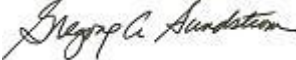


CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 14-01	DATE: 02/17/14
REVISIONS:	
ISSUED BY: City Manager	SIGNED: 

SUBJECT: ABSENCE FOR MILITARY SERVICE

PURPOSE: The City of Grand Rapids is committed to full compliance with statutory requirements pertaining to employees who are absent from work due to military service. This policy provides general information and guidance concerning management's and military employees' respective rights and responsibilities in dealing with such absence(s). Additionally, the policy references revisions to other administrative policies related to employees who are absent due to military service. These changes are intended to realign employment benefits administrative procedures for military employees to be commensurate with those of civilian personnel.

POLICY:

A. UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

As an employer, the City will comply with its obligations as described under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the federal statute that governs the terms and conditions of military employees who are absent from work. Employees in the military services are expected to likewise comply with the responsibilities and terms and conditions set forth in the statute. For a specific detailed listing of the legal requirements, the USERRA statute should be referenced. However, for purposes of this policy, an employee's key rights and responsibilities include:

1. An employee who receives notice to report for active military service must provide and submit authentic military orders for deployment to the proper management personnel as well as comply with all notification requirements of USERRA.

2. An employee upon submittal of the necessary military orders is automatically excused from work during the absent time proscribed in the military orders; such absent periods shall be permitted up to a maximum 5 year lifetime limit as designated in USERRA.
3. An employee on absent time while serving in the military shall be entitled to the same rights, benefits, etc. for which they are qualified to receive similar to other employees working for the employer.
4. An employee returning from the military shall be entitled to the transition period permitted under USERRA as follows:
 - a) **1 to 30 days service or absence due to a fitness for service exam:** Employee must report by the beginning of the first regularly scheduled workday falling 8 hours after returning home. No duty to submit application for reemployment.
 - b) **31 to 80 days service:** Application for reemployment must be submitted no later than 14 days after completion of service.
 - c) **180 days or more service:** Application for reemployment must be submitted within 90 days of completion of service.
 - d) **Service injury extension:** Reporting or application deadlines are extended for up to 2 years for employees who are hospitalized or convalescing due to a service related injury.
 - e) **Failure to timely report:** Reemployment rights are not automatically forfeited for failure to timely report for work or apply for reemployment. Return to work or reemployment will be based upon the City's established conduct rules, policies, and general practices.

B. TWO WEEKS OF PAY AND HEALTH INSURANCE PLAN COVERAGE

Additionally, other administrative policies applicable to military employees are hereby modified as of the stated effective dates to align with state and federal law and for consistency of employment practices with all personnel:

1. Effective March 30, 2014, an employee who submits military orders for absent time shall be provided a maximum of 2 weeks pay in a calendar year per notice to report for active duty or annual duty training.
2. Effective July 1, 2016, an employee's coverage under the City of Grand Rapids health insurance plan will be continued only for the first full calendar month after the employee actually reports for active military service. After the first full month period has expired, the City's health insurance coverage will terminate during

such military absent time unless the employee is otherwise qualified to maintain coverage under the regular terms and conditions of employment.

C. POSTING AND AVAILABILITY OF USERRA REGULATIONS

A copy of the USERRA regulations will be posted in the Human Resources Department, and a copy will be made available to any employee upon his/her request to the Human Resources Department.