

A. PURPOSE. To outline procedures for an employee's absence due to military service.

B. DEFINITIONS

1. *Reserve Duty*: any military service that is required on a regular basis for training or drill and generally lasts for one weekend per month and 15 days during the summer.
2. *Military Activation*: the notice to a service member that their status has changed from Reserve Duty to Active Duty.
3. *Additional Duty*: Any military activation or orders that require the employee's absence for more than three weeks and is not part of their regularly scheduled reserve duty.
4. *Long Term Military Deployment*: any military activation that requires the employee's absence from the department and is expected to last more than 180 days.

C. GENERAL PROVISIONS

1. This policy in no way affects the privileges of employees under the [City Administrative Policy 14-01](#), *Absence for Military Service*, or the Collective Bargaining Agreement.
2. This policy will comply with Federal Law, namely the Uniformed Services Employment and Reemployment Rights Act (USERRA).
3. Labor Relations will act as the City of Grand Rapids Point of Contact for the employee.

D. SPECIFIC RESPONSIBILITIES

1. Employees shall:
  - a. Notify their unit commander as soon as they are aware of any military activation, deployment, additional duty, or reserve duty obligation.
  - b. Provide documentation of the military orders or schedule to their unit commander immediately, to provide the department with as much notice as possible.

- c. Notify Labor Relations of any military activation and submit a copy of the military orders for long term deployment.
- d. Complete the City's *Military Service Notification Form* and provide copies to Labor Relations and their Unit Commander for long term deployment.
- e. Coordinate reserve duty scheduling with the appropriate supervisor.
  - (1) Employees assigned to a patrol unit shall coordinate with their Watch Commander and may request to change their scheduled workdays to allow for reserve duty, conduct day trades with employees on another rotation, or use Vacation/ETO if it is currently available in their bank.
  - (2) Employees assigned to other units shall coordinate with their unit commander and may request to change their scheduled workdays to allow for reserve duty, conduct day trades with employees on another rotation, or use Vacation/ETO if it is currently available in their bank.
  - (3) Requests for change of work schedule for military duty above and beyond normal reserve duty requirements shall be at the discretion of the Watch Commander or unit commander dependent on the needs of the department.
  - (4) Employees are encouraged to coordinate their yearly reserve duty schedule with their unit commander or Watch Commander at the same time they submit their vacation bid for that year.

2. Unit commanders shall:

- a. Notify the Office of the Chief of Police when they are made aware of any military activation requiring any long-term deployment.
- b. Serve as the point of contact for the employee/service member and their family for the duration of the employee's activation.
- c. Assist the employee with the requirements under the City's Administrative Policy 14-01, *Absence for Military Service*.
- d. For Long Term Military Deployments, the unit commander shall conduct an out-processing interview with the employee prior to the employee's departure. When the employee returns from their military service the unit commander shall also conduct an in-processing interview with the employee prior to the employee returning to service to the department.

- e. Unit commanders shall utilize the Long-Term Deployment Checklist for the out-processing and in-processing interviews.
- f. Arrange for the secure storage and maintenance of the employee's department issued equipment with the Property Management Unit.
- g. Make every attempt to change the employee's work schedule or allow the use of Vacation/ETO for reserve duty while also considering the needs of service.