American Legion
Post 233
Palm Valley, FL

Employee Manual

(JANUARY 30 2017)

Revised

Attest: _____
Post Adjutant

Approved: _____
Post Commander

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1 INTRODUCTION / OVERVIEW

1.1 PURPOSE OF THIS MANUAL

The information furnished in this manual is distributed solely for assisting each employee in becoming more informed of the employment practices and procedures of Post 233. This manual is designed to acquaint you with Post 233 and to give you a ready reference to answer some of your questions regarding your employment with the Post. We intend for this manual to offer two-way communications: what you can expect from the Post, and what we expect from you. However, the contents of this manual constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of the publication.

Under no circumstances are these materials considered to create any contractual or quasi-contractual relationship between any employee and Post 233. Furthermore, hereby specifically disclaim any intent or purpose that these materials be considered or looked upon as contractual obligations or undertakings. They are informative materials only.

The contents of this manual are subject to revision from time to time. The House Committee reporting/making recommendations to the Executive Committee reserves the right to add, change, or delete benefits and policies as it deems appropriate. However, important changes will be printed and distributed to employees during the period between reprinting of this manual.

1.2 WHAT WE BELIEVE

- Every employee is an individual and shall be treated fairly.
- Every applicant for employment will be afforded equal consideration and all employees will be given equal treatment in all personnel activities consistent with their capabilities, without regard to race, color, religion, gender, sexual orientation, national origin, age, marital status, or disability.
- Every employee shall be afforded the right to discuss openly with management matters concerning his or her welfare.
- The safety of employees is always a major priority.
- All employees have a mutual interest in the continued success of Post 233.

2 EMPLOYMENT

2.1 EMPLOYMENT CLASSIFICATION

2.1.1 FULL-TIME

Full-time employees are employees who are normally scheduled to work more than 32 hours or more per week.

2.1.2 PART-TIME

Part-time employees who are normally scheduled to work less than 30 hours per week.

2.1.3 REGULAR

Regular employees are employees who are continually employed in a position for an indefinite time.

Regular full-time employees are eligible for all of the benefits set forth in the following pages.

Regular part-time employees are eligible for limited benefits specified in the following pages or benefits mandated by law.

2.1.4 TEMPORARY

Temporary employees are employees who are employed in a position for an indefinite period of time for a specific job, whose period of employment is not expect to last beyond six (6) consecutive months. Under certain circumstances the period of employment of a temporary employee could be extended.

Temporary full-time employees are eligible for all of the benefits set forth in the following pages.

Temporary part-time employees are not eligible for benefits.

2.1.5 EXEMPT

An exempt employee is defined as working in an executive, administrative, or professional capacity which requires regular exercise of discretion and independent judgment. Such employees include but are not limited to manager, supervisor or administrator. Exempt employees are not covered by the Fair Labor Standards Act (Section 13(a) (2) 29 U.S.C. 201) and do not receive overtime pay. This includes Salaried and Base Pay plus Performance Bonus employees.

2.1.6 NON-EXEMPT (HOURLY)

As described by the Fair Labor Standards Act (Section 13(a) (2) 29 U.S.C. 201), a non-exempt employee is defined as being employed in a capacity other than executive, administrative or professional. In most cases a non-exempt employee of Post 233 must receive compensation at a rate not less than one and one-half times the regular rate at which they are employed for any hours worked in excess of forty hours in each week.

2.1.7 MINORS

Minors are children under 18 years of age. Check with the Child labor laws filed with the administrator before hiring.

2.2 HIRING PROCEDURES

In hiring for a new position or a change in job description, a job description should be written up and submitted for approval. The submission process is via the House Committee through the Executive Committee for approval. To insure the highest standards of public service,

2.3 INTRODUCTORY PERIOD

Every new or rehired employee is considered to be in an introductory period for 90 calendar days after date of hire. During this period dismissal may occur without being governed by the employee disciplinary procedure.

During the introductory period, the Canteen Manager will review the new employee's quality and quantity of work, attendance, and punctuality, and make some assessment of the person's suitability for the job he or she has been hired to perform. During the introductory period, employees may be dismissed at any time if it is determined that they are not suited for the work required. Should an employee fail to complete the introductory period successfully, he or she will be released.

2.4 DISCLOSURE OF EMPLOYEE INFORMATION AND RECORDS

All requests for information about a current, retired, or terminated employee, whether verbal or written, must be referred to the Canteen Manager. The Canteen Manager will restrict disclosures or personnel information to prospective employers and prospective creditors. Disclosures will be limited to information about dates of employment, title or position, job location and salary. No information regarding performance or reason for termination, if applicable, will be provided. Written recommendations will not be given to employees upon termination.

2.5 ACCESS TO EMPLOYEE RECORDS

Personnel files are maintained as personal and confidential, as is payroll information. Access to employee records is restricted to the following:

- Current Post Commander
- House Committee Chair
- Canteen Manager

Personnel files and records are not public information documents and therefore do not fall under the "Freedom of Information Act," or Florida Records Laws. Except for records and information legally required for government agencies, no information about an employee will be released unless the request is in writing and there is an authorization form signed by the employee on file.

2.6 EMPLOYEE ACCESS TO EMPLOYEE RECORDS

An employee may contact the Canteen Manger to make an appointment to examine their personnel file. The employee may not remove the files from the Post's office. The current Commander, House Committee Chair and/ or Finance Officer must be present while the employee examines the file.

If an employee disagrees with any information found in their file, employee may place a written disagreement in the file and it will be attached to the specific document. However, the employee may not remove any item from the personnel file. The employee must be notified of any additions to their file in writing, and shall sign an acknowledgement of this addition.

3 PAY

3.1 PAY PERIOD

Post pays bi-weekly and payroll runs Monday, 11:00 a.m. through Sunday, 12:00 midnight. Direct deposits are encouraged but not mandatory for Post Employees.

Coffee/rest breaks are considered part of working time and should be no more than 15 minutes per four hours of work.

3.2 TIME SHEETS

Records of time worked are required by all hourly and salaried personnel that provide an accurate way of recording daily time worked and time taken off. It is the employee's responsibility to keep your record accurate. Records are completed by employees and reviewed then approved by your immediate supervisor. Falsification of records will be grounds for immediate terminaton of employment.

3.3 PAYROLL DEDUCTIONS

Your earnings and payroll deductions are shown on a voucher with your check. Any questions about your paycheck should be directed to the Canteen Manager or House Committee Chair.

3.4 OVERTIME

Occasionally, overtime may be required of employees. We are confident that all employees will cooperate to the fullest when overtime hours are required.

Only non-exempt employees are eligible for overtime pay. Non-exempt employees who work more than 40 hours in a week will be compensated at the rate of one-and-one-half (1and1/2) times their regular hourly rate of pay. All hours to be worked in excess of your regular schedule must be authorized in advance by your department head. Overtime will be granted when necessary on an elective basis.

3.5 YOUR SALARY RATE

The salary for your position has been determined by a system of job analysis and evaluation. The work you do has been analyzed and compared to the work other similarly situated employees perform. This determination is governed by the House Committee and submitted to the Executive Committee for approval.

4 Employees are encouraged to check their social security record every few years to make certain that deductions have been correctly reported. The Social Security Office provides free postcards for this purpose.

4.1 WORKER'S COMPENSATION

When an on-the-job accident is determined to be in the course and scope of your employment, Worker's Compensation Insurance covers the cost for your medical expenses and prescriptions plus compensation for some of the lost wages. Your first seven (7) calendar days of disability are the waiting period. You are eligible for disability payments beginning with the eighth (8th) day of medical disability, total or partial. You will be paid for the first seven (7) calendar days only if you are medically disabled for more than twenty-one (21) days.

All injuries, no matter how superficial they may appear, should be reported immediately to the Canteen Manager, House Committee Chair and/or the Commander.

4.2 UNEMPLOYMENT INSURANCE

The Post pays the entire cost of unemployment compensation insurance to provide a benefit to you in the unlikely event of layoff. If it were necessary for an employee to be laid off, you would receive a weekly benefit for a specified period of time while you searched for other employment. This benefit is designed to help prevent the financial hardship of unemployment.

4.3 INSURANCE COVERAGE

The Post does not currently provide complete Medical Coverage for full-time employees.

4.4 VOTING

The Post's policy is to encourage its employees to participate in the election of government leaders. If an adjustment in work schedule is needed for an employee to exercise their right to vote, prior authorization from the employee's Supervisor is required.

4.5 SICK LEAVE

Sick leave is granted for sickness or accident involving you or your immediate family. (Immediate family is defined as: father, mother, sister, brother, spouse, child, mother-in-law, father-in-law, grandparents, grandchildren, sisters-and-brothers-in-law, domestic partners or legal guardians.) If an employee is unable to report for work longer than 3 days then a note from the doctor stating the nature of the illness may be requested. Abuse of sick leave may result in the immediate supervisor and/or

BEREAVEMENT TIME

In the event of a death in the employee's immediate family as defined above, up to three days with pay will be granted to full-time employees in order to handle family affairs and attend funeral.

4.6 MILITARY RESERVE TIME

Full time employees who are members of the military reserves will be granted leave without pay, not to exceed 15 calendar days per year, in order that they may fulfill their active duty obligation.

4.7 WITNESS OR JURY DUTY TIME

When full-time or regular part-time employees are called for jury duty or to attend court as witnesses they will be authorized a leave for the period in which they are actually serving or testifying.

4.8 LEAVE OF ABSENCE

An extended Leave of Absence from work must have prior written approval from the Canteen Manager,

House Committee Chair and/or the Commander. 4.9

MILITARY LEAVE

When an employee is called to active duty, such leaves will be handled in accordance with Federal and/or State legislation. Military leave is without pay or benefits unless required by law.

5 POLICIES

5.1 OVERVIEW

Every organization has certain guidelines which were developed to reflect good business practices. In establishing any rules of conduct, The Post has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and alert when scheduled to be at work.
- Careful and conscientious in performance duties.
- Thoughtful and considerate of members and guests.
- Courteous and helpful, both when dealing with the members and their guests.

5.2 EQUAL EMPLOYMENT OPPORTUNITY

The Post is committed to a policy of equal opportunity for all employees and applicants for employment. Employees are hired, trained, promoted and compensated on the basis of personal competence and potential for advancement without regard for race, color, religion, gender, sexual orientation, national origin, age, marital status, or disability, as well as other classifications protected by applicable state or local laws.

The Post's equal employment opportunity policy applies to all aspects of employment with Post 233 for recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, educational assistance, and social and recreational activities.

5.3 AMERICANS WITH DISABILITIES POLICY

In compliance with the Americans with Disabilities Act (ADA), it is the policy of the Post to prohibit employment discrimination against individuals with disabilities and to make reasonable accommodation to persons with disabilities unless to do so would pose an undue hardship. It is the responsibility of all managers and department heads to ensure that individuals with disabilities who are employed with us, as well as persons applying for jobs with us, are treated fairly and given opportunities equal to those provided to others working or seeking work here.

The Post will consider reasonable modifications for qualified individuals with disabilities who have demonstrated their abilities and skills and can perform the essential functions of their jobs. This does not mean that we will lessen our qualification standards nor are we required to give preferential treatment to individuals with disabilities.

We are committed to complying with the ADA requirements. We encourage all employees to help us achieve this objective. We should all work together to see that opportunities are available for persons with disabilities.

5.4 HARASSMENT/SEXUAL HARASSMENT

It is the policy of Post 233 that all employees should be able to work in an environment free from all forms of discrimination, including harassment. Harassment is a form of misconduct, which undermines the integrity of the employment relationship.

It is illegal to harass others on the basis of their gender, sexual orientation, age, race, color, national origin, religion, marital status, citizenship, disability and other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, and other verbal, physical and visual behavior.

Sexual harassment is also prohibited. No employee should be subjected to unsolicited and unwelcome sexual overtones or conduct either verbal or physical. Propositions, repeated requests for dates, dirty jokes, sexually provocative pictures, and other verbal, physical and visual harassment are prohibited.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is unwelcome, and which is personally offensive, and which interferes with effectiveness or creates an uncomfortable atmosphere on the job.

