

Military Deployment, Reintegration, and Training

1036.1 MILITARY DEPLOYMENT/REINTEGRATION OF EMPLOYEES

- (a) Employees who are members of the armed forces Reserve Component present unique circumstances surrounding their employment. The purpose of this policy is to provide a comprehensive deployment plan to ensure that all St. Mary's County Sheriff's Office employees who serve in the National Guard or Active Reserves and are called to active military service have a successful re-entry into the agency upon return from active military service.
- (b) This policy is intended to provide regulations governing long-term military activation and deployment (180 days or more) but may provide guidance for deployments of shorter time periods as well. In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), employees shall retain reemployment rights for up to two (2) years. The employee shall be entitled to reinstatement to the same or similar position held prior to deployment, provided the employee is physically and mentally capable of performing the work.

1036.2 MILITARY LIAISON OFFICER

The Sheriff's Office Military Liaison Officer will be appointed by the Sheriff or Assistant Sheriff and will serve as the primary conduit for deconflicting issues between the employee and their military unit. The Military Liaison Officer should have strong communication skills and experience with administrative processes within the Sheriff's Office and across military echelons. The Military Liaison Officer will annually receive and verify employees' annual drill schedules, Annual Training Orders, and Deployment Orders.

1036.3 MILITARY LEAVE AND BENEFITS

- (a) Depending on location of the tour and reporting date/time, two days of military leave for travel to and from the duty location may be required.
 - 1. An employee must provide copies of their official orders prior to receipt of pay for their military leave period. [1000.2 REQUESTING LEAVE](#)
 - 2. Orders shall be reviewed to verify dates of the official military tour and dates of military leave.
- (b) Any additional required leave for military service will be other previously accrued paid leave (vacation, personal, or holiday) or Leave Without Pay (LWOP). Employees on military leave are not required to use paid leave if they do not wish.
 - 1. If an employee on military leave without pay wishes to continue insurance coverage through the County, they must make arrangements with Human Resources to pay 100% of the monthly premium from the first day of their LWOP.
 - 2. Leave accruals and all other benefit entitlements cease during the period of LWOP, except as specified in this policy and USERRA.

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- (c) Regular employees who are members of the National Guard or the Reserve and who are called to temporary active duty may be eligible for a military pay differential during their tour of duty.
 - 1. This military pay differential is the difference between the employee's County biweekly base pay (excluding without limitation any special pays and allowances such as shift differential, overtime, or callback pay) and the employee's military pay (including, without limitation, base pay, basic allowance for subsistence (BAS) and basic allowance for housing (BAH) but exclusive of any other special pays or allowances).
 - 2. If the military pay, as defined above, is less than the employee's base County biweekly pay, the County will pay an allowance equal to the difference between the base County biweekly pay and the military pay.
 - 3. If the military pay, as defined above, is greater than the employee's base County biweekly pay, the employee is not eligible for an allowance from the County.
- (d) Employees eligible to be reemployed through USERRA shall be restored to the same job (or, in some cases, a comparable job) and benefits they would have attained if they had not been absent due to military service, including but not limited to anniversary date, reinstatement of unused sick and personal leave, insurance coverage, accrued seniority, merit increases, and retirement.
- (e) If any provision of this policy becomes inconsistent with or in conflict with USERRA due to amendments or revisions, the provisions of USERRA shall supersede the conflicting provisions of this policy.

Employees on active-duty military leave are eligible to participate in the promotional process as set out in [St. Mary's County Sheriff's Office LE Policy Manual: 1002.6 PROMOTIONAL REQUIREMENTS](#) and [St. Mary's County Sheriff's Office LE Procedures Manual: 1011.2 Criteria for Promotions](#)

1036.4 PRE-DEPLOYMENT

- (a) Deploying employees shall provide their supervisor with a copy of their military mobilization and deployment orders at the earliest opportunity prior to deployment. Orders will be forwarded from the employee to their first-line supervisor via a Military Reservist report within BlueTeam. The report will then be forwarded to the Sheriff's Office Military Liaison Officer for verification with a copy sent to the next supervisor in the employee's chain of command. The report will continue through the chain of command, and finally the report will be forwarded to the Personnel Section after review by the Assistant Sheriff.
- (b) The Personnel Section will provide the deploying employee a checklist for out-processing (SMCSO Form #393), to include a mandatory meeting with the Human Resources Manager, addressing scheduled court and training commitments, meeting with the Sheriff or his designee, affirming the Military Liaison Officer as the agency point of contact during deployment, and storage of agency-issued weapons and other equipment.

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1. The deploying employee is responsible for ensuring the checklist is completed and returned to the Personnel Section prior to deployment. Completed checklists will be filed in the employee's personnel folder.
2. The Personnel Section, with assistance from the County Human Resources Department, will provide the deploying employee with a comprehensive pre-deployment packet (SMCSO Form #393B and attachments) that addresses such issues as military leave, salary matches, accrued leave, time credited towards retirement, health insurance, promotion process for deployed employees, and advisement of Sheriff's Office policies regarding return from deployment.
3. It is the responsibility of the Military Liaison Officer to ensure quality communications with the deploying employee through a single point of official contact.
 - (a) The deploying employee will provide contact information for themselves and their family during deployment to the Sheriff's Office Military Liaison Officer, unless the nature of his/her assignment prohibits such information being provided.
 - (b) Agency e-mail access for the deploying employee will remain in place throughout the member's deployment.
4. Agency issued firearms/weapons and other sensitive equipment will be turned in to the Agency prior to deployment. Agency issued uniforms, identification cards, badges, and duty gear will be retained by the deploying employee unless the deploying employee requests the Sheriff's Office store it for safekeeping.
 - (a) Issued firearms/weapons will be stored by the Agency Armorer for safekeeping and reissued to the employee upon return.
 - (b) Agency issued equipment retained by the deploying employee must be safely stored in compliance with Sheriff's Office policy.
- (c) Facility access for the deploying employee will not remain in place throughout the employee's deployment.
- (d) Supervisors of the deploying employee should be sensitive to the need for deploying employees to take additional leave to satisfy family or personal logistics prior to deployment.

1036.5 DURING DEPLOYMENT

Regular contact between the Sheriff's Office Military Liaison Officer and the deployed employee will be maintained to the extent possible.

- (a) Deployed employees will be notified of agency news, significant events, promotions, and promotion opportunities, if possible.
- (b) The deployed employee shall update the Sheriff's Office Military Liaison Officer of any changes to deployment orders or other changes in military status by submitting

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updated military orders, unless the nature of his/her assignment prohibits such information being provided.

The Sheriff's Office Military Liaison Officer will maintain copies of all changes to policies, legal updates, and other Sheriff's Office issues for the reintegration briefing.

- (a) Deployed employees will retain access to PowerDMS for policy updates and notifications, for reference and informational purposes.
- (b) Deployed employees are not required to acknowledge receipt of directives issued during their military leave until after they return to the Sheriff's Office.

1036.6 POST-DEPLOYMENT

The Uniformed Service Employment and Reemployment Rights Act (USERRA) governs the allowable time frame for the reinstatement of a deployed employee, contingent on the length of deployment:

Period of Deployment	Reinstatement no later than*
1-30 calendar days	First regularly scheduled work day after completion of service and an 8-hour rest period
31-180 calendar days	14 calendar days
>180 calendar days	90 calendar days

*If the employee is hospitalized or convalescing from an injury received or aggravated during military service, the employee has up to 2 years to apply for reinstatement. Documentation supporting an extended reinstatement period must be provided upon request.

The Human Resources Manager/Point of Contact will help facilitate the reintegration process with the agency.

Upon notification of intent to return by the deployed employee, the Personnel Section will provide the returning employee with a checklist for in-processing (SMCSO Form #393A), to include meetings with the Sheriff or his designee, the Human Resources Manager the employee's Supervisor, and the Military Liaison Officer.

- (a) Employees shall provide a copy of their DD-214 to the Personnel Section immediately upon return from deployment, or as soon as available.
- (b) The returning employee is responsible for ensuring the checklist is completed and returned to the Personnel Section within two weeks of return to employment. Completed checklists will be filed in the employee's personnel folder.

All returning employees will be briefed on EAP services by the Personnel Section. All returning employees will attend at least one meeting with a Post-Traumatic Stress Disorder (PTSD)-trained therapist or psychologist as designated by the Sheriff's Office.

- (a) Mandated referrals will be scheduled within one week of return to employment with the Sheriff's Office.
- (b) Additional EAP sessions may be scheduled at the returning employee's discretion.

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- (c) In the event a returning employee requires additional services beyond the Employee Assistance Program, the Sheriff's Office will assist in identifying other locally available sources of help in transitioning back to civilian life.

Training/retraining will be provided in accordance with USERRA. Returning employees must complete required training and qualifications before returning to full duty, