

GENERAL ORDER

**DEPARTMENT OF COLORADO
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

**PERSONNEL POLICIES
AND
PROCEDURES**

**STATE HEADQUARTERS
1400 Carr Street
Lakewood, Colorado 80214**

**VFW SERVICE OFFICE
155 Van Gordon St. Room 360
Denver, CO 80225**

EFFECTIVE OCTOBER 17, 2021

**Department of Colorado
Veterans of Foreign Wars of the United States**

**General Order
Personnel Policies and Procedure
2021-2022**

GENERAL INFORMATION

This manual is intended to give you some basic information about the policies and procedures of the Department of Colorado, Veterans of Foreign Wars of the United States, and about benefits and services provided to you as an employee at the State Headquarters, 1400 Carr Street, Lakewood, Colorado 80214, or at the Department of Colorado, Veterans of Foreign Wars of the United States Service Office, 155 Van Gordon St., Denver, CO 80225. These Personnel Policies and Procedures do not apply to temporary full time or part time employees.

We reserve the right to interpret, amend, modify, cancel or withdraw any or all sections or provisions of this manual at any time, effective on the date announced by written notice or upon reissue of the manual.

As you read this manual, remember that it is designed to orient employees, and is not intended to and does not constitute an employment contract or legal document of any kind.

It is not a substitute for discussion between you and your supervisor, when you have job related questions or concerns.

**MERIT PRINCIPLES, EQUAL EMPLOYMENT, VETERANS
PREFERENCE, FAMILY EMPLOYMENT, AND OTHER POLICIES**

It is the policy of the Department of Colorado, Veterans of Foreign Wars of the United States to treat all applicants and employees in a fair and nondiscriminatory manner without regard to their race, creed, color, religion, sexual orientation, age, ancestry, national origin, physical or mental disability, medical condition, or marital status. It is also the policy to employ persons, who are the "best qualified" to accomplish the goals and purposes of the Department of Colorado, Veterans of Foreign Wars of the United States, and to perform the duties and responsibilities of the position to which they are assigned. These policies apply to recruiting, hiring, training, compensation, and promotion of all persons in every job classification. The Veterans of Foreign Wars of the United States, being a veteran's service organization, is committed to the policy of Veterans Preference in its employment. Accordingly, hiring preference will be given to Veterans, and when a Veteran is as well qualified for a position as other non-veteran applicants applying for employment with the Department of Colorado, the Veteran will be offered the position first. If a non-veteran is clearly the best qualified applicant for a position, then the best qualified applicant will be offered the position first. All employment functions will be conducted in the "best interests of the Department of Colorado, Veterans of Foreign Wars of the United States".

The Department of Colorado is committed to maintaining its credibility, integrity, and good reputation with its members, the Veterans of Foreign Wars of the United States, Colorado Veterans and their families; other veteran's service organizations, and local, county and state governments, and the general public. In order to avoid any actual or perceived conflicts of financial interest in employment within the Department of Colorado, Veterans of Foreign Wars of the United States, no member of the immediate family, including a mother, father, sister, brother, spouse, or child, of the elected State Commander, State Quartermaster, or the appointed State Adjutant, who receives compensation for services, shall not be authorized or allowed to receive compensation or any other form of remuneration for services provided to the Department of Colorado during the named officer's term of office.

MERIT PRINCIPLES, EQUAL EMPLOYMENT, VETERANS PREFERENCE, FAMILY EMPLOYMENT, AND OTHER POLICIES (continued)

The Department of Colorado, Veterans of Foreign Wars of the United States does not permit the use, of racial, religious, age-related, sexual or ethnic epithets, innuendos, slurs or jokes within the facility. In all dealings with members of the opposite sex, employees (including supervisory personnel) must conduct themselves in a totally professional manner and refrain from sexual advances, verbal or physical conduct of a sexual nature, or requests for sexual favors. Any employee who violates this policy and our commitment to Equal Employment Opportunity will be subject to immediate removal and disciplinary action.

Any employee who has questions regarding the Equal Employment Policy, or who feels that the policy has been violated or who feels that he or she has been discriminated against, harassed or treated unfairly, or as a result of being in any of the situations listed above should bring the matter to the attention of their immediate supervisor, the State Quartermaster, or the State Judge Advocate.

Any employee who has a complaint of sexual harassment or harassment based on membership in a protected class at work, by anyone, including supervisors, co-workers, or visitors must bring the problem to the attention of the State Commander.

All complaints will be handled promptly and special privacy safeguards will be applied. All employees should be aware that the privacy of the complaining party and the person accused of harassment will be kept confidential.

GRIEVANCE PROCEDURE

The Department of Colorado, Veterans of Foreign Wars of the United States recognizes that employees may have problems regarding their working conditions, company policies or other work-related issues. In order to seek resolution of their questions, employees must first present their complaints to their immediate supervisor. Most, if not all problems can probably be resolved at this level. If the issue is not resolved to the employee's satisfaction through discussion with the supervisor, the complaint shall be presented in writing to the State Commander. The State Commander will assign the grievance to the Department Grievance Committee, which shall be made up of the past three State Commanders. The Department Grievance Committee will review the complaint, make appropriate inquiries, and then provide its recommendation to the State Commander. The State Commander will then make a decision which shall be final and binding on all parties concerned.

GENERAL RULES OF CONDUCT

VFW has certain rules of conduct which have been developed to protect the organization and its employees. The rules are essentially an expression of fairness which the vast majority of personnel expect of themselves and others.

Each situation involving a violation of rules will be carefully examined, concerning relevant circumstances before appropriate action is taken. The following list of violations is not to be construed as all inclusive, and nothing contained herein should be construed as limiting the Department of Colorado, Veterans of Foreign Wars of the United States right to discipline up to and including removal without prior notice for any reason it deems appropriate in its sole discretion.

VIOLATIONS

1. Falsification of VFW records or giving false information to anyone whose duty is to compile such records.
2. Insubordination towards any management representative or person to who you report.
3. Willful destruction of VFW property.
4. Theft or unauthorized possession of VFW property or the personal property of others.
5. To be in possession of, or under the influence of Alcohol or drugs at VFW State Headquarters main office or at the VFW Service Office.
6. Divulging privileged or confidential information obtained from your employment.
7. Use (without prior supervisory approval) of VFW property or equipment for personal purposes including but not limited to office supplies such as postage stamps, long distance telephone service, etc.
8. Any other serious act of misconduct.

SECURITY

Security regulations of the building require that valuables be locked up or removed at the end of each day and that office doors be locked and the alarm set, when the last person leaves. VFW is not responsible for personal items or valuables left unattended.

EMPLOYEE HEALTH BENEFITS/INSURANCE COVERAGE

With the small number of employees employed within the Department of Colorado VFW, it is not economically feasible for the employer to participate in a group health type program. It is therefore the policy of the Department of Colorado VFW, to provide a fixed sum payment to all Department salaried full-time employees each pay period to allow them to obtain their own coverage. The amount of this fixed sum payment (health benefits allowance) will be determined annually by the Department Council of Administration.

It is the policy of the Department of Colorado VFW to provide permanent part-time hourly employees, who work an assigned schedule of 20 or more hours per week with the Employee Health Benefits/Insurance Coverage. The amount of this fixed sum will be pro-rated in relationship to the hours worked compared to the hours worked of the full-time employee, i.e. a permanent part-time employee working 20 hours per week will be provided 50% of the fixed sum payment made to all full-time Department salaried employees. Employees working less than 20 hours per week receive no benefits.

DRESS AND ATTITUDE

While there are no specific regulations as to proper work attire, it must be consistent with dignity, good taste, and generally accepted standards of a business office. Courtesy and respect is expected in dealings with the public, co-workers, supervisors and subordinates. Excessive tardiness, discourtesy, or lack of cooperation will not be tolerated.

EMERGENCIES

An injury or an accident occurring on the working premises should be reported immediately to your supervisor, even if it does not appear to be serious or disabling. Where immediate treatment is required, go directly to the nearest doctor or treatment center.

KEEP US INFORMED

The information in your personnel records is extremely important and must be accurate. If you move, marry, change your phone number, etc., and please report the changes to the Payroll Department promptly.

DEPARTMENT OF COLORADO OFFICE SUPERVISOR, HIRING AND FIRING AUTHORITY AND WORKING HOURS

The Department of Colorado, Veterans of Foreign Wars of the United States and the VFW Service Office will be open during normal business hours Monday through Friday. Normal business hours for Department Headquarters will be 7:30 am to 4:00 pm. Normal business hours for the VFW Service office is 7:00 am to 3:30 pm.

The designated supervisor of the Department Office and the VFW Service Office is the State Quartermaster. For hiring and firing of personnel the State Commander is the authority. Salaried appointments made by the State Commander, must be approved by majority vote of the Council of Administration as defined in sec 516 of the Manual of Procedure. To remove paid personnel that are elected or appointed, a majority vote of the Council of Administration is required as defined under sec 520 of the Manual of Procedure. All Salaried appointed employees are not guaranteed to be reappointed to their position when the term of office is complete.

The State Quartermaster will insure that the Department offices are staffed and manned during its official hours. Each employee will have a 30 minute period scheduled for lunch which will not be counted as hours worked and a 10 minute break in the a.m. and p.m.

AFTER RECOMMENDATIONS FROM STATE ADJUTANT STATE COMMANDER HAS FINAL HIRE AND FIRING AUTHORITY

PAY POLICY

Pay shall be by check prepared and delivered on the 15th and last day of each month. If a regular payday falls on Saturday, Sunday or a holiday, checks shall be distributed on the preceding business day. Paychecks shall always be for the current period.

Full-time employees shall have salaries fixed at an annual rate by the Department Council of Administration. For purposes of awarding vacation time, sick leave, and leave without pay (LWOP), the salary is also computed at an hourly rate, based upon a normal 40 hour workweek. Accordingly, salaried, non-exempt employees shall be paid One and one half (1 1/2) for hours worked over 40 hours per week. Salaried exempt employees (i.e. exempt from overtime under The Federal Fair Labor Standards Act, and under the Colorado Department of Labor and Employment Wage Order Number 22) shall not receive additional compensation for any time worked over 40 hours in a workweek.

PAY POLICY (CONTINUED)

Part-time clerical and administrative employees shall have their pay rates established based upon an hourly rate. The hourly rate shall be established by the Department Council of Administration for all part-time employees. The established hourly rate for all employees shall be basis for computing overtime pay and leave without pay (LWOP), and payment for miscellaneous pay periods. Etc.

If employment commences after the beginning of a pay period, the new employee will be paid for actual hours worked for the first pay period. Terminated employees will have hours not worked during the normal pay period deducted from the normal pay for the final period.

The use of compensatory time for non-exempt employees is not allowed for employers covered under Colorado Overtime and Minimum Pay Standards Order (“COMPS Order”) #36. Compensatory time is defined as paid time off the job which has been earned and accrued by an employee in lieu of the appropriate wage payments for a specified pay period.

Non-exempt employees covered under the COMPS Order must be paid time and one-half of the regular rate of pay for any work in excess of forty hours per workweek, twelve hours per workday, or twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods).

ALL OVERTIME and SHIFT DIFFERENTIALS/ADJUSTMENTS MUST BE APPROVED IN WRITING BY THE STATE QUARTERMASTER.

HOLIDAYS

The following paid holidays are recognized by the Department of Colorado: New Year's Day, President's Day, Memorial Day, Fourth of July, Juneteenth (6/19), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Martin Luther King Day, Christmas Eve, and Christmas Day. The Department Commander may, at their discretion, designate additional holidays. All full-time salaried and permanent part-time hourly employees, working 20 hours or more per week shall receive compensation for these authorized holidays. If a holiday falls on Saturday, Friday will be the day off. If a holiday falls on Sunday, Monday will be the day off. Only the State Commander has the authority to authorize the offices be closed FOR THE GOOD OF THE ORGANIZATION.

