



**AUSA**  
ASSOCIATION OF THE  
UNITED STATES ARMY

# EMPLOYEE HANDBOOK

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Welcome from AUSA's President and CEO

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Welcome to AUSA – the Army’s professional association!

Since we were founded in 1950, AUSA’s primary mission has been to educate, inform and connect America with their Army, and to support Soldiers, Army families, retirees, Army civilians and veterans and those businesses that provide essential capabilities to the Army. As a proud, education-based non-profit organization, we continue to position AUSA as the premier thought-leader for the Army.

This updated handbook, includes general information and guidelines about our practices, policies, benefits and expectations. Familiarizing yourself with the handbook will enable you to know more about us, what is expected of you as an AUSA team member and what you can expect in return from AUSA for your contributions as a valued member of the AUSA National office staff.

This handbook is a common-sense guide to our normal business practices; it does not address every situation; and it will, of course, evolve as laws and practices change in the future; we will continue to make the handbook more valuable for you. If you have questions about any aspect of the matters described herein, please ask your supervisor or Human Resources.

We welcome you to the great team we have here at AUSA!

**Robert B. Brown**  
General, U.S. Army Retired  
President & CEO

# 1.0 INTRODUCTION

These personnel policies, inclusive of any applicable state supplements (collectively, the “handbook”), are intended to help familiarize you with the Association of the United States Army (AUSA), convey general information about benefits and policies, and educate you about the responsibilities of AUSA as your employer, and your own responsibilities as an employee. AUSA is committed to complying with all federal, state, and local labor and employment laws. To the extent any provision of this handbook conflicts with any law, the requirements of that law will prevail.

The intent is to make this handbook as complete as possible, but there will certainly be situations or policies that it does not cover. Should you have any questions about this handbook, or any topics not covered in it, you are urged to talk with your supervisor or Human Resources.

Nothing in these personnel policies, or in any of AUSA’s practices or procedures, constitutes an expressed or implied contract of employment or warranty of any benefits. AUSA may, at any time, with or without notice, in its sole discretion, modify or vary anything stated in this handbook or any other AUSA guidelines, policies, practices, working conditions, or benefits—except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified as set forth in Section 1.2 below.

Any violation of the policies and/or procedures set forth in this handbook may result in disciplinary action, up to and including termination. Additionally, many matters covered by this handbook, such as benefits, are also described in separate official documents, and such official documents are always controlling over any statement made in this handbook or by any supervisor or manager.

This handbook supersedes all previous employee handbooks and memos, or other written documents covered in this handbook.

## 1.1 ORGANIZATION OVERVIEW

The Association of the United States Army is a nonprofit educational and professional development association serving America's Army and supporters of a strong national defense. AUSA provides a voice for the Army, supports the Soldier, and honors those who have served in order to advance the security of the nation.

### ***Our Mission***

AUSA supports soldiers, their families and Army civilians, provides a voice for the Army, and honors those who have served. As the Army's premier, nonprofit, educational and professional association, we:

- **Educate** those we serve (soldiers and their families, Army civilians, retired soldiers and veterans, and the businesses and industries that support the Army) with programs, products, resources and events...
- **Inform** our members, Congress and the American public about issues affecting America's Army – Regular Army, Army National Guard and Army Reserve, and...
- **Connect** America's Total Army, its industry partners, like-minded associations and other supporters at the national, regional and chapter levels.

### ***Our Vision***

To be recognized by the Army, Congress, our industry partners and communities across the nation as the Army's premier association and the foremost supporter of the Total Army.

### ***Our Guiding Principles***

- **Dedication**  
We are dedicated to our mission and to our members, displaying it through our service and commitment.
- **Innovation**  
We value innovative approaches to programs and technology.
- **Excellence**  
We value, encourage, recognize and reward excellence.
- **Inclusion**  
We are inclusive and embrace diversity.
- **Integrity**  
We expect integrity within ourselves and our stakeholders.
- **Nonpartisan**  
In all we do, we are nonpartisan and apolitical.

## 1.2 EMPLOYMENT-AT-WILL

Employment at AUSA is a voluntary employment-at-will relationship for no definite period and you are free to resign at will at any time, with or without cause, and with or without notice. Similarly, AUSA may terminate an employment relationship at will, at any time, with or without notice or cause. No one has authority to bind AUSA to any agreement contrary to the foregoing except the AUSA President & CEO, in writing.

AUSA employees will become members of the Association at no cost to the employee.

### 1.2.1 OPEN DOOR POLICY AND INTRODUCTORY PERIOD

Joining a new organization can be a rewarding but uncertain time. Throughout your employment with AUSA, please know that you can always reach out to a member of management or Human Resources to ask questions, share your thoughts and ideas, or share a concern. We call this our Open-Door Policy.

As you learned in your AUSA offer letter, the first 90 days of employment are called the Introductory Period. The Introductory Period is an extension of AUSA's employee selection process. We use this time to determine whether you are a good fit for AUSA, and you should do likewise. Completion of the Introductory Period is not in any way unqualified acceptance by AUSA of your performance or an assurance of continued employment. Your employment remains at-will.

## 1.3 EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

AUSA provides equal employment opportunities to all employees and applicants for employment without regard to actual or perceived race, color, ancestry, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, marital status, religion, age, physical or mental disability, gender identity (including transgender status), results of genetic testing, military service, or any other classification protected by applicable federal, state, or local law. Equal employment opportunity applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, employee activities, access to facilities and programs, training, and general treatment during employment.

If you have any questions or concerns about equal employment opportunities in the workplace, you are encouraged to discuss these issues with your immediate supervisor or Human Resources. You can raise concerns and make reports without fear of retaliation or reprisal. No employee will be subject to, and AUSA prohibits, any form of discipline or retaliation for raising issues of equal employment opportunities in the workplace, reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. Anyone found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## 1.4 DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION

AUSA does not tolerate and prohibits discrimination or harassment of or against our job applicants, contractors, interns, volunteers, or employees by another employee, manager, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, color, ancestry, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, marital status, religion, age, physical or mental disability, gender identity (including transgender status), results of genetic testing, military service, or any other classification protected by applicable federal, state, or local law (referred to as "protected characteristics"). AUSA prohibits retaliation as defined below.

AUSA is committed to a workplace free of discrimination, harassment and retaliation. All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a manager, co-worker, client, customer, vendor, or other third party. In addition to being a violation of this policy, discrimination, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws and ordinances also is unlawful.



***Discrimination Defined.*** Discrimination under this policy generally means treating differently or denying or granting a benefit to an individual because of the individual's actual or perceived protected characteristic.

***Harassment Defined.*** Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct, that denigrates or shows hostility or aversion towards an individual based on or because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive, or hostile working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

***Sexual Harassment Defined.*** Sexual harassment can include all of the above actions as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature, when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters, or comments;
- sexual jokes, questions, or comments about a person's body, sexual prowess, or sexual deficiencies;
- propositions, or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters, and drawings;
- sexually-explicit emails or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- comments, inquiries, or gossip about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; or
- teasing or other conduct directed toward a person because of the person's gender.

***Retaliation Defined.*** Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. Adverse conduct includes but is not limited to: any action that would discourage or keep an individual from reporting discrimination, harassment or retaliation; shunning and avoiding an individual who reports discrimination, harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation; and denying employment benefits because an applicant or employee reported discrimination, harassment or retaliation or participated in the reporting and investigation process described below.

***Reporting Procedures.*** If you are being harassed, discriminated or retaliated against, you observe any harassing or other inappropriate behavior, or you believe someone has violated this policy, you should promptly bring the matter to the immediate attention of Human Resources, or a member of management.



Every supervisor or manager who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy must immediately report the issues raised to Human Resources or a member of management.

**Investigation Procedures.** AUSA will handle all complaints swiftly and confidentially to the extent possible; however, absolute confidentiality cannot be guaranteed.

Upon completion of the investigation, AUSA will determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. AUSA will take corrective measures against any person who has engaged in conduct in violation of this policy, if AUSA determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom AUSA determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. This includes individuals engaging in discrimination, harassment or retaliation, as well as supervisors who fail to report violations of this policy, or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

We cannot remedy claimed discrimination, harassment or retaliation unless they are brought to the attention of management. Please report any conduct which you believe violates this policy.

## 1.5 REASONABLE ACCOMMODATION

AUSA is committed to complying with applicable federal, state and local laws governing reasonable accommodations of individuals. To that end, AUSA will endeavor to make reasonable accommodations to applicants and employees who have requested an accommodation or for who AUSA has notice may require such an accommodation, without regard to any protected classifications, related to an individual's: (i) physical or mental disability; (ii) sincerely held religious beliefs and practices; and/or (iii) needs related to pregnancy, childbirth or related medical conditions, unless the accommodation would pose an undue hardship on the operation of our business or would create a direct threat to the health or safety of our employees or our customers' employees.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Human Resources.

After receiving a request for an accommodation or learning indirectly that an individual may require such an accommodation, AUSA will engage in a cooperative dialogue with the individual. As part of the cooperative dialogue, AUSA will communicate openly and in good faith with the individual in a timely manner in order to determine whether and how AUSA may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, AUSA will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the individual. AUSA is not required to provide the specific accommodation sought by an individual, provided the alternatives are reasonable and either meet the specific needs of the individual or specifically address the individual's limitations. As part of the cooperative dialogue, AUSA reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

AUSA will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding an individual's underlying reason for needing an accommodation.

We will not allow any form of retaliation against individuals who have requested an accommodation, for who AUSA has notice may require such an accommodation or who otherwise engage in the cooperative dialogue process.

*Individuals with questions regarding this policy should contact Human Resources.*

## 1.6 WHISTLEBLOWER PROTECTION

AUSA policy is to foster an environment of openness and fair dealing. Information concerning actions or failure to act that impacts the integrity of AUSA and its related organizations is important and should be promptly disclosed to Human Resources or any member of management. Further, to encourage prompt disclosure of complaints, concerns or disputes about integrity within AUSA, you may report such concerns to Human Resources, which will serve as an “ombudsperson,” an independent channel of communication to resolve concerns or disputes.

## 1.7 SUBSTANCE ABUSE POLICY

As an employee of AUSA, you are prohibited from consuming, distributing, possessing, selling, or using narcotics, drugs or controlled substances or being under the influence of any narcotics, drugs or controlled substances, such as alcohol, while at work, while driving a personal vehicle for AUSA business, or while on AUSA property. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy so long as such use does not interfere with your ability to perform the essential functions of the job and does not pose a direct threat to AUSA or any employee. If a physician has prescribed medication or you are taking an over-the-counter medication that requires any accommodation or poses safety concerns, please notify your supervisor or Human Resources to discuss what accommodations are necessary. Any employee violating this policy may be subject to disciplinary action, up to and including termination.

Note: AUSA sponsored activities or other on-site or off-premises business-related meetings or social gatherings (which may include the service of alcohol) are an exception to this policy so long as discretion is exercised by AUSA employees to not overindulge in the consumption of alcohol; consumption must be reasonable and responsible. As a representative of AUSA, professional and appropriate behavior is expected at all times.

AUSA maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

To the extent allowed by applicable law, AUSA may conduct testing under the following circumstances: reasonable suspicion; post-accident; post-offer, pre-employment; return to duty. An employee's failure to cooperate in any such testing may result in discipline, up to and including termination of employment, to the extent permitted by applicable law.

## 1.8 SMOKE-FREE WORKPLACE POLICY

Smoking is not permitted in AUSA buildings, work areas, or garage at any time. This includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is permitted only during break times in designated outdoor areas identified by signage. If you use these areas, you are required to properly dispose of any smoking debris.

## 1.9 COMMITMENT TO SAFETY POLICY

Providing a safe and healthy work environment for employees, customers and visitors is a top priority for AUSA. Human Resources is responsible for implementing, administering, monitoring and evaluating AUSA safety standards.

AUSA will provide information to employees about workplace safety and health issues through regular internal communication channels. These may include supervisor-employee meetings, bulletin-board postings, memos, mass emails or other written communications.

You are expected to obey all safety rules and use caution in work activities. You must immediately report any unsafe conditions to appropriate supervisors and fill out all required documentation. Employees who violate AUSA safety standards, cause a hazardous or dangerous situation or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, you must immediately notify your supervisor or Human Resources. Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

## **1.10 VIOLENCE PREVENTION**

All employees, including supervisors and temporary employees, should be treated with courtesy and respect always. Conduct that threatens, intimidates or coerces another employee, a customer or a member of the public at any time, including off-duty periods, will not be tolerated.

Firearms, weapons and other dangerous or hazardous devices or substances are prohibited on AUSA premises.

All threats of, or actual, violence, both direct and indirect, should be reported as soon as possible to immediate supervisors, Human Resources, or a member of the executive management team. This includes threats by employees, as well as by customers, vendors, solicitors or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for domination or intimidation.

All suspicious individuals or activities should be reported as soon as possible to a supervisor. You should not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede, but rather report the situation immediately.

AUSA will promptly and thoroughly investigate all reports of threats of violence or actual violence and all reports of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigations, AUSA may suspend employees, with or without pay, pending investigation. No employee will be subject to retaliation, intimidation, or discipline because of making a report under this policy.

Anyone determined to be responsible for threats of violence, actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action, up to and including termination of employment. Local law enforcement also may be contacted.

AUSA encourages employees to bring disputes or differences with other employees to the attention of their supervisors or Human Resources before such situations escalate. AUSA is eager and committed to assisting in the resolution of employee disputes.

Please see the Association Emergency Action Plan for more detailed information on how to deal with emergency situations, e.g., Medical, Fire, Bomb Threat, Severe Weather and Natural Disasters, and an Active Shooter Event.

## **1.11 MEDIA INQUIRIES**

All media inquiries to AUSA for comment or communications on behalf of AUSA must be referred to the AUSA Communications department.

## **1.12 GINA NOTICE**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. For more information on GINA, please contact Human Resources.

## 1.13 PET POLICY

Employees requiring the assistance of a service animal should provide appropriate documentation to their supervisor and to Human Resources.

AUSA does not encourage employees to bring pets into the headquarters building, but exceptions may be made in certain, rare instances with the approval of the employee's supervisor, building services, and the executive office. An employee who brings an animal to the office is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by acts of any animal will be charged in full to the owner. For additional information please contact Human Resources.

# 2.0 EMPLOYMENT

## 2.1 EMPLOYEE CLASSIFICATION

In determining eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, AUSA classifies its employees as shown below. AUSA may review or change employee classifications at any time. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and AUSA.

All employees are categorized as either exempt or nonexempt.

**Exempt.** Employees paid on a salaried basis and ineligible to receive overtime pay. These employees receive a salary that is intended to cover all hours worked.

**Nonexempt.** Employees paid on an hourly basis and eligible to receive overtime pay for overtime hours worked in accordance with applicable law.

Employees will be informed of their initial employment classification and status as exempt or nonexempt upon commencing employment. An employee may change classifications only upon written notification by AUSA. There are no automatic conversions from one classification to another. Please speak to Human Resources if you have any concerns or questions about your classification.

In addition, all employees fall within one of the following classifications:

**Full-Time Regular.** A position which is anticipated to extend for 6 months or longer with a schedule of 37.5 hours per week (which may be indefinite or for an anticipated term, e.g. one to two years). Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Part-Time Regular.** A position which is anticipated to extend for 6 months or longer with a schedule of less than 37.5 hours per week (which may be indefinite or for an anticipated term, e.g. one to two years). Part-time employees may be eligible to receive, on a pro-rata basis, some benefits offered by AUSA, subject to the terms, conditions, and limitations of each benefits program.

**Part-time Temporary.** A position which is anticipated to extend for less than 6 months and involves a schedule of less than 37.5 hours per week, or an indefinite position which has an "on-call" or irregular schedule. Part-time temporary employees are generally not eligible to receive benefits offered by AUSA except as required by law.

## 2.2 INTERNAL TRANSFERS AND PROMOTIONS

You may request consideration to transfer to other jobs within AUSA as vacancies become available and will be considered along with other applicants. Interested candidates should submit their resumes, with cover letters, to Human Resources and will be advised of the next steps. AUSA also may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Vacancies will be posted as they become available on the AUSA website. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties and qualifications (required knowledge, skills and abilities).

AUSA offers promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is in AUSA's best interest. You may apply for openings by contacting Human Resources.

## 2.3 EMPLOYEE PERSONNEL FILES

It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data.

Employee files are maintained by Human Resources and are considered confidential. Supervisors may have access to personnel file information only on a need-to-know basis.

## 2.4 EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

Relatives and domestic partners of employees may be hired by AUSA if the persons concerned will not work in a direct supervisory relationship, and if the employment does not pose a conflict of interest (actual or perceived) or difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" generally is defined as a committed relationship between two individuals who share a home or living arrangements.

If employees begin a dating relationship or become related, domestic partners or members of the same household while working for AUSA, and one is in a supervisory position, he or she must inform management and Human Resources of the relationship. Only one of the employees will be allowed to keep his or her current position. The other either will have to transfer to another department or leave AUSA.

AUSA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved.

## 2.5 JOB DESCRIPTIONS AND SALARY ADJUSTMENTS

From time to time, you may receive a salary adjustment to reward your performance, recognize an increase in your responsibilities, or adjust AUSA salaries to the market.

If you feel that your job has materially changed in its scope, duties and responsibilities, please talk to your supervisor or Human Resources.

When you are hired at AUSA you will normally receive a position description outlining the major tasks that you will perform. This document will be used as the basis for your annual performance appraisal and should be kept updated regularly. Position descriptions are not contracts of employment. AUSA maintains the right to specify what work it wants done for the salary and benefits it is paying its employees. AUSA may revise, amend, or withdraw a job description at any time. Further, an AUSA supervisor may assign on either a temporary or on-going basis, new job duties or responsibilities to an employee without the necessity of having to go through the formality of writing a new job description.

## 2.6 SEPARATION FROM EMPLOYMENT

Separation from employment within an organization can occur for various reasons. Employment at AUSA is employment-at-will, which means both the employee and AUSA are free to terminate the employment relationship at their discretion at any time, with or without notice. AUSA has adopted the following policies regarding separations:

**Resignation.** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. If you decide to resign from your position with AUSA, you should notify your supervisor, preferably in writing (with a copy to Human Resources). AUSA will complete the processing of separation from employment, including the final paycheck, payment for accumulated annual leave, and the option to continue benefits, if applicable.

**Job abandonment.** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Supervisors should notify Human Resources at the end of the third workday and initiate paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits or for rehire.

**Termination.** Employees are employed on an at-will basis, and AUSA retains the right to terminate an employee at any time.

### 2.6.1 BENEFITS CONTINUATION (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), qualified beneficiaries are generally eligible for group coverage for a maximum of 18 months for qualifying events due to employment termination or reduction of hours. COBRA coverage is not offered for those terminated for gross misconduct. Upon termination of employment, you will receive COBRA enrollment information.

### 2.6.2 RETURN OF AUSA PROPERTY

Separating employees must return all AUSA property at the time of separation, including cell phones, keys, parking passes, computers/laptops and identification cards.

Separating employees should contact Human Resources as soon as notice is given to schedule an exit interview. This interview will be on your last day of work or another day that is mutually agreed upon.

### 2.6.3 PROVIDING REFERENCES FOR EMPLOYEES

All reference inquiries from outside regarding a current or former employee's status with AUSA must be forwarded to Human Resources. Information provided will be limited to dates of employment and position held.



## **3.0 WORKPLACE EXPECTATIONS AND GUIDELINES**

### **3.1 PERFORMANCE MANAGEMENT**

It's important for you to know how you are performing and how you can improve in key areas of your job. New hires are typically evaluated after completing the Introductory Period, either verbally or in writing. Thereafter, all AUSA employees are evaluated on their performance annually.

It is AUSA's philosophy that employees shouldn't be surprised when receiving a performance evaluation. To this end, it is important that you talk to your supervisor regularly and seek out feedback on your performance. In turn, your supervisor will make his/her best effort to provide you with regular and timely feedback about your performance, strengths and weaknesses.

### **3.2 CODE OF CONDUCT AND WORK RULES**

When employees do not perform satisfactorily or do not abide by AUSA's generally accepted rules of good conduct—including, but not limited to, those set forth throughout this handbook—they can expect appropriate disciplinary action to be taken, up to and including termination.

#### **3.2.1 DISCIPLINARY ACTION**

Discipline may be imposed whenever AUSA determines it is necessary or appropriate. Such action may include verbal warning, written warning, probation, and termination, depending on the severity of the violation. AUSA may take any of these actions, in any sequence, depending on the situation. AUSA reserves the right to impose whatever form of discipline it chooses, or none at all in a particular instance. AUSA will deal with each case individually, and nothing in this handbook should be construed as a promise of specific treatment in a given situation. This disciplinary policy does not alter the at-will employment relationship.

### **3.3 CONFIDENTIALITY**

The protection of confidential business information and trade secrets is vital to the interests and success of AUSA. Confidential information includes all information about AUSA's business that is disclosed to or known by you because of your employment but is not generally known to people outside AUSA. Confidential information includes but is not limited to: financial data such as banking and financial reporting information, tax returns and similar information; sensitive employee information such as social security numbers, medical and financial information; member information, computer and network access codes and similar or related information; contract terms with customers and vendors; and AUSA proprietary information and trade secrets.

You must protect this information by safeguarding it when in use, using it only for the business of AUSA and disclosing it only when authorized to do so in writing by the President & CEO or an AUSA Vice President, or in the performance of your job for AUSA, and only to those who have a legitimate business need to know about it. This duty of confidentiality applies to all forms of communication, including electronic communications.

If you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

Nothing contained in this policy, or elsewhere in this handbook, is intended to interfere with your right to discuss the terms and conditions of your employment with your coworkers or any third party, or to act together with one or more of your coworkers to attempt to change your working conditions by raising work-related concerns directly with AUSA or with governmental or private third-party individuals or organizations.



## 3.4 CONFLICT OF INTEREST

AUSA expects all employees to conduct themselves and the affairs of AUSA in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. A conflict of interest exists when an employee's loyalties or actions are divided between AUSA and a competitor, supplier, or member. Employees who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss the situation with their supervisor or a member of management for clarification. AUSA recognizes and respects the right of individual employees to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on AUSA. Employees are expected to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of AUSA. Employees who, because of other work or activities, cannot make this commitment may be asked to end their employment AUSA.

Failure to adhere to this policy, including failure to disclose any conflict or seek an exception to this policy, may result in disciplinary action, up to and including termination.

## 3.5 OUTSIDE EMPLOYMENT

You are permitted to engage in outside work if it does not interfere with your AUSA job performance, you do not perform outside work during your scheduled work time for AUSA, and/or you do not use AUSA resources to perform such work. If outside work activity causes or contributes to job-related problems or poses a conflict of interest, AUSA may ask you to discontinue the outside employment and/or face disciplinary action, up to and including termination.

## 3.6 ATTENDANCE

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. You and your supervisor will discuss and agree to a regular work schedule when you begin your employment. Any changes to that work schedule must be approved by your supervisor in advance of the change. Vacation must be scheduled with your supervisor in advance.

If you are unable to arrive at work on time, or if you will be absent for an entire day, you must contact your supervisor as soon as possible.

AUSA is committed to complying with all federal, state and local laws providing you with the right to be away from work. Any unscheduled absence, tardiness or other occurrence that is protected by federal, state or local law will not count against an employee under these attendance guidelines or otherwise.

## 3.7 HYBRID AND FULL-TIME REMOTE WORK OPTIONS

### 3.7.1 HYBRID WORK OPTION

AUSA offers a hybrid voluntary work option for AUSA staff whose positions are suitable for hybrid telework. The hybrid work option includes:

- Minimum 3 days in office;
- Tuesday and Wednesday: Core days (all in office);
- Monday or Thursday: Remote day (choose in coordination with supervisor);
- Friday: Remote for all staff (end time remains 1:30 p.m.);
- 37.5-hour work week; and
- Hybrid employees will be allowed to maintain current office space.

AUSA reserves the right to change or discontinue this program at any time.

### 3.7.2 FULL-TIME REMOTE WORK OPTION

AUSA staff may also apply to be full-time teleworkers if they meet the following criteria (please see Human Resources for a full-time teleworker application):

- A significant amount of the employee's work involves interacting with computer/systems/technology rather than people. Employee has limited meetings to attend and limited interaction with other staff or external persons.
- Position involves providing regular deliverables that are easy to measure.
- Employee has a history of solid and reliable performance that meets requirements or better.

Full-time AUSA approved remote workers will not maintain a permanent office at the AUSA HQ (2425 Wilson Boulevard, Arlington, VA 22201). They will be assigned a temporary space for the times they are located at the office. Full-time teleworkers will be required to sign a teleworker agreement which details the specifics of their arrangement including an acknowledgement of AUSA's right to revoke the arrangement in its discretion.

Remote work is a privilege and a benefit that can be revoked at any time. Requests to telework out-of-state will require further investigation.

## 3.8 ATTIRE AND GROOMING

It is important for all AUSA employees to project a professional image to customers, visitors, and coworkers while at work. You are expected to dress in a manner consistent with good hygiene, neatness, safety, and good taste while on the job. You should adhere to a business/business casual dress code. Clothing must be in line with the standards for a business environment and must be appropriate to the type of work being performed. Extremes in clothing, hair or fragrance are unacceptable.

AUSA is confident that you will use your best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled and may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

You can obtain additional guidelines by consulting with Human Resources.

## 3.9 TECHNOLOGY USE AND SECURITY

### 3.9.1 COMPUTERS, INTERNET, EMAIL, AND OTHER RESOURCES

AUSA provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities, including telephone, voice mail, fax, scanner, internet, intranet, e-mail, text messaging and other AUSA-provided technology. Use of these tools is primarily for business, but reasonable personal use is permitted. All communication using these tools should be handled in a professional and respectful manner.

AUSA does not allow personally owned devices to be connected to the AUSA network unless formally approved by IT management. Devices can be connected to the AUSA guest network.

All AUSA data should be used on an AUSA device and stored within AUSA systems.

Employees should not allow others (non-employees of AUSA including family members) to access AUSA information resources.

You have no expectation of privacy in your use of any AUSA computer, phone, or other communication tool. All communications made using AUSA-provided equipment or services, including email and internet activity, are subject to inspection by AUSA. Keep in mind that even if you delete an email, voicemail or other communication, a copy may be archived on AUSA's systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of AUSA.

