



**DEPARTMENT FINANCE POLICIES  
AND  
OPERATIONS/PROCEDURES  
MANUAL**

The American Legion Department of Ohio, Inc.  
[www.OhioLegion.com](http://www.OhioLegion.com) 740-362-7478

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## OVERVIEW

This finance and operations manual has been written to provide an overview of the basic fiduciary procedures and operations within The American Legion Department of Ohio, Inc., The American Legion Department of Ohio Charities, Inc., and any subsidiary corporations and their programs. It is impossible to construct a manual that is other than a basic outline of general procedures. Therefore, this manual addresses general areas that have an impact on the daily operations and accounting processes.

Should you have questions concerning any procedure addressed within this manual, or should you encounter new or unique situations not addressed, please contact me so we can address it properly.

Thank you,

Suzette M. Heller  
Department Adjutant  
[Adjutant@OhioLegion.com](mailto:Adjutant@OhioLegion.com)  
740-513-1550

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## **SECTION I: FINANCE POLICIES**

*The following policies align with and expand upon the most current version of the Department Constitution & By-Laws regarding the “Finance Commission” and shall never conflict with the stated Finance Commission directives as stated within. (By-Laws; Article IV: Duties of Commissions)*

### **Department Surety Bonding**

1. The Department Treasurer, Department Adjutant, Fiscal Secretary, and any staff member that opens mail and handles cash, checks, or other forms of currency, shall be provided a surety bond in an amount fixed by the Department Executive Committee. *(Department By-Laws 2019, Article II: Duties of Officers, Section 5.)*

### **Budget Process**

1. The Department Finance Committee shall fix, budget, and audit all expenditures and disbursements of the Department. It's decision shall be final unless overruled by at least two-thirds (2/3) vote of the Department Executive Committee (DEC). *(Article X: Standing Committees, Section 1.)*
2. The Department Finance Committee receives its authority from the Department Constitution and By-Laws.

### **Commissions & Committees**

1. All Commissions and Committees of the Department Headquarters shall submit for a budget each year to the Department Finance Committee, no later than three (3) business days after the close of Department Convention.

### **Staff/Department Headquarters**

1. Staff of the Department Headquarters shall assist, review, and make recommendations to the proposed budget from the Department Chairpersons of the Commissions and Committees that they are assigned to liaison.

### **Payment Authorization**

1. All requests for payment to a Commission or Committee member must first be reviewed and approved by the staff member at Department Headquarters whom liaisons said Commission or Committee prior to being presented for authorization of payment.
2. All requests for payment must be reviewed and approved by the Department Adjutant before being presented to accounts payable.

3. Once payment is approved, the Department finance office shall administer checks for signature.
4. ***Every attempt should be made to ensure all signatures on Department checks are originals.*** Stamped signatures are acceptable only when one or the other of the signer are not present.
5. Any checks issued by The American Legion Department of Ohio shall bear the signature of both the Department Adjutant and Department Treasurer. The Department Treasurer shall receive a copy of the "Check Detail" for each batch of checks.
6. Department Payroll shall be paid by direct deposit through the Automated Clearing House (ACH) from the payroll company of record. The Department Adjutant shall submit and release payment to the payroll company of record. Should the Department Adjutant not be available, the Fiscal Secretary may submit payroll on behalf of the Department Adjutant. The report is reconciled each month by the finance office.
7. Payments made by Department Credit Cards are the responsibility of the cardholder until receipts are submitted and payment is approved by the Department Adjutant and processed by the finance office.
8. Credit Card purchases for supplies on any Department Credit Card must be authorized in advance by the cardholder with approval from the Department Adjutant.
9. Should either signatory of the Department Adjutant or Department Treasurer be changed, a corporate resolution, from the Chairman of the Board, and one or the other signatory, is required to be presented to the financial institution of record to remove and add signatories.

## **Purchases**

### ***Request for Purchase & Purchase Orders***

1. The Department Fiscal Secretary shall organize and present all requests for purchase to the Department Adjutant.
2. All purchases made by The American Legion, Department of Ohio, require authorization for purchase by the Department Adjutant prior to initiation of the transaction.
3. Any commitment of monies to outside vendors requires authorization by the Department Adjutant.
4. If a purchase is requested through a Department Committee/Commission and authorized by the Finance Committee and/or the Department Executive Committee, authorization of said expense (minutes) shall be attached to the request.



5. Orders for purchase from Emblem Sales for Officers and District Commanders (caps and badges) must be submitted to the Department Fiscal Secretary and approved by the Department Adjutant.
6. Purchases required for day to day operations less than \$200 (paper, office supplies, etc.) may be purchased and approved by the Department Fiscal Secretary, with notice to the Department Adjutant.
7. Any purchases not budgeted for will need review and authorization by the Finance Committee, through the Department Adjutant, before a purchase shall be made. These purchases must also be discussed with the Department Finance Office to determine proper allocation of funds. A report of these purchases shall be submitted to the Finance Committee each meeting.
8. If a staff member authorizes a purchase for The American Legion without prior approval, that individual can and/or will be held responsible for the charges involved in that purchase.
9. Once the purchase has been approved the purchase can be made.

### **Check Request**

1. All purchases which require prepayment or payment upon receipt of goods or services require a written request for check.
2. Check requests must fully describe the reason for the expenditure.
3. All check requests must be approved by the Department Adjutant with signature.

### **Cash Advance**

1. There are some programs that require cash in advance. For example, Buckeye Boys State, Americanism & Government Trip, Baseball, and certain Department events and functions.
2. All cash advance must be requested in the same manner as a check request and documented and signed by the person receiving.
3. Should the monies be returned to Department Headquarters, this shall be done immediately following the event.

## ACCOUNTS PAYABLE

1. Accounts payable shall process payables on a weekly basis. However, there may be instances regarding matters of efficiency or scheduling (events, vacation, mileage reimbursements for meetings, etc.) that a check may require 14 to 30 days for processing.
2. Accounts payable documentation must be coded with a valid account number and approved by initials of the Department Adjutant.
3. The Department Fiscal Secretary and Department Adjutant shall review the accounts payables each week for accuracy and authorization.
4. All invoices and documentation for an account payable must be attached to the check upon signature. Any documentation that is required to be sent with a check must be noted and attached at the time of processing.
5. ***Every attempt should be made to ensure all signatures on Department checks are originals.*** Stamped signatures are acceptable only when one of the signers are not present with a copy of the check detail being forwarded to the party not present.
6. Once checks are coded and printed, a copy of the check detail shall be emailed to the Department Adjutant and the Department Treasurer.
7. Immediately upon signing of checks, they shall be mailed or set aside to be distributed to the appropriate individual.
8. If a check is to be hand delivered, the appropriate staff member may indicate that the check be delivered directly to his or her office for personal delivery regarding matters of public relations.
9. Signed checks shall be distributed within 30 days. *For example; a check request for a Gifts For Yanks donation that is scheduled for presentation in late June, would need to be requested in May or early June so as to ensure it is signed and delivered within 30 days of signature.*
10. The issuance of checks requires coordination with the Department Adjutant and the Department Finance Office. Therefore, check requests must be received at least two weeks prior to the date on which the check needs to be processed and/or delivered.
11. Employees requiring a check on a certain day should so indicate on the check request or other document source.
12. Emergency situations are determined by the Department Adjutant. When a check is required in an emergency that precludes the use of normal procedures, the request should be presented to the Department Adjutant. Approval to issue emergency checks

will be granted only in cases of genuine emergency. Situations caused by improper planning are not thought to be emergencies.

13. All questions relating to process and delivery of checks should be directed to the Department Adjutant and the Department Fiscal Secretary.

## **ACCOUNTS RECEIVABLE**

1. Department Fiscal Secretary shall receive all checks and supporting documents that are received by mail or person for immediate processing and accountability.
2. All checks and cash received by Department Headquarters shall be entered into the Department finance accounting system each day and assigned to an appropriate account. This shall be reviewed weekly by the contracted Department finance company (Currently, Rea & Associates) to ensure appropriate allocation.
3. All monies received shall be attempted to be deposited daily, no less than 2-3 times weekly. Any monies received by Department HQ and not deposited daily needs to be logged into the financial accounting system (QuickBooks) and locked in the safe immediately upon processing.
4. Should Department receive membership monies that do not match the amount of membership received by a Post, the check or cash will be received and a post credit or post invoice shall be created, per the membership processing policies.

## **DEPARTMENT CREDIT CARDS**

### **Intent of Credit Card Policies**

It is the Department of Ohio's fiscal responsibility to ensure all credit card expenses are acceptable and valid to create an efficient processing system for all credit card transactions in the interest of time.

### **Issuing Cards**

The American Legion, Department of Ohio will issue a credit card to the following fourteen individuals:

- 1) Department Commander
- 2) Department 1st Vice Commander
- 3) Department 2nd Vice Commander
- 4) Department Adjutant
- 5) Department Fiscal Secretary
- 6) Department Membership Coordinator
- 7) Department Americanism and Children & Youth Coordinator
- 8) Department National Security/VHA/Legislative Coordinator

- 9) Department VBA/Field Offices Coordinator
- 10) SAL Detachment Commander\*
- 11) SAL Detachment 1st Vice Commander
- 12) SAL Detachment 2nd Vice Commander
- 13) SAL Detachment Adjutant
- 14) Immediate Past Department Commander\*

\*Department credit cards for elected positions shall remain activated through to the conclusion of the National Convention Delegate Chairperson duties for both Department and SAL Commanders. During this time, only official American Legion business may constitute use of the credit card.

### **Expenses Covered**

1. Those with Department of Ohio credit cards are responsible for ensuring these are used for official travel and pre-authorized office supplies through the Department Adjutant's Office.
2. Items that shall be charged to the Department credit cards include, but not limited to, hotel rooms, food, gas, office necessities, and miscellaneous items that are for The American Legion Department/Detachment events.

### **Alcohol Policy**

1. The Department may at times be obligated to purchase spirits during specific occasions, such as; the visit of a National Commander, Vice Commander, or Lead Candidate for National Commander.
2. This policy shall be within reason and not to be considered excessive.

### **Spousal Expense Policy**

1. The Department of Ohio recognizes that a Department/Detachment Officer may need to cover a spouse's expense(s) to get a better rate or to avoid complications of a purchase. If a credit card is used to cover the expenses of a spouse of a Department/Detachment Officer on official American Legion business, the said officer is expected to reimburse the Department the cost of the spouse's expenses when submitting their receipts to Department Headquarters.
2. Exceptions to the spousal expense policy will be made at the discretion of the Department Finance Committee.
3. This policy does not apply to events or meetings when a spouse may be required or expected to be in attendance.

## **Receipt Policy**

1. At the beginning of each month, the Department Finance Office shall disperse individual credit card statements to all fourteen individuals in possession of a Department credit card via email and/or mail for the previous month.
2. Every individual is responsible for documenting and turning in all receipts for purchases on the Department credit card. All receipts shall indicate the date and name of the event which was attended by the individual. For missing receipts, the individual can submit a documented itemized credit card receipt explanation which shall include what the purchase was and to what it shall be expensed to (travel, office supplies, etc.).
3. For all transactions that do not have supporting documentation, they will be referred to the Department Finance Committee for approval of a reimbursement request.
4. Because there are fourteen (14) credit cards to manage, all card holders are expected to produce supporting documentation by the 15th day of each month. If there are issues which stop a card holder from submitting the required documents, please contact the Department Finance office at [Finance@OhioLegion.com](mailto:Finance@OhioLegion.com) or by direct phone at 740-816-7579.

## **Budgeting Overages**

1. If an individual exceeds their yearly budget, they will be responsible for the difference between their expenditures and budget, at the discretion of the Department Finance Committee and Department Executive Committee.
2. Every individual will receive an expenditure report each month that shows the activity and balance of said budget. At any time, individuals may request their expenditure report from the Department Finance Office.

## **Credit Card Abuse Policy**

1. If at any time there appears to be expenses not related to American Legion official travel, an individual's credit card shall be suspended until the Department Finance Committee and Department Adjutant completes an official review of all transactions for said individual.

## **INVOICES**

1. Any invoices requesting to be paid must have been previously approved to purchase.

2. All invoices received must be routed to the Department Fiscal Secretary who shall then review with the Department Adjutant for final approval of payment.
3. The Fiscal Secretary and Department Adjutant shall thoroughly review all invoices to prevent double payments, accuracy of invoice, and receipt of items purchased.

## **INVESTMENT POLICY**

### **Intent of Investment Account Policies**

1. In order to reduce the fiscal vulnerabilities regarding the American Legion Department of Ohio's investment transactions, this policy temporarily supersedes the Department of Ohio's Constitution and By-Laws dated 2019, Article II, Section 5 which states "*The Department Finance Officer shall invest excess or reserve funds of the Department and sell securities owned and held by the Department, only upon authority of the Department Executive Committee then in office. (Amended 69th Department Convention 1987),*" until the Department Constitution and By-Laws are amended.
2. It is the Department of Ohio's fiscal responsibility to ensure all transactions debiting and crediting to the Investment Accounts are approved by the Department Finance Committee. This policy is designed to create an efficient processing system for transactions regarding all Investment Accounts.

### **Requesting Funds**

1. The Department Adjutant and the Department Finance Office shall make all requests to debit or credit the Investment Accounts to the Department Finance Committee. This request must be presented through a Finance Committee meeting, electronic mail, or monthly video meeting.

### **Approving Funds**

1. When a formal request is presented, four-fifths of the Finance Committee members must approve the motion for the request.

### **Approved Transaction**

1. Upon approval from the Finance Committee, the Department Adjutant will send an electronic mail to the advisor of the accounts to perform the authorized transaction. This electronic mail must be carbon copied to the Department Finance Committee members and the Department Finance Office.

2. Upon receipt of the request, the advisor shall complete the transaction as ordered. Once the transaction is finalized, all members of the Finance Committee, Department Adjutant, and Department Finance Office shall be notified.
3. The Department Treasurer shall report all transactions to the Department Executive Committee at the Department Executive Committee meeting.

## **Transaction Request**

1. Upon receipt of a request that is not carbon copied to all members of the Finance Committee, the advisor of accounts shall inform all members of the Finance Committee immediately of the pending request. If the request is not approved, the transaction shall not proceed.

## **Account Statements**

1. All members of the Department Finance Committee will receive a monthly statement showing account activities.
2. At the beginning of the fiscal year, the Department Adjutant shall update with the advisor of accounts all current members with corresponding home addresses.
3. If a committee member changes their address, it is the responsibility of the committee member to inform the Department Adjutant to ensure account information is updated with the advisor of accounts.

## **TRAVEL**

### **DEC Travel Policy**

To clarify the expectations of both DEC members and Department HQ regarding hotel and mileage reimbursements, mandatory meetings, conferences and conventions for Department and National.

### **DEC Meetings at Department HQ**

1. The Department Commander (Chairman of the Board) for The American Legion Department of Ohio, Inc., will host a full Department Executive Committee (DEC) Meeting at the following times each year:
  - a. Immediate Sunday following close of Department Convention
  - b. First Saturday of August
  - c. First Saturday of December
  - d. First Saturday of April

- e. Immediate Thursday preceding Department Convention
2. The time and uniform of each meeting is at the discretion of the Department Commander, including the agenda and order of business.
3. The Department Adjutant is the Secretary of the DEC and is tasked with minutes, communications, and all record keeping of said meetings.
4. Every member of the DEC, shall be eligible to receive mileage reimbursement to and from said meeting location at .35/mile and meal(s) not to exceed \$20.00/day.
5. Members of DEC who have allocated budgets for the year will draw mileage reimbursement for attendance at DEC meetings from said budget (Treasurer, Historian, Judge Advocate, Sgt-At-Arms, Chaplain, NEC/ALT NECMAN).
6. Overnight stays must be pre-authorized by the Finance Committee with a specified amount.

## **DEC Meetings at Department Convention**

### ***District Commanders***

1. District Commanders are authorized round trip-mileage to and from home of record to location of Department Convention at .35/mile and \$200 to offset hotel and food costs. Hotel and meal receipts are required.
2. Reimbursements **MUST** be submitted to Department HQ within 30 days of the close of Department Convention.
3. District Commanders shall be present at the Thursday DEC only. They shall remain until the close of Department Convention.

### ***District 1st Vice Commanders (Incoming District Commanders)***

1. District 1<sup>st</sup> Vice Commanders are authorized round trip-mileage to and from home of record to location of Department Convention at .35/mile and \$200 to offset hotel and food costs. Hotel and meal receipts are required.
2. Reimbursements **MUST** be submitted to Department HQ within 30 days of the close of Department Convention.
3. District 1<sup>st</sup> Vice Commanders shall be present at the Thursday and Sunday DEC meetings.



### ***District 2nd Vice Commanders (Incoming 1st Vice Commanders)***

1. Round trip mileage to and from home of record at .35/mile and a meal not to exceed \$20.00.
2. District incoming 1<sup>st</sup> Vice Commanders shall be present for ratification of officers on Sunday and shall remain for the Sunday DEC immediately following close of convention.

### ***District Incoming 2nd Vice Commanders***

1. These members are not yet considered a voting member of the DEC and therefore do not need to be present for ratification. They are welcome to attend as a guest and we encourage them to be delegates at the Convention, representing their Post.

### ***Assistant Sgt-At-Arms***

1. Assistant Sgt-At-Arms are not required to be at Department Convention. They may be at the DEC meeting on Thursday and will receive round-trip mileage from home of record to the convention site.
2. The Department requests from District Commanders to select "Special Assistant Sgt-At-Arms", Legionnaires who are already delegates to Department Convention from their Post, to assist with special duties on the Convention floor during the General Assembly.
3. The "Special Assistant Sgt-At-Arms" do not receive mileage or hotel reimbursements.

### ***Mid-Winter Conference***

1. Unless the DEC meeting is being hosted at Mid-Winter Conference, DEC members are not required to attend but encouraged.
2. Mileage and meal reimbursement is not allowed at this event for any District Commanders.
3. There are Officers who may have a budget to draw from to assist in offsetting the costs for these events.
4. Special Assistant Sgt-At-Arms may receive \$50 towards one night hotel and round-trip mileage to assist with offset of cost to assist with the Banquet and General Assembly on Sunday.

## **Washington Conference (DC)**

1. Department Officers may choose to use a portion of their budget to attend this conference. The Department Commander, Department Adjutant, Legislative/VA&R Coordinator, and those who are a call-in by National, are required to attend this event.
2. Department may send a specific staff member whose area is germane to the topics of this conference (VA&R, National Security, Employment & Education).

### **National Convention:**

### **National Membership Workshop:**

### **National DSO Training (DC & INDY):**

### **National Children & Youth Conference:**

### **National Americanism Conference:**

### **National Fall Meetings:**

### **National American Legion College:**

### **National Spring Meetings:**

## **DISPOSALS**

1. Disposals of American Legion assets require authorization from the Department Adjutant. Following is a list of conditions which necessitate disposal of an asset.
  - a. Asset is broken beyond repair.
  - b. Asset is broken and repair is costlier than purchase of new item.
  - c. Asset is broken and decision is made not to repair nor replace.
  - d. Asset is stolen or lost.
  - e. Asset is to be donated to another organization.
  - f. Asset is to be sold, abandoned or retired.
  - g. Asset is to be disassembled and used for spare parts.
  - h. Asset is no longer relevant or valid to the organization.
2. The Department Adjutant shall be tasked with determining the severity and necessity of disposing of the asset with Finance Committee and DEC approval. The Finance Committee and Finance Office shall be responsible for ensuring that the asset is removed from the Depreciation List.

discarded, shall be shredded or placed into a "shred bin" for disposal from the shredding company.

## **DOCUMENTS, INFORMATION, OWNERSHIP**

### **Shredding Policy**

1. Any items bearing “personally identifiable information” (PII), any data that could potentially be used to identify a particular person, of a member or employee that is intended to be

## **CONTRACTS, LEASES, AND MAINTENANCE AGREEMENTS**

## **PETTY CASH**

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## **OPERATIONS & PROCEDURES**

### **Prominent Legionnaires**

#### ***Documentation of Prominent Legionnaires***

The documentation of Legionnaires is a very important task.

#### ***Funeral Procedures/Sick Call***

Past Department Commanders

When a Past Department Commander has passed onto Post Everlasting and the Department has been officially notified by the family or next of kin with authorization to publish the announcement, all efforts shall be made to inform the Department Commander, Staff, other Past Department Commanders, the Department Executive Committee, District Adjutants, and members of all Department Committees. The Leadership of the Sons of American Legion and the Department Auxiliary shall also be notified.

Such notifications shall be through official email of the Department Adjutant and on Social Media.

Flowers shall be ordered and purchased by the Department, not to exceed \$100.

A signed card by staff shall be mailed to the home of the Past Department Commander.

The current Department Commander and Department Adjutant shall attend the funeral and assist the family with organizing honors on behalf of the American Legion (21 gun salute, poppies, spoken condolences) should this be the request of the family.

The Department Adjutant shall notify the National Adjutant and the Library Division of said passing.

At the next Department Executive Committee Meeting, a memorial resolution shall be read and approved, signed by the Department Commander and Department Adjutant. Upon completion of the DEC, the resolution shall be forwarded to the District Commander of which the Past Department Commander resided in for the District leadership to host a reading and presentation of the memorial resolution to the members of the District and the family of the Past Department Commander.

Past National Commanders and National Vice Commanders  
Past District Commanders  
Current and Past Department Committee Chairpersons  
Department Staff

## **Department Commander Vehicle**

To clarify the process each year of a vehicle purchase for the current Department Commander by Department HQ through to the transfer of title to the Immediate Past Department Commander.

### ***Incoming Department Commander***

1. The immediate Finance Committee meeting following Department Convention (14 days after the close of convention) shall approve \$20,000.00 for Department HQ to purchase a new or used vehicle for the newly elected Department Commander to utilize during their year as Department Commander.
  - a. Should the vehicle cost more than \$20,000.00, the Department Commander is expected to contribute the remaining amount.
  - b. The vehicle, or any portion thereof, shall not be financed nor carry a lien at any time.
2. The vehicle is purchased by, titled to, and insured by Department HQ.
  - a. Department Commander spouse may be added to the insurance policy as a driver.
3. A special request may be made to the Finance Committee to fund graphics and logos to be added to the vehicle, not to exceed \$1500.00.
  - a. If the funds are available, they will be allocated from an advertising and marketing budget.

### ***Outgoing Department Commander***

1. Within 10 days of the close of Department Convention the outgoing Department Commander (PDC) will:
  - a. Obtain an appraisal of the value of the vehicle.
  - b. Transfer the title of said vehicle into their own name.
  - c. Notify Department HQ of the completion of title transfer.

- d. Submit a copy of the appraisal with a receipt of the sales tax paid to BMV to Department HQ for tax purposes.
  - e. Once received by Department HQ, the vehicle will be removed from Department HQ auto insurance policy immediately.
2. Considering the vehicle is now in the ownership and possession of the PDC, they may choose to leave the decals on the vehicle but must remove any indicators of being the State Commander, unless the years are listed (ie; 2019-2020).
3. The decals must remain in excellent condition so as not to bring discredited to the organization, based on appearance.
4. The cost of decal removal is the responsibility of the PDC.

## **COMMANDER OBLIGATIONS (TAX/ 1099)**

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## **Officer Speaking Requests**

### **Emblem Sales Policy**

**Calendars**

**Events**

**Social Media**

**Mailings**

## **MEMBERSHIP**

## **STAFF POLICIES**

### **Employee Protections**

*Equal Employment*

*No-Tolerance Harassment Policy*

*Freedom From Age Discrimination*

*Employee Appeals Procedure*

*On-the-Job Injuries*

*Safety Policy*

*Violence in the Workplace Policy*

### **Employee Benefits**

*Performance Reviews*

*Merit Salary Increases*

*Initiative & Recognition Awards*

*Cell Phone*

*COBRA & Mini-Cobra*

*Life Insurance*

*STD/LTD Policy*

*Retirement Plan*

*Employee Salary Savings Plan [401-(k)]*

*Pay Periods*

*Electronic Funds Transfer*

*Severance Pay*

*Exempt/Non-Exempt*

*Vacation/PTO Time*

**Holidays**

**Military Leave**

**Bereavement Leave**

**Jury Duty Leave**

**Maternity Leave**

**Leave of Absence**

## **Corporate Policies**

**Internet Usage**

**Social Media**

**E-Mail and Voice Mail Usage**

**Use of Business and Electronic Devices**

**Employees Serving as Delegates or Alternates at National Convention**

**Employee Conduct**

**Ethics and Conflicts of Interest**

**Absence and Tardiness**

**Personal Appearance Standards**

**Nepotism Policy**

**Company Property and Personal Property**

**Drug-Free Workplace Policy**

**Security and Confidentiality**

**Corrective and Disciplinary Action**

**Suspension**

**Termination**

**Searches of Property**

**Authority to Sign Contracts**

**Department Financial Policies and Operations Manual is not a Contract**

**Acknowledgement of Receipt of Manual**

## **Staff Health Insurance**

### **Health Insurance Contributions – Staff Policy**

*To clarify the amount of mandatory contribution from a staff member who is enrolled in the Department Health Insurance policy.*

### **Department Health Insurance Policy:**

4. The American Legion Department of Ohio, Inc., offers a health insurance plan of which it negotiates the best coverage and premiums each year. Currently, the Department of



Ohio pays nearly \$12,000.00/month in Health Insurance Premiums, to include the full out-of-pocket expenses outlined in the policy. (\$3,500/individual & \$7,000.00/family)

5. The health insurance policy provides coverage from 1 May to 30 April each year of which Department staff contributes .50/pay period for a single coverage and \$50/pay period for family coverage.
6. The Department of Ohio has graciously paid the premiums and out-of-pocket expenses for staff. Due to rising costs of health care insurance and the decline of membership within The American Legion Department of Ohio, a portion of the costs will be passed onto staff enrolled in the policy beginning 1 August 2019.

***Revised Health Insurance Policy as of 1 August 2019:***

- I. The American Legion Department of Ohio has implemented a new staff contribution scale for all those enrolled in the Department Health Insurance Policy as of 1 August 2019.
  - a. Staff contribution will be ten percent (10%) of the monthly premium, broken down by every staff member enrolled. The monthly premium for a single person each month is \$408.38, family is \$1,261.06, and employee w/child (depending on how many children) is \$689.21, for this policy year. The employee coverage will be the following:
    - i. For single coverage, contribution towards premium will be \$40.84/month. Each pay period a withholding of \$20.42 will occur until 10% of annual premium is fulfilled, not to exceed \$490.05 /year.
    - ii. For family coverage, contribution towards premium will be \$126.11/month. Each pay period a withholding of \$63.05 will occur until annual 10% of premium is fulfilled, not to exceed \$1513.27/year.
    - iii. For employee w/child, contribution towards premium will be \$68.92/month. Each pay period a withholding of \$34.46 will occur until annual 10% of premium is fulfilled, not to exceed \$827.05.

**FINANCIAL POLICIES AND OPERATIONS  
PROCEDURES MANUAL ACKNOWLEDGMENT**