Colorado wage law does not require nor prohibit any paid holidays, and does not require nor prohibit any extra pay for working on holidays. When an employee is paid for a non-work holiday, the holiday hours do not count towards overtime unless actual work was performed on the holiday.

PAYROLL DEDUCTION

All legal required Deductions required by local, state, or federal law: include, but are not limited to, deductions for taxes, social security, FICA requirements, Medicare, garnishments, or any other court-ordered deductions., etc. shall be deducted from paychecks.

ADMINISTRATIVE LEAVE

The Veterans of Foreign Wars of the United States is a 501(c) (19) non-profit organization with its goals and objectives primarily accomplished by volunteers. The Department of Colorado has an employment policy of giving preference in employment to Veterans. Employees of the Department of Colorado, will also be active members and volunteers in the Veterans of Foreign Wars of the United States, or its Auxiliary. Accordingly, the Department of Colorado must have an established policy of determining when work is being performed by an employee, versus time being donated as a volunteer. The State Commander Department of Colorado, has the authority to deny or grant administrative leave with or without pay to employees to attend approved meetings or conferences related to their job duties and responsibilities or for other purposes which the State Commander deems for the good and welfare of the Department of Colorado, Veterans of Foreign Wars of the United States. Administrative leave must be requested in writing at least two weeks in advance of the date when the administrative leave would commence, submitted through the employee's supervisor, and approved in writing prior to the starting date of such leave. In all cases the use and approval of such Administrative Leave is subject to the convenience of the Department of Colorado, Veterans of Foreign Wars of the United States.

BEREAVEMENT LEAVE

A leave of absence with pay for salaried employees of up to 5 (five) days, plus travel time not to exceed 2 days when required, will be granted to an employee in the case of a death in his/her immediate family. Immediate family shall include a mother, father, sister, brother, spouse, or children. This policy shall also include a mother-in-law, father-in-law, etc., for all employees, who are married. This emergency funeral leave policy shall also apply to permanent part-time hourly employees, working 20 hours or more per week.

SICK LEAVE

Sick leave is to be construed as insurance against loss of pay in the event of actual sickness. In no event is it to be considered or used as additional vacation. Accumulated sick leave has no cash value upon termination.

Permanent employees accrue 10 days (80 hours) sick leave with pay, each calendar year-accrued at the rate of 6 2/3 hours per month. If sick leave has been exhausted, absence due to sickness may be charged to annual leave. This policy shall also apply to permanent part-time hourly employees working 20 hours or more per week. Sick leave may also be used for the illness of immediate family members. These members are defined as spouses, children or parents. This policy shall also include a mother-in-law, father-in-law, etc., for all employees, who are married

Sick leave is not granted during the first 6 months of employment but nonetheless accrues from date of hire, and is available for use after the first 6 month period.

Unused sick leave is cumulative the total shall not exceed 20 days (160 hours).

Absence due to sickness **MUST** be reported **TO DEPARTMENT HEADQUARTERS, BETWEEN THE HOURS OF 7:30 AM TO 4 PM, MONDAY THROUGH FRIDAY**, as soon as **POSSIBLE** and by telephone if necessary. Medical appointments for the actual length of time necessary, plus reasonable travel time. Excessive absence not reasonably needed for this purpose will be charged to vacation. A doctor's statement IS required to substantiate sick leave in excess of 3 days.

Maternity leave is granted in compliance with applicable Federal and State laws.

In the event of National/State "Emergency Ordinance", the State Law will be applied in accordance of State, County and Local Ordinance.

VACATION LEAVE

Permanent employees with less than ten years' service accrue 15 days (120 hours) annual vacation leave with pay, each calendar year at the rate of 10 hours per month. This policy also applies to permanent part-time hourly employees, working 20 hours or more per week.

Permanent employees with ten or more years' service accrue 20 days (160 hours) annual vacation leave with pay, each calendar year at the rate of 13.33 hours per month. This policy also applies to permanent part-time hourly employees, working 20 hours or more per week.

Annual leave is not granted during the first 6 months of employment, but nonetheless accrues from date of hire and is available for use after the completion of a full 6 month of service. Termination of employment prior to completion of 6 months of employment cancels any accrued vacation leave.

Leave accrues to any employee while on vacation or sick leave provided that the employee returns to duty.

Annual leave must be requested and approved in advance in writing, Annual leave will not be approved for requests less than 2 weeks advance notice. Such approval is subject to the convenience of the Department of Colorado, Veterans of Foreign Wars of the United States.

Leave without pay may be allowed upon request when such absence will not interfere with the work of the office. LWOP will be determined on an individual basis and in writing. LWOP will be scheduled at a time convenient or acceptable to Department of Colorado, Veterans of Foreign Wars of the United States.

Annual leave may be cumulative up to double the annual leave earned during one calendar year, i.e., an employee may accumulate a maximum of 30 days (240 hours) of vacation time if they have worked less than 10 years and 40 days (320 hours) of vacation if they have worked over 10 years. If an employee has accrued the maximum, no more leave will accumulate until leave is taken.

All employees, as a matter of policy, are encouraged to take their annual leave (vacation) during each calendar year. Employees may not work and get paid for annual leave (vacation time) accumulated.

Annual training required by U.S. Military Reservists or members of the National Guard, or such other active duty training as might be required. Compensation to the employee during such periods (2 months or less) will be their normal pay. If member is called back to active duty for a period of 3 months or more, then their status will be changed to LWOP (Leave without pay). During their LWOP, their accrued leave will not change. A member recalled, cannot be terminated for any reason during their recall status.

JURY DUTY (IF REQUIRED BY OFFICIAL SUMMONS)

Jury Duty will not be counted as time off, but compensation by the VFW will be reduced by the amount, if any, which the employee receives for such public service.

SMOKE FREE ENVIRONMENT

The State Headquarters Office, 1400 Carr Street, Lakewood, Colorado 80214 and the VFW Service Office, 155 Van Gordon St., Denver, CO 80225, are Smoke Free Environments.

RESIGNATION AND LAY OFF

All employees are expected to give two weeks written notice of resignation and/or termination of employment.

Since the Department Quartermaster is elected and the Department Adjutant and Department Service Officer and Assisted Service Officer is appointed by the Department Commander, they will not receive any kind of severance pay if they are not re- elected or re-appointed.

If an employee is to be laid off, the Department of Colorado, Veterans of Foreign Wars of the United States will give the same amount of notice to the employee as is expected in the event of the voluntary resignation. If the employee is to be terminated, no notice is required prior to the termination. At time of termination of an employee, a check will be issued at time of termination for hours worked. Severance pay will be paid accordingly, as stated below. No severance pay will be paid to any employee with less than two years regular full time employment.

POSITION SEVERANCE
Employees 2 week's pay

If any employee resigns, and the State Quartermaster, or the State Commander in the absence of the State Quartermaster, determines it is more desirable and beneficial that the employee should not remain on the job during the notice period, the employee, may be terminated immediately and paid for the notice period.

PROBATIONARY PERIOD

All new employees will serve a three (3) month probationary period. After the first 30 days, a new employee will receive a performance evaluation. The immediate supervisor shall conduct this review, discuss it with the employee, and establish a corrective action plan as appropriate. A new employee may be terminated at any time during the probationary period based upon inadequate performance.

Ratified by:

Policy Approved by
Department Council of Administration
17 October 2021
Date of Ratification:
10/17/2021

Attested by:

By Command of:

Bruce R. Dolan, State Adjutant

Barbara Green., State Commander

10/17/2021

Date of Approval

State HQ

10/17/2021

Date of Approval

Reviewed and Certified in Accordance with Veterans of Foreign Wars of the United States
By-Laws and Manual of Procedure:

Kirk Rosa, State Judge Advocate

Date: 10/17/2021