AUSA's policy prohibiting all types of harassment applies to the use of AUSA's computer, phone, or other communication tools, including internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on any characteristic protected by applicable federal, state or local law.

### 3.9.2 SECURITY AWARENESS TRAINING

AUSA management is charged with ensuring all AUSA employees are knowledgeable and following best practice protocols for managing data and network security. As such, a high priority is given to effective security awareness and training throughout the organization.

AUSA will provide Security Awareness and Training for all AUSA employees and business partners accessing AUSA IT systems (including managers, senior executives, and contractors). The security awareness program at AUSA is intended to educate users on security best practices. In addition to education, the program is also intended to help foster an understanding of how these best practices protect AUSA's business, its employees and members.

A variety of methods will be used to deliver Security Awareness and Training to AUSA employees and business partners regularly throughout the year. Methods of delivery include, but are not limited to, posters, newsletters, webinars, phishing tests and other tactics consistent with Information Security best practices.

- All new employees and business partners will complete a Security Awareness Training course within the first 30 days of commencing work and repeat the training at least on an annual basis afterward.
- Employees may be required to complete additional training, beyond the annual refresher, as determined by AUSA's executive leadership.
- The IT Department will document and monitor individual security awareness training activities.
- Individual training records will be retained for reference as part of an employee's employment record.
- The IT Department may revoke account rights until mandatory Security Awareness Training is completed.
- Each manager is responsible for ensuring that their respective employees and business partners complete mandatory Security Awareness Training.

### 3.9.3 SOCIAL MEDIA ACCEPTABLE USE

AUSA encourages you to share information with co-workers and with those outside the Association for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information.

However, information posted on a website is available to the public, so AUSA cautions employees to demonstrate respect for the dignity of AUSA, its employees and customers.

You are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

### **3.10 SOLICITATION**

AUSA employees should be able to work in an environment free from unnecessary annoyances and interference. To protect our employees and visitors, solicitation of any kind by one employee of another employee is prohibited while either person is on working time. Working time includes the time during which any of the employees involved are scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Solicitation by non-employees on AUSA premises is prohibited always.

### **3.11 POLITICAL NEUTRALITY**

AUSA recognizes the importance of individual participation by citizens in the political process and will not discriminate against any employee because of identification with or support of any lawful political activity engaged in outside of work. If you engage in political activity, you must make it clear that your actions and opinions are your own and not necessarily those of AUSA, and that you are not representing AUSA. In no circumstance is political activity or displays supporting political activity allowed on AUSA property or during AUSA events.

### **3.12 MAINTAINING AUSA FACILITIES AND WORKSPACES**

AUSA wants workspaces to be functional and comfortable, but also clean and uncluttered. As such, we ask that you consider limiting the décor in your offices to a reasonable number of items that enhance the appearance of your space.

- No AUSA employee is authorized to modify the standard office set-up in the space they occupy without the express consent of the Chief of Staff.
- Space heaters, fans, or other modifications to the climate control in the building must be limited and assessed on a case-by-case basis.

We hope to maintain a more “minimalist approach” as it relates to office decorating; this will help us to maintain a clean and uncluttered appearance in all AUSA facilities. Here is a list of items that may not be appropriate:

- Overly large pictures, plants or items that take up an unreasonable amount of space in your office.
- Large items that would obstruct the cleaning crew’s ability to vacuum or otherwise service your office.
- An overabundance of personal decorations that are more suited for a home environment.
- An excess of decorative items that limit your workspace and its functionality.

We appreciate your cooperation in keeping our work environment neat and organized. Please contact Administrative Services if you have any questions.

## 4.0 HOURS, TIME REPORTING, AND WAGES

### 4.1 WORK WEEK AND HOURS OF WORK

At AUSA, the usual workweek period is 37.5 hours. AUSA's office hours are Monday through Friday. Individual work schedules may vary depending on the needs of each department. AUSA's workweek begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m. for time reporting purposes.

### 4.2 TIME REPORTING AND RECORDS

AUSA employees will log their time using the employee payroll portal as directed by their supervisors. Employees must maintain an accurate daily record of hours worked. Non-exempt employees may never work off the clock. All absences from work schedules should be appropriately recorded. Supervisors approve employee timecards in the payroll portal each pay period.

It is a violation of AUSA policy for any employee to falsify a timecard; it is also a violation for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked.

### 4.3 OVERTIME

Non-exempt employees who exceed 37.5 hours of work time in a workweek will be paid time and one-half their regular rate of pay for all hours over 37.5 worked in one workweek. Non-exempt employees must obtain prior written approval from their supervisors before working overtime.

If an employee works 37.5 hours in a work week and still has scheduled work time in that week, non-exempt employees may request time off instead of working additional hours over 37.5, or a supervisor may require that the employee take time off rather than continue working beyond 37.5 hours in a workweek. However, the non-exempt employee must take the time off within the same work week so that he or she works no more than 37.5 hours in a work week.

Holiday, annual leave, sick leave, and other paid leave does not count towards the 37.5 hours worked for overtime purposes.

AUSA will follow all appropriate legal guidelines to remain in compliance with the Fair Labor Standards Act (FLSA) and applicable state or local law with respect to non-exempt overtime pay.

### 4.4 PAYMENT OF WAGES AND DEDUCTIONS

Employees are paid on a bi-weekly basis; overtime payments for non-exempt employees will also be paid on a bi-weekly basis. Employees will be provided with a payroll calendar at the beginning of each year.

Employees may have funds directly deposited into their personal checking or savings account at the financial institution of their choice.

Various payroll deductions are made each payday to comply with federal, state and local laws as well as other deductions as directed by the employee, or required by law, such as a valid court order, for example.

AUSA does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the FLSA. Employees classified as exempt from the overtime pay requirements of that law will be notified of this classification when they are hired or change positions.

If you are exempt from the provisions of the FLSA, you are paid a salary which is intended to compensate you for all hours worked. The salary is a predetermined amount per pay period which will not be subject to deductions for variations in the quantity and quality of the work an exempt employee performs (except for modifications during salary review times). AUSA has no formal system of compensatory time for exempt employees. There are a few exceptions to the requirement to pay exempt employees on a salary basis, some examples are:

- Absences of one or more full days for personal reasons other than sickness or disability;

- Absences of one or more full days due to sickness or disability, if the employee has exhausted the paid sick leave available;
- Fees received by the employee for jury duty or witness duty or military duty;
- Full day disciplinary suspensions for infractions of written policies and procedures;
- Deductions for the first and last week of employment, when only part of the week is worked by the employee;
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act, if you have exhausted other paid leave available to you; or
- During any full week in which you perform no work for the Association.

An employee's salary also may be reduced for certain types of deductions, such as his/her portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan.

In any workweek in which the employee performed any work, his/her salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability;
- Absence on a holiday when the facility is closed, or because the facility is otherwise closed on a scheduled workday;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work; or
- Any other deductions prohibited by state or federal law.

If an employee believes he or she has been subject to any improper deductions, he or she should immediately report the matter to his or her supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), the employee should immediately contact Human Resources.

## **4.5 MEAL PERIODS AND REST BREAKS**

The scheduling of meal periods at AUSA is set by your immediate supervisor with the goal of providing the least possible disruption to operations. AUSA will follow all applicable laws regarding break periods.

All full-time employees are entitled to an unpaid lunch break of one (1) hour each day.

Salaried employees who are paid a weekly salary regardless of the hours they work may choose to take breaks as needed.

Nonexempt employees are permitted a 15-minute rest break for each four hours of work. For nonexempt employees on rest breaks, this time is considered "time worked" and is compensable. Any period of non-worked time longer than 15 minutes should not be counted toward hours worked that day and is not compensable.

## **4.6 BREAK TIME FOR NURSING MOTHERS**

Any employee who is nursing her child will be provided reasonable break times as needed to express breast milk for her baby. An employee will also be provided a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. AUSA has made appropriate arrangements for this purpose. If an employee needs breaks and a private space to express breast milk, the employee should contact Human Resources.

## 4.7 PAY TRANSPARENCY NONDISCRIMINATION PROVISION

As a federal contractor, AUSA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41CFR 60-1.35(c).

## 5.0 TIME OFF AND LEAVE OF ABSENCE

AUSA recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. AUSA provides paid annual leave to full-time employees for this purpose and encourages employees to take vacation during the year.

### 5.1 ANNUAL LEAVE

For a complete explanation of your earning rate for leave, consult your offer letter or Human Resources.

AUSA believes it is in the best interest of both employees and the Association for employees to take time off during the year. The maximum amount of annual leave that you may carry forward from one fiscal year to another is 150 hours. (The AUSA fiscal year is defined as 1 July through 30 June). No payment can be made in lieu of taking annual leave as long as you are an AUSA employee. However, you may be compensated for up to 150 hours of accumulated annual leave if you end AUSA employment. Generally, no leave advances will be authorized. Any exceptions to this provision must be made by a Vice President and will not exceed 37.5 hours; exceptions must be approved by the AUSA President & CEO.

### 5.2 SICK LEAVE

Sick leave is intended for you to care for your own illness or injury or to care for an ill or injured family member. You should also use sick leave for scheduled medical appointments or procedures for yourself or for a family member. Sick days are not intended for use as a substitute for annual leave.

Full-time regular employees receive 10 days of sick leave at the beginning of each fiscal year. Unused sick leave will not carry over from year to year.

In their first year, new full-time employees will receive sick leave based on the time of year in which they start employment, using the following schedule:

- |  |                     |
|--|---------------------|
| • Start Date: July through September   | Sick Leave: 10 days |
| • Start Date: October through December | Sick Leave: 7 days  |
| • Start Date: January through March    | Sick Leave: 5 days  |
| • Start Date: April through June       | Sick Leave: 3 days  |

New part-time regular employees will use the same schedule as above, prorated for the number of hours they are scheduled to work. Temporary employees are not eligible for sick leave.

If you exhaust your sick leave, you may use annual leave. All available annual leave must be used before leave without pay will be allowed.



If your need for sick leave is foreseeable, such as for a planned medical treatment or procedure, you should provide notice to your supervisor whenever possible. If your need is not foreseeable, you should notify your supervisor as soon as possible.

If you miss three (3) or more consecutive days because of illness, AUSA may require you to provide a medical provider's written permission to return to work.

Unused sick leave has no monetary value. No payment will be made in lieu of taking sick leave while you are an AUSA employee or after you terminate employment with AUSA (this includes any grandfathered sick leave balances).

**Short-Term Disability Benefits.** To assist employees who are unable to work for extended periods of time, AUSA provides a short-term disability plan for employees who work at least 30 hours per week. This plan provides income continuation for absences due to a non-occupational personal illness, injury, or disability (including pregnancy) and commences on the 8th day of disability. See Human Resources for more information on the short-term disability benefits plan.

### 5.3 PERSONAL LEAVE DAYS

Full-time Regular employees will receive two (2) Personal Leave Days (16 hours) per year after completing 12 months of service with AUSA. Rather than accruing, the Personal Leave Days will be available at the beginning of each fiscal year and will not carry over from year to year. (The AUSA fiscal year is defined as 1 July through 30 June).

You are not required to give any specific reason for using a Personal Leave Day. However, when you do use a Personal Leave Day, you should give your supervisor as much advance notice as possible (if the leave is foreseeable).

Personal Leave Days must be taken in increments of full or half days. Personal Leave Days are not a cash benefit, and any unused time will not be paid out upon termination.

### 5.4 FAMILY AND MEDICAL LEAVE ACT (FMLA)

AUSA complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leave of absence to qualified workers for certain medical- and family-related reasons. AUSA abides by any state-regulated leave laws. If you are eligible under both state and federal law, the leave will run concurrently.

Please note that there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources to discuss options and qualifications for leave.

**Eligibility.** Employees are eligible for FMLA if: (1) at least 50 employees are employed within a 75-mile radius of the employee's work site; (2) the employee has been employed for at least one year; and (3) the employee has worked at least 1,250 hours within the previous 12 months.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period to eligible employees for certain family and medical reasons. The 12-month period is measured forward from the date of your first FMLA leave usage.

**Reasons for Taking Leave.** Under federal law, you may request unpaid leave for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or yourself. State law may define additional reasons.

**Military Family Leave Entitlements.** Under federal law, eligible employees also may request unpaid leave for any qualifying exigency arising out of the fact that a spouse, son, daughter, parent, domestic partner, or next of kin is on covered active duty or has been called to covered active duty (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces in support of a contingency operation or Regular Armed Forces for deployment to a foreign country and may use their 12-week entitlement to address certain qualifying circumstances. These may include deploying on short notice, attending certain

military events, arranging for alternative childcare and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, engaging in rest and recuperation, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees (spouse, son, daughter, parent or next of kin of a covered service member) to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period (one-time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as “current members of the Armed Forces.” Covered service members also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five-year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as “covered veterans.”

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

**Leave Designation.** If you do not expressly request FMLA leave, AUSA reserves the right to designate a qualifying absence as FMLA leave and will give you notice of such designation. If an absence is a qualifying event under FMLA, the leave will run concurrently with short-term disability, long-term disability, paid time off, workers’ compensation, and/or any other leave where permitted by state and federal law.

**Benefits.** Under federal law, employers must continue healthcare benefits during FMLA leave as though the employee was still at work and must pay the employer’s share of the premium. You would continue to be responsible for your employee portion of the premium as well. If paid time off is substituted for unpaid leave, AUSA will deduct the employee’s portion of any applicable health plan premium as a regular payroll deduction. If the employee’s leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee’s premium is more than thirty (30) days late, the applicable coverage may cease without further notice.

Upon returning from FMLA, employees are required to work 30 days from the date of return to ensure continued benefit coverage. If the employee fails to work the 30 days following, benefits will be cancelled retroactively to the last day worked.

**Interaction with Accrued Paid Time Off.** Employees must use accrued vacation and sick time while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave. FMLA leave, and paid vacation or sick time, will run concurrently as provided under AUSA policy, except where prohibited by state law.

**Use of Leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt AUSA’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Job Protection.** Your job, or an equivalent job, is protected while you are on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

If you are unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers’ compensation cases.

**Return-to-Work Policy.** When such work is available, AUSA will attempt to provide you with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

**Employee Responsibilities.** Employees must provide 30 days' notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with AUSA's normal call-in procedures.

Employees must provide sufficient information for AUSA to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform AUSA if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide medical certification and periodic recertification supporting the need for leave.

**Employer's Responsibilities.** Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

FMLA makes it unlawful for AUSA to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

If you believe that AUSA has violated either of these obligations, please report your concerns to Human Resources.

**Enforcement.** Employees may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.

AUSA's obligation to provide FMLA will end the day an employee informs AUSA verbally or in writing that he/she does not intend to return to work.

## 5.5 PAID PARENTAL LEAVE

### 5.5.1 AMOUNT, TIMEFRAME, AND DURATION

AUSA will provide up to six (6) weeks of paid parental leave to enable employees to care for and bond with the employee's child following the birth of a child or the placement of a child in connection with adoption or foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Eligible employees will receive a maximum of six (6) paid weeks per birth, adoption, or placement of a child. Multiple births or adoption placements, such as the birth of twins or adoption of siblings, will not increase the total amount of paid parental leave.

To be eligible, you must meet the following criteria:

- You must have been employed full-time with AUSA for at least 12 months and worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- You must be a full-time, regular employee. Part-time or temporary employees are ineligible.

You must have either:

- Given birth to a child.
- Be a spouse or domestic partner of a woman who has given birth to a child.
- Adopted a child or been placed with a foster child aged 17 or younger (the adoption of a child by a new spouse is excluded from this policy).

Under this policy, you cannot receive more than six (6) weeks of paid leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe.

You can take paid parental leave in one continuous period or intermittently (with AUSA's approval) and must use all paid parental leave within 12 weeks of the birth, placement or adoption. Any unused paid parental leave will be forfeited at the end of the 12-week timeframe. Upon termination, employees eligible for paid paternal leave will not be paid for any unused parental leave.

To use paid parental leave, you must submit a request to your supervisor and Human Resources as described below. You also must complete all necessary forms with Human Resources and provide all required documentation to substantiate the request.

AUSA's obligation to provide paid parental leave will cease on the day an employee informs AUSA verbally or in writing that he/she does not intend to return to work.

### 5.5.2 COORDINATION WITH OTHER POLICIES

Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA). That means any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth of a child or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available FMLA leave per 12-month period.

Employees must apply for any applicable statutory or voluntary sources of leave and/or monetary benefits for which they are eligible as a condition of receiving parental leave pursuant to this policy, to the maximum extent permitted by applicable law. Paid parental leave provided pursuant to this policy is coordinated with any applicable statutory or voluntary sources of monetary benefits so that a qualifying employee may not receive more than 100% of their base compensation pay at any time, to the maximum extent permitted by applicable law.

All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave — paid or unpaid — granted under the FMLA exceed 12 weeks during the 12-month FMLA period.

After the paid parental leave (and any short-term disability for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will normally be compensated through your accrued sick, vacation and personal time. Beyond that, any additional leave will be unpaid.

AUSA will maintain all your benefits during the paid parental leave period just as if you were taking any other Association-paid leave, such as vacation leave or sick leave.

If a holiday occurs while you are on paid parental leave, it will be charged to parental leave. Holidays will not extend the total paid parental leave entitlement.

If you are on paid parental leave when AUSA offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

### 5.5.3 REQUESTS FOR PAID PARENTAL LEAVE

You must notify your supervisor and Human Resources of your request for paid parental leave at least 90 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). You must complete the necessary forms in Human Resources and provide all documentation as required by Human Resources to substantiate the request.

AUSA reserves the right to revise, supplement or rescind this policy, or to modify or deviate from it with or without prior notice to employees, at its sole discretion.

