

STANDARD OPERATING PROCEDURES (SOP)

FOR

**DEPARTMENT OF
CALIFORNIA**

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

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(SOP) FOR
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STATES**

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**STANDARD OPERATING PROCEDURE
(SOP) DEPARTMENT OF CALIFORNIA
VETERANS OF FOREIGN WARS OF THE UNITED
STATES**

PURPOSE

The purpose of these Standard Operating Procedures (SOP) are to maintain a coherent and consistent Department of California, Veterans of Foreign Wars, (hereafter referred to as VFWCA) organization, to establish consistent VFWCA operations, to efficiently control VFWCA finances and manage efforts to eliminate duplication of effort.

SECTION 1

CONTROL AND ADMINISTRATION

The supreme control of this VFWCA shall be vested in its members. Each member shall have an equal right to a voice in its affairs. These rights are to be expressed under procedures outlined by National and Department By-Laws.

The VFWCA is governed by representatives. Members are represented in the Department Convention by their own elected delegates from each Post. They are represented at the Council of Administration Meetings by their District Commander.

The primary objective of the Department Convention is to ascertain the wishes of the majority of the VFWCA members on all questions pertaining to National requirements and VFWCA governance. Between conventions this duty is delegated to the Council of Administration.

Department Officers are the Executives whose duty is to carry out the mandates of the Department Convention, the Council of Administration and requirements of National Headquarters. In this duty they are assisted by the various committees.

SECTION 2

DEPARTMENT

The VFWCA shall be governed by an annual Department Convention and the Council of Administration.

Department Convention shall consist of the officers and members designated in Article 5, Section 503 of the National By-Laws.

The Department Convention shall review, select, and approve future Department Convention site(s) annually, but no more than five years in advance.

The annual Department Convention shall be held in the month of June. The place, date and time shall be designated by the preceding convention.

Conventions of the VFWCA shall not exceed four (4) days duration inclusive of the first Council of Administration meeting and will be held not earlier than ninety (90) days prior to, and be concluded not later than thirty (30) days prior to the convening of the National Convention.

Convention meetings shall be called to order promptly on the hour set. If a quorum is not present when the meeting is called to order, the presiding officer may declare a recess pending sufficient arrivals to make a quorum. A quorum shall consist of accredited representatives from no less than ten (10) Districts in the Department.

Delegates will be elected in accordance with Section 222 of the VFW Manual of Procedure. Each Post will pay a registration fee of (\$10.00) ten-dollar and a registration fee of (\$10.00) for every delegate to which the Post is entitled. Any change to the registration fee will be set by the delegates at the State Convention.

The State Quartermaster shall place these funds in a restricted convention account and all funds not used during the current convention shall be held within said account for future conventions. These funds will be expended only for expenses incurred in the holding of an annual Department Convention.

In accordance with National By-Laws, Article 7, Section 716, the officers and committee members of the Department of California shall have their office or title designated as State rather than Department.

SECTION 3

GENERAL GUIDELINES FOR EXPENSE REIMBURSEMENT

Generally, before any reimbursement of expenses incurred by any officer is paid, an approved reimbursement form must be completed, signed and forwarded to:

VFW State Headquarters
Grove 9136 Elk Blvd., Suite 100
Elk Grove, CA 95624

The following conditions also apply;

1. All claims for reimbursement MUST be filed within thirty (30) days of the actual incurrence.
2. Any Claim received at State, which does not meet the guidelines adopted by the Council of Administration MUST, be approved personally by the State Commander.
 - a. **NOTE:** In those cases, where the Commanders expenses are in question, the Council of Administration will approve.
3. Only the State Commander has the authority to authorize travel other than that authorized by approved guidelines or budget.
4. Mileage is only authorized for travel for State Officers, elected or appointed with the State Commander's approval or as outlined within these guidelines.
- ~~5.~~ Mileage will be reimbursed at a rate of \$.30 per mile effective immediately.
6. Per Diem is only authorized for travel, which involves being away from home overnight, where meals and lodging are not provided.
7. Any elected and or appointed officer living outside the boundaries of the State will only be authorized travel from the closest point or entry into the State to their destination.
8. Receipts for miscellaneous items must accompany all claims for reimbursement.
9. Officers traveling by air will be reimbursed the cost of a round-trip coach class ticket instead of mileage reimbursement, provided airfare does not exceed mileage expense.
10. If two (2) or more Officers travel together in the same automobile, only one Officer will be entitled mileage reimbursement.
11. At no time is spousal travel authorized by State Officers or employees of the Department of California, Veterans of Foreign Wars.

WHEN THERE IS DOUBT IF AN EXPENSE IS REIMBURSABLE BY STATE, DO NOT INCUR IT WITHOUT PRIOR APPROVAL OF THE STATE COMMANDER.

GENERAL GUIDELINES FOR CREDIT CARD USE

The following condition applies to Credit Card holders:

Persons authorized to hold a VFWCA Company Credit Card:

- Commander
- Senior Vice Commander
- Junior Vice Commander
- Quartermaster
- Adjutant
- Authorized Department Office Personnel

Credit Card Limits

- Commander \$10,000
- Senior Vice Commander \$5,000
- Junior Vice Commander \$5,000
- Quartermaster \$45,000
- Adjutant \$5,000
- Department Office Personnel \$5,000

Terms of VFWCA Credit Cards

1. Dining purchase cannot exceed \$40.00. Any purchase over this amount must have a receipt with names of individuals, purpose and event.
2. No purchasing of clothing apparel is authorized.
3. Any purchases over \$500.00 must be approved by the QM and/or Commander.
4. Uses of VFWCA Credit Cards are for company use only.
5. All charges incurred on your card will be charged to your budgeted account unless approved by the Commander.
6. If you go over or have unauthorized charges, you will be required to reimburse the VFWCA for such charges.

There are no exceptions to the conditions listed above. If any violation occurs, you may lose your privilege of holding a VFWCA Credit Card

SECTION 4

RESOLUTIONS AND AMENDMENTS

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Suggestions or criticisms directed at Department or National, by individual members must be forwarded through their representatives in the form of a resolution. Most such resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the “*WHEREAS*” clauses, and the proposed solution is given in the “*RESOLVED*” section.

The “*RESOLVED*” section of a resolution should be complete in itself without depending on the “*WHEREAS*” clauses to give it meaning. It must be specific in nature, courteous in tone, and must be approved by the Post of which the author is a member.

If a resolution deals with a local problem, it needs no action on a level higher than that of the Post. If the resolution is intended for consideration at a Council of Administration Meeting, it should be forwarded to the District Commander. The District Commander shall present the resolution at the next Council of Administration Meeting. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention which affect matters outside state boundaries must be forwarded by the State Adjutant to the National Convention for final disposal. Nothing herein contained shall prevent a resolution from being presented from the floor of a Convention meeting. The resolution must be submitted under the proper order of business and by an accredited delegate.

Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National By-Laws, Manual of Procedure, or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

A proposed change to the National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by Convention delegates cannot be amended on the floor.

By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

SECTION 5

PUBLICATIONS

The official publication of the VFWCA shall be a newspaper entitled “The California Veteran”. This newspaper will be published quarterly.

SECTION 6

COUNCIL OF ADMINISTRATION

The VFWCA Council of Administration shall consist of the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief-of-Staff, Inspector, Surgeon, Chaplain, District Commanders, and immediate Past State Commander.

The VFWCA Council of Administration shall govern the affairs of this Department between annual Department Conventions. In the absence of the District Commander, the District Senior or Junior Vice Commander may represent their district on the Council of Administration.

The VFWCA Council of Administration shall meet at least 3 times throughout the year for business purposes, once within 48 hours of the adjournment of the State Convention at the Convention site and again if necessary, in October or November at a location selected by the State Commander and again in January at a location in Sacramento and finally just prior to the State Convention at the Convention site. Special meetings called by the State Commander or upon the written request of the majority of the Council of Administration will be held at a location to be determined by the State Commander.

For purposes of taking action without a Council meeting, electronic voting may be used in the solicitation of written consents on each matter submitted to a vote of the Council. Each Council Member in Good Standing shall be entitled to one (1) vote. Such procedure shall be initiated by the electronic distribution of all related materials for consideration by the Council to all of the Council Members in Good Standing at the time of such distribution. Thereafter, Council Members shall be permitted to cast their votes electronically in response to the distributed material. The deadline for receipt of such electronic votes cast by the Council Members shall be no more than forty-eight (48) hours from the date and time of electronic distribution (Email) of the related materials.

The Council shall, by budget, establish salaries and/or expenses for State Officers and Assistants; the allowances, if any, to be made to the Council members, the State Sergeant-at-Arms; the Editor of "The California Veteran", and committees for attendance at council meetings.

The Council of Administration shall confirm the appointment of the State Adjutant, State Legislative Advocate, Legislative Committee Chairman, Service Committee Chairman, the Convention Chairman/Director and the members of the Board of Financial Review.

Members of the VFWCA Council of Administration shall be entitled to expenses as shown in the current Department Budget. Vouchers for expenses must be submitted each month. The reimbursement for official travel for in-state travel will be at the rate set by the COA per mile and out of state travel will be reimbursed at the lower cost of the mileage rate or airfare. Food, lodging, and other expenses will be reimbursed at actual cost, but is not to exceed the budget provided. No expenses will be paid unless a completed Expense Voucher and supporting

documents have been submitted.

IT IS THE POLICY OF THE STATE TO REIMBURSE MEMBERS OF THE COUNCIL OF ADMINISTRATION FOR AUTHORIZED EXPENSES INCURRED IN THE PERFORMANCE OF THEIR DUTIES AS A STATE OFFICER AT THE RATE AUTHORIZED BY THE COUNCIL OF ADMINISTRATION

The following guidelines should be followed when submitting Claims for Reimbursement. Any deviation from these guidelines must be approved in advance by the State Commander.

1. Council of Administration members (Council) will be authorized expense at the rate established by the Council of Administration in the performance of their duties.
2. Regular/Special Council of Administration Meetings: Council members present during regular/Special Council of Administration meetings will be authorized actual cost of room and tax for two (2) nights, R/T mileage, and (2) banquet tickets for the Mid-Year Conference.
3. State Convention: Council members at the end of their term who attend the State Convention will be authorized actual cost of room and tax up to four (4) nights, and R/T mileage.
4. NOTE: If two (2) or more officers travel together, only one (1) is authorized to claim mileage. If an officer flies to a meeting where he is authorized mileage, the cost of a round trip coach fare ticket will be paid instead of mileage – provided airfare does not exceed the cost of mileage.
5. Telephone, postage, copying expenses, traveling within the District and other miscellaneous expenses incurred by the District Commander and other officers within the District are the responsibility of the District.
6. Other than what is provided for by the VFWCA during the Council of Administration meetings and State Convention, Council members may not exceed the amount appropriated in the budget for their respective office as approved by the Council of Administration.

SECTION 7
COMMITTEES

VFWCA activities shall be facilitated by the use of Committees. The members of committees shall be appointed by the State Commander. They will, when authorized, make full and complete reports to the Council of Administration or to the Department Convention and such reports shall be subject to full and open discussion.

The State Commander shall be an ex-officio member of all VFWCA committees but shall not serve as Chairman.

The State Quartermaster shall serve as the Treasurer of all VFWCA committees which handle funds.

Members of Standing or Special committees may be removed at any time by the State Commander.

Members of all committees shall be known to the membership of the VFWCA by the publishing of the chairperson and committee member names in General Order No. 2, on August 1st of each year.

No quorum is fixed for either Standing or Special committees. It shall be the duty of every Committee Chairperson to notify all members of their committee of a scheduled meeting. The committee may proceed with business provided the Chairperson reports to the reviewing body the number of members present.

When a Standing or Special committee has been appointed, the Chairperson will prepare a budget showing the anticipated expenses of the committee for the ensuing year. The budget must be prepared and submitted to the Chairperson of the Budget and Finance Committee within a period of thirty (30) days after committee appointment. If this committee is promotional in nature, the chairperson will also prepare a tentative schedule of the committee's activities and forward the schedule and a copy of the budget to the State Commander.

Members of the VFWCA Committees shall be entitled to expenses as shown in the current VFWCA General Guidelines for Reimbursement. The reimbursement for official travel for in-

state travel will be at the rate set by the COA per mile. Food, lodging, and other expenses will be reimbursed at actual cost, but is not to exceed the budget provided. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted.

Standing committees of each VFWCA Convention shall be as follows:

Registration & Credentials

Organization & Rules

Resolutions

The State Commander will appoint all members of the VFWCA Convention Committees, in such numbers as deemed advisable and in doing so will designate the Chairman and Vice Chairman of each. The State Commander may appoint such additional VFWCA special committees as deemed advisable or required of by the VFWCA Convention, VFWCA By-Laws, VFWCA Council of Administration, National Convention, National By-Laws, National Council of Administration or the Commander-in-Chief.

The State Commander may serve as an ex-officio member on all committees during his presence at committee meetings.

The Credentials Committee and Organization and Rules Committee will meet in advance of the convening of the convention to establish registration criteria and Convention Rules of Order.

The following VFW Program Committees may be appointed by the State Commander to serve during the Administrative period:

Each committee may consist of a Chairman, Vice Chairman and at least (3) members, the State Commander may appoint as many committee members as deemed necessary and shall designate the Chairman and Vice Chairman of each committee.

Travel reimbursement and or expenses, if any, authorized for Committee Chairmen and its members shall not exceed the amount appropriate in the budget for the administrative year as approve by the Council of Administration.

Board of Financial Review: The purpose of the Board of Financial Review is to provide independent oversight and review of the VFWCA operations and activities as follows:

1. Audit the Quartermaster's Financial Records.
2. Audit the Adjutant's Records.
3. Review the current year's Budget for compliance as approved by the Council of Administration.
4. Review the proposed budget for the ensuing year.

The Board of Financial Review will meet as necessary, but not more than 4 times a year, preferably as the Department Headquarters.

The Board of Financial Review will continue to operate throughout the fiscal administrative year as may be necessary to complete required tasks.

The Board of Financial Review will report their findings to the State Commander, who will make their report available to the Council of Administration.

BY-LAWS/SOP/POLICIES: This committee shall be responsible for reviewing, evaluating and recommending changes of, but not limited to, the By-Laws, Standard Operating Procedures, Policies and or Procedures of the Department of California, Veterans of Foreign Wars. This committee shall report all activities to the State Commander at least annually. Members of this committee shall serve for the following terms:

- 1) One for one-year term
- 2) One for two-year term
- 3) One for three-year term

The Committee members shall rotate up one year and the three-year member shall be appointed by the State Commander. The State Commander shall designate the member who is serving the one-year term to be Chairman. A member from the VFWCA Council of Administration nor more than one member from a District shall serve at any one time.

This committee shall, at a minimum, conduct an annual review of the Department By-Laws and SOP to ensure they are current and in keeping with the National By-Laws, Manual of Procedure and other written guidelines. It shall receive and evaluate all recommendations for changes and amendments submitted by subordinate units and the membership. It shall submit a written report of all recommended changes or amendments at the Council of Administration meetings for appropriate consideration and action. Final approval shall be consistent with the By-Laws.

COMMUNITY ACTIVITIES: This committee will consist of a minimum of five (5) members. The committee shall provide information and assistance as deemed appropriate to subordinate units and the membership to assist them in carrying out new programs, on-going programs and programs of a special nature related to Americanism, Community Activities, Safety and Youth Activities.

The committee shall make written recommendations to the State Commander via the Awards and Citations Committee relative to special recognition of deserving subordinate units, members or other persons for their efforts related to Americanism, Community Activities, Safety and Youth Activities. It shall co-ordinate with and assist the State Adjutant and State Convention Committee in those award presentations as needed.

- a. Americanism Subcommittee: The subcommittee shall provide information and assistance on programs designed to foster an understanding of and to reinforce the standards and ideals upon which our great nation was founded and which it continues to carry forward.

It shall give special emphasis to education programs and commemorative observances to ensure their adequacy, timeliness and propriety.

- b. Community Activities Subcommittee: The subcommittee shall provide information and assistance on programs designed to foster an understanding and commitment to the need for involvement in all of our communities by working with others in carrying forward worthwhile efforts that will be of benefit to the veteran and civilian community as a whole as well as specific individuals.
- c. Safety Subcommittee: The subcommittee shall provide information and assistance on programs designed to foster a spontaneous and continuous consciousness of the practice of safety for all age groups and all settings.
- d. Youth Activities Subcommittee: The committee shall provide information and assistance on programs related to youth oriented sports and athletics, non-athletic competitions, educational efforts, scouting and other worthwhile youth related projects.

FUNDRAISING: This committee shall consist of a minimum of two (2) members. The committee shall assist the Commander and the Council of Administration in the initiation, execution and monitoring of fundraising efforts to help defray VFWCA expenses for administration and operations, support of normal veterans and community related programs and special unplanned programs. It shall act as the VFWCA liaison with other units of the Veterans of Foreign Wars in these efforts, as well as fundraising activities involving outside commercial interests that have been approved by the Commander and the Council of Administration.

LEGISLATIVE: This committee shall consist of a minimum of two (2) members. This committee shall act as VFWCA liaison with the National VFW Legislative Committee in order to advise the State Commander and the membership in a timely manner of those national legislative efforts considered to be of importance and/or of general interest. It shall recommend in writing to the State Commander and Council of Administration a prioritized listing of state and local legislative measures it feels worthy of support by the membership as a whole. To the extent of its ability, it shall assist with official VFW visits with elected officials at the national, state and local level.

MEMBERSHIP: This committee shall provide information and assistance throughout the VFWCA about membership eligibility, dues, programs and incentives for the recruitment, reinstatement and/or renewal of membership for all worthy comrades. The committee shall conduct membership program classes at the VFWCA School of Instruction and, shall conduct classes and provide assistance at the District and Post level as deemed necessary by the State Commander. The committee shall report the level of membership for each District and Post in the General Orders, at each VFWCA Council of Administration meeting and to the State Commander as required.

PATRIOT'S PEN: This committee shall provide information and assistance throughout the VFWCA to enable subordinate units to carry out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to ensure the

proper submission of program entries. It shall provide for judging at the VFWCA level of properly submitted program entries and shall make written recommendations to the State Commander relative to awards and recognition. It shall co-ordinate and assist in those awards presentations, as necessary, with the State Adjutant, State Convention Committee and others as appropriate.

POW/MIA: This committee shall make itself available to the membership to provide information and assist on issues related to Prisoners of War and those listed as Missing in Action. It shall seek out, collect and consolidate information from reliable sources relative to Prisoners of War and those listed as Missing in Action and shall submit a written report to the State Commander and the VFWCA Council of Administration at the Fall and Winter Council meetings, the State Convention and at such other times deemed necessary by proper authority. It shall submit appropriate time sensitive information to the State Adjutant with a request it be included in the General Orders as necessary.

PUBLIC RELATIONS: This committee shall prepare and co-ordinate, as necessary, all official media releases at the VFWCA level. It shall assist subordinate units and members, as necessary, in providing timely and appropriate information on VFWCA activities and programs to the media. Guidance provided shall be consistent with standing VFWCA policy, and shall not infringe on a member's right to express his/her own personal opinions as an individual.

RESOLUTIONS/AMENDMENTS: This committee shall receive, consolidate, review, present and make recommendations on all resolutions/amendments that have been submitted for the membership's consideration. It shall provide advice and assistance to the State Commander and the membership on the proper format and procedures for the submission of proposed resolutions/amendments in accordance with the By-Laws, Manual of Procedure and other official written requirements. It shall co-ordinate with the State Adjutant and the State Convention Committee, as appropriate, for the presentation of proposed resolutions/amendments to the membership.

STATE CONVENTION: This committee shall meet as directed with the State Commander, State Auxiliary President, Auxiliary Convention Chair and hotel representative to set up and coordinate the VFWCA Convention with special emphasis being placed on the dates, times and locations of events needed to ensure the purpose of the convention as set forth in the By-Laws and other pertinent directives is carried out in an appropriate manner. All requests for setting up and scheduling of conventions related events (i.e. meetings, awards presentations, etc.) should be submitted to the committee in a timely manner. The committee shall prepare a proposed VFWCA Convention Program for approval by the State Commander. The approved program will then be published in the VFWCA General Orders prior to the convention.

TIME and PLACE: This committee shall consist of a minimum of three (3) members. The committee shall, in a timely manner, solicit, evaluate and report on the availability of facilities required to carry out and conduct the VFWCA Convention, Fall and Winter Council of Administration meetings and the VFWCA School of Instruction. The written recommendations

should address the location, timeframe, affordability and the facilities' ability to meet the needs of the VFWCA and those in attendance. If possible, at least three locations for each evolution should be offered for consideration.

VOICE OF DEMOCRACY: This committee shall provide information and assistance throughout the VFWCA to enable subordinate units to carry out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to insure the proper submission of program entries. It shall provide for judging at the VFWCA level of designated program entrants and shall make written recommendations to the State Commander relative to awards and recognition. It shall co-ordinate and assist in those awards presentations, as necessary, with the State Adjutant, State Convention Committee and others as appropriate.

SCOUTING COMMITTEE: This Committee shall provide information and assistance to subordinate units and the membership, relative to the National Scouting Program of the VFWCA as it relates to the Department. It shall receive, evaluate and make recommendations to the State Commander on all Scouting Award applications submitted to the Department. The committee shall coordinate and assist in those awards presentations and the promotion of all Scouting Programs.

TEACHER OF THE YEAR: This committee shall provide information and assistance to subordinate units and the membership relative to the VFW National Citizenship Education Teachers Award Program as it relates to the Department. It shall receive, evaluate and make recommendations to the State Commander on all Teacher awards applications submitted to the Department. The Committee shall coordinate and assist in those awards presentations.

VETERANS SERVICE COMMITTEE: This committee shall, in a timely manner, keep the State Commander and the membership informed of any known ongoing or proposed efforts being undertaken by the VFW National Veterans Service. The Committee shall report to Council of Administration at its regular meetings issues deemed to be of interest to the membership. As needed the Committee shall assist the State Service Officer with issues that he or she might have in order to do their job. As needed, the Committee shall assist the State Service Officer with setting up state training for the local Post and help in identifying remote areas for field work monthly.

SPECIAL COMMITTEES will be appointed, as required, by the current State Commander. Special Committees may be appointed only for the current year of the current Commander.

A Redistricting Committee shall be appointed for the purpose of reestablishing boundaries of any or all Districts in the Department of California:

1. When the State Commander feels it is necessary.
2. When a District or Districts, by a two-thirds (2/3) majority vote, at any special called District meeting for such specified purpose or at a regular District Convention, requests this to be done.

3. When the Council of Administration, by at least a two-thirds (2/3) majority vote, directs this to be done.
4. When the Convention Delegates assembled at a Department Convention by a majority vote, directs this to be done.

When one (1) of the above criteria is met, the State Commander shall appoint a Redistricting Committee, consisting of not less than five (5) members in good standing to review the boundaries of the District or Districts in question.

The Redistricting Committee shall report to the succeeding Department Convention which shall have the sole prerogative, by a two-thirds (2/3) majority vote, to adopt or reject the recommendations of the Redistricting Committee.

No District or Districts shall be divided where the establishment of a new District with less than ten (10) posts and minimum aggregate of 750 members immediately after division exist.

Districts of less than five (5) Posts or less than five hundred (500) members may be cancelled by recommendation of the State Commander.

MILEAGE REIMBURSEMENT: Committee Chairmen and Committee Members will be reimbursed R/T mileage from your home (Zip Code) to the meeting location (Zip Code) at the rate authorized by the Council of Administration for their attendance at officially scheduled Committee meetings.

MISCELLANEOUS EXPENSES: Authorized reimbursement for actual expenses for such things as telephone calls and postage needed to carry out duties assigned. These expenses may not exceed the amount appropriated in the budget as approved by the Council of Administration for the respective program and requires the State Commanders approval.

OFFICIAL TRAVEL: Authorized mileage, and cost of hotel room and tax, when directed to travel in the performance of their duties by the State Commander resulting in overnight travel and requires State Commanders approval.

SECTION 8

REPORTING

All Post within the Department are expected to submit Americanism, Community Activities, Deceased Comrades, Homeless Veterans, Hospital, Quarterly Audits, Safety and Youth Activity Reports.

Posts will be inspected at least once yearly and the report will be submitted by the District Inspector/Commander to the State Inspector. Districts will be inspected at least once yearly and the report will be submitted by the Department representative to the State Inspector. A sample of each report is contained in Appendix A.

The preferred method of Program reporting is online reporting at vfwca.org. The reports can also be mailed or faxed to the Department Headquarters. The Department will ensure the information from the reports is posted to the appropriate online reports.

Reporting starts May 1, and ends April 30, of the current VFW Year. Department request Posts report as often as possible and all reporting activities be done on-line or sent directly to the appropriate chairman.

Therefore, to ensure Department has sufficient lead time to prepare citations, plaques, etc. for award presentation at the Department Convention, Department Chairmen are to submit outstanding District and Post nominees to reach Department Headquarters not later than May 3, of the current year.

It is important that Posts and Auxiliaries form a working relationship for these combined projects and do not submit “double reporting.”

SECTION 9

AWARDS

National and Department awards shall be specified in the National Membership Program and the Department of California All-State Program documents. These documents shall contain the requirements for each Post, District and Department award selection.

SECTION 10

**REGISTRAR OF DECEASED
MEMBERS**

The State Chaplain shall read aloud the number of deceased members in each District and the total number of deceased members in the Department at the annual Department Convention Memorial Services.

SECTION 11

**ENDORSEMENT OF CANDIDATES FOR NATIONAL
OFFICE**

The Department of California may endorse a candidate for National Office with the approval of the Department Convention or the Council of Administration. Such endorsement shall be made no earlier than two (2) years prior to the candidate's nomination for such office. An exception to the two (2) year rule would be when the candidate is from California. A California candidate's endorsement shall be made no earlier than three (3) years prior to the nomination for National Office.

SECTION 12

DEPARTMENT HEADQUARTERS & SERVICE

Direct management of Department Headquarters and employees of the Veterans of Foreign Wars Department of California will be by the State Adjutant. The State Adjutant will receive TBD % of the salary authorized by the Department Council of Administration for the State Adjutant.

Department Service Officers and Department Headquarters employees required to travel in the performance of their duties as directed and approved by the State Adjutant or the State Commander will be authorized reimbursement as follows:

- All Department Employees shall use the Department owned vehicles for all official business, when available.
- Lodging
- Cost of any function tickets required.
- Employees may not exceed the amount appropriated in the budget for their office as approved by the Council of Administration.

SECTION 13

RULES GOVERNING HOURS OF EMPLOYMENT, LEAVE AND OTHER CONDITIONS OF EMPLOYMENT FOR PERMANENT EMPLOYEES OF THE DEPARTMENT OF CALIFORNIA, VFW

Hiring practices of the Department of California, Veterans of Foreign Wars will be in keeping with Veterans Preference policies.

All Department of California, Veterans of Foreign Wars employees understand that any employment at the Department of California, Veterans of Foreign Wars is at-will and of indefinite duration, and that either the employee or the Department of California, Veterans of Foreign Wars may terminate employment at any time, with or without cause. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the State Adjutant.

The Immigration Reform and Control Act of 1986 requires that the VFWCA ensure employees are authorized for employment in the United States. Only individuals lawfully authorized for employment in the U.S. will be employed.

In connection with the Immigration Reform and Control Act of 1986, the VFWCA must collect certain information on INS Form I-9 and review certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If employee's employment authorization changes or terminates after the hire date that he/she employed, notification to the State Adjutant is required.

Policies set forth in this manual do not create a contract of employment, either expressed or implied, nor are they to be construed to constitute contractual obligations of any kind.

Related Persons:

Effective July 1, 2002, no employee or applicant shall be eligible for a full or part-time position in the VFWCA including the Service Department if they are related to another employee.

If an employee becomes related to another employee as the result of marriage and both work for

the VFWCA or one works under a related Supervisor, the related employee with the least service with the VFWCA will be required to transfer to another department as soon as a comparable position for which he/she is qualified becomes available and he/she is approved for the position, unless the related person with more service voluntarily changes positions.

No change in job status will be required if the related employee condition existed prior to July 1, 2002.

For purposes of this policy, related means persons related to the employee or applicant by blood or marriage within two degrees of consanguinity (for example husband-wife, mother – daughter – granddaughter or son – father – grandfather or father’s brother), and includes adopted relations, step-relations or legal guardianships to, or of, the employee or applicant.

Employee Categories:

Employee categories as established by the Department of California, Veterans of Foreign Wars are:

1. **Regular Full Time:** An individual employed to work a full basic work week of 40 hours.
2. **Part-Time:** An individual employed to work less than a full basic work week of 40 hours.
3. **Contract Employee:** An individual employed for a specified, limited period of time, not to exceed one year, on a full-time basis, pursuant to a written contract.
4. **Introductory/Probationary Period:** Exempt and non-exempt employees will be considered introductory/probationary period employees during their first one hundred eighty (180) days of employment of full-time or part-time employment.

Employee Positions:

Employee positions are classified as exempt or non-exempt under the Fair Labor Standards Act and California Labor Code. Exempt positions are not eligible to receive overtime pay in accordance with the Act. Exempt workers fall into four categories: executives, administrative employees, outside salespeople and professionals.

A list of exempt VFWCA positions is maintained by the Department Headquarters and is available from the State Adjutant. The State Adjutant may classify new positions and reclassify existing positions as appropriate to conform to FLSA guidelines. Generally, (provided the position meets the FLSA criteria), the following positions (indicated by a *) are exempt:

State Adjutant
Quartermaster *
Administrative Assistant *

Receptionist/File Clerk
Service Officer *
Assistant Service Officer *
Claims Representative *
Accountant/Bookkeeper *

Probationary Period:

Whenever the term “Introductory Period” or “Probationary Period” is used in this SOP, it shall mean up to the first one hundred eighty days (180) of employment by a newly hired or rehired regular full-time or part time employee. Employees whose service is satisfactory in the introductory period or probationary period will continue to be employees unless otherwise notified of termination.

After completing the one hundred eighty (180) days of employment, the employee is given a performance evaluation. The review is conducted by the employee’s immediate supervisor and includes goals based on the new employee’s strengths and weaknesses. Successive evaluations will be given annually.

Completion of an Introductory or Probationary period does not guarantee future employment and does not alter the “at-will” status of an employee. Employees may be terminated for or without cause during the Introductory or Probationary period.

Employees may be placed in a probationary status at any time during employment for disciplinary reasons or as the result of inadequate job performance.

Job Descriptions:

Department Headquarters maintains a written job description for each job position. In the event new positions are created through expansion or reorganization, written job descriptions will be prepared and then approved by the State Adjutant prior to filling the position.

A job description must contain the following elements: title, summary of job duties, knowledge, skills, abilities, definition of the scope of the position, qualifications (education, experience, other), general working conditions and major accountabilities.

Job descriptions are to be detailed and explicit. However, employees may be required to perform duties not specified in the job description. Normally, job descriptions are reviewed/updated annually. A copy of all job descriptions will be included in Appendix TBD.

Workweek:

The regular workweek is defined as Sunday through Saturday inclusive. Each workweek stands alone for overtime calculations.

Regular working hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (unless otherwise assigned), with 60 minutes' unpaid time scheduled for lunch.

Meal Periods:

The VFWCA provides a 60-minute lunch for all exempt employees working more than 5 hours. Lunch break will be scheduled by the State Adjutant. Please note that there may be days in which a full hour is not available; in those cases, you will still be provided with at least a 30-minute lunch. In the case of a 6-hour day of work, you may agree to waive your lunch break. Your lunch break must be taken no later than the start of the fifth hour of work. For example, if you begin work at 7am, you must be clocked out and taking a lunch break by 12pm. A second meal break of no less than one half hour must be taken if an employee works over 10 hours and does not have a written waiver on file. All hours worked over 12 hours, a second meal break of no less than 30 minutes must be taken, no exceptions. Lunch breaks are unpaid and must be documented on your time sheet with begin time and end time. It is the VFWCA's policy to authorize and permit lunch breaks consistent with the requirements of California law as summarized above. If you are unable to take a lunch break, you are required to notify your supervisor no later than the next business day, and to make a note on your time sheet. Repeated failures to take a lunch break, despite a lunch break being available to you, will result in disciplinary action.

Rest Periods:

A 15-minute paid rest break of no less than 15 [CB4]minutes is required for each four hours worked, or major fraction thereof (2 hours or more), occurring as near as possible to the middle of the work period. For example, if you work 6.5 hours, you should take a rest break in the middle of the first four hours, and an additional rest break in the middle of the last 2.5 hours of your day. You may not combine rest breaks or add them to meal breaks. You may not forgo your rest break to come in 15 minutes late or leave 15 minutes early. Breaks are paid and must be documented on your timesheet. It is the VFWCA's policy to authorize and permit rest breaks consistent with the requirements of California law as summarized above. If you are unable to take a rest break, you are required to notify your supervisor no later than the next business day, and to make a note on your time sheet. Repeated failures to take a rest break, despite a lunch break being available to you, will result in disciplinary action.

Compensatory Time and Overtime:

Exempt employees are not entitled to overtime pay.

In order to meet VFWCA business requirements, overtime is sometimes necessary and employees may be required to work such overtime. Supervisors will use reasonable efforts to reduce the hardship or inconvenience to employees required to perform overtime work. Overtime must be authorized to non-exempt employees by the State Adjutant in advance.

All hours worked in excess of 40 hours a week and in excess of 8 hours per day will be considered overtime for non-exempt employees. Overtime will be paid at a rate equal to 1.5 times the regular hourly rate. The work week for VFWCA employees runs from Sunday to Saturday. For overtime purposes, a holiday falling within the week will be considered a

workday and 8 hours worked. Sick leave and vacation leave will NOT be considered hours worked for overtime purposes.

VFWCA reserves the right to adjust working hours so that an employee's hours do not exceed 40 during the workweek.

Non-exempt employees are not to perform work outside the office, or at home, without prior authorization.

VFWCA prohibits granting compensatory time off for hours worked in excess of the normal work day unless the time off is scheduled and taken in the same pay period as the hours in excess of the normal work day was worked. This requires prior approval of the supervisor.

Management may release an employee from work early, to avoid accumulation of overtime.

Holidays:

Holidays will conform to those holidays observed by the Federal Government employees, including the Friday (Good Friday) prior to Easter Sunday, and the Friday following Thanksgiving Day. When a holiday falls on a Saturday, the employees shall observe the prior Friday; when a holiday falls on a Sunday, the employees shall observe the following Monday.

Grievances:

Employees with grievances should go first to the State Adjutant and if no satisfaction is obtained will in turn be authorized to contact the State Commander, Senior Vice Commander, and the Junior Vice Commander.

Vacation Accrual:

Vacation leave accrues for full-time employees from the date of hire and is available for use after the completion of 6 months of employment.

Vacation for full-time employees will accrue as follows:

Years of Service	Hours accrued per month	Vacation days per year
1 - 4	6.67	10
5 - 15	10	15
16 +	13.334	20

Unused vacation leave is cumulative provided that the leave balance of the employee shall not

exceed 320 hours. Once an employee has accrued 320 hours, they will not accrue Any unused vacation leave will be paid out to a retiring or terminating employee at his or her rate of pay in effect at the time.

Annual Leave:

Annual/Vacation leave must be requested and approved in advance, and such approval is subject to the needs and/or convenience of the Department of California, VFW.

Annual/Vacation leave and/or leave of absence shall be applied for by the employee and approved in advance by the State Adjutant, prior to absence from duty. In emergencies, prior approval from the State Adjutant is not necessary. Emergencies are considered to be serious illness, and /or death of an immediate family member.

Annual leave or leave of absence for the State Adjutant and/or State Quartermaster must be applied for and approved in advance by the State Commander. In emergencies, prior approval shall not be required. Emergencies are considered to be serious illness and/or death of an immediate family member.

Sick Leave:

Regular full-time employees accrue 10 days of sick leave with pay each calendar year, accrued at the rate of 6.667 hours per month. If sick leave has been exhausted, absence due to sickness or to seek medical treatment will be charged against vacation leave to the extent such leave is available. If both sick leave and vacation leave have been exhausted, the time off will be without pay. Unused sick leave can be accumulated up to 320 hours.

Sick leave is not granted the first 6 months of regular full-time employment, but nonetheless accrues from the date of hire and is available for use after the completion of a full 6 months of service. Termination of employment prior to completion of 6 months of employment cancels any accrued sick leave.

For purposes of this SOP, a year of service is defined as 12 months from the employee's actual date of hire provided the employee was actively at work or on paid leave status during the 12-month period.

Sick leave accrues to any regular full-time employee while on sick leave or vacation leave, provided that the employee returns to full-time duty. Accumulated sick leave will have no cash value upon retirement or termination.

Any absence due to sickness or injury must be reported to supervisors as soon as practicable. Telephone contact should be made at the earliest opportunity on the first day of any absence, advising supervisors that the absence is due to sickness or injury and advising of an expected date of return. Except in emergency situations, the employee must personally call in and leave a contact telephone number for verification purposes, or should a work-related question arise. A doctor's statement shall be required to substantiate sick leave in excess of 3 consecutive

workdays or should a pattern of absences occur. The Department Headquarters should be notified of anyone taking 3 or more consecutive days of sick leave. An employee must call in each day of an absence unless otherwise directed by their supervisor.

Periodic (at least weekly) contact must be maintained with supervisors should the absence extend beyond three working days in order to keep supervisors informed of the employee's status and expected date of return. Periodic reports from treating physicians may be required to substantiate such extended absences.

Victims of domestic violence, sexual assault, or stalking may also use sick leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; or to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Medical Leave:

Leave for medical and dental treatment must be approved in advance by supervisors and will be limited to the actual length of time necessary for such treatment, including reasonable local transit time.

Pregnancy Disability Leave:

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in accordance with her doctor's instructions. Any female employee planning to take pregnancy disability leave should advise The State Adjutant as early as possible.

In accordance with California law, up to four (4) months' unpaid pregnancy disability leave of absence will be made available to any woman actually disabled by pregnancy, childbirth or related medical conditions. The pregnancy leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work or after a total of four months of leave, whichever occurs first. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth is counted against your pregnancy disability leave entitlement. Employees who are affected by pregnancy may also be eligible to transfer to a less strenuous or hazardous position or duties provided certain prerequisites are met.

Employees, at their option, may utilize accrued PTO during pregnancy-disability leave. If you are on pregnancy disability leave, your medical, dental, and vision insurance will be maintained to the same extent as if you were not on leave. If you are responsible for any part of the premium, you will be required to continue paying that portion of the premium while on leave. The payroll department can

give you additional information.

Following a pregnancy-disability leave of absence, the VFWCA will reinstate an employee to the same or a comparable position in accordance with its obligations under state and federal law. Any employee who plans to take pregnancy disability leave must provide the State Adjutant with written notice of the date the leave is expected to commence and the estimated duration of such leave. Such notice should be given at least 30 days in advance of the expected commencement date, if possible. The request for leave must be supported by a medical certification of disability. In addition, before an employee will be returned to her job or a comparable job, she must provide a medical certification that she is able to resume her original job duties.

New Parent Leave:

Effective January 1, 2018, employees who have had at least 1,250 hours of service during the previous 12-month period may request up to 12 weeks of leave to bond with a new child within one year of the child's birth, adoption, or foster care placement. You may use accrued PTO during the period of parental leave. You must request the leave at least 30 days in advance of the date the leave is to begin. New Parent Leave will not be approved in increments of less than two weeks.

If you participate in our group medical benefits, you must continue paying your portion of the premium, even if you are not receiving a paycheck. If you do not maintain your premiums, we will notify you that you are in jeopardy of losing coverage. If you do not return to work at the end of the leave period, you may be required to reimburse the VFWCA for the cost of the premiums paid by the VFWCA for maintaining coverage during unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Upon your return to work from leave under this section, you will be reinstated to your same position or to a comparable position.

Miscellaneous Leave:

If you are a victim of domestic violence, sexual assault or stalking you are eligible for unpaid leave. You may request leave if involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure the health, safety, or welfare for yourself or your child, including: To seek medical attention for injuries; To obtain services from a domestic violence shelter, program or rape crisis center; To obtain psychological counseling; To participate in safety planning and take related actions (such as temporary or permanent relocation). You should provide **reasonable advance of the need to take leave under this policy and any of the following as certification of your need for leave to your supervisor.**

- A police report indicating that you were a victim of domestic violence, sexual assault or stalking;
- A court order protecting or separating you from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, sexual assault counselor, health-care provider, or counselor that you were undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.

The VFWCA will provide reasonable accommodation if you are a victim and request accommodation for your safety while at work. However, you must disclose your need for reasonable accommodation to your supervisor.

Any absence from work for this leave will be unpaid, unless you choose to take PTO. The VFWCA will, to the extent allowed by law, maintain the confidentiality of employees requesting leave under this provision.

When time off is requested with reasonable notice, you may also be granted unpaid time off to:
Seek medical attention for injuries caused by domestic violence, sexual assault or stalking.

- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Victim of Crime Leave:

If you are a victim or the family member of a victim of a violent felony or serious felony you may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- You must be the victim of a crime, or must be an immediate family member of a victim.
- An immediate family member is defined as: your spouse, registered domestic partner, child, child of a registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather, or your guardian.
- The absence from work must be in order to attend judicial proceedings related to a felony crime listed in the law or any proceeding in which the right of the victim is at issue.

Before you are absent for such a reason, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Additional certification from a police report, court order, medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor may meet the documentation requirement.

The VFWCA will, to the extent allowed by law, maintain the confidentiality of employees requesting leave under this provision.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to use PTO.

Donor Leave:

Any employee who has worked for the VFWCA for at least 90 days who volunteers to donate an organ or bone marrow to another individual because of medical necessity will be granted a leave of absence. Leaves for organ transplant will be granted for up to 30 days and leaves for bone marrow

donation will be granted for up to 5 days in any one-year period, upon presentation of medical certification. During the leave, the employee will be paid, but will be required to use up to 5 days of available PTO for marrow donations and up to 2 weeks of available PTO for organ transplants

Extended Leave/Leave without Pay/Leave of Absence:

Extended leave may be granted upon prolonged absence because of illness, but not to exceed ninety (90) work days excluding accumulated sick and annual leave. In cases of female employment, maternity leave shall be granted to include thirty (30) days or six (6) calendar weeks of work during the postnatal period, and only after the female employees has been in continuous service for a period of one (1) year. There will be no compensation for extended leave or maternity leave. Accrued sick leave and vacation leave may be used during the postnatal period.

Leave without pay may be granted upon the approval of the State Adjutant when such leave will not interfere with the operation of Department Headquarters.

Leave of absence or annual leave shall be granted upon the approval of the State Adjutant when such leave will not interfere with operation of Department Headquarters.

Bereavement Leave:

A paid leave of absence of up to 3 days plus travel time, not to exceed 2 days when required, is granted to an employee in case of a death in his/her immediate family.

Included in the immediate family is:

- Mother and Current Mother-In-Law
- Father and Current Father-In-Law
- Sister
- Brother
- Spouse
- Children – Son & Daughter
- Grandmother
- Grandfather
- Grandchild

Military Leave:

Military leave is defined as annual training required by the Armed Forces for Reservists or members of the National Guard, or such other active duty training as might be in lieu thereof. Up to 15 days each year will be authorized without loss of vacation time.

Compensation to the employee during such periods will be reduced by the amount of total base military pay received for the same period. Additional or prolonged absence due to military

service shall be charged to vacation leave or on an unpaid basis. A copy of the military payment stub must be submitted for record keeping.

This policy is intended to comply with all laws regarding military leave and will be interpreted in accordance with such laws and regulations.

Jury Duty:

Jury or Civic duties are defined as: An official summons to serve on Jury Duty or to appear as a subpoenaed witness in the court system.

When any regular full-time employee is called upon for jury service, the employee shall advise his/her Supervisor upon receipt of such a call and furnish a copy of the summons to the Department Headquarters. The employee shall be authorized and paid for up to fifteen (15) working days for jury service. If taken from work for service, the employee will receive the difference between jury pay, not including travel allowances, and the employee's regular semi-monthly salary. A copy of the jury payment must be submitted for record keeping.

Jury duty will not be counted as time off, but a Time Sheet Record must be completed for the file.

A subpoenaed witness will be handled in the same manner. The employee must furnish a copy of the subpoena.

No leave is available if attendance results from being a party to the legal action.

Employees are encouraged to fulfill their civic responsibility by participating in elections. Generally, employees should find time to vote either before or after their regular work schedule.

However, should it be necessary for an employee to take time away from your regularly scheduled workday in order to vote, the VFW will provide you with up to two hours off without a loss of pay, to vote if they do not have enough time to do so in their non-work hours, If you will need time off to vote, please provide your supervisor with two business days' notice..

Personnel Records:

VFWCA maintains a record system containing personnel information. Each employee's individual personnel file is regarded as confidential information and is treated as such. Personnel files are the property of the VFWCA and access to the information they contain is restricted. The only persons with access to the file shall be the employee's immediate supervisor, and the State Adjutant. Access to personnel files will be on a need-to-know basis.

Any employee desiring to review his or her file must make a written request to the State Adjutant. Requests should state the reason for the file review and the information or documents being sought.

Staff personnel files generally contain the following items:

- Application and resume
- Letters of appointment and acceptance
- Copies of transcripts, diplomas, certificates and licenses
- Ongoing performance evaluations
- Any memoranda or documents relating to performance
- Memoranda concerning job changes or transfer
- Letters of commendation or other indications of exceptional performance
- Warning letters and records of disciplinary actions
- Training records, including grades and notations of those who have completed or are presently taking in-house or outside training programs
- Leave of absence information
- Documentation required by federal, state or private regulatory agencies
- Changes in compensation

Medical record information, to the extent necessary, will be maintained by the Department Headquarters, separate from the personnel file. Some records containing medical information may overlap with personnel file records due to the nature of the issue.

Change of Personal Information:

Any time an employee's personal status changes, he or she must report the change to the Department Headquarters. A Change of Personal Information form is provided for this purpose.

The types of changes required are listed below.

- Name
- Address
- Telephone Number
- Direct Deposit information; new bank or account number
- Marital Status (for W4 and state tax purposes)
- Change in family status: birth, adoption, marriage, divorce, death, etc.
- A dependent child over the age of 19 who is no longer in school full-time

Failure to provide the above information could cause problems or delays in tax returns, paychecks, health insurance and other benefits. It is important that employees remain diligent and responsible for reporting all changes promptly to the Department Headquarters.

Releasing Employee Information:

All requests for information from prospective employers and/or financial institutions about a current, retired or terminated employee must be transferred to the Department Headquarters, which may disclose only the former employee's dates of employment, final title or position and job location. The Human Resources Representative may verify salary history.

Medical Insurance:

It is the policy of the Department of California, Veterans of Foreign Wars to furnish, to the employees and their families, Medical Insurance that is comprehensive and affordable.

In order to do this the Department will investigate what coverages are available and the costs associated with each Companies policy to determine which has the best coverage for the Departments' and Employees' dollar.

Many factors play into the insurance coverage and the price of said coverage. These factors can have an adverse effect on the finances of the Department and the Employee. However, every effort will be made to secure the best possible coverage for the least amount of dollars.

It will be expected that employees enrolled in the Medical Coverage program will share the costs of the policy. The employee share will be determined by the Department finances and the price of the policy. Employees will be notified of the amount they will be expected to pay. In no instance will the coverage be less than what the law allows.

Dental Insurance:

The VFWCAstrives to furnish its employees and their families with Dental Insurance.

As with all commodities cost is a factor. The Department will investigate insurers and strive to find the most cost effective policy with the most coverage.

As with Medical Insurance, employees that opt for Dental Insurance will be expected to bear part of the costs of coverage.

Regular full-time employees are eligible for benefits under the Veterans of Foreign Wars of the United States Term Life and Accidental Death and Dismemberment Insurance Plan. Please refer to the Certificate and Summary Plan Description for specific information concerning the terms of the Plan and benefits available. The following general information is provided for general guidance only.

Regular full-time employees have life insurance protection in an amount equal to two times one year's annual salary rounded to the nearest \$1,000.00 to a maximum of \$500,000. An accidental death or dismemberment benefit is payable in an amount equal to the life insurance benefit except for certain losses from dismemberment. Regular full-time employees become eligible for coverage under the plan on the first of the month following ninety (90) days of continuous active employment. This coverage ends when the employee stops active work, the employee is no longer eligible, or the policy/Plan is terminated. The applicable terms, conditions, exceptions, exclusions and additional benefits are contained in the Plan, Certificate of Insurance and Group Policy.

VFWCA pays the cost of the Plan. However, the IRS requires that the value of the cost of employer-paid coverage for group term life insurance in excess of a certain amount be reported as "other compensation" on Form W-2.

Employee Disciplinary Action:

When disciplinary action is required for a salaried employee of the Department of California, the action will be initiated by the State Commander or the State Adjutant. The disciplinary action may be in the form of a letter of reprimand or termination of employment. When charges are initiated, they will be investigated and the results of the investigation, with a recommended action, will be presented to the Department Council of Administration. A roll call vote of the Council at a regular or special meeting or via telephone will be conducted. A majority vote will be required to complete the recommended disciplinary action.

SECTION 14

RETIREMENT PLAN

The Department of California, Veterans of Foreign Wars, at the present time does not have nor does it offer a Retirement Plan.

The Department of California, Veterans of Foreign Wars, Tax Deferred Savings Plan is a defined contribution plan covering all employees of the Veterans of Foreign Wars of the United States who meet the eligibility requirements outlined in the Summary Plan Description. Please refer to the Summary Plan Description for specific information concerning the terms of the Plan. The following information is provided for general guidance only.

The Plan offers employees the opportunity to save money for the future, receive employer matching contributions and use a selection of investment options, while reducing current income tax liabilities. The Plan offers the following:

- Retirement Savings – Employees may contribute a specified percentage of compensation to the plan (up to 15%, but not to exceed the IRS maximum) on a pre-tax basis.
- Investment Opportunities – You may invest your pre-tax contributions, rollover contributions and any employer contributions among different investment funds.
- Loans – Participants may borrow from the plan at market interest rates.
- Tax Benefits – Employees pay no income taxes on contributions to the plan or investment earnings until plan benefits are distributed.

Employees become eligible to make pre-tax contributions to the plan on the first day of the month following 90 days of employment.

SECTION 15

DEPARTMENT VEHICLES

The Department of California, Veterans of Foreign Wars, will furnish to the State Commander an amount not to exceed \$25,000.00 towards the purchase and maintenance of an automobile for use during the Commander's term of office.

A 1099 will be issued to the State Commander for the amount of \$25,000.00 expenditure. No other monies from the Commander's budget may be used toward the purchase of the car.

The State Commander shall provide insurance listing the VFWCA, as additional insured, effective on the date of delivery of the vehicle through the end of his term in office.

The State Commander will not purchase a vehicle prior to April 15th of the year elected as State Commander.

The State Commander will be responsible for fuel and other expenses and may be reimbursed for these expenses if incurred while on VFWCA business. Expenses will not exceed the amount appropriated in the account(s) as approved in the State of California budget by the Council of Administration.

All state and local laws will be observed when operating these vehicles. Any traffic violations or other violations will be charged to the licensed driver. Any damages occurring due to negligence of the licensed driver will be his/her responsibility.

SECTION 16

ADOPTION AND AMENDMENTS OF STANDARD OPERATING PROCEDURES

The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National Headquarters, Department Council of Administration or the general membership.

The SOP maybe changed by a majority vote of the Department Council of Administration and the approved changes shall take effect immediately.

Appendix A
Job Descriptions

Job Description

Department of California Adjutant

Job Title: State Adjutant, Veterans of Foreign Wars, Department of California

Department: Veterans of Foreign Wars, Department of California Headquarters, Elk Grove, CA

Supervisor: State Commander, Veterans of Foreign Wars, Department of California

General Job Description:

The candidate will be responsible for administrative oversight and support for the Veterans of Foreign Wars, Department of California, a department consisting of approximately 300 posts, 15 districts, and 80,000 comrades.

Major Duties and Responsibilities:

- Supervising:
 - Department HQ Executive Assistant, and Admin Assistants at Elk Grove
 - Employees in the VFW Veterans Affairs Offices in Oakland, Los Angeles, and San Diego as well as satellite sites in Sacramento, Long Beach, and La Jolla.
- Supporting all VFW National and Departmental Programs
- Coordinating communication between the Department and VFW National Headquarters.
- Maintaining communication between the Department and Districts to ensure smooth flow of information.
- Managing of all Departmental reports to ensure accurate information is getting out to districts including the District and Post Status Reports.

Minor Duties and Responsibilities:

- Ability to cross-train with
- Standard Receptionist Duties
 - Answering phone calls
 - Utilizing office equipment
 - Filing and Typing of Reports and Correspondence

Qualifications and Skills:

- Management and Leadership and Communication skills
- Ability to understand Labor Law
- Typing ability
- Microsoft Word and Excel Intermediate knowledge including Mail Merge
- Microsoft Access preferred but not required

*** Must be available for travel to all parts of California. There will be a minimum of five times per year in terms of travel (once out of state), but more like 10-12.

Job Description Administrative Assistant

Job Title: Administrative Assistant

Department: Veterans of Foreign Wars, Department of California Headquarters, Elk Grove, CA

Supervisor: Department Adjutant, Veterans of Foreign Wars, Department of California

General Job Description:

The candidate will be responsible for general clerical assistance in support of the Department Adjutant and in their absence the Executive Assistant.

Major Duties and Responsibilities:

- Administrative Support at Conventions and Meetings outside of Elk Grove
- Administrative Support of key Departmental Programs such as Voice of Democracy
- Review of key Department programs such as Quarterly Audits and Bonds for Accuracy
- Departmental ordering of Buddy Poppies
- Recording of Program Donations
- Updating of the District and Post Status Reports

Minor Duties and Responsibilities:

- Standard Receptionist Duties
 - Answering phone calls
 - Utilizing office equipment
 - Filing and Typing of Reports and Correspondence

Qualifications and Skills:

- Typing ability
- Microsoft Word and Excel Intermediate knowledge including Mail Merge
- Microsoft Access preferred but not required

