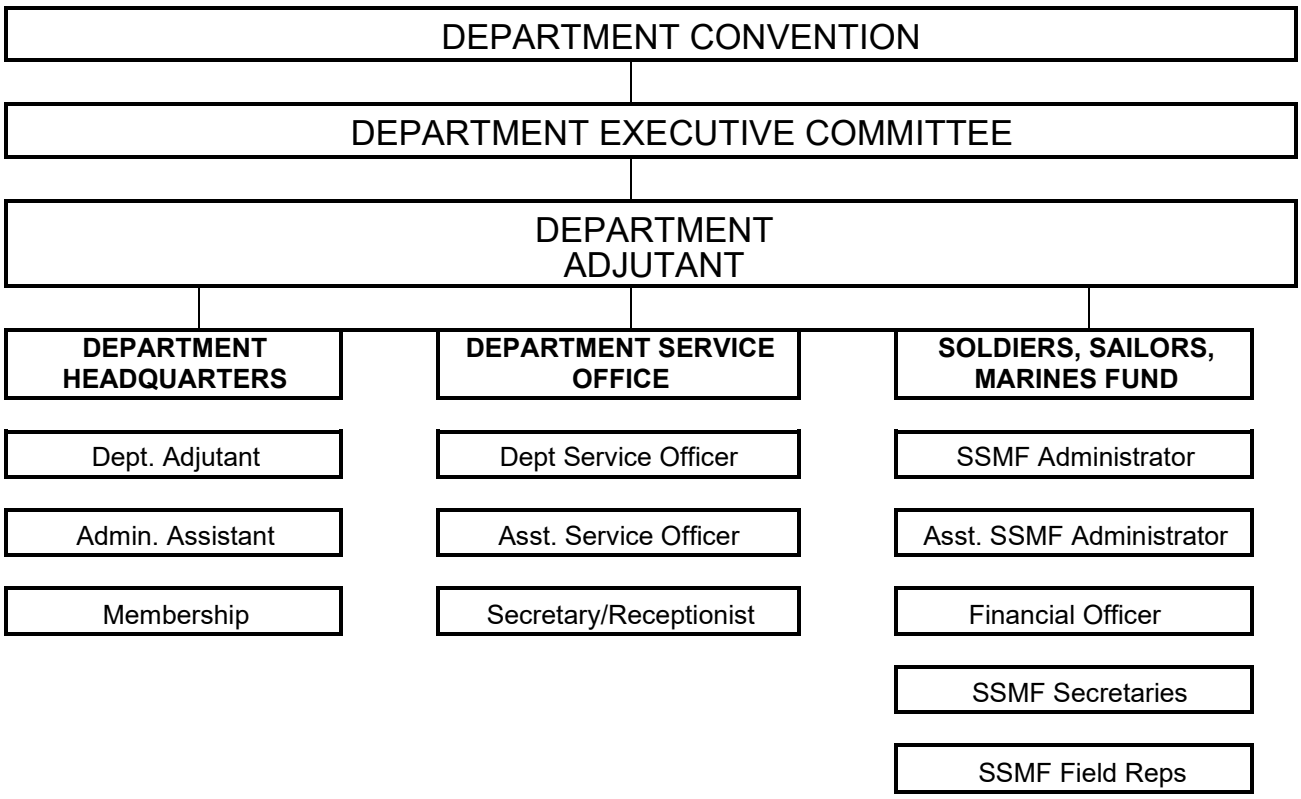
Items added/changed January 2026

Changed probation period from 180 days to 120 days

Changed statement for paid holidays

Addition of part-time employees for sick leave

AMERICAN LEGION DEPARTMENT OF CONNECTICUT ORGANIZATION CHART



THE AMERICAN LEGION OF CONNECTICUT
PERSONNEL POLICY ACKNOWLEDGMENT

I acknowledge that I have received a copy of The American Legion's Personnel Manual.

I understand that it is my responsibility to read the Legion's policies and procedures and understand the content. I understand that, upon request, I may meet with the Department Adjutant to review the Legion's personnel policies and procedures.

I understand that this handbook and its policies and procedures supersede any previous handbook, policies or procedures that I have received in the past.

I understand and acknowledge that the Legion uses this handbook and its personnel policies and procedures merely as "guides" and to provide information to employees. I understand and acknowledge that the Legion retains complete discretion to apply, change, or interpret any handbook provision, policy, practice, procedure or other written document in any manner the Legion chooses.

I acknowledge and understand that my employment is at-will, meaning that either the Legion or I can terminate the employment relationship at any time and for any or no reason.

I acknowledge and understand that no Legion documents or combination of documents create either an expressed or implied contract concerning any terms or conditions of employment.

I further understand that no Legion representative is authorized to enter into any agreement, oral or written, that changes the at-will relationship and that no written or oral statements made in pre-hire interviews or discussions, post-employment discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only for cause.

_____ _____

Employee Name Position

_____ _____

Employee Signature Date