## 5.6 LEAVE WITHOUT PAY

Requests for leave without pay are a leave of absence. All requests for leave without pay must be approved in advance by the appropriate department director and in consultation with Human Resources.

## 5.7 PARENTAL LEAVE FOR SCHOOL VISITS

AUSA recognizes the value of parental involvement in children's education. For this reason, AUSA provides employees who are parents, guardians or custodians of children in licensed childcare facilities (or kindergarten through grade 12) 24 hours of unpaid time off for school visits during a 12-month period. Parental leave for school visits allows employees to participate in activities sponsored, approved or supervised by the school or day care, including, but not limited to, parent/teacher conferences, concerts, plays, rehearsals, sporting events, and field trips.

Annual Leave may be substituted for unpaid leave for school visits.

## 5.8 BEREAVEMENT LEAVE

All regular full-time employees are entitled to three (3) days of paid bereavement leave, per occurrence, to attend the funeral or grieve the loss of an immediate family member of the employee or the employee's spouse/partner. Immediate family members include:

- Spouse, Partner
- Mother, Stepmother, Grandmother, Father, Stepfather, Grandfather
- Sister, Stepsister, Brother, Stepbrother
- Son, Stepson, Daughter, Stepdaughter
- Grandchild

You may use Annual Leave to attend the funeral of someone who is not a member of your immediate family.

## 5.9 MILITARY LEAVE

AUSA will grant a military leave of absence from work due to service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

If you are called or recalled to active duty, you will be granted leave without pay, unless otherwise required by applicable law. Re-employment rights will correspond with federal and state law governing such rights. If you take military leave, you must provide proper advance verbal or written notice to your supervisor and Human Resources.

Employees whose absence does not exceed applicable statutory limitations will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

### 5.9.1 MILITARY FAMILY LEAVE

If you have a spouse or registered domestic partner serving in the U.S. Armed Forces, National Guard or Reserves, you may take up to 10 days of paid leave when your spouse or domestic partner is on leave from deployment during a military conflict. Any such paid leave must run concurrently with any leave to which you may be entitled under the Family and Medical Leave Act.

To be eligible for this paid leave, you must work an average of at least 20 hours per week and have a spouse or domestic partner who is either:

- A member of the U.S. Armed Forces deployed during a military conflict to a designated combat theater or combat zone.

- A member of the National Guard who has been deployed during a period of military conflict.
- A member of the Military Reserves who has been deployed during a period of military conflict.

If you are eligible, you must notify AUSA of your intention to take such leave within two (2) days of receiving official notice that your spouse or domestic partner will be on a qualified leave. You also must provide documentation certifying that your spouse or domestic partner will be on leave from deployment during the time the leave is requested.

## 5.10 JURY DUTY AND COURT APPEARANCES

AUSA supports employees in their civic duty to serve on a jury. You must present any summons to jury duty to your supervisor as soon as possible after receiving the notice to allow planning for your absence.

Generally, you will not be charged annual leave or have your pay deducted when you are required to serve on a jury up to a maximum of 30 days. During such jury duty, you must report for work on days when your presence in court is not required. If you are released from jury duty after four (4) hours or less of service, you must report to work for the remainder of that workday. Upon returning to work after jury duty, you must show proof of service.

## 5.11 VOTING LEAVE

You are excused for voting in local, state and national elections for up to two (2) hours per election without deduction from pay or annual leave.

## 5.12 HOLIDAYS

Each year, AUSA will publish an approved holiday schedule. AUSA recognizes the following paid holidays:

- |                                     |                    |
|-------------------------------------|--------------------|
| • New Year's Day                    | • Labor Day        |
| • Martin Luther King Jr.'s Birthday | • Election Day     |
| • Presidents' Day                   | • Veterans' Day    |
| • Memorial Day                      | • Thanksgiving Day |
| • Juneteenth                        | • Christmas Day    |
| • Independence Day                  |                    |

## 5.13 INCLEMENT WEATHER

AUSA normally follows the federal government regarding inclement weather closures. Consult the Office of Personnel Management ([opm.gov](https://www.opm.gov)) website for details on federal government closings.

Safety is important to AUSA, and employees should use their best judgment when considering travel during inclement weather.

You are expected to communicate with your supervisor to understand specific expectations during instances of inclement weather. AUSA has identified telework, with supervisor approval, as a viable option that enables a greater number of employees to work from home during inclement weather situations.

## 5.14 REPORTING OF LEAVE

Requests for leave are made electronically using the Time and Attendance system. You will be set up on this system upon your hire. A running record of your leave balance is provided in this system. Leave requests for annual, administrative, military, or jury duty leave must be submitted before the leave is taken. You must electronically enter requests for sick leave or bereavement leave the day you return to the office.

Supervisors are responsible for approving or disapproving leave for their employees and assuring that appropriate steps are taken in the Time and Attendance system.



## 5.15 OTHER ABSENCES

AUSA employees may be eligible for other unpaid or paid leave in accordance with applicable state law, and may be granted a leave of absence, generally without pay, as required by applicable law, to meet any legally required absences not outlined above. AUSA will comply with all such applicable state and local laws, but you must provide as much notice as possible of the necessity for leave.

## 6.0 EMPLOYEE BENEFITS

AUSA recognizes the value of benefits to employees and their families and offers a comprehensive and competitive benefits program. For more information regarding our benefits program, please refer to the Summary Plan Descriptions (SPDs), which are found in Human Resources and posted on the Time and Attendance system. In the determination of benefits or other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs.

Further, AUSA (including the officers and administrators who are responsible for administering the plans) and/or the plan administrators retain full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement.

While it is our hope to maintain these programs indefinitely, AUSA reserves the right to modify or terminate any of these benefits in its discretion.

### 6.1 PROFESSIONAL DEVELOPMENT

To encourage employees to further their education, AUSA has developed an educational assistance program which reimburses eligible employees for a portion of their educational expenses. Please note, however, that AUSA may suspend or discontinue this program at any time in its sole discretion, consistent with applicable law.

The purpose of the program is to assist employees in furthering their job-related education. Within the limits described below, AUSA will reimburse eligible employees for job-related course work at accredited institutions in the D.C. Metropolitan Area when successfully completed with a grade of “C-” or better (or a grade of “pass” for a class that is pass/fail).

A full-time regular employee in good standing may participate in the program after 6 months of regular, full-time active employment with AUSA and must be actively employed with AUSA at the time of reimbursement.

Courses must be job-related, and reimbursement is for tuition only. Fees, books, and any other expenses related to the courses taken will not be reimbursed. The following conditions apply:

- Participation in the program must be approved by the employee’s supervisor, the CFO to confirm availability of funding, and the appropriate Vice President in advance of employee registering for the course.
- Tuition reimbursement will be considered only for courses that are job-related as determined by AUSA in its sole discretion; this is, to maintain or improve skills required in the employee’s current job.
- Tuition for job-related courses will be reimbursed at 100%, to a maximum of \$5,250 reimbursement per calendar year per individual.
- The proposed educational activity must not interfere with regular job requirements. Course work and any other educational activity that is not deemed by AUSA to be eligible under this policy will not be reimbursed.



- The provisions of this program are subject to existing tax laws regarding the tax treatment of tuition reimbursement. To comply with IRS regulations on educational expense reimbursement, applications will not be considered for course work that is perceived as part of a program of study leading to qualification for a new trade or business.
- Eligible employees who wish to request tuition reimbursement must submit a completed application, including catalog course description, at least 4 weeks prior to registration.
- To obtain reimbursement after the employee has completed the prior-approved course, he or she must submit to the Vice President and accounting an official record of completion which includes the final grade, along with the tuition payment receipt. The final grade should be included in employee's personnel file.
- If an employee leaves AUSA within one year of completing course requirements, he/she must reimburse AUSA within 90 days of his/her departure.
- Only the AUSA President & CEO has the authority to make exceptions to this policy.

## 6.2 EMPLOYEE ASSISTANCE PROGRAM

AUSA has established an Employee Assistance Program to help employees experiencing emotional, personal, financial, legal, or substance abuse problems. Employees are encouraged to use the program voluntarily. Please contact Human Resources for more information.

## 6.3 WORKERS' COMPENSATION

If you become injured (no matter how slight) while performing your job with AUSA, please notify your supervisor or Human Resources immediately. You will be advised of the procedure for submitting a workers' compensation claim. Failure to report a work-related illness or injury can result in denial of benefits.

Workers' compensation is solely a monetary benefit and not a leave of absence.

# 7.0 TRAVEL AND EXPENSE REPORTING POLICY

The following guidelines are designed to assist employees and supervisors protect AUSA's assets and provide clear travel and expense reporting standards.

## 7.1 GENERAL STANDARDS

The following general standards provide guidance concerning appropriate and allowable expenses for travel and entertainment associated with AUSA's business.

**Employee Responsibilities.** All employees who travel on behalf of AUSA must have a valid business purpose for making the trip. Each employee is responsible for complying with this policy and is expected to use discretion and good judgment in all matters where AUSA funds are expended.

Employees are responsible for ensuring that they incur only necessary and reasonable travel and entertainment expenses. Employees are responsible for submitting receipts and/or explanations regarding all travel and entertainment expenses incurred. Such expenses must be for business purposes only. Submission or approval of a non-business-related expense is grounds for discipline, up to and including termination from employment, and may also subject the employee to civil or criminal liability.

AUSA assumes no obligation to reimburse employees or otherwise pay for expenses that are not in compliance with this policy.

Travel expenses are subject to examination by state and federal tax and revenue authorities, including the Internal Revenue Service (IRS). To the extent that such expenses are found to have been lavish or extravagant in nature, not to have been properly accounted for, or otherwise not conforming to the IRS guidelines, such expenses could be considered “compensation” to employees, and therefore taxable to the employees.

**Vice President, CFO and Director, Responsibilities.** The designated Vice President, the CFO, or Director is responsible for ensuring compliance with this Policy.

**Personal/Vacation Travel Combined with Business Travel.** Personal/vacation travel may be combined with business travel provided there is no additional expense to AUSA. If an employee extends his/her stay for personal reasons, he/she is not entitled to additional compensation or reimbursement but is personally responsible for all expenses incurred because of extending his/her stay for personal/vacation travel.

Annual leave for personal travel must have supervisor written approval in advance in the payroll portal. If there is any personal travel combined with business travel, a schedule will be submitted for supervisory written approval in advance, the schedule should clearly define personal expenses and business expenses.

**Travel Arrangements.** Travelers should strive to make air reservations at least 14-days in advance of travel to take advantage of advance purchase discounts.

**Travel Authorizations.** All employees who travel on behalf of AUSA must have written authorization for each trip prior to making travel arrangements. Approval can be an annual travel plan or as simple as an email acknowledging the traveler’s intent.

**Travel Insurance.** AUSA provides various insurance coverages for staff who travel domestically and internationally at no cost to the employee. See Human Resources for current information prior to your departure.

Travel insurance on airline or train tickets is normally not an allowable expense since most of AUSA’s travelers are traveling to an AUSA event where the likelihood of cancellation is low. Vice President or CFO may approve an exception.

AUSA does not reimburse expenses for additional travel insurance coverage.

**Class of Service.** It is AUSA’s standard to use non-refundable coach or economy fares to obtain the lowest logical fare available. Travelers are encouraged to explore a variety of resources to minimize trip expenses.

**Class of Service Upgrades.** Upgrades at the expense of AUSA are generally not permitted. Upgrades are allowed at the employee’s personal expense; additional expense incurred for an upgrade may be charged to the employee’s personal credit card at the time of purchase or the employee may reimburse AUSA for the expense. Frequent flyer miles may be used for upgrades if no additional expense to AUSA is incurred.

First Class upgrades at the expense of the AUSA are not permitted.

Business class upgrades may be considered under the following conditions: (1) one leg of a multi-leg trip is more than 6 hours, or (2) the total travel is greater than 10 hours within a 24-hour period, or (3) a special medical need or other special circumstance. Each case will require written approval from President/CEO or Vice President with information provided to the CFO.

Economy plus upgrades may be considered under the following conditions: (1) one leg of a multi-leg trip is more than 4 hours, or (2) the total travel is greater than 6 hours within a 24-hour period, or (3) a special medical need or other special circumstance. Each case will require written approval from Supervisor and Vice President.

**Frequent Flyer Programs.** Traveling employees may retain frequent flyer program benefits. However, travelers may not refuse a low fare offering for accruing mileage on a specific carrier or in preference of a favorite airline. AUSA does not reimburse employees for “mileage (or frequent flyer) booster” fees.

**Global Entry or TSA Precheck.** AUSA will pay Global Entry or TSA Precheck program registration fees for employees who must travel regularly for business. Employees must obtain written authorization from VP-level before registering for these programs at AUSA expense.

**Baggage/Excess Baggage Fees.** Airline baggage fees should be kept to a minimum. Excess or overweight baggage fees require a justification to be submitted with expense reporting. Charges for baggage needed only for personal travel immediately before and after business travel should not be expensed to AUSA.

**Lost Baggage.** AUSA will not reimburse employees for personal items lost while traveling on business. Any claims for lost or damaged luggage or items must be made through the airline's claim process.

**Unused/Voiced Airline Tickets.** Employees must make every effort to avoid unnecessary expense due to trip cancellation or change by making sure dates of travel are confirmed and final before booking tickets.

A non-refundable airline ticket that is not used for the date of travel will have potential value if re-issued for a subsequent trip by the same traveler. Tickets may be valid for one year from the original date of issue, depending on specific airline rules.

If you are not planning to use your purchased ticket, inform your supervisor; cancel your reservation prior to the scheduled departure to avoid loss of ticket value; and, when booking a new reservation, apply your unused credit on the same airline.

**Airport Parking.** Employees should use their best judgment when selecting from available parking options. Employees can expense the cost of parking in airport lots or transportation to and/or from the airport, whichever is less expensive. Short-term or terminal parking should only be used for travel of less than 48-hours.

**Corporate Charge Card.** Employees incurring business or travel expenses on behalf of AUSA must use the AUSA corporate card to charge expenses unless there are extenuating circumstances.

An employee who has not received a corporate card may use a personal credit card or plan with his/her supervisor to pay for business or travel expenses. In some cases, when appropriate, employees may obtain travel advances from AUSA with CFO support.

**Card Utilization.** It is mandatory that all authorized business travel expenses be charged against the corporate card, including all airline, train, hotel, car rental, and, when practical, meals and ground transportation. Personal use of the corporate card is prohibited, however, there may be instances when a charge includes both personal and corporate expenses (hotel with in-room movie), in which case the employee must reimburse AUSA for the expense.

If a card transaction is declined at the point of sale for any reason, pay for the expense personally and request a cash reimbursement through expense reporting.

All requests for cash reimbursement should be accompanied by a receipt for validation of expense.

Improper use of the corporate card may lead to disciplinary action up to and including termination of employment with AUSA. In the event of termination, the cardholder is responsible for all personal or improper expense on his/her corporate card.

**Credit Card Company Notification.** It is a good policy to notify the credit card company when traveling out of state and overseas to avoid issues or having the card declined at point of sale.

**Reporting Lost/Stolen Cards.** A lost or stolen card must be reported immediately to the bank and to Finance. Notification can be either by phone or email to Finance (Kathryn Blake: [kblake@ausa.org](mailto:kblake@ausa.org) or 703-907-2652).

**Cardholder Employee Termination.** All credit card receipts, and personal reimbursements should be submitted prior to termination. Upon termination of employment, the cardholder must provide Human Resources with the card, which will be destroyed upon termination.

## 7.2 MEALS AND ENTERTAINMENT

**Personal Meal Expense.** Personal meals are defined as meal expenses incurred by the employee when dining out while on a business trip. Employees must expense personal meals according to actual and reasonable cost.

Good judgment should be used always regarding costs incurred for personal meals. Employees are entitled to three meals per day. Itemized receipts for expenses are required as proof of expense.

**Business Meal Expense.** Good judgment should be used always regarding costs incurred for business meals and business entertainment.

**Tipping.** Tips and gratuities should be limited to 15%-20% of meal expense.

**Alcohol Consumption.** While AUSA recognizes the use of alcohol as a socially acceptable form of business entertainment, AUSA limits the number of allowable alcoholic drinks at AUSA expense to two (2) drinks per day.

## 7.3 LODGING

**Hotel Reservations.** Hotel reservations should be made considering price, quality and convenience. AUSA travelers are also encouraged to stay in locations near their business site to minimize transportation costs. Use of Affinity Partners for hotels is required whenever feasible.

When an AUSA master account has been established for business meetings, AUSA employees are required to charge their hotel rooms to the master account rather than their corporate credit card due to the master account having lower negotiated rates and sales tax exemption. AUSA employees may charge allowable incidentals to the master account or to the AUSA corporate card. Note these items may not be charged to a personal credit card. A listing of generally accepted (allowable) expenses and non-allowable is available at Appendix A.

**Room Guarantee.** All room reservations should be guaranteed for late arrival with the corporate credit card. It is the employee's responsibility to cancel a room reservation that will not be used.

If the room is booked through an AUSA meeting planner, it is the employee's responsibility to confirm that the arrival and departure dates are correct when they receive the confirmation and to notify the meeting planner if arrangements change.

**Tipping.** Housekeeping tips will be reimbursed to employees with a limit of \$2-\$5.00 per day. Tips to bellhops will be reimbursed with a limit of \$1- \$5.00 per bag. Tips to bellhops for assistance with work equipment will be reimbursed for a reasonable amount.

**Lodging in a Private Residence.** Employees staying in a private residence with family or friends while traveling on business must obtain prior written approval from their Director to be reimbursed for expenses incurred in lieu of normal room costs. Written documentation and explanation of such expense must be attached to the request for reimbursement.

## 7.4 GROUND TRANSPORTATION

**Shuttle/Taxi.** The most cost effective option for ground transportation should be pursued. Hotel or airport shuttle service should be considered the first means of transportation to/from an airport, as such transportation typically is the most cost effective. Transportation by taxi, "Uber" or other ride-share companies, or by subway or other mass-transit systems, may also be an acceptable ground transportation method under certain circumstances, but is not a required method.

**Taxi Tipping.** Tips for taxi service should not exceed 15-20%. Tips should be included with the credit card transaction using the AUSA Corporate credit card. Employees who use ride-sharing services (such as Uber) will not be reimbursed for a cash tip paid to the driver if a tip is already included in the fare charged to the AUSA Corporate credit card.

**Car Service (Limousine and Sedan Service).** Car service can be used only if other means of transportation (taxi/shuttle) are more expensive or for overseas travel if there is a safety consideration.

**Rental Cars.** Reservations for rental cars should be made with one of AUSA's affinity partners. Cars should be rented only when other means of local transportation are more costly or impractical. The standard class of rental is an economy car for single travelers. Employees traveling in groups should share rental cars whenever possible, even if it requires an upgraded vehicle to accommodate more employees and luggage.

The rental car insurance provided by the AUSA credit card agreement is primary for collision and theft, up to the actual cash value of most rental vehicles (restrictions apply). The AUSA Corporate card must be used for the entire rental for the collision and theft insurance to be effective.

For injury and personal liability coverage, the traveler's individual insurance is primary, and AUSA's insurance is secondary. For travelers without individual auto insurance coverage, AUSA's insurance is primary.

**Insurance Requirements.** Employees who rent or use their personal vehicles for company business are required to carry adequate limits of liability, according to applicable State law where the employee resides. A copy of the declaration page of your personal automobile insurance policy must be provided to AUSA annually at your renewal date. Additional information for understanding rental car insurance considerations is available from Finance.

Travelers can select the additional Collision Damage Waiver (CDW/LDW) option, or similar provision offered by the auto rental company at their own expense.

Rental cars solely for personal use will not be covered by the insurance in the AUSA Corporate Agreement.

**Refueling.** Travelers are expected to return rental cars with a full tank of gas.

**Personal Vehicle.** Employees may use their personal car for business purposes provided they have a valid driver's license and carry the automobile insurance coverage as previously stated under insurance requirements, if: it is less expensive than renting a car, taking a taxi or alternative transportation; it is timelier than taking public transportation; transporting AUSA goods for delivery; entertaining clients.

The traveler's individual insurance is primary, and AUSA's insurance is secondary when using a personal vehicle for AUSA business. Frequent use of personal vehicles for business is not encouraged.

If the travel expense (air/train fare, baggage fees and rental care expense) is less, the less expensive mode of travel should be used. If an employee chooses to drive a personal car for business, he or she will be reimbursed only for actual miles driven round trip. Employees must obtain written approval from their supervisors before driving out of town on AUSA business.

**Reimbursement for Personal Vehicle Usage.** Employees traveling by personal automobile on a business trip on behalf of AUSA will be reimbursed on a "per mile" rate established and published each year by the IRS. This rate includes all gas charges. Employees will be reimbursed for all tolls, parking, and for costs that are directly associated with the conduct of company business that cannot be charged to the AUSA Corporate credit card.

Mileage to and from an employee's home to a regular assigned work location is not a reimbursable expense and is considered commuting expense under IRS guidelines. However, if an employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference.

## 7.5 TELEPHONE AND INTERNET USE

**Cell Phones.** Employees who have AUSA-issued cell phones should use them for all business calls made while traveling on behalf of AUSA. Employees should plan so they do not incur excessive roaming charges while traveling, especially while traveling internationally.

Certain employees, determined on an as-needed basis, without an AUSA-issued cell phone will be reimbursed on a monthly basis for maintaining a personal cell phone for the convenience of conducting AUSA business.

**Cell phone use while driving and conducting AUSA business.** Employees whose job responsibilities include driving should refrain from using their AUSA provided cell phone or personal cell phone while conducting AUSA business. Drivers should comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cell phone calls are not allowed while driving and conducting AUSA business. The cell phone voicemail feature should be on to store incoming calls while driving and all message retrieval and calls should be made after the vehicle is safely parked.

**Internet.** Wireless internet hotspots/Wi-Fi and internet connections for company-related business should be considered incidental charges and charged to the AUSA Corporate Card.

## 7.6 EXPENSE REPORTING

**Completion and Submission Timing for Expenses.** Receipts must include the name of the vendor, location, date and dollar amount. Charges for travel must include the purpose of the trip, destination, date of travel, seat classification along with total fare charged. Charges for hotel must include the itemized hotel folio (bill). Cash expenses without a receipt for verification require written approval of a supervisor or Vice President prior to submitting to Finance.

Reimbursements should be submitted as soon as possible. All credit card receipts/submissions must be completed by the first Friday after the statement becomes available each month.

**Expensing Meals by Category.** Each meal (breakfast, lunch, and dinner) must be accounted for separately. Personal meals must be accounted for separately from business meals.

**Overnight Travel for Non-exempt Employees.** Please contact the Human Resources Director with any questions about this policy.

Any portion of authorized travel, including time spent waiting at an airport, train station, etc. that cuts across an employee's normal work hours, including non-workdays, is compensable.

If an employee travels between two or more time zones, the time zone associated with the point of departure determines whether the travel falls within normal work hours.

- Riding as a passenger when the employee is required to perform work (for example, to serve as an assistant or helper, respond to email, take business-related phone calls, etc.) is compensable.
- Time spent attending authorized conferences, meetings, etc. is compensable.
- Required attendance at meals or meal breaks where work is performed is compensable.
- Required attendance at social functions is compensable.

**Enforcement of Policy.** AUSA retains the right to change any provisions of this policy, at any time, at its discretion. Employees who do not comply with this policy may be subject to: delay or withholding of reimbursement; cancellation of corporate card; disciplinary action up to and including termination of employment with AUSA.

## APPENDIX A - ALLOWABLE/NON-ALLOWABLE EXPENSES

In general, AUSA's policies, with respect to business expenses, strive to be consistent with the guidelines contained in the Internal Revenue Service (IRS) Publication 463 (Travel, Entertainment, Gift, and Car Expenses), Tax Topic 511 (Business Travel Expenses), and 512 (Business Entertainment Expenses). For further details, please download the respective publications from the IRS web site.

### ALLOWABLE EXPENSES

Corporate credit cards should be used to cover the following allowable travel and entertainment expenses:

- Airfare, train fare, rental cars/taxis, rideshare services, tolls;
- Baggage charges when required for business purposes;
- Business meals with staff, members or other stakeholders;
- Currency conversion, traveler's checks, and ATM bank fees (only) when traveling internationally and using the AUSA Corporate Card to withdraw cash for business purposes;
- Hotel deposits for out-of-town meetings;
- Hotel costs, including deposit, for small committee meetings held outside AUSA offices;
- Laundry/Valet, for trips more than 7 business days or due to extreme weather conditions or other emergencies;
- Meals while on travel;
- Meals for small committee meetings held at AUSA offices;



- Passports, Visas or required immunizations costs when directly necessitated by business travel on behalf of AUSA;
- Restaurant meals in conjunction with committee meetings;
- Wireless internet hotspot/Wi-Fi and internet connections, faxes and postal charges for company-related business.

## NON-ALLOWABLE EXPENSES

If applicable, the employee may reimburse AUSA for the expense.

- Airline club membership dues.
- Airport lounge fees.
- Barber shop/beauty salon.
- Clothing and other personal items.
- Damage to an employee's vehicle while on company business.
- Expenses for travel companions/family members/pets.
- Expenses related to vacation or personal days while on a business trip.
- Fines for traffic violations and parking tickets.
- Health clubs and sports facilities (unless it is part of the hotel fee).
- In-flight telephone charges.
- Insurance: Optional travel (ticket), baggage, life, personal property, personal accident, or additional Collision Damage Waiver (CDW/LDW) on rental vehicles.
- Late fees or finance charges.
- Laundry/valet services for trips under 7 days.
- Loss of cash advance money, company-paid airline tickets, personal funds.
- Loss of personal property, such as luggage, clothes, jewelry, laptops, electronics, and cell phones, etc.
- Luggage and briefcases.
- Medical expenses.
- Mini-bar refreshments.
- Movies (including in-flight and hotel in-house movies).
- Newspapers, books and magazines (unless business related).
- No-show charges for hotel or car service that the employee has booked on their own or through an AUSA meeting planner.
- Personal entertainment, including sports events and sightseeing tours.
- Personal postage costs or postcards.
- Personal property repairs or maintenance.
- Pro shop and gift shop items (e.g., gum, candy or tobacco products) except food and beverage items that are substituting for a meal.
- Shoeshine.
- Spa services (massages, facials, etc.).
- Transportation between an employee's home and place of business or local event if parking is provided.
- Transportation ticket upgrades (unless one of the previously mentioned exceptions apply).