ORDINANCE NO. 2025 – 19

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY PERSONNEL POLICY AND TO THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY.

Article 1: Affirmation. It has been determined by the Baxter County Personnel Committee that revisions and additions in the Baxter County Personnel Policy and the Baxter County Sheriff's Office Policy manuals are necessary to improve the overall effectiveness and efficiency of Baxter County Government. Baxter County has provided evidence authorized by the Courts of Baxter County to Vacation Leave, Personal Leave and Military Leave within the Baxter County Personnel Policy for Baxter County employees. The Baxter County Sheriff's Office has provided evidence authorized by the Courts of Baxter County to Vacation Leave, Personal Leve and Military Leave with the Baxter County Sheriff's Office Personnel Policy for Baxter County Sheriff's Office employees.

Section 1. The Baxter County Quorum Court hereby approves the changes and additions, as shown by attachment Exhibit "A", within the Baxter County Personnel Policy and Baxter County Sheriff's Office Personnel Policy are hereby approved and implemented.

Section 2. SERVERIBILITY CLAUSE. If any provision or section of the Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions and sections on the Ordinance and shall be severable.

Section 7. CODIFICATION. This Ordinance is to be codified in the Baxter County Code of Ordinances, §240.00, paragraph (1) and (2) and supersedes all previous Personnel Policies coded therein.

Article 2: Effective Date This Ordinance being necessary for the preservation of public peace, health, and safety, an emergency is hereby declared. This Ordinance shall be in full force and in effect from and after the date of its approval and passage.

Article 3: Emergency Clause An emergency is hereby declared to exist, and this Ordinance shall be in full force and effect immediately upon its passage and approval by the Baxter County Quorum Court.

F202500240
BAXTER CO, AR FEE $0.00
PRESENTED: 05-07-2025 08:28:35 AM
RECORDED: 05-07-2025 08:28:35 AM
CANDA REESE
CIRCUIT CLERK
BY: LISA PEMBERTON
DEPUTY
ORDINANCE
21 Pages

APPROVED:

KEVIN LITTY, COUNTY JUDGE
Date Signed: 5-6-25

ATTEST:

CANDA J. REESE, COUNTY CLERK
SPONSOR: Personnel Committee
Date Adopted: 05/06/2025
Votes: For: 11 Against: 0
Abstain: 0 Present: 0 Absent: 0

Exhibit A

BAXTER COUNTY
Human Resources

BAXTER COUNTY SHERIFF
PROTECT & SERVE

Proposed Personnel Policy Revisions 05/06/2025

Baxter County Personnel Policy/Baxter County Sheriff's Personnel Policy

500.01 Vacation Leave (BXCO) **REVISED**
500.03 Vacation Leave (BXSO) **REVISED**

This policy has been revised to include verbiage outlining the responsibility of the employee and the perimeters surrounding ultimate approval/denial of leave based on operational continuity.

500.03 Personal Leave (BXCO) **REVISED**
500.05 Personal Leave (BXSO) **REVISED**

This policy has been revised to include verbiage outlining the responsibility of the employee and the perimeters surrounding ultimate approval/denial of leave based on operational continuity.

500.06 Military Leave (BXCO) **REVISED**
500.09 Military Leave (BXSO) **REVISED**

This policy has been revised to enhance the depth of the policy and the responsibility of the employee and the employer.

500.01 (BXCO) Vacation Leave CURRENT

500.01 Vacation Leave

Each full-time employee of Baxter County shall accrue vacation leave as follows:

1 year - 4 years: 15 Days 5 years - 9 years: 20 Days 10+ Years: 25 Days

Days will be converted to hours based upon the Employee's regular work schedule hours and applied prorated per month. Accrued vacation leave shall not exceed 240 hours for 8-hour employees, 290 hours for 10-hour employees, or 348 hours for 12-hour employees. This includes a maximum carryover of 48 hours for 12-hour shift employees and 40 hours for non-12-hour shift employees.

In the event an employee changes their shift length, vacation hours available as of the effective date reflected on the Notification of Personnel Action Form will be converted to their new scheduled hours.

Vacation leave for employees may be taken in increments of a minimum of .25 hours *(15 minutes)* and a maximum of two weeks *(hours are calculated based on shift length)*. Leave requests that extend beyond the maximum of two weeks of Vacation leave shall be at the discretion of the Elected Official.

Vacation leave shall not be taken unless earned, therefore, employees are not permitted to borrow against leave days to be accrued in the future. Vacation accrual occurs on the date of the employee's anniversary and all vacation leave above 40 hours *(48 hours for 12-hour shift employees)* on the employee's anniversary date will be automatically forfeited.

Employees will be paid for accrued but unused vacation leave, unless employed less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment -- unless terminated for cause.

500.01 (BXCO) Vacation Leave REVISED

Each full-time employee of Baxter County shall accrue vacation leave as follows:
1 year - 4 years: 15 Days 5 years - 9 years: 20 Days 10+ Years: 25 Days

Days will be converted to hours based upon the Employee's regular work schedule hours and applied prorated per month. Accrued vacation leave shall not exceed 240 hours for 8-hour employees, 290 hours for 10-hour employees, or 348 hours for 12-hour employees. This includes a maximum carryover of 48 hours for 12-hour shift employees and 40 hours for non-12-hour shift employees.

An employee who has requested the use of Vacation Leave, upon approval by their supervisor, shall be permitted to use such time if the use of Vacation Leave does not unduly disrupt the operation of the County or employer.

All leave requests shall be made within a reasonable period of time set forth by the executive departmental policies.

In the event an employee changes their shift length, vacation hours available as of the effective date reflected on the Notification of Personnel Action Form will be converted to their new scheduled hours.

Vacation leave for employees may be taken in increments at a minimum of .25 hours *(15 minutes)* and a maximum of two weeks *(hours are calculated based on shift length)*. Leave requests that extend beyond the maximum of two weeks of Vacation leave shall be at the discretion of the Elected Official.

Vacation leave shall not be taken unless earned, therefore, employees are not permitted to borrow against leave days to be accrued in the future. Vacation accrual occurs on the date of the employee's anniversary and all vacation leave above 40 hours (48 for 12- hour shift employees) on the anniversary date will be automatically forfeited.

Employees will be paid for accrued but unused vacation leave, unless employed less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment -- unless terminated for cause.

500.03 (BXSO) Vacation Leave CURRENT

Vacation Leave. Vacation leave is a benefit like salary that each full-time County Sheriff Employee earns, and that accrues to all eligible employees in accordance with the schedule set out in this section.

Sworn Employee:

i. In order to maintain competitiveness, each full-time employee of the Sheriff's Office who is certified by the Arkansas Commission on Law Enforcement Standards and Training (CLEST) as a full-time law enforcement officer (also known as a Sworn Employee) shall accrue as follows: (For the purpose of this section, a day means the normal work shift for the employee in question)

Service Credit	Vacation Accrual per Year
1-year anniversary	15 days
5-year anniversary	20 days
10-year anniversary	25 days

Days will be converted to hours based upon the Sworn Employee's regular work schedule hours and applied prorated per month. Accrued vacation leave may not exceed 240 hours for 8-hour Sworn Employees, 290 hours for 10-hour Sworn Employees or 348 hours for 12-hour Sworn Employees. This includes the maximum carry over of 48 hours for 12-hour shift Employees and 40 hours for non-12-hour shift Employees.

In the event a Sworn Employee changes their regular work schedule hours, the remaining vacation hours will be converted to their new scheduled hours.

Vacation leave for sworn employees may be taken in increments as low as .50 hours (30 minutes) and a maximum of two weeks *(hours are calculated based on shift length).* Leave requests that extend beyond the maximum of two weeks of Vacation Leave shall be at the discretion of the Elected Official.