The harassment of an employee by another employee may lead to disciplinary action, up to and including immediate terminations in cases of gross misconduct.

Any employee who believes he/she has been subjected to harassment of any kind or intimidation on the job should report such harassment to the Canteen Manager, House Committee Chairman, Commander or whom ever they are comfortable reporting to. All such complaints will be promptly and fairly investigated and where appropriate immediate corrective action will be taken to the highest degree possible, allowing for a fair investigation. All such complaints will be treated in the strictest confidence possible.

5.5 DRUG FREE WORKPLACE

In compliance with the Anti-Drug Abuse Act of 1988, Post 233 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. Our employees may be required to submit to drug screens, blood alcohol tests, Breathalyzer tests, and medical examinations under the following conditions:

- When an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system.
- When an employee suffers an on-the-job injury or is involved in an accident while at work, or
- On a periodic or random basis.

The presence of alcohol at a level established by the Worker's Compensation Act or the presence of any illegal substance in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy. Additionally, pre-employment chemical screening may be required for applicants considered for employment.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such is prohibited. Employees who are taking prescription or nonprescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their department head of this fact.

In order to protect the safety of all employees and visitors, The Post reserves the right to inspect employees' desks and work stations.

Any employee who violates this policy will be subject to appropriate disciplinary action including termination or the satisfactory participation in an approved drug abuse or rehabilitation program.

Off-premise possession, use, sale or purchase of illegal drugs and off-premises alcohol abuse may reflect unfavorably on The Post's reputation and is also prohibited.

All accidents, including those which do not involve serious injury, must be reported immediately to your supervisor and/or Canteen Manager. It is only through full knowledge of every accident that the Post can become a safer, healthier place to work.

5.6 SAFETY

It is our policy to promote safety on the job. The health and well being of our staff and visitors is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, defective tool, or equipment to your immediate supervisor. Each employee is expected to assist in maintaining safe working conditions, observing any safety rules posted in various areas, and following all OSHA and state safety regulations.

5.7 ATTENDANCE AND PROMPTNESS

Your contribution to the success of the Post is important and we need you at work every day. The other employees are counting on you to be at work on time and to work a complete schedule shift.

Employees are asked to give advance notice (within 48 hours prior to reporting to work with the exception of a bond-a-fide emergency) to their supervisor or Canteen Manager of lateness or absence. Notice should be received as soon as possible prior to the start time of their schedule shift. When absence is due to illness or injury, appropriate medical documentation may be required.

Personal appointments should be scheduled outside of working hours if possible. If you become ill or injured on the job, notify you the Canteen Manager and/or a Post designated representative immediately.

Excessive absenteeism and/or tardiness may lead to disciplinary action up to and including termination. Employees who are absent three consecutive workdays without notice to the department head or administrator are presumed to have voluntary resigned their position without notice.

5.8 DRESS CODE

The image of the Post is influenced by the appearance of our employees. We are all expected to keep a clean, neat, professional appearance and dress in appropriate attire, suitable for our respective duties.

The following are basic guidelines of appropriate dress depending upon job duties:

- Clothing should be neat, clean, and in good repair.
- Clothing must not constitute a safety hazard.
- Provocative clothing is prohibited.

In all cases regarding what is considered acceptable attire, the final decision rests with current Commander. If the attire does not meet standards considered acceptable by the Canteen Manager, House Committee Chair and/or Current Commander, the employee will be requested to go home to change, with time involved unpaid. Habitual violators of these standards may be subject to appropriate disciplinary action, up to and including discharge.

5.9 PERSONAL PROPERTY LOSS

Post 233 can't assume liability for any loss for personal items due to theft or carelessness. Employees should use precaution with personal items while at work.

5.10 TELEPHONE USE (POST 233 PHONES)

Personal use of the telephone should be limited. Excessive personal telephone calls may be ground for disciplinary action. Employees who find it necessary to make personal long distance calls should maintain accurate records and reimburse the Post for the cost of calls.

5.11 POLITICAL ACTIVITIES

The Post respects and encourages employee participation in political activities, but not on behalf of nor as a representative of the Post.

