



Association of the United States Army

Employee Handbook

2017

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Welcome from our President and CEO

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Welcome to AUSA – the Army’s professional association!

Since our beginning in 1950, AUSA has been focused on two primary missions: to be the Voice for the Army and to Support Soldiers as well as supporting Army families, retirees, Army civilians and veterans. As a proud, education-based non-profit organization, we seek to continue to position AUSA as the premier thought-leader for the Army and for military land power.

This handbook, the product of great work by dedicated members of the AUSA family, includes general information and guidelines about our practices, policies, benefits and expectations. Familiarizing yourself with this 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 does not, cannot, address every situation; and it will, of course, evolve as laws and practices change in the future. I look forward to your suggestions as to how we can make the handbook more valuable to you.

What I do hope is that you will find in this handbook a common-sense guide to our normal business practices. If you have questions about any aspect of the matters described herein, please just ask your supervisor or our Human Resources advisor.

Mostly, though, thank you for choosing to be part of the great team here at AUSA! America’s Army is counting on us to do our very best every day.

A handwritten signature in black ink that reads "Carter F. Ham". The signature is written in a cursive, flowing style.

CARTER F. HAM
General, US Army, Retired
President and CEO

1.0 INTRODUCTION

These personnel policies 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.

The intent is to make this handbook as robust 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 representative. This handbook also is intended to be a living document, and is subject to change without prior notice, as AUSA deems necessary.

These personnel policies are not intended to create a contract, nor are they to be construed as contractual obligations of any kind or a contract of employment between AUSA and any of its employees. Nothing in these personnel policies, or in any of AUSA's practices or procedures, constitutes an express or implied contract of employment or warranty of any benefits. Employment at AUSA is a voluntary employment-at-will relationship for no definite period of time.

1.1 ORGANIZATION OVERVIEW

AUSA's motto is "Voice for the Army, Support for the Soldier." Founded as a 501(c)(3) in 1950, its stated mission is to be wholly educational, literary and scientific, fostering esprit de corps, dissemination of professional knowledge, and promotion of Army components within the armed forces of our nation.

To that end, we advocate for the Army not only on Capitol Hill, but also at the grassroots level through our local chapters throughout the country and around the world. We provide valuable professional development opportunities for Soldiers and leaders, fight for the compensation and benefits necessary to maintain the all-volunteer force, encourage policies that support readiness and ensure the Army is prepared to face any threat, and lend support to Army families.

Our Mission

AUSA represents every American Soldier by:

- Being the voice for all components of America's Army
- Fostering public support for the Army's role in national security
- Providing professional education and information programs

Our Vision

As the premier voice for America's Soldiers, we are a dedicated team committed to building the best professional and representative association for the world's best Army.

1.2 EMPLOYMENT-AT-WILL

Employment with AUSA is voluntarily entered into, and you are free to resign at will at any time, with or without cause. 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 our President and CEO and Vice President, Finance and Administration, in writing.

AUSA employees are required to remain current AUSA members as a condition of employment.

1.3 EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

AUSA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, military service, or any other classification protected by law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

AUSA will make reasonable accommodations for qualified individuals with known disabilities who are able to perform the essential functions of their jobs, unless that would result in undue hardship to the Association. AUSA also will provide reasonable accommodation for employees whose ability to perform the essential functions of their jobs are affected by pregnancy, childbirth, related medical conditions, or breastfeeding, again, provided the accommodation does not impose an undue hardship on AUSA. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. Employees are expected to report the need for an accommodation to their supervisors or Human Resources.

If you have any questions or concerns about any type of discrimination 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. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.4 ANTI-HARASSMENT AND COMPLAINT PROCEDURE

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

AUSA policy is to provide a work environment free of sexual and other harassment. To that end, harassment of AUSA's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. AUSA will take all steps necessary to prevent and eliminate unlawful harassment.

Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers also may constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, below are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, regardless of whether they involve physical touching.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding an individual's sex life, or comments about an individual's body, sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, or cartoons.
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at AUSA.

Complaint Procedure. If you believe you have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, you are asked and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, Human Resources, or any other member of management to whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If an investigation confirms that conduct contrary to this policy has occurred, AUSA will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

1.5 IMMIGRATION LAW COMPLIANCE

The Immigration Reform and Control Act of 1986 requires that AUSA keeps completed I-9 forms on file for every employee hired after Nov. 6, 1986. Each new employee must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three (3) days of the date of hire.

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. Further, to encourage prompt disclosure of complaints, concerns or disputes about integrity within AUSA, you may, on a confidential basis, report such concerns to Human Resources, which will serve as an "ombudsperson," an independent channel of communication to resolve concerns or disputes.

1.7 ALCOHOL- AND DRUG-FREE WORKPLACE

AUSA is a workplace free of alcohol and drugs. You are required to report to work in appropriate mental and physical condition to perform your job in a satisfactory manner.

Consumption of alcohol on AUSA property, other than at approved social events, or reporting to work impaired or under the influence of alcohol is prohibited. Driving a vehicle for work-related purposes while impaired or under the influence of alcohol is prohibited.

While on AUSA premises and while conducting AUSA business-related activities off AUSA premises, you may not use, consume, possess, distribute, manufacture, dispense, sell or be under the influence of illegal drugs.

If you have questions or concerns about substance dependency or abuse, you are encouraged to seek referrals for assistance to appropriate resources from Human Resources.

Questions on this policy or issues related to drug or alcohol use in the workplace should be raised with your supervisor or Human Resources.

1.8 SMOKE-FREE WORKPLACE

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 safely and properly dispose of any smoking debris.

1.9 COMMITMENT TO SAFETY

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 at all times. 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.

All suspicious individuals or activities also 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.

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 into potential violence. AUSA is eager and committed to assisting in the resolution of employee disputes.

1.11 MEDIA INQUIRIES

All media inquiries to AUSA must be referred to the communications department.

1.12 PET POLICY

AUSA has a no-pet policy. The only exceptions are service animals accompanied by certified handlers.

2.0 EMPLOYMENT

2.1 BACKGROUND AND REFERENCE CHECK

AUSA will contact all references provided on job applications and resumes provided by prospective employees, and reserves the option to conduct background checks into an employee's criminal history, among other issues, as a condition of employment. Background checks will be conducted in a manner consistent with applicable law.

2.2 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. You will receive notice of your classification upon hire or with any internal job transfer. AUSA may review or change employee classifications at any time. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and AUSA.

Exempt. Employees paid on a salaried basis and ineligible to receive overtime pay.

Nonexempt. Employees paid on an hourly basis and eligible to receive overtime pay for overtime hours worked. Overtime must be preapproved in writing by your immediate supervisor.

Regular, Full-Time. Employees who are not in a temporary status, work a minimum of 32 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are regularly scheduled to work fewer than 32 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. 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.

2.3 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 internally for employee information as they become available and 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 considered to be in AUSA's best interest. You may apply for openings by contacting Human Resources.

2.4 EMPLOYEE PERSONNEL FILES

It is the responsibility of each employee to promptly notify AUSA of any changes in personnel data. If any personnel data has changed, notify Human Resources

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

Access to personnel files by current and former employees upon request generally will be permitted within three (3) days of the request, unless otherwise required under state law. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel files are to be reviewed in Human Resources. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

2.5 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 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 two employees become related while working for AUSA, and if one is in a supervisory position over the other, 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.

If employees begin a dating relationship or become relatives, domestic partners or members of the same household and one is in a supervisory position, he or she must inform management and Human Resources of the relationship.

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.

2.6 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. 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), at least 10 working days in advance of your last day of work. Holidays and paid time off will not count toward this 10-day notice. 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 shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Supervisors shall 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 and 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 TERMINATION PAY AND DATES

The effective date of termination will be the last full day of actual employment. 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. Payment for any unused annual leave will be made in accordance with applicable state law. You will be compensated for unused annual leave at the salary rate you are earning at the time of termination of employment. Accrued, unused sick leave will not be paid out upon termination.

2.6.2 BENEFITS CONTINUATION (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees who leave AUSA have the opportunity to continue their health coverage at their own expense. Because the law also covers dependents, employees who participate in the two-party or family plans must file a COBRA Dependent Data form with Human Resources. If you are an employee or the spouse of an employee covered by AUSA's group health plan, you have the right to choose continuation coverage if you lose your group health coverage. Contact Human Resources for details of your rights.

2.6.3 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. Failure to return some items may result in deductions from your final paycheck.

Separating employees shall 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.

2.6.4 PROVIDING REFERENCES FOR EMPLOYEES

If you leave AUSA, all subsequent reference inquiries from other prospective employers must be submitted to Human Resources. Responses will confirm only dates of employment and position(s) held. Salary information will be released to prospective employers only upon a former employee's written request, submitted to Human Resources.

3.0 WORKPLACE EXPECTATIONS AND GUIDELINES

3.1 PERFORMANCE REVIEWS

You and your supervisor will set annual performance objectives, and those objectives will be the basis for your performance review.

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. Discipline may be imposed whenever AUSA determines it is necessary or appropriate. Such action may include verbal warning, written warning, suspension, and/or discharge, depending on the severity of the violation. All disciplinary action is decided on a case-by-case basis. This disciplinary policy does not alter the at-will employment relationship.

3.3 CONFIDENTIALITY

AUSA considers salary and benefit information to be confidential and subject to the following guidelines against disclosure, except in conversations with your direct supervisor or Human Resources.

The protection of confidential business information and trade secrets is vital to the interests and success of AUSA. Confidential information is any and 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.

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 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.

3.4 CONFLICTS 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. 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. AUSA holds the right to determine what constitutes a conflict of interest.

3.5 OUTSIDE EMPLOYMENT

You are permitted to engage in outside work as long as it does not interfere with your AUSA job performance. If outside work activity causes or contributes to job-related problems, AUSA may ask you to discontinue the outside employment 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.

Excessive absenteeism or tardiness will result in discipline up to and including termination, even if you have not exhausted all of your available paid time off. Not reporting to work without calling is a serious matter, and failure to show up or call in without prior approval may result in termination. If you fail to report to work or call in to inform your supervisor of an absence for three (3) consecutive days or more, you will be considered to have voluntarily resigned from your job.

3.7 TELECOMMUTING

AUSA considers telecommuting an available alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. But it is neither an entitlement nor a company-wide benefit, and in no way does it change the terms and conditions of employment with AUSA.

Telecommuting agreements require the approval of your immediate supervisor and department director. All requests will be evaluated on a case-by-case basis. AUSA reserves sole discretion to refuse to enter into a telecommuting arrangement where such an arrangement is not appropriate, and may terminate a telecommuting arrangement at any time, for any reason.

All telecommuting agreements must be in writing and filed with Human Resources in advance of the start work date.

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 shall 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 INTERNET, EMAIL AND SOCIAL MEDIA USE

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. Limited personal use of AUSA technology is allowed but illegal or immoral activities are prohibited. Personal use of AUSA technology must not detract from work. All communication using these tools should be handled in a professional and respectful manner.

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.

3.9.2 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 by employees is strictly prohibited.

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.

4.0 HOURS, LABOR AND WAGES

4.1 WORK WEEK AND HOURS OF WORK

At AUSA, the usual workweek is 37.5 hours. Any break of 30 minutes or longer does not count toward meeting the 37.5-hour requirement. Office hours are Monday through Friday, with individual schedules determined by each department.

4.2 TIME REPORTING AND RECORDS

AUSA employees will log their time using the ADP employee portal as directed by their supervisors. You must maintain an accurate daily record of your hours worked. All absences from work schedules should be appropriately recorded. Supervisors approve employee timecards in ADP each pay period.

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 actually worked in one workweek. Non-exempt employees must obtain prior written approval from their supervisors before working overtime. Paid leave, such as sick or vacation pay, does not apply toward worked time.

AUSA will follow all appropriate legal guidelines to remain in compliance with the Fair Labor Standards Act with respect to non-exempt overtime pay.

4.4 PAYMENT OF WAGES AND DEDUCTIONS

Salary payment is made semi-monthly for base salary due up to the end of the previous pay period. Paydays are usually on the 15th and last days of each month.

Overtime payment, which is included with non-exempt employees' base salary payments, also is paid semi-monthly, with such payment covering hours worked in the prior semi-monthly period.

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

Various payroll deductions are made each payday to comply with federal, state and local laws as well as other deductions as directed by you, 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 Fair Labor Standards Act. 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.

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 with regard to 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 coworkers and the public. AUSA will make appropriate arrangements for this purpose.

4.7 EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees who have AUSA credit cards may use them for the purposes of travel according to the guidelines described in AUSA's credit card policy. If you incur out-of-pocket expenses and are seeking reimbursement, you should follow the policy guidelines. You are responsible for submitting timely reimbursement requests — within one week — once you have completed travel. Save any associated receipts as support for expense reimbursement requests.

Policy. To be eligible for reimbursement, the Internal Revenue Service requires itemized receipts for all expenditures except those under \$25. However, all costs must be itemized on the reimbursement form. The IRS also requires the date of the expenditure, the business purpose, and the signature of the traveler. AUSA requires a second signature before it will reimburse expenses. For staff, this is generally their direct supervisor. You are encouraged to contact finance staff with any questions about travel guidelines and reimbursement policy.

Airfare. AUSA follows the same guidelines as the government for long-distance premium air travel. AUSA reimburses actual air fare costs. You are expected to book the lowest-cost airfare that is practical.

Room Charges. AUSA generally pays for all room charges and related taxes for the specific number of days that you are on official duty while traveling. For group meetings, where a contract has been signed with the hotel, these expenses will be charged to the AUSA master account. Expenses for additional days stayed beyond those needed and approved to conduct AUSA business are your responsibility.

Meals. Reimbursement for meals is based on actual expenses incurred. Meals are not reimbursed on a per diem rate while you are on travel.

Travel and Pay. Exempt employees will be paid their regular salary for weeks in which they travel. Non-exempt employees will be paid for travel time occurring during their normal working hours, in accordance with federal and state wage payment laws. Travel occurring outside of normal working hours is not considered compensable unless the employee is actually performing work during those hours. Please see "FLSA," "working hours," and/or "overtime" policies for more details.

Affinity Partners. When booking AUSA travel, use of affinity partners is required in all possible cases when practical. See the AUSA website for member benefit programs and discounts from affinity partners.

5.0 TIME OFF AND LEAVES OF ABSENCE

AUSA recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. AUSA provides paid vacation time 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 employment agreement 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 calendar year to another is 150 hours. 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.

5.2 SICK LEAVE

Sick days are not intended for use as a substitute for vacation days. But you may use sick days if you need to care for an ill family member. You also may use sick days if you need time off for scheduled medical appointments or procedures.

Sick leave is earned at the rate of one day for each month of employment and is calculated and accrued from the first day of employment to a maximum of 12 days in any one calendar year.

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

You may carry over accrued sick leave from one year to the next. The maximum accrual allowed for full-time employees is 500 hours. Accrued sick leave is not paid upon leaving AUSA.

You may make unlimited donation of your accrued sick leave to a coworker who has exhausted his or her sick leave and is in need. Such donations are arranged through Human Resources.