Vacation leave may not be taken unless earned. Sworn Employees are not permitted to borrow against leave days to be accrued in the future. Vacation accrual occurs on the date of the employee's anniversary. Therefore, any vacation leave above 40 hours (48 for 12-hour shift employees) on the employee's anniversary date will be automatically forfeited. Employees will be paid for accrued but unused vacation leave, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

ii. **Civilian Employee:**

Each full-time civilian employee (non-sworn) of the Sheriff's Office shall accrue vacation leave as follows:

Service Credit	Vacation Accrual per Year
1-year anniversary	15 days
5-year anniversary	20 days
10-year anniversary	25 days

Days will be converted to hours based upon the Sworn Employee's regular work schedule hours and applied prorated per month. Accrued vacation leave may not exceed 240 hours for 8-hour civilian employees, 230 hours for 10-hour civilian employees, or 348 hours for 12-hour civilian employees. This includes the maximum carryover of 48 hours for 12-hour shift employees and 40 hours for non-12-hour shift employees.

In the event a civilian employee changes their regular work schedule hours, the remaining vacation hours will be converted to their new scheduled hours.

Vacation leave for civilian employees may be taken in increments as low as .25 hours (15 minutes). Vacation leave may not be taken unless earned. Civilian Employees are not permitted to borrow against leave days to be accrued in the future. Vacation accrual occurs on the date of the employee's anniversary. Therefore, any vacation leave above 40 hours (48 for 12-hour shift employees) on the employee's anniversary date will be automatically forfeited.

Employees will be paid for accrued but unused vacation leave, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

500.03 (BXSO) Vacation Leave REVISED

Vacation leave is a benefit like salary that each full-time County Sheriff Employee earns, and that accrues to all eligible employees in accordance with the schedule set out in this section.

Sworn Employee

To maintain competitiveness, each full-time employee of the Sheriff's Office who is certified by the Arkansas Commission on Law Enforcement Standards and Training (CLEST) as a full-time law enforcement officer (also known as a Sworn Employee) shall accrue as follows: (For the purpose of this section, a day means the normal work shift for the employee in question)

Service Credit	Vacation Accrual
1-year anniversary	15 Days
5-year anniversary	20 Days
10-year anniversary	25 days

Days will be converted to hours based upon the Sworn Employee's regular work schedule 28 hours and applied prorated per month. Accrued vacation leave may not exceed 240 hours for 8-hour Sworn Employees, 290 hours for 10-hour Sworn Employees or 348 hours for 12-hour Sworn Employees. This includes the maximum carry over of 48 hours for 12-hour shift Employees and 40 hours for non-12-hour shift employees.

An employee who has requested the use of Vacation Leave, upon approval by their supervisor, shall be permitted to use such time if the use of Vacation Leave does not unduly disrupt the operation of the County or employer.

All leave requests shall be made within a reasonable period of time set forth by the executive departmental policies.

In the event a Sworn Employee changes their regular work schedule hours, the remaining vacation hours will be converted to their new scheduled hours.

Vacation leave for Sworn Employees may be taken in increments as low as .50 hours (30 minutes) and a maximum of two weeks *(hours are calculated based on shift length)*. Leave requests that extend beyond the maximum of two weeks of Vacation Leave shall be at the discretion of the Elected Official. Vacation leave may not be taken unless earned. Sworn

Employees are not permitted to borrow against leave days to be accrued in the future. Vacation accrual occurs on the date of the employee's anniversary. Therefore, any vacation leave above 40 hours (48 for 12-hour shift employees) on the employee's anniversary date will be automatically forfeited.

Employees will be paid for accrued but unused vacation leave, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

Civilian Employee

Each full-time civilian employee (non-sworn) of the Sheriff's Office shall accrue vacation leave as follows:

Service Credit	Vacation Accrual
1-year anniversary	15 Days
5-year anniversary	20 Days
10-year anniversary	25 days

Days will be converted to hours based upon the Sworn Employee's regular work schedule hours and applied prorated per month. Accrued vacation leave may not exceed 240 hours for 8-hour civilian employees, 230 hours for 10-hour civilian employees, or 348 hours for 12-hour civilian employees. This includes the maximum carryover of 48 hours for 12-hour shift employees and 40 hours for non-12-hour shift employees.

An employee who has requested the use of Vacation Leave, upon approval by their supervisor, shall be permitted to use such time if the use of Vacation Leave does not unduly disrupt the operation of the County or employer.

All leave requests shall be made within a reasonable period of time set forth by the executive departmental policies.

In the event a civilian employee changes their regular work schedule hours, the remaining vacation hours will be converted to their new scheduled hours. Vacation leave for civilian employees may be taken in increments as low as .50 hours (30 minutes). Vacation leave may not be taken unless earned. Civilian Employees are not permitted to borrow against leave days to be accrued in the future. Vacation accrual occurs on the date of the employee's anniversary. Therefore, any vacation leave above 40 hours (48 for 12-hour shift employees) on the employee's anniversary date will be automatically forfeited.

Employees will be paid for accrued but unused vacation leave, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

500.03 (BXCO) Personal Leave CURRENT

500.03 Personal Leave

All regular full-time employees will receive two (2) paid personal days the first of the month following thirty (30) days of continuous employment. These two Personal Days will be converted to hours based on shift length and shall be awarded annually on the anniversary date of the employee. Eligible employees should submit their request for time off for these days within a reasonable period, for approval given by the immediate supervisor. Personal leave not used within one year shall not be carried over past the employee's anniversary hire date.

In the event an employee changes their shift length, personal hours available as of the effective date reflected in the Notification of Personnel Action Form will be converted to their new scheduled hours.

500.03 (BXCO) Personal Leave REVISED

All regular full-time employees will receive two (2) paid personal days the first of the month following thirty (30) days of continuous employment. These two Personal Days will be converted to hours based on shift length and shall be awarded annually on the anniversary date of the employee. Eligible employees should submit their request for time off for these days within a reasonable period, for approval given by the immediate supervisor.

An employee who has requested the use of Personal Leave, upon approval by their supervisor, shall be permitted to use such time if the use of Personal Leave does not unduly disrupt the operation of the County or employer.

All leave requests shall be made within a reasonable period of time set forth by the executive departmental policies.

Personal leave not used within one year shall not be carried over past the employee's anniversary hire date. Employees will be paid for unused Personal days, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

In the event an employee changes their shift length, personal hours available as of the effective date reflected in the Notification of Personnel Action Form will be converted to their new scheduled hours.

500.05 (BXSO) Personal Leave CURRENT

500.05

Personal Leave. All sworn and civilian full-time employees will receive two (2) paid personal days the first of the month following thirty (30) days of continuous employment. These two Personal Days shall be awarded annually on the anniversary date of the employee. A day is based upon the County Sheriff's Employee's regular scheduled hours. Eligible employees should submit their request for time off for these days within a reasonable period and approval must be given by the immediate supervisor. Personal Days not used within one year may not be carried over past the employee's anniversary hire date. Employees will be paid for unused Personal days, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

500.05 (BXSO) Personal Leave REVISED

All Sworn and Civilian full-time employees will receive two (2) paid personal days the first of the month following thirty (30) days of continuous employment. These two Personal Days shall be awarded annually on the anniversary date of the employee. A day is based upon the County Sheriff's Employee's regular scheduled hours.

Eligible employees should submit their request for time off for these days within a reasonable period and approval must be given by the immediate supervisor.

An employee who has requested the use of Personal Leave, upon approval by their supervisor, shall be permitted to use such time if the use of Personal Leave does not unduly disrupt the operation of the County or employer.

All leave requests shall be made within a reasonable period of time set forth by the executive departmental policies.

Personal Days not used within one year may not be carried over past the employee's anniversary hire date. Employees will be paid for unused Personal days, unless employed for less than 12 consecutive months, at his/her most current hourly rate of pay, following termination of employment unless terminated for cause.

500.06 (BXCO) Military Leave CURRENT

500.06 Military Leave

Baxter County complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and with Ark. Code Ann. §21-4-102, 21-4-212, 14-15-506 and 14-53-113.

Both USERRA and state law provide job and benefit protection for employees who serve in the military, and they provide certain leave and reemployment rights to any employee who has been absent from work due to service in the United States uniformed services. The County will grant military leave of absence to any employee who is required to miss work because of service in the United States uniformed services in accordance with USERRA and/or state law after successful completion of the new hire probationary period.

An employee must notify the County if you receive notice that they will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or unreasonable. The employees shall provide the Elected Official/Department Head AND Human Resources with a copy of their official orders.

When an employee receives notice that they will need military leave of absence, they should immediately contact their supervisor for further information regarding their rights and responsibilities under USERRA and state law.

If military leave hours have been exhausted for the calendar year, the employee may use compensatory time, vacation time, or personal time. Sick time may not be used.

Once an employee's paid leave is exhausted, employer paid benefits will be paused during the length of the employee's military leave.

500.06 (BXCO) Military Leave REVISED

Baxter County employees who are members of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component of the armed forces, shall be granted leave at a rate of fifteen (15) days per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status.

To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding calendar year until it totals fifteen (15) days at the beginning of the calendar year.

This leave shall be granted without loss of pay and in addition to regular paid leave.

Each employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.

An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within ninety (90) days after the effective date of his or her release from active duty, shall be reinstated to a the position vacated or equivalent position at no loss of seniority or any other benefits and privileges of employment.

The right of employment shall conform with all federal government rules and regulations.

Military personnel called to duty in emergency situations by the Governor or the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

During any military leave of absence, the employee preserves all seniority rights, efficiency or performance ratings, promotional status, and retirement privileges to which the employee has come entitled.

During military leave for 30 days or less, employer paid benefits will continue as if the employee is actively working.

During military leave that extends 31 days or more, the employee shall maintain the monthly full-time status threshold of 120 hours, through supplemental PTO, to remain eligible for employer paid benefits. Otherwise, employer paid benefits will be paused and COBRA benefits

will be offered. At the end of military leave, employer paid benefits will be reinstated, effective the month the employee returns to work.

An employee on military leave, that remains eligible for employer paid benefits, is responsible for any dependent and voluntary deduction(s) while on military leave.

During military leave where the employee elects to continue employer paid benefits, the employee shall be required to make retirement service contributions.

During military leave where the employee elects to terminate employer paid benefits, the period of military service shall be deemed continuous service, and the employee shall not be required to make retirement service contributions.

Additionally, if employment is interrupted by a period of service, the employee shall be permitted to request to use any earned vacation leave, personal leave, or compensatory leave, to continue civilian pay. Accordingly, vacation leave, personal leave, or compensatory leave shall not be utilized unless earned. Employees shall not be permitted to borrow against any leave to be accrued in the future.

Baxter County complies with all applicable laws concerning military leave, and with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and with Ark. Code Ann. §21-4-102, 21-4-212, 14-15-506 and 14-53-113 which protects applicants and employees who serve in the military from discrimination in the areas or hiring, job retention, and advancement.

Both USERRA and state law provide job and benefit protection for employees who serve in the military, and they provide certain leave and reemployment rights to any employee who has been absent from work due to service in the United States uniformed services. The County will grant military leave of absence to any employee who is required to miss work because of service in the United States uniformed services in accordance with USERRA and/or state law after successful completion of the new hire probationary period.

An employee must notify the County if you receive notice that they will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or unreasonable. The employees shall provide the Elected Official/Department Head AND Human Resources with a copy of their official orders.

When an employee receives notice that they will need military leave of absence, they should immediately contact their supervisor for further information regarding their rights and responsibilities under USERRA and state law.

500.09 (BXSO) Military Leave CURRENT

500.09

Military Leave. The County Sheriff's Office complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and with Ark. Code Ann. § 21-4-102, 21-4-212, 14-15-506 and 14-53-113.

