

**AMERICAN LEGION AUXILIARY DEPARTMENT OF ARIZONA  
CONVENTION JUNE 26-29, 2025  
RESOLUTION**

SUBMITTED BY: Viki Jackson and Cindy Queen

SUBJECT: Office Policy and Employee Manual 2025

DATE: June 16, 2025

Resolution No. 17  
*(Assigned by Resolutions Committee)*

**WHEREAS, It is has been 13 years since the last in-depth review of the Office Policy and Employee Manual; now therefore be it  
RESOLVED, To accept the accompanying 2025 edition of the Office Policy and Employee Manual.**

**Routing:** \_\_\_\_\_

Submitted by: Name and Signature \_\_\_\_\_

Submitted by: Name and Signature \_\_\_\_\_

Submitted by: Name and Signature \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Revised \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Revised \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Revised \_\_\_\_\_

Convention Action:      Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date \_\_\_\_\_

AMERICAN LEGION AUXILIARY

DEPARTMENT OF ARIZONA

EMPLOYEE/OFFICE MANUAL

2025 EDITION

## DEDICATION

THIS MANUAL IS BEING DEDICATED TO THE FIRST DEPARTMENT PRESIDENT OF ARIZONA, AMERICAN LEGION AUXILIARY, MRS. HENRY MILLER.

MRS. MILLER SERVED THE DEPARTMENT IN 1921 AND TO HER WE SAY, “WE’VE COME A LONG WAY, BABY”. TO HER AND TO ALL OF THE PAST, PRESENT, AND FUTURE DEPARTMENT PRESIDENTS, WE SAY, “THANK-YOU, FOR THE YEAR YOU SERVED AND THE YEAR YOU WILL SERVE THIS GREAT DEPARTMENT.”

THE COMMITTEE FOR REVISING DEPARTMENT EMPLOYEE AND OFFICE GUIDELINES (FROGS) PROUDLY PRESENT THIS MANUAL, BY VIRTUE OF A RESOLUTION, TO THE DEPARTMENT OF ARIZONA ON JUNE 18, 1998.

CHAIRMAN:  
MEMBER:  
MEMBER:  
MEMBER:  
MEMBER:

MONICA JARVIS  
MARTY VAN TOLL  
PENNY MAKLARY  
HELEN STOUT  
LAVAN ERICKSON

Associated Members, whose input was deeply appreciated:

Louise Rasmussen, Cathy Jarvis, Connie Sordahl and Betty Smith.

Guidelines revised 2000, 2001, 2003, 2006, 2011, 2012, and 2025.

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## **SECTION 1- GENERAL EMPLOYMENT INFORMATION**

### **PERSONNEL POLICY MANUAL**

This Personnel Policy Manual contains an overview of employee benefits, protections and corporate policy of the American Legion Auxiliary, Department of Arizona, herein known as “employer” or “Department”. A manual will be given to each employee when hired and general redistribution will be made whenever revisions have been incorporated. We recommend that you review this manual thoroughly. Should you have questions about its content, you should discuss them with the Department **Secretary** or Department President.

This handbook will be revised as required to provide timely information to all employees. When changes are made, employees will be notified, and revisions will be included in subsequent printing of the Personnel Policy and this manual.

At no time does this Policy manual constitute a contract between any employee and the Department. Any employee can be terminated at any time. The Department Executive Committee will determine all terminations. Their decision will be final.

### **EMPLOYER STATEMENT**

The Department of Arizona, American Legion Auxiliary President, with the Executive Committee, shall be considered the “EMPLOYER.” This is in reference to the Department **Secretary**/Treasurer, the Assistant **Secretary**/Treasurer, and the Receptionist/Membership Clerk.

The EMPLOYER shall provide an office with space and arrangement for practical working conditions.

The EMPLOYER has the right to make decisions concerning the actions of all employees and/or volunteers.

Employee positions require knowledge of the American Legion Auxiliary, its subsidiaries, and the American Legion and its subsidiaries on ALL LEVELS.

All employees will be bonded with a good and solvent bonding and surety company at the Department’s expense.

### **AT-WILL EMPLOYMENT**

Employees of the American Legion Auxiliary Department of Arizona are Employees-at-Will. The American Legion Auxiliary Department of Arizona may terminate the services of its employees at any time with or without notice and with or without cause. Conversely, employees may terminate their employment with the American Legion Auxiliary Department of Arizona at any time with or without notice.

### **EXEMPT VS. NON-EXEMPT EMPLOYEES**

In the Department of Arizona office, all full-time personnel will be salaried, exempt employees and eligible for benefits. All part-time personnel will be hourly paid, non-exempt employees.

### **CONDITION OF EMPLOYMENT**

Employees hired as Full or Part-Time Employees of the Department Headquarters must be members of the American Legion Auxiliary.

## NEW EMPLOYEE EVALUATION

Employees may be released from employment at any time with or without cause and have no right to appeal. Evaluation of newly hired employees' performance will occur just prior to their 90<sup>th</sup> day of employment. Should a new employee successfully pass 90 days of employment they will be considered a permanent employee. Full-time permanent EMPLOYEES will begin to receive Medical Insurance, Holiday Pay, Vacation Leaves, and Sick Leave; Sick Leave will be retroactive from date of hire. Part-time permanent EMPLOYEES will begin to accrue paid time off.

## EQUAL EMPLOYMENT OPPORTUNITIES, RETALIATION, AND/OR HARASSMENT

The Department of Arizona, American Legion Auxiliary, is an equal opportunity employer.

It will not discriminate against any employee or applicant for employment because of race, color, religion, color, age, sex, national origin, genetic information, disability, or veteran's status.

Any employee who believes they may be a victim of discrimination based on race, color, religion, color, age, sex, national origin, genetic information, disability, or veteran's status, should report the circumstances immediately to the Department President of the American Legion Auxiliary. The President will take such action as seems appropriate. Retaliation for reports of discrimination against a protected class will not be tolerated.

Any employee who is found in violation of the American Legion Auxiliary's Equal Opportunities Policy will be subject to appropriate disciplinary action up to and including termination from employment.

## SECTION 2- WORKPLACE POLICIES and CODES OF CONDUCT

### SECURITY AND CONFIDENTIALITY

It is the policy of the American Legion Auxiliary, Department of Arizona, to maintain strict control over entrance to the Department Headquarters Office, records, computer information, cash or other items of monetary value. Employees/Volunteers who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security or confidentiality of such records, material, equipment, items of monetary or business value will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrongdoing or acts of indiscretion.

Information given out about the American Legion Auxiliary shall be confined to its History, Purpose and location of Units only. Any other information, i.e. names, addresses, phone numbers etc. shall only be handled by the Department **Secretary**, the Assistant **Secretary**, or the Receptionist/Membership Clerk. Information about the American Legion Auxiliary, Department of Arizona members, employees, or volunteers should not be divulged to anyone other than persons who are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion when handling confidential information extends to both external and internal disclosure.

It is the policy of the American Legion Auxiliary that all requests for references on current or former employees and/or volunteers of the American Legion Auxiliary will be handled by the Department **Secretary** or the Assistant Department **Secretary** who have been instructed on the proper manner for the processing of such requests.

Confidential information obtained as a result of employment/volunteering with the American Legion

Auxiliary is not to be used by an employee/volunteer for the purpose of furthering any private interest or as a means of making personal gains. Use or disclosure of such information can result in civil and criminal penalties for everyone involved.

#### COMPANY PROPERTY and PERSONAL PROPERTY

Property belonging to the Department of Arizona, American Legion Auxiliary, is to be used only by the Department employees, or by authorization of the Department Executive Committee, in the performance of duties as required by an Office or Chairmanship.

These properties are to remain on the premises at 4701 N. 19<sup>th</sup> Avenue, #100, Phoenix, Arizona, headquarters of the American Legion Auxiliary, Department of Arizona, unless authorized by the Department President.

The unauthorized removal of any Department property, as listed in the Property Inventory Book, is cause for Disciplinary Procedure as outlined in this Manual.

Employees and other members of the American Legion Auxiliary using the office for Auxiliary functions are to be responsible for their personal belongings.

The American Legion Auxiliary assumes no responsibility for personal property of any employee or member of the American Legion Auxiliary.

#### ATTENDANCE AND TARDINESS POLICY

This Policy applies to Full and Part-Time employees.

The American Legion Auxiliary, a non-profit service organization, must serve the needs of its members in a timely and professional manner.

**ATTENDANCE:** Absence is when an employee is scheduled to be at work but doesn't report, or reports late, or leaves without consent for non-business reasons.

The following absences, when previously approved, are considered "excused absences":

- |                           |   |
|---------------------------|---|
| (1) Annual vacation leave | (2) Sick leave  |
| (3) Bereavement leave     | (4) Jury Duty leave   |
| (5) Witness leave         | (6) Holidays  |
| (7) Leave without pay     | (8) Leaves of absence (approved only with a specific return date) |

If an employee knows in advance that she will be absent, she/he should report to the Department **Secretary** and Department President as far in advance as possible. If the Department **Secretary** must be absent unexpectedly, she/he must telephone the Department President immediately. All other employees telephone the Department **Secretary** immediately, and she, in turn, will notify the Department President.

**TARDINESS:** Tardiness is reporting to work after the employee's designated starting time and returning late from meals and other authorized breaks. Tardiness is unexcused time away from job duties.

A record of chronic tardiness will be cause for Disciplinary action as outlined in this Manual.



## WORKPLACE HARASSMENT AND VIOLENCE POLICY

To build a positive and productive workplace, employees and volunteers must treat each other well and help them feel safe. Each of us must do our part to prevent harassment and workplace violence.

Harassment is a broad term that may include seemingly harmless actions, such as gossip.

Sexual harassment is a type of illegal harassment. Sexual harassment takes many forms, such as sexually charged jokes, personal physical references, unwanted advances and/or touching.

Violence in the workplace is another serious form of harassment. It could assault, destruction of property, threats of harm to a person or property and verbal and psychological abuse.

If you are harassed in any form, please report to your supervisor immediately. The American Legion Auxiliary will not tolerate harassment of any kind. All reports will be taken seriously and investigated. If a report of harassment is investigated and an employee is found responsible, the responsible employee will be subject to discipline up to and including dismissal. Further, The American Legion Auxiliary retains their right to press criminal charges for any illegal harassment.

## ALCOHOL AND DRUG POLICY

The employer believes that all employees are entitled to perform their jobs in a wholesome environment; therefore, any employee who consumes alcohol or uses illegal drugs within the American Legion Auxiliary's office space or who reports to work under the influence of drugs or alcohol, will be subject to disciplinary action which may include suspension or termination from employment.

## PERSONAL APPEARANCE

The American Legion Auxiliary, Department of Arizona believes the success of having our own Department Headquarters Office is determined, in part, by maintaining a proper business atmosphere, which is determined by the image employees project as well as business conduct. Employees are therefore expected to dress in a manner consistent with the nature of work performed. Employees are also expected to observe good habits of grooming and personal hygiene at all times.

## CONFLICT OF INTEREST

It is the policy of the American Legion Auxiliary, Department of Arizona that no employee shall have financial or management interests in any company or business concession that furnishes goods or services to the American Legion Auxiliary, Department of Arizona Headquarters or is under a contractual arrangement with American Legion Auxiliary, Department of Arizona Headquarters.

Moreover, employees of the American Legion Auxiliary shall not accept employment with any company or business that furnishes goods or services to the American Legion Auxiliary, Department of Arizona Headquarters or is under a contractual arrangement with the American Legion Auxiliary, Department of Arizona Headquarters.

As a matter of standard business practice, any employee desiring to accept employment with a company or business not specifically prescribed by the terms of this policy should request permission to do so from the Department President to ensure that no conflict of interest exists.

Any violation of this policy is cause for immediate termination from employment.

Employees hired after June 18, 2006, may not serve as elected or appointed Department Officers, Chairmen, or Committee Members.

### SOLICITATIONS POLICY

Solicitation of employees is strictly prohibited. If said employees wish to participate through donations to gifts for special occasions they may do so.

### NEPOTISM POLICY

Upon the approval of the Department Employee/Office Manual, it will be the policy of the Department of Arizona, American Legion Auxiliary to not hire an immediate family member of any employee for full or part-time employment.

### BUSINESS GIFTS

The American Legion Auxiliary prohibits the accepting of gifts or gratuities from individuals and/or firms with which the Auxiliary has a business relationship. The American Legion Auxiliary will permit the acceptance of gifts provided such gifts are valued at less than \$25. Any exceptions to this policy must be approved by the Department President. Any violation of this policy may result in disciplinary action, up to and including termination from employment.

Employees will be advised in advance when working overtime is required. However, it has been stated in the Job Description that certain overtime will be expected.

### ANNUAL EMPLOYEE REVIEW POLICY FOR PAID EMPLOYEES

All employees' work performances will be reviewed annually on April 1. Should a raise be merited, it will become effective with the necessary approval in the fiscal budget. If an employee is still in the 90-day Probation period on the annual date, they will not be part of the annual evaluation.

The President will write 'Exit Comments' on all employees at the end of her/his administration, due by June 30. These will become a permanent part of the appropriate employee's Personnel File.

The Department **Secretary**/Treasurer will be evaluated annually by the Department President on the form for that purpose. The Department President shall review the evaluation with the Department **Secretary**/Treasurer. Both will sign and date the evaluation form that will be placed in the Department **Secretary**/Treasurer's personnel file.

Together, the Department **Secretary**/Treasurer and Department President will do the yearly evaluation for all other employees, on the form for that purpose.

### MEDICAL INSURANCE

Full-time employees will be provided with a medical insurance allowance as budgeted by the Department Finance Committee. The Employee may decline this benefit but must sign a waiver.

There will be no Medical Insurance coverage/medical allowance provided for Part-time employees.

### RETIREMENT

The Department of Arizona, American Legion Auxiliary does not provide or have provisions for any type of Employee Retirement Programs in place.

## **SECTION 3- WORK HOURS, SICK LEAVE, VACATION, AND OTHER LEAVES**

### WORK SCHEDULES and COMPENSATORY TIME

Normal office hours will be from 7:00AM to 4:00 PM, Monday through Friday. Full-time

employees are entitled to 30 minutes for lunch, a 15-minute morning break and a 15-minute break in the afternoon. Breaks and/or lunch periods cannot be combined to extend any of the above or to close the office early.

From time to time, full-time employees may be required to attend evening or weekend activities or work more than 40 hours per week. Full-time salaried employees are exempt from receiving additional compensation for extra hours worked.

When the Units of the Department of Arizona can be notified thirty (30) days\* prior to a scheduled out-of-state conference, in-state conference, or convention absence of the Department **Secretary**, the Department Headquarters Office may be closed. \*Note: Since most Units meet within the first 15 days of each month, sending out notification 1 week before office being closed will not provide adequate notification – hence the 30-day stipulation.

From time to time, part-time employees may be required to work extra hours for the good of the organization and/or to keep the Department Headquarters office open for the scheduled hours listed above. Non-exempt employees will be paid 1.5 times their normal hourly rate for all hours worked, over 40 hours per week. This must be validated by a timecard with supervisor's signature and date.

All employees are required to accurately complete, and file as directed formal timecards. Timecards will be remitted to the Department **Secretary**/Treasurer within 24 hours of the completion of a pay period. Pay periods are biweekly. Questions concerning time sheets should be directed to the Department **Secretary**.

Any employee altering their own or another employee's timecard will be subject to disciplinary action up to and including employment termination.

#### REQUESTS AND NOTIFICATIONS OF TIME Off

All requests for paid time off, leaves with or without pay, and notifications of absence due to illness or jury duty must be submitted in the following manner: The Department **Secretary** submits her/his request or notification to the Department President for approval. All other employees submit their requests or notifications to the Department **Secretary** for initial approval, but then the Department Secretary must submit them to the Department President for final approval.

#### AUTOMOBILES and MILEAGE REIMBURSEMENT

If an employee uses their personal automobile on Department Business, the automobile is to be duly licensed and covered with Liability Insurance at the employee's expense. If an employee uses their personal automobile for Department Business, they must have a current driver's license. To be reimbursed for mileage when using a personal automobile on Department Business, the employee needs to keep an odometer report and submit that report for record before reimbursement.

#### ANNUAL VACATION

Full-Time employees will be entitled to the following paid vacation after one year from their date of hire:

<u>Years of Service</u>	<u>Monthly Earnings</u>	<u>Annualized</u>
Through 2 years of service	3 1/3 hours per month	5 days
3 through 5 years of service	6 2/3 hours per month	10 days
6 years and over	10 hours per month	15 days

Earned vacation time must be taken within the calendar year. Vacation time cannot be accrued from

year to year. If the employee terminates with vacation time accrued, they will be compensated for said time. There will be a formal, written 'Accrual and Use Record' of vacation and sick time kept on all employees.

Regularly scheduled paid holidays occurring while an employee is using vacation leave will not be charged against an employee's accrued vacation credits.

Part-time employee(s) will not be entitled to annual vacation. They would be entitled to one (1) hour personal time off for every thirty-nine (39) regular hours worked, upon completion of 90-day probationary period.

The Department **Secretary** submits her/his Vacation Request Form to the Department President for approval. All other employees submit their Vacation Request Form to the Department **Secretary** for initial approval, but then the Department **Secretary** must submit them to the Department President for final approval. There will be a form to use in this process. The Vacation Request Form requires EMPLOYEE signatures and becomes part of the permanent record.

### HOLIDAYS

American Legion Auxiliary employees in cooperation with The American Legion enjoy a generous schedule of paid holidays so that they may celebrate National observances with their families. The Full-time employees will be entitled to the following ten (10) paid holidays.

New Year's Day	Labor Day
Presidents Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	& the following Friday
Independence Day	Christmas Day

Part-time hourly paid employees are not eligible for any paid holidays.

### SICK LEAVE (Including MATERNITY and FAMILY LEAVE)

Sick leave is an unearned employee benefit granted by the American Legion Auxiliary and should not be confused with Annual Vacation Leave, which employees earn by virtue of continuous service.

Paid sick leave will be retroactive to date of hire after a ninety (90) days probationary period. It is to be granted at one day per month and may be taken in half-day increments.

Employees are permitted to accumulate up to 120 days of sick leave; however, employees will not be reimbursed for any sick leave accrued at termination of position.

The Department **Secretary** must notify the Department President when she is ill. All other employees must notify the Department **Secretary**, who will then notify the Department President. Eligibility for sick leave is conditioned on notification of the Department **Secretary** and Department President during the first half day of illness. For an illness of three or more days duration, the employee must complete a Leave Usage Form and provide a written statement from an attending physician concerning the nature and expected duration of the illness. The Leave Usage Form will require signatures and become part of the employee's record.

Two sick leave days per year may be used for personal reasons without compliance with leave regulations, provided approval has been granted by the Department **Secretary** and Department President.

### BEREAVEMENT LEAVE

Full-time employees will be granted up to five (5) days of Bereavement Leave with pay in the event of a death in their immediate family. The “immediate family” (for the purpose of Bereavement Leave only) includes spouse, child, grandchild, mother, father, grandmother, grandfather, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law and/or any other person residing in the employee’s household. This policy includes step and foster relatives.

### JURY DUTY

If any employee is called to jury duty, administrative leave with pay will be granted during jury duty, provided the employee reimburses the organization for the compensation derived from the court for performing jury duty.

### WITNESS LEAVE

Leave to serve as a witness will be granted with pay to employees who receive a subpoena from the court, provided the employee reimburses the organization for the compensation derived from the court, if any. When subpoenaed, employees must report that information to the Department **Secretary** and Department President and provide a copy of the subpoena.

### MILITARY LEAVE

Employees who attend training camps of the National Guard or one of the other Military Reserve Components shall be permitted Military Leave with pay for up to fifteen (15) consecutive calendar days or ten (10) consecutive workdays. 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.

Requests for Military Leave should be presented to the Department **Secretary** and Department President in writing and include a copy of the employees’ military orders.

### LEAVE OF ABSENCE

Leave of absence, not to exceed ninety (90) days, may be granted at the discretion of the Department **Secretary** and Department President. A request for leave of absence must be presented in writing and confirmed in writing. If annual leave is available, the employee will use annual leave prior to receiving leave of absence.

### LEAVE WITHOUT PAY

Leave Without Pay, not to exceed ninety (90) days, is granted as an exception to policy when employees have no accrued sick, annual or other approved leave.

Only under emergency conditions will Leave Without Pay be considered an authorized absence from work.

Sick leave and vacation leave do not accrue during periods of Leave Without Pay or during Leaves of Absence. Further, holidays are not paid if employees are on Leave Without Pay status on the day before or after the holiday.

All Leave Without Pay must be approved by the Department **Secretary** and Department President.

## **SECTION 4-EMPLOYEE CONDUCT AND DISCIPLINE and GRIEVANCE**

## PROCEDURES

### EMPLOYEE CONDUCT AND DISCIPLINE POLICY

An obligation rests with every employee to render honest, efficient, and courteous performance of duties. Employees will, therefore, be responsible and held accountable for adhering to all Department policies, directives, and procedures. Reports of improper practices should be submitted, written, signed, and dated to the Department President who will either resolve the improper practice or submit it to the Executive Committee for further action.

The Employee Actions Form will be used by the entire Department to report concerns and will require a signature from the person raising the concern. These forms will be used in discussing the issue with the employee, documenting any plans of action, and follow up. The Employee involved, the Department **Secretary**, and the Department President will be involved in these actions, and all persons will acknowledge their receipt via signature. The document, which includes their signature, will become part of their permanent record.

The Department President will utilize the following sequence of discipline.

1. Counsel employee. (Verbal Warning-becomes part of permanent personnel file)
2. If the problem continues, issue Written Warning (Becomes part of permanent personnel file).
3. If the problem is still not resolved, the matter will be sent to the Executive Committee (Becomes part of permanent personnel file).

For any violation of the State or National Constitution, the Office/Employee Manual or the State Policy and Procedure Book or for conduct improper and detrimental to the welfare of the American Legion Auxiliary, the Department President and, if necessary, the Department Executive Committee shall investigate the charges. In matters sent to the Executive Committee, action to be taken will be directed through a majority vote. The employee shall be notified in writing by the Department Executive Committee of charges against her/him fifteen (15) days prior to the Department Executive Committee meeting. The employee shall be informed of the date and place of the meeting and charges against her/him. The employee will have a chance for rebuttal of the charges at the stated meeting or submit a document in place of a verbal rebuttal.

In cases of proven or admitted theft against the Department, or physical violence in the workplace, the President will immediately submit the matter to the Executive Committee for action and the employee will be suspended without pay until the Executive Committee makes a decision relating to the charges.

### GRIEVANCE PROCEDURES

Any employee who believes they have a grievance is entitled to a full and impartial hearing, without fear of recrimination. The following procedure has been established for that purpose:

First, discuss the problem candidly with your immediate supervisor. In the case of the **Secretary**/Treasurer this would be the Department President. For all other employees, it is the **Secretary**/Treasurer who is their immediate supervisor.

Second, employees may take the issue on to the Department President if the conflict is not resolved by discussing it with the **Secretary**/Treasurer.

Third, the Department President or employee may request a hearing by the Advisory Committee.

Their decision will be considered final unless the magnitude of grievance requires the attention of the Department Executive Committee.

## **SECTION 6- SEPERATION OF EMPLOYMENT**

### **NOTICE OF SEPERATION**

The American Legion Auxiliary reminds you that your employment is at-will that an EMPLOYEE or the EMPLOYER may terminate our employment relationship at any time and for any non-discriminatory reason. As a courtesy, and customary business practice, the American Legion Auxiliary requests a 30-day notice from employees voluntarily leaving employment. The American Legion Auxiliary will provide, when appropriate, 30-days advanced notice to employees terminated for non-disciplinary reasons.

### **SEVERANCE PAY**

The American Legion Auxiliary has no severance pay plan or practice for employees. All wages due upon termination will be paid as required by law, but it is not the practice of the Organization to make any other payments regardless of the reason for departure.

Any deviation from this practice may be approved only by the Finance Committee in exceptional circumstances and in their sole discretion.

### **REFERENCES**

The American Legion Auxiliary may provide references for those leaving in good standing. Employees should discuss a request for a reference with their supervisor prior to leaving employment.