



City of Racine Police Department
Policy and Procedure

Number: 123

Subject: Department Support of Military National Guard & Reserve Units		
Date Issued: 09-11-98	Effective Date: 06-10-11	Revision Number: 4

POLICY:

The Racine Police Department supports the participation of its employees in National Guard and Reserve units. It is understood that the laws and statutes pertaining to membership in the Guard and Reserve are designed to provide a balance between the needs of the Armed Forces as well as the needs of the employer.

1. When a member of the Department is also a member of the Reserve or National Guard component of the Armed Forces, the member shall abide by the following guidelines:
 - a. Provide a listing of the Drill dates and projected Annual Training dates to his/her immediate supervisor as soon as practical. This listing of dates may be verbal; however, to ensure that the member does not suffer any negative consequences for "failure to notify" and the shift/unit can make the appropriate changes, it is recommended that these notifications be in writing (memorandum or "Time Off Request"-PP31).
 - b. Provide as much advance notice as practical for any other form of military duty that comes up.
 - (1) Understand that if he/she desires to utilize any vacation, comp time or other accrued time off during this period of absence, he/she must fill out a "Time Off Request" PP31 to document the request.
 - (a) The use of the "Time Off Request" PP31 would make it easier for the shift/unit to adjust manpower requirements and properly credit the member for the time off requested.
 - (b) Contrary to the normal Time Off Request procedures addressed in Policy #106, one form may be used for an extended period of time, and there is no 21 day submission rule.
 - (2) Understand that there will be no form of differential pay or compensation for the member during his/her military duty other than those mentioned above under sub (2).
 - (3) Understand that the Department is under no obligation to provide opportunities for the member to make up work hours missed due to military duty.
 - (4) Understand that the Department is not obligated to continue payment of health insurance unless the military duty performed is for a period not to exceed thirty (30) days consecutively.
 - c. Upon completion of the military duty, ensure that he/she returns to work as promptly as the law permits.
 - (1) For an absence of less than thirty (30) days, return on the first regularly scheduled work day or eight (8) hours after the military duty, plus reasonable commuting time from the military station to home.
 - (2) For an absence of thirty one (31) to one hundred eighty (180) days;
 - (a) Return to work not later than fourteen (14) days after completion of military duty.
 - (b) For any military duty exceeding thirty (30) days, a copy of signed orders certifying the duty performance, or DD214, must be provided upon the completion of military duty and the return to work, in order to remain in compliance with the law.
 - (3) For an absence of one hundred eighty one (181) days or more;

- (a) Return to work not later than ninety (90) days after completion of military duty.
 - (b) For any military duty exceeding thirty (30) days, a copy of signed orders certifying the duty performance, or DD214, must be provided upon the completion of military duty and the return to work, in order to remain in compliance with the law.
2. The Department shall not:
- a. Refuse to allow a member to attend scheduled drills, annual training or other military obligations.
 - b. Require the member to find another member to work in his/her place in order to allow the member to perform his/her military obligation (switches, etc.).
 - c. Require a member to apply for a leave of absence or otherwise submit official documentation for approval prior to the leave of absence.
 - d. Require a member to rearrange his drill schedule or military obligations. The Department may contact the member's Commander and explain it is a burden to the employer, and the Commander then may alter the member's military obligation to accommodate the Department.
 - e. Discriminate against a member due to his/her military affiliations.
 - f. Refuse to award casual days when earned as part of the Attendance Incentive program specified in Article 33 of the RPA contract when absences are based solely on military duty.
- 3 The Department shall ensure that when a member returns from his/her military obligation:
- a. His/her seniority has continued as if he/she had never left.
 - b. His/her length of service benefits (increase in vacation entitlements based on years of service, etc.) continued as if he/she had never left.
 - c. And the leave of absence exceeded thirty (30) days; the member will provide a copy of signed orders certifying the duty performance, or DD214, to the Shift/Unit Commander.

RELATED PROCEDURE:

[106 – Request for Time-Off](#)
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MISCELLANEOUS REFERENCE:

RPA Contract Article 33

RELATED STATUTE:

Title 38, Chapter 43 – Employment and Reemployment Rights of Members of the Uniformed Services.