(1) Both USERRA and state law provide job and benefit protection for employees who serve in the military, and they provide certain leave and reemployment rights to any employee who has been absent from work due to service in the United States uniformed services. The County Sheriff will grant a military leave of absence to any employee who is required to miss work because of service in the United States uniformed services in accordance with USERRA and/or state law.

(2) An employee must notify the County Sheriff or designee if they receive notice that they will require a military leave of absence, unless providing such notice is precluded by military necessity, impossible, or unreasonable. A Sheriff's Office employee requesting leave under this section shall provide the County Sheriff or designee with a copy of their official orders. When an employee receives notice that they will need military leave of absence, they should immediately contact their supervisor for further information regarding their rights and responsibilities under USERRA and state law.

If military leave hours have been exhausted for the calendar year, the Sheriff's Employee may use compensatory time, vacation time or personal days. Sick time may not be used.

500.09 (BXSO) Military Leave REVISED

Baxter County Sheriff's Office employees who are members of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component of the armed forces, shall be granted leave at a rate of fifteen (15) days per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status.

Whenever an employee as defined under § 21-4-203 or an employee of a political subdivision is granted military leave for a period of fifteen (15) days per calendar year or fiscal year under this section, the military leave shall accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or fiscal year, for a maximum number of thirty (30) military leave days available in any one (1) calendar year or fiscal year.

This leave shall be granted without loss of pay and in addition to regular paid leave.

Each employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.

An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within ninety (90) days after the effective date of his or her release from active duty, shall be reinstated to a the position vacated or equivalent position at no loss of seniority or any other benefits and privileges of employment.

The right of employment shall conform with all federal government rules and regulations.

Military personnel called to duty in emergency situations by the Governor or the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

During any military leave of absence, the employee preserves all seniority rights, efficiency or performance ratings, promotional status, and retirement privileges, to which the employee has come entitled.

During military leave for 30 days or less, employer paid benefits will continue as if the employee is actively working.

During military leave that extends 31 days or more, the employee shall maintain the monthly full-time status threshold of 120 hours, through supplemental PTO, to remain eligible for employer paid benefits. Otherwise, employer paid benefits will be paused and COBRA benefits will be offered. At the end of military leave, employer paid benefits will be reinstated, effective the month the employee returns to work.

An employee on military leave, that remains eligible for employer paid benefits, is responsible for any dependent and voluntary deduction(s) while on military leave.

During military leave where the employee elects to continue employer paid benefits, the employee shall be required to make retirement service contributions.

During military leave where the employee elects to terminate employer paid benefits, the period of military service shall be deemed continuous service, and the employee shall not be required to make retirement service contributions.

Additionally, if employment is interrupted by a period of service, the employee shall be permitted to request to use any earned vacation leave, personal leave, or compensatory leave, to continue civilian pay. Accordingly, vacation leave, personal leave, or compensatory leave shall not be utilized unless earned. Employees shall not be permitted to borrow against any leave to be accrued in the future.

Baxter County complies with all applicable laws concerning military leave, and with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and with Ark. Code Ann. §21-4-102, 21-4-212, 14-15-506 and 14-53-113 which protects applicants and employees who serve in the military from discrimination in the areas or hiring, job retention, and advancement.

Both USERRA and state law provide job and benefit protection for employees who serve in the military, and they provide certain leave and reemployment rights to any employee who has been absent from work due to service in the United States uniformed services. The County will grant military leave of absence to any employee who is required to miss work because of service in the United States uniformed services in accordance with USERRA and/or state law after successful completion of the new hire probationary period.

An employee must notify the County if you receive notice that they will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or

unreasonable. The employees shall provide the Elected Official/Department Head AND Human Resources with a copy of their official orders.

When an employee receives notice that they will need military leave of absence, they should immediately contact their supervisor for further information regarding their rights and responsibilities under USERRA and state law.