5.12 SOLICITATIONS

There will be no solicitation or distribution of literature on Post premises at any time by employees and non-employees without written or verbal approval by the Current Post Commander.

5.13 DISCIPLINARY PROCEDURES – OVERVIEW

In order to provide efficient and harmonious working conditions for employees and to promote safety, certain minimum rules of conduct have been established. It is the policy of the Post to view discipline in a positive manner. The intent of this policy is to provide fair and consistent employee discipline to support effective, efficient operations for our staff and visitors.

The House Committee reporting/making recommendations to the Executive Committee who is ultimately responsible for the interpretation of this policy and procedure. The disciplinary steps of verbal communication and written warning may be used in response to an employee's misconduct or unsatisfactory performance.

5.14 CORRECTIVE ACTION STEPS

5.14.1 VERBAL COUNSEL OR WARNING

For minor offenses or if an employee is performing unsatisfactorily on the job, the employee may receive verbal counseling from his/her supervisor and/or the Canteen Manager. Another employee may be asked to witness the counseling. The Canteen Manager will document the circumstances of the warning or counseling and the documentation will be maintained in the employee's personnel file.

5.14.2 WRITTEN WARNINGS

A written warning should be issued to the employee by the Canteen Manager if the misconduct or unsatisfactory performance continues.

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6 TERMINATION OF EMPLOYMENT

The end of an employment relationship with Post 233 will fall with one of the following categories with indicated policies applicable to each:

- Resignation: A voluntary termination freely made by the employee for any reason he/she chooses. An exempt employee is expected to give a minimum of two weeks notice. A non-exempt employee should give two weeks notice.
- Release: A termination in which the House Committee through the Executive Committee thinks that it would be mutually beneficial to end the employment relationship. Under these circumstances a departure date is set within a reasonable time period.
- Unsatisfactory Performance or Conduct: A termination which results from the failure of an employee to meet performance standards. Disciplinary procedures should be followed prior to termination.

- Immediate Discharge: An immediate discharge may result from gross employee misbehavior on the job, refusal to do work reasonably expected and other instances as described below. Immediate discharge requires no notice. Examples of such misconduct include, but are not limited to:
    - Action which causes an immediate danger or threat to the safety or life of another person.
    - Possession of firearms or any weapons on a job site, office or while engaged as a representative of Post 233.
    - Action which causes an immediate danger or threat to property.
    - Engaging in unlawful activities.
    - Intentional violation of Post Policies
    - Any action which causes harm to members, guests or the Post's reputation or operations.
    - Chronic insubordination or disruptive behavior.
    - Theft.

6.1 COMPLAINT RESOLUTION PROCEDURE

An employee is expected to consult first with his/her supervisor regarding any job-related action, occurrence or attitude either expressed or implied which is perceived as unfair or inequitable to the employee. If a satisfactory agreement or solution cannot be made through regular supervisory channels, the employee may appeal to the House Committee in writing with a copy to his/her supervisor. The original copy of this written grievance will be forwarded to the Executive Committee via the Current Commander.

If an employee files a written grievance with the Canteen Manager and no resolution is reached within 10 working days after the grievance is received, a personnel team will be brought in to make an action recommendation within five working days.

PATH OF COMPLAINT RESOLUTIONS:

- Supervisor
- The Canteen Manager
- House Committee Chair
- Executive Committee

7 EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE MANUAL

Post 233's Policies Manual is intended to give a general overview of the Post's information regarding policies and procedures. Post 233 committees may at any time, add, change, or rescind any policy or practice at its sole discretion, without prior notice. Employees will be notified of any changes. I understand that I have the right to terminate my employment at any time, with or without cause, and that Post 233 has the similar right.

I have reviewed a copy of Post 233's Policies Manual and acknowledge my obligation to read its contents. I understand that the Policies Manual is intended to provide an overview of Post 233's personnel policies and does not necessarily represent all such policies in force.

Please sign below and return this page to the Canteen Manager.

Employee Name (Print)	Date	Employee's Signature
Canteen Manager (Print)	Date	Canteen Manager's Signature
_ House Committee Chair or Current Commander	Date	_ House Committee Chair or Currrent Commander's Signature