If your need for sick leave is foreseeable, such as for a planned medical treatment or procedure, you must provide advance notice 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 physician's written permission to return to work.

5.3 FAMILY AND MEDICAL LEAVE ACT

AUSA complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves 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 more generous of the two laws will apply.

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.

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 notified of an impending call or order to covered active duty in the armed forces 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 child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that allows eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if you are the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or a veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

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.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time, will run concurrently as provided under AUSA policy, except where prohibited by state law.

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.

5.4 PAID PARENTAL LEAVE

5.4.1 AMOUNT, TIMEFRAME AND DURATION

AUSA will provide up to six (6) weeks of paid parental leave to employees 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 (recognized under the laws of a state or country) of a woman who has given birth to a child.
- Adopted a child or been placed with a foster child age 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. Also, additional days will not be added onto the end of the six (6) weeks of paid leave if an AUSA holiday or administrative leave day occurs while you are on paid parental leave.

You must take paid parental leave in one continuous period and must use all paid parental leave within 12 weeks of 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 paternal leave.

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

5.4.2 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.

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 leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will 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.

5.4.3 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.

5.5 LEAVE WITHOUT PAY

Requests for leave without pay are by definition 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.

5.6 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 child care facilities or kindergarten through grade 12 unpaid time off for the purpose of school visits. 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.

Vacation and personal leave hours may be substituted for unpaid leave for school visits.

5.7 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, Step-Mother, Grandmother/Father, Step-Father, Grandfather

- Sister, Step-Sister/Brother, Step-Brother
- Son, Step-Son/Daughter, Step-Daughter
- Grandchild

You may use vacation leave or personal leave to attend the funeral of someone who is not a member of your immediate family.

5.8 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). 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. 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.

Provided that you comply with these and certain other requirements, your job will be guaranteed for your return from up to five years of military service. Upon return, you will be placed in the position you would have attained but for the military service, unless you are not qualified for the position. The time for you to report to AUSA at the end of military service varies from one week to 90 days, depending on the length of the service.

5.8.1 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.

5.9 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 advance planning for your absence.

You will not be charged annual leave or have your pay deducted when you are required to serve on a jury. 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 work day. Upon returning to work after jury duty, you must show proof of service.

5.10 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.

5.11 HOLIDAYS

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

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day*
- Veterans' Day
- Thanksgiving Day
- Christmas Day

*In the years AUSA schedules its Annual Meeting over this holiday, employees may be expected to work.

5.12 INCLEMENT WEATHER

AUSA follows the federal government regarding inclement weather closures. Consult the AUSA Website link to the federal Office of Personnel Management for more details.

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.

5.13 REPORTING OF LEAVE

Requests for leave are made electronically using the ADP 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 ADP.

5.14 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 benefit programs, please refer to the Association Summary Plan Descriptions, which are found in Human Resources.

6.1 WORKERS' COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses if you are injured or become ill because of employment. AUSA pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages if you sustain an injury on the job.

AUSA abides by all applicable state workers' compensation laws and regulations. If you sustain a job-related injury or illness, it is important that you to notify your supervisor and Human Resources immediately. Your supervisor will complete an injury report with input from you and return the form to Human Resources, which will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room or call 911.

Workers' compensation benefits, paid or unpaid, will run concurrently with Family and Medical Leave Act leave, if applicable, where permitted by state and federal law.

6.2 UNEMPLOYMENT INSURANCE

AUSA pays a state and federal tax to provide unemployment insurance coverage in the event you become unemployed through no fault of your own or due to circumstances described by law. This insurance is administered by applicable state agencies, which determine eligibility for benefits, as well as the amount and duration of benefits, if any.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of AUSA. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only and do not create an employment contract. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind AUSA to employ me now or in the future and that my employment may be terminated by me or AUSA without reason at any time. I understand that only the President and CEO and Vice President Finance and Administration are authorized to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

Employee's Name in Print

Employee' Signature

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE