



Association of the United States Army

---

# Employee Handbook

---

Updated 28 February 2019

# TABLE OF CONTENTS

Welcome from AUSA's President and CEO

Employee Handbook Acknowledgment and Receipt

## 1.0 INTRODUCTION

- 1.1 Organization Overview
- 1.2 Employment-at-Will
  - 1.2.1 Open Door Policy and Introductory Period
- 1.3 Equal Opportunity and Commitment to Diversity
- 1.4 Anti-Harassment and Complaint Procedure
- 1.5 Whistleblower Protection
- 1.6 Substance Abuse Policy
- 1.7 Smoke-Free Workplace Policy
- 1.8 Commitment to Safety
- 1.9 Violence Prevention
- 1.10 Media Inquiries
- 1.11 GINA Notice
- 1.12 Pet Policy

## 2.0 EMPLOYMENT

- 2.1 Employee Classification
- 2.2 Internal Transfers and Promotions
- 2.3 Employee Personnel Files
- 2.4 Employment of Relatives and Personal Relationships
- 2.5 Job Descriptions and Salary Adjustments
- 2.6 Separation from Employment
  - 2.6.1 Benefits Continuation (COBRA)
  - 2.6.2 Return of AUSA Property
  - 2.6.3 Providing References for Employees

## 3.0 WORKPLACE EXPECTATIONS AND GUIDELINES

- 3.1 Performance Management
- 3.2 Code of Conduct and Work Rules
  - 3.2.1 Disciplinary Action
- 3.3 Confidentiality
- 3.4 Conflicts of Interest
- 3.5 Outside Employment
- 3.6 Attendance
- 3.7 Telecommuting
- 3.8 Attire and Grooming
- 3.9 Technology Use and Security
  - 3.9.1 Computers, Internet, Email, and Other Resources
  - 3.9.2 Security Awareness Training
  - 3.9.3 Social Media Acceptable Use
- 3.10 Solicitation
- 3.11 Political Neutrality
- 3.12 Maintaining AUSA Facilities and Workspaces

## **4.0 HOURS, TIME REPORTING AND WAGES**

- 4.1 Work Week and Work Hours
- 4.2 Time Reporting and Records
- 4.3 Overtime
- 4.4 Payment of Wages and Deductions
- 4.5 Meal Periods and Rest Breaks
- 4.6 Break Time for Nursing Mothers

## **5.0 TIME OFF AND LEAVE OF ABSENCE**

- 5.1 Annual Leave
- 5.2 Sick Leave
- 5.3 Personal Leave Days
- 5.4 Family and Medical Leave Act (FMLA)
- 5.5 Paid Parental Leave
  - 5.5.1 Amount, Timeframe, and Duration
  - 5.5.2 Coordination with Other Policies
  - 5.5.3 Requests for Paid Parental Leave
- 5.6 Leave Without Pay
- 5.7 Parental Leave for School Visits
- 5.8 Bereavement Leave
- 5.9 Military Leave
  - 5.9.1 Military Family Leave
- 5.10 Jury Duty and Court Appearances
- 5.11 Voting Leave
- 5.12 Holidays
- 5.13 Inclement Weather
- 5.14 Reporting of Leave
- 5.15 Other Absences

## **6.0 EMPLOYEE BENEFITS**

- 6.1 Professional Development
- 6.2 Employee Assistance Program
- 6.3 Workers' Compensation

## **7.0 TRAVEL AND EXPENSE REPORTING POLICY**

- 7.1 General Standards
- 7.2 Meals and Entertainment
- 7.3 Lodging
- 7.4 Ground Transportation
- 7.5 Telephone and Internet Use
- 7.6 Expense Reporting

**APPENDIX A** Allowable/Non-Allowable Expenses

**APPENDIX B** The SunTrust Enterprise Spend Platform (ESP)  
ESP Cardholder Coding Training Guide  
ESP Approver Guide  
Download the Suntrust App

**APPENDIX C** AUSA Travel and Expense Voucher



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 well as businesses which provide essential capabilities to the Army. 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 updated 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 Human Resources.

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.

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

**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. Neither it, nor AUSA practices, nor other communications create an employment contract or term. 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—except as required by law and except for the rights of the parties to terminate employment at will (which may be modified, on an individual or collective basis, only by an express written agreement signed by the President and CEO of the Association).

\_\_\_\_\_  
Employee's Name in Print

\_\_\_\_\_  
Employee' Signature

\_\_\_\_\_  
Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

## 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. AUSA is committed to complying with all federal, state, and local labor and employment laws. To the extent any provision of this handbook conflicts with any law, the requirements of that law will prevail.

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

Nothing in these personnel policies, or in any of AUSA's practices or procedures, constitutes an expressed or implied contract of employment or warranty of any benefits.

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

## 1.1 ORGANIZATION OVERVIEW

Since 1950, the Association of the United States Army has worked to support all aspects of national security while advancing the interests of America's Army and the men and women who serve.

### *Our Mission*

The Association of the United States Army is a nonprofit educational and professional development association serving America's Total Army, our Soldiers, Army civilians, and their families; our industry partners, and supporters of a strong national defense. AUSA provides a voice for the Army, supports the Soldier, and honors those who have served to advance the security of the nation.

- AUSA *educates* its members, the public, industry, and Congress about the critical nature of land warfare and the Army's central role in national defense.
- AUSA *informs* its members, our communities, and Congress about issues affecting America's Army and the Soldiers who serve in the Regular Army, Army National Guard, and Army Reserve.
- AUSA *connects* the Army to the American people at the national, regional, and chapter levels.

### *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.

### *Our Values*

- Excellence
- Innovation
- Professionalism
- Inclusiveness
- Integrity
- Responsiveness

## 1.2 EMPLOYMENT-AT-WILL

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

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

## 1.2.1 OPEN DOOR POLICY AND INTRODUCTORY PERIOD

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

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

## 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 applicable federal, state, or local law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, training, and general treatment during employment.

AUSA will endeavor to provide a reasonable accommodation 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 or pose a direct threat of substantial harm to the employee or others. AUSA also will endeavor to 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.

AUSA will endeavor to reasonably accommodate job applicants and employees with sincere religious beliefs or practices unless doing so would impose an undue hardship on the Association.

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 discrimination will be subject to disciplinary action, up to and including termination of employment.

## 1.4 ANTI-HARASSMENT AND COMPLAINT PROCEDURE

AUSA prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. Harassment as defined in this policy is unwelcome verbal, visual or physical conduct, based on an individual's protected characteristic, creating an intimidating, offensive, or hostile work environment that interferes with work performance. Verbal harassment includes comments that are offensive or unwelcome regarding a person's 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 applicable federal, state, or local law.

Non-verbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of one's race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, military service, or other protected status. Physical harassment includes physically threatening another or blocking someone's way because of their race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, military service, or other protected status.

Sexual harassment can include all of the above actions and is a form of prohibited employment discrimination which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, member, vendor, or other third party.

If you are being harassed, discriminated or retaliated against, or you observe any harassing or other inappropriate behavior, you should promptly bring the matter to the immediate attention of Human Resources, or a member of management.

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

No employee will be subject to, and AUSA prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation of such claims in good faith. Filing malicious complaints is an abuse of this policy and may subject the employee to disciplinary action, up to and including termination.

## **1.5 WHISTLEBLOWER PROTECTION**

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

## **1.6 SUBSTANCE ABUSE POLICY**

As an employee of AUSA, you are prohibited from consuming, distributing, possessing, selling, or using controlled substances while on duty and you may not be under the influence of any controlled substance, such as drugs or alcohol, while at work. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy. However, if a physician has prescribed medication that requires any accommodation or poses safety concerns, please notify your supervisor or Human Resources to discuss what accommodations are necessary. Any employee violating this policy may be subject to disciplinary action, up to and including termination.

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

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

## **1.7 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.

## **1.8 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.



## 1.9 VIOLENCE PREVENTION

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

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

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

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

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

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

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

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

## 1.10 MEDIA INQUIRIES

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

## 1.11 GINA NOTICE

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

## 1.12 PET POLICY

Pets are not allowed in the AUSA building. Employees requiring the assistance of a service animal should provide appropriate documentation to their supervisor and to Human Resources.

## 2.0 EMPLOYMENT

### 2.1 EMPLOYEE CLASSIFICATION

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

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

**Nonexempt.** Employees paid on an hourly basis and eligible to receive overtime pay for overtime hours worked.

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

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

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

### 2.2 INTERNAL TRANSFERS AND PROMOTIONS

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

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

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

### 2.3 EMPLOYEE PERSONNEL FILES

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

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

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 member of management 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 applicable 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, while performing their duties, may be allowed access to file information.

## 2.4 EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

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

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

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

## 2.5 JOB DESCRIPTIONS AND SALARY ADJUSTMENTS

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

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

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

## 2.6 SEPARATION FROM EMPLOYMENT

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

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

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

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

### 2.6.1 BENEFITS CONTINUATION (COBRA)

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

## 2.6.2 RETURN OF AUSA PROPERTY

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

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

## 2.6.3 PROVIDING REFERENCES FOR EMPLOYEES

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

## **3.0 WORKPLACE EXPECTATIONS AND GUIDELINES**

### **3.1 PERFORMANCE MANAGEMENT**

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

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

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

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

#### **3.2.1 DISCIPLINARY ACTION**

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

### **3.3 CONFIDENTIALITY**

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

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

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

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

### **3.4 CONFLICT OF INTEREST**

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

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Employees who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss the situation with their supervisor or a member of management for clarification. AUSA recognizes and

respects the right of individual employees to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on AUSA.

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

### **3.5 OUTSIDE EMPLOYMENT**

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

### **3.6 ATTENDANCE**

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

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

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

### **3.7 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, approved by a Vice President, 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 should adhere to a business/business casual dress code. Normally on Fridays, AUSA allows casual but neat attire including jeans. Clothing must be in line with the standards for a business environment and must be appropriate to the type of work being performed. Extremes in clothing, hair or fragrance are unacceptable.

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

You can obtain additional guidelines by consulting with Human Resources.

## 3.9 TECHNOLOGY USE AND SECURITY

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

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

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

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

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

### 3.9.2 SECURITY AWARENESS TRAINING

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

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

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

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

### 3.9.3 SOCIAL MEDIA ACCEPTABLE USE

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

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

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

### **3.10 SOLICITATION**

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

### **3.11 POLITICAL NEUTRALITY**

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

### **3.12 MAINTAINING AUSA FACILITIES AND WORKSPACE**

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

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

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

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

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



## 4.0 HOURS, TIME REPORTING AND WAGES

### 4.1 WORK WEEK AND HOURS OF WORK

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

### 4.2 TIME REPORTING AND RECORDS

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

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

### 4.3 OVERTIME

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

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

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

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

### 4.4 PAYMENT OF WAGES AND DEDUCTIONS

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

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

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

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

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

- Absences of one or more full days for personal reasons other than sickness or disability;
- Absences of one or more full days due to sickness or disability, if the employee has exhausted the paid sick leave available;
- Fees received by the employee for jury duty or witness duty or military duty;
- Full day disciplinary suspensions for infractions of written policies and procedures;
- Deductions for the first and last week of employment, when only part of the week is worked by the employee;

- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act, if you have exhausted other paid leave available to you;
- During any full week in which you perform no work for the Association.

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

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

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

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

## 4.5 MEAL PERIODS AND REST BREAKS

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

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

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

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

## 4.6 BREAK TIME FOR NURSING MOTHERS

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

## 5.0 TIME OFF AND LEAVE OF ABSENCE

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

### 5.1 ANNUAL LEAVE

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

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

### 5.2 SICK LEAVE

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

Effective July 1, 2019 full-time regular employees will receive 10 days of sick leave at the beginning of each fiscal year. Unused sick leave will not carry over from year to year.

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

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

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

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

Employees who have existing, unused sick leave balances on July 1, 2019, will maintain this sick leave balance, up to the previous carryover limit of 500 hours. However, this “grandfathered” leave is not intended for use as a substitute for annual leave as stipulated above.

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

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

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

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

### 5.3 PERSONAL LEAVE DAYS

Full-time Regular employees will receive two (2) Personal Leave Days (16 hours) per year after completing 12 months of service with AUSA. Rather than accruing, the Personal Leave Days will be available at the beginning of each fiscal

year and will not carry over from year to year. (The AUSA Fiscal year is defined as 1 July through 30 June).

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

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

## 5.4 FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

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

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period to eligible employees for certain family and medical reasons. The 12-month period is determined on a "rolling" 12-month period dating back from the time the employee requests leave.

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

**Military Family Leave Entitlements.** Under federal law, eligible employees also may request unpaid leave for any qualifying exigency arising out of the fact that a spouse, son, daughter, parent, domestic partner, or next of kin is on covered active duty or has been called to covered active duty (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces in support of a contingency operation or Regular Armed Forces for deployment to a foreign country and may use their 12-week entitlement to address certain qualifying circumstances. These may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, engaging in rest and recuperation, and attending post-deployment reintegration briefings.

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

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

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

**Benefits.** Under federal law, employers must continue healthcare benefits during FMLA leave as though the employee was still at work and must pay the employer's share of the premium. You would continue to be responsible for your employee portion of the premium as well. If paid time off is substituted for unpaid leave, AUSA will deduct the employee's portion of any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of

any applicable health insurance premiums each month. If the employee's premium is more than thirty (30) days late, the applicable coverage may cease without further notice.

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

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

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

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

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

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

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

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

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

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

FMLA makes it unlawful for AUSA to:

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

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

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

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

## 5.5 PAID PARENTAL LEAVE

### 5.5.1 AMOUNT, TIMEFRAME AND DURATION

AUSA will provide up to six (6) weeks of paid parental leave to 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.

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 parental 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.

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

## 5.5.2 COORDINATION WITH OTHER POLICIES

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

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 normally be compensated through your accrued sick, vacation and personal time. Beyond that, any additional leave will be unpaid.

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

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

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

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

## 5.5.3 REQUESTS FOR PAID PARENTAL LEAVE

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

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

## 5.6 LEAVE WITHOUT PAY

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

## 5.7 PARENTAL LEAVE FOR SCHOOL VISITS

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

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

## 5.8 BEREAVEMENT LEAVE

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

- Spouse, Partner
- Mother, Step-Mother, Grandmother, Father, Step-Father, Grandfather
- Sister, Step-Sister, Brother, Step-Brother
- Son, Step-Son, Daughter, Step-Daughter
- Grandchild

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

## 5.9 MILITARY LEAVE

AUSA will grant a military leave of absence from work due to service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). 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.

If 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.

### 5.9.1 MILITARY FAMILY LEAVE

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

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

- A member of the U.S. Armed Forces deployed during a military conflict to a designated combat theater or combat zone.
- A member of the National Guard who has been deployed during a period of military conflict.
- A member of the Military Reserves who has been deployed during a period of military conflict.

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

## 5.10 JURY DUTY AND COURT APPEARANCES

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

Generally, you will not be charged annual leave or have your pay deducted when you are required to serve on a jury. 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.

## 5.11 VOTING LEAVE

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

## 5.12 HOLIDAYS

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

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

## 5.13 INCLEMENT WEATHER

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

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

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

## 5.14 REPORTING OF LEAVE

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

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

## 5.15 OTHER ABSENCES

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



## 6.0 EMPLOYEE BENEFITS

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

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

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

### 6.1 PROFESSIONAL DEVELOPMENT

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

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

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

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

- Participation in the program must be approved by the employee’s supervisor, the Controller to confirm availability of funding, and the appropriate Vice President in advance of employee registering for the course.
- Tuition reimbursement will be considered only for courses that are job-related as determined by AUSA in its sole discretion; this is, to maintain or improve skills required in the employee’s current job.
- Tuition for job-related courses will be reimbursed at 100%, to a maximum of \$5,250 reimbursement per fiscal year per individual.
- The proposed educational activity must not interfere with regular job requirements. Course work and any other educational activity that is not deemed by AUSA to be eligible under this policy will not be reimbursed.
- The provisions of this program are subject to existing tax laws regarding the tax treatment of tuition reimbursement. To comply with IRS regulations on educational expense reimbursement, applications will not be considered for course work that is perceived as part of a program of study leading to qualification for a new trade or business.
- Eligible employees who wish to request tuition reimbursement must submit a completed application, including catalog course description, at least 4 weeks prior to registration.
- To obtain reimbursement after the employee has completed the prior-approved course, he or she must submit to the Vice President and accounting an official record of completion which includes the final grade, along with the tuition payment receipt. The final grade should be included in employee’s personnel file.
- If an employee leaves AUSA within one year of completing course requirements, he/she must reimburse AUSA within 90 days of his/her departure.
- Only the AUSA President & CEO has the authority to make exceptions to this policy.

### 6.2 EMPLOYEE ASSISTANCE PROGRAM

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

## **6.3 WORKERS' COMPENSATION**

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

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

## 7.0 TRAVEL AND EXPENSE REPORTING

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

### 7.1 GENERAL STANDARDS

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

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

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

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

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

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

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

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

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

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

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

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

AUSA does not reimburse expenses for additional travel insurance coverage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 7.2 MEALS AND ENTERTAINMENT

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

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

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

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

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

## 7.3 LODGING

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

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

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

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

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

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

## 7.4 GROUND TRANSPORTATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 7.5 TELEPHONE AND INTERNET USAGE

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

Employees without an AUSA-issued cell phone will be reimbursed for business calls made on personal cell phones that are reasonable and necessary for conducting business.

AUSA will not reimburse employees for the cost of a personal cell phone, even if it is used for business purposes.

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

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

## 7.6 EXPENSE REPORTING

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

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

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

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

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

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

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

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

## APPENDIX A – ALLOWABLE/NON-ALLOWABLE EXPENSES

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

### ALLOWABLE EXPENSES

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

- Airfare; Train fare, Rental cars/taxis, rideshare services, tolls;
- Baggage charges when required for business purposes;
- Business meals with staff, members or other stakeholders;
- Currency conversion, traveler's checks, and ATM bank fees (only) when traveling internationally and using the AUSA Corporate Card to withdraw cash for business purposes.
- Hotel deposits for out of town meetings;
- Hotel costs, including deposit, for small committee meetings held outside AUSA offices;
- Laundry/Valet: for trips more than 7 business days or due to extreme weather conditions or other emergencies;
- Meals while on travel;
- Meals for small committee meetings held at AUSA offices;
- Passports, Visas or required immunizations costs when directly necessitated by business travel on behalf of AUSA;
- Restaurant meals in conjunction with committee meetings; and
- Wireless Internet hotspot/Wi-Fi; and Internet connections, faxes and postal charges for company-related business.

### NON-ALLOWABLE EXPENSES

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

- Airline club membership dues;
- Airport lounge fees;

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



## APPENDIX B – THE SUNTRUST ENTERPRISE SPEND PLATFORM

The SunTrust Enterprise Spend Platform can be accessed online at:  
<https://esp.suntrust.com>

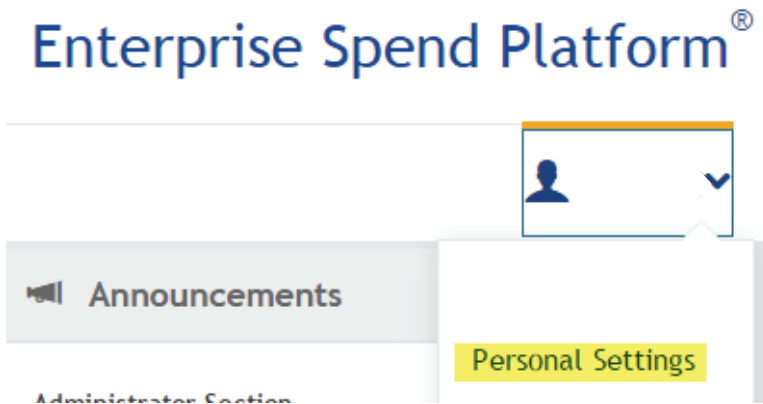
### ENTERPRISE SPEND PLATFORM CARDHOLDER CODING TRAINING GUIDE

**Step 1 – Log in to the Enterprise Spend Platform (ESP) at <https://esp.suntrust.com>**

A screenshot of the Enterprise Spend Platform login page. The page has a dark blue background. In the center, there is a light gray box with the text "Welcome to Enterprise Spend Platform®". Below this text are three input fields: "Email" with an envelope icon, "Username" with a person icon, and "Password" with a key icon. At the bottom of the box is a blue "Log in" button and a link that says "Forgotten your password?".

**Turn on Quick Coding option (Note: Only needs to be done once)**

- Select 'Personal Settings' from the dropdown menu next to the user name located at the top-right of the screen.



- Select 'Customize Views' from the list of options on the left side of the screen.

## Personal Settings

The following diagram map is administrator.



- Personal Details
- Account Management
- Management Codes
- Approval Delegation
- Customize Views
- Audit History
- Regional Settings

- Check the circle to the right of 'Quick Coding' (towards the bottom of the left list of options).

QuickCoding



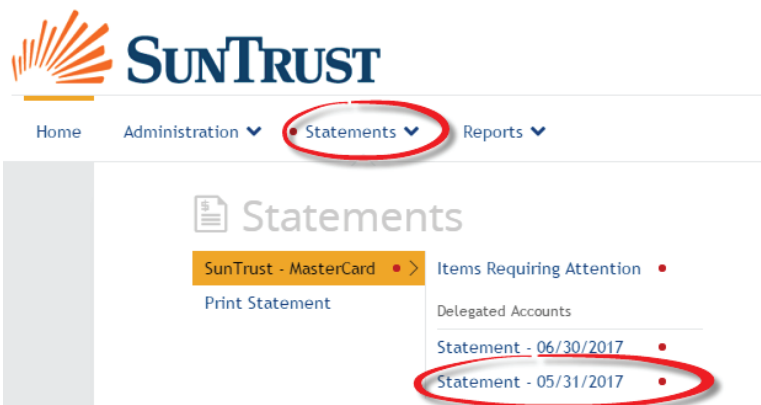
- Click 'Save' and click 'Ok' in the confirmation pop-up.

Save

- Return to the Main Menu (Home)

### Step 2 – Click on 'Statements'

**Step 3 – Select the Statement with transactions to be coded. It will be marked with a red dot to the right of the statement date.**



The screenshot shows the SunTrust web application interface. At the top, the SunTrust logo is visible. Below the logo is a navigation bar with the following items: Home, Administration, Statements (circled in red), and Reports. Below the navigation bar is a sidebar with a 'Statements' heading and a 'SunTrust - MasterCard' dropdown menu. To the right of the dropdown menu is a list of items: 'Items Requiring Attention' (with a red dot), 'Delegated Accounts', 'Statement - 06/30/2017' (with a red dot), and 'Statement - 05/31/2017' (with a red dot and circled in red). A 'Print Statement' link is also visible below the dropdown menu.

**Step 4 – The Quick Coding screen will appear. This allows multiple transactions to be selected and coded with the same codes and notes.**

Account Statement  
 05/01/2017 to 05/31/2017  
 ST - MasterCard - Corporate

Code multiple transactions with the same information.

Quick Coding

Notes

GL Code

Company

Department

Location

Reset to single coding line

Receipt?

Save

Select the transaction(s) to be coded.

	Tran Date	Post Date	Supplier	Image(s)	Amount Incl		
<input type="checkbox"/>	05/12/2017	05/15/2017	Southwes	<a href="#">Yes</a>	499.46	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	05/16/2017	05/17/2017	Carmines Pizza & Pasta	<a href="#">Yes</a>	39.53	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	05/16/2017	05/18/2017	Southwes	No	278.98	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05/16/2017	05/18/2017	Southwes	No	15.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05/17/2017	05/18/2017	Uber US May17 Jb4my	No	97.65	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	05/17/2017	05/19/2017	United	No	583.40	<input type="checkbox"/>	<input type="checkbox"/>

Note:

- **X** – indicates that no code has been entered for the transaction.
- **?** – indicates that a default code has been automatically entered for the transaction.
- **✓** – in the left column indicates that the transaction is coded.
- **✓** – in the right column indicates that the transaction is approved.
- **!** – indicates that the transaction requires approval.

**Step 5 – If the transaction has default coding and the codes are correct, skip to Step 9. If there are no codes or the default codes need to be changed, click on the down arrow next to the appropriate code, then click ‘Search.’**

Quick Coding

Notes

GL Code

Company

Department

Location

6720 - Meals & Entertainment  
 6801 - Travel : Travel - Airfare  
 6804 - Travel : Travel - Transport  
 [Search]

**Step 6 – Find the appropriate code.** You may either enter the code value or description, or click ‘Search’ to view all codes available for your use. If you enter a code value or description, only the code that matches will be seen.

### GL Code - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value

Description

Valid Codes Only Yes  All

### GL Code - Favorites

If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.

Add codes that you use regularly to your favorites below. This will place them within your select lists. A total of 15 codes per code type may be added to each list.

6720	Meals & Entertainment	↕
6801	Travel : Travel - Airfare	↕
6804	Travel : Travel - Transport	↕

*Note: If you use the same codes for most transactions, you may add them to your favorites by clicking on the ➔. This will add the code(s) to the section to the right. These codes will be seen when you click the down arrow per Step 5.*

**Step 7 – Choose the appropriate code.** Click on the ⬆ to choose the code.

### GL Code - Search

Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.

Code Value

Description

Valid Codes Only Yes  All

6704	repairs & maintenance : Other	⬆	ℹ	↔
6700	Telephone	⬆	ℹ	↔
6720	Meals & Entertainment	⬆	ℹ	↔
6730	Mileage	⬆	ℹ	↔
6801	Travel : Travel - Airfare	⬆	ℹ	↔
6802	Travel : Travel - Hotel	⬆	ℹ	↔

Step 8 – Repeat Steps 4–7 for any codes that need to be added or changed.

Step 9 – Add the receipt image by clicking on the **X** of the associated transaction.

	Tran Date	Post Date	Supplier	Image(s)	Amount Incl	
<input type="checkbox"/>	05/12/2017	05/15/2017	Southwes	<a href="#">Yes</a>	499.46	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	05/16/2017	05/17/2017	Carmines Pizza & Pasta	<a href="#">Yes</a>	39.53	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	05/16/2017	05/18/2017	Southwes	No	278.98	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	05/16/2017	05/18/2017	Southwes	No	15.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	05/17/2017	05/18/2017	Uber US May17 Jb4my	No	97.65	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	05/17/2017	05/19/2017	United	No	583.40	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Next, click on the paperclip icon in the middle of the transaction details page to open the image library.

### Transaction: Details

[Print Transaction Summa](#)

Purchase: 05/16/2017  
Amount: 5278.98 USD  
Southwes, 800-435-9792

Summary	<b>Coding</b>	Approval				
Line 1	GL Code: 6801	Company: [dropdown]	Department: [dropdown]	Location: [dropdown]	Amount Incl: 278.98	Tax Status: Tax Inclcd
Line 2	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]
Line 3	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]
Line 4	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]	[dropdown]
More..	Balance				0.00	

Supplier Information Receipt?    Disputed

Purchase Southwes

Notes

# Image Linking

SunTrust - MasterCard: 05/16/2017 Amount: \$278.98 USD

Linked Images

Image Library

Upload Upload via Email Upload via Fax

The screenshot shows the 'Image Linking' interface. At the top, there are buttons for 'Upload', 'Upload via Email', and 'Upload via Fax'. Below these is a list of transactions. A modal window is open over one of the transactions, titled 'United - Sunny Jun.JPG'. The modal contains a 'Link' button (circled in red) and a 'Delete' button. To the right of the main interface is a 'Filters' sidebar with options for 'Linking Status' (Linked Images, Unlinked Images) and 'Display' (Images uploaded within the last 6 months, All images). A 'Search' button is at the bottom of the sidebar.

Note: The filters of the images may be changed as needed. If the same image should be linked to multiple transactions, change the filter selection to 'Linked Images,' then click 'Search'.

Click on the image to link it to the transaction. Note that the X or ? is now ✓. This means that you have completed this transaction.

	Tran Date	Post Date	Supplier	Image(s)	Amount Incl		
<input type="checkbox"/>	05/12/2017	05/15/2017	Southwes	<a href="#">Yes</a>	499.46	✓	✓
<input type="checkbox"/>	05/16/2017	05/17/2017	Carmines Pizza & Pasta	<a href="#">Yes</a>	39.53	✓	✓

Repeat Steps 4–9 for all transactions that are still marked by X or ?.

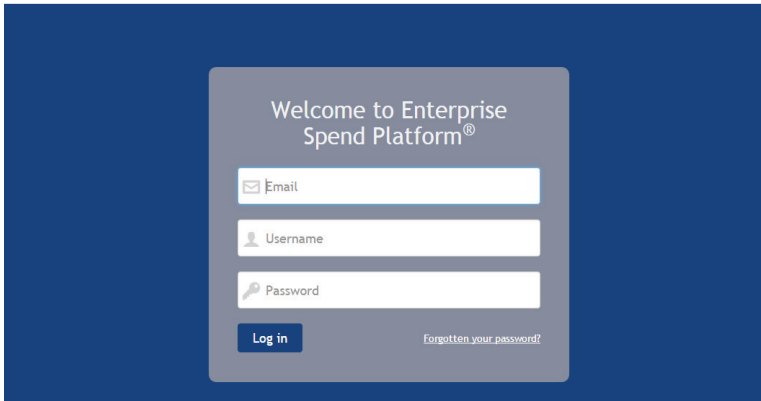
Step 10 – Coding is now complete.

When all transactions are completely coded and approved, you will see a ✓ on both icons to the right of the transaction.

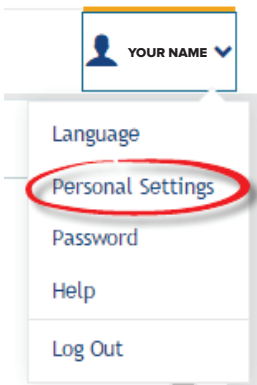
If the left icon is green, but the right icon is still a !, this means that coding is complete, but the Approver has yet to approve the transaction.

# ENTERPRISE SPEND PLATFORM APPROVER GUIDE

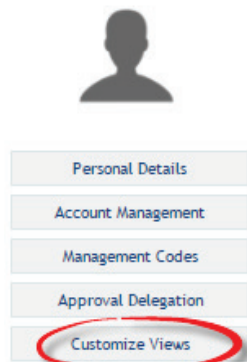
Log in to the Enterprise Spend Platform (ESP) at <https://esp.suntrust.com>.



**Step 1 – Click on the dropdown arrow next to your name and select 'Personal Settings'.**



**Step 2 – Click on 'Customize Views'.**



**Step 3 – Click in the circles to the right of ‘Transaction Coding’, ‘Second Description’ and ‘Receipt Image’ to enable access.**

#### Approver View - Fields

- Transaction Coding
- Allocation
- Second Description
- Disputed
- Personal
- Receipt?
- Receipt Image
- Source Currency

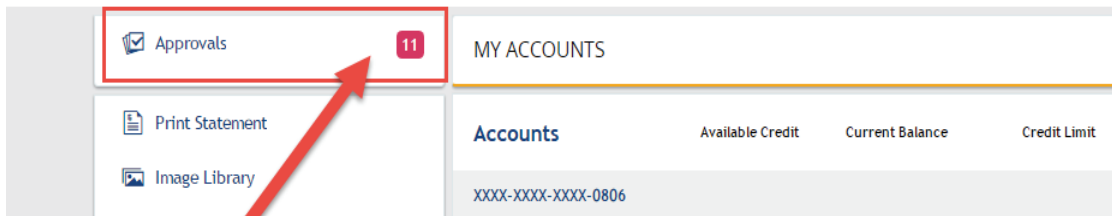
#### Statement Period - Sort Order

- Sort Ascending
- Sort Descending

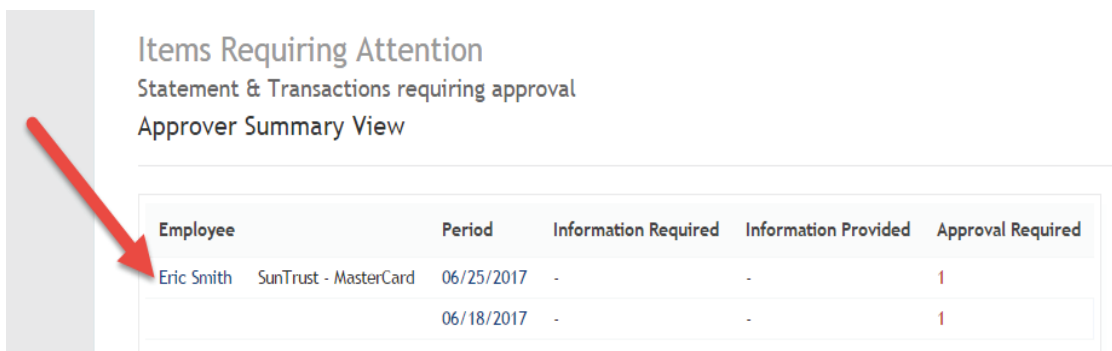
Click ‘Save’.



Approvals will appear when transactions have met all mandatory coding and receipt imaging rules.



Click on the cardholder name to view pending approvals.





**The Transaction Approval screen shows transaction details, coding, notes and receipt images.**

Transaction Approval [Back](#)

Statement & transactions requiring approval  
- 06/19/2017 to 06/25/2017

[Expand All](#) [Collapse All](#)

ST - MasterCard - Corporate (0026) [Approve Selected Items](#) [Approve All](#)

▸ Information Required

▸ Information Provided

▾ Approval Required (1)

Trans > 0 (Sign Off 1 Level)

06/21/2017	Miller Brewhou20600656	Linked to	Image(s)	Amount	Allocation	
	Purchase Miller Brewhou20600656	-	<a href="#">Yes</a>	49.68	<a href="#">View</a>	<input checked="" type="checkbox"/>
	Business Lunch					
	623100 USG 00901 AIZA # Tax Includ 2.63 49.68					

Notes and Coding Click here to view receipt image

- To approve all transactions, click 'Approve All'.
- To approve selected transactions, click the associated check box(s), then click 'Approve Selected Items'.
- To see more information, change coding or approve, click the **!**.

**You can route a transaction back to the cardholder if you need more information. After clicking on the **!** in the approvals screen, you will see the option to add 'Approver Comments'. Enter a comment, then choose 'Information Required'; the cardholder will be notified by email. Once they've entered and saved their comment, the transaction will route back to you for approval.**

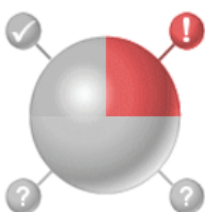
Transaction: Details [Print Tr](#)

Purchase: 06/21/2017  
Amount: \$49.68 USD  
Miller Brewhou20600656, Milwaukee

[Summary](#) [Coding](#) [Approval](#)

**Approval** [Process](#) [History](#)

Approval Required  
Trans > 0 (Sign Off 1 Level) **Trans > 0 (Sign Off 1 Level)**



Cardholder Comments

Approver Comments

Please state business reason for this transaction

? Information Required

Approval Required

Approved

[Close](#) [Save](#)

Once all approvals for the given statement period are complete, you will see the following message:

## Transaction Approval

Statement & transactions requiring approval  
- 06/19/2017 to 06/25/2017

---

No approvals required for (06/19/2017 to 06/25/2017)

## DOWNLOAD THE SUNTRUST APP

SunTrust has released a mobile app with the capability of photographing receipts and uploading them directly to each transaction, entering the appropriate account codes, adding descriptions, and approving designated cardholder's transactions. The app can be found in the app store when searching "SunTrust ESP." Contact Kathryn Wallisch in Finance ([kwallisch@ausa.org](mailto:kwallisch@ausa.org) or 703-907-2652) if you have questions or need assistance.