

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.07.08
MILITARY SERVICE



Adopted: 12/20/16
Reviewed: 05/08/18
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

Purpose: To outline the rights and responsibilities of both the District as well as the employee during temporary military duty.

References: Uniformed Services Employment and Reemployment Rights Act (USERRA)
RCW 38.40.060

Procedure:

1. Provisions for Military Service.
 - a) The District provides paid leave to all employees performing military service in accordance with federal and state law up to 21 days in the fiscal calendar used by the federal government.
 - b) Military service includes Active Duty and Reserve or National Guard training.
 - c) Members are required to provide their manager with copies of their military orders as soon as possible after they are received. Re-instatement upon return from military service will be determined in accordance with applicable federal and state law.
2. Provisions for Extended Military Service.
 - a) If an employee is called to Active Duty for more than 21 work days in a government fiscal calendar period, the District shall provide the employee a 6-month salary continuation period.
 - b) If the employee's military salary is less than his/her District salary, the difference between the military salary and the District salary will be paid to the employee after receipt of official documentation showing a copy of the orders to report to active duty and the amount of pay the employee is receiving from the military.
 - c) During the salary continuation period, the employee shall continue to receive the same benefits that the employee would have received if employed by the District including annual leave accrual, sick leave accrual, disability leave accrual, but excluding assignment of Kelly days which will be forfeited.
3. Medical Benefits While in Military Service.
 - a) Medical and dental benefits provided under this policy are subject to the coverage and provision of the insurance policies carried by the District.
 - b) Pension benefits provided under this policy are subject to the statutory and regulatory requirements of the Department of Retirement Systems.
4. Extension of Military Service (Longer than six months).

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- a) In the event the Active Duty period is extended beyond the salary continuation period, the extension of any continued salary or employment benefits shall be at the sole discretion of the Board of Fire Commissioners.

5. Non-Discrimination and Re-Instatement.

- a) The District prohibits discrimination against members on the basis of military duty, affiliation, or status and requires reinstatement of a member following military leave to the same position or a position of like seniority, status and pay, as dictated by federal and state laws.
- b) A member will be reinstated if he/she is still qualified to perform the job duties and circumstances don't make it impossible, unreasonable, or against public policy to place the member back into the same or similar position.