DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation **War Time and National Crisis**		**P&P-L-108**
Effective Date: 09-17-14 Supersedes: 12-16-09	Approval: Sheriff	Number of Pages: 1
References: Re-Employment Rights Act, 38 U.S.C., section 4301; DC Personnel Guidelines 10.9	Reevaluation Date: Annually	Standards: CALEA LE 22.1.2

I. POLICY

It is the policy of Douglas County to comply with the Uniformed Services Employment and Re-Employment Rights Act, 38 U.S.C., section 4301, et seq., and to provide additional benefits to employees called to active duty in the uniformed services during times of war or national crisis. In order to receive the additional benefits offered by Douglas County, affected employees should provide copies of military orders and military rate of pay to Human Resources as soon as possible.

A. Douglas County Government will exhaust all other military leave pay before providing supplemental compensation due to the wartime or national crisis provision.

B. Eligible employees called to active duty status during times of war or national crisis shall qualify for the following compensation and benefits up to a maximum of 12 months in a rolling 5-year period:

1. Compensation that supplements military pay up to the employee's current pay amount prior to active military duty. This is based on the employee's regular hourly rate of pay for non-exempt employees or regular salary for exempt employees.
2. Continued accrual of vacation and sick leave benefits based on active employment status.
3. Continuation of elected benefits at the current group rates and county contributions of premiums through our normal payroll process. If an employee's county compensation does not cover the amount of the premiums, the employee is responsible for the cost of employee benefits in excess of the county contribution premium amount. These premiums must be paid by the last day of each month for that month's coverage. Human Resources will coordinate this process with eligible employees and/or their family members.
4. Employment reinstatement in compliance with USERRA. All Douglas County Sheriff's Office commissioned members who are on military leave in excess of one year must meet certification criteria prior to reinstatement with Douglas County Government. Professional Standards will coordinate and confirm that the certification criteria have been met.
5. Employees are re-eligible for this benefit 1 year after an additional five years of county service.

By Order of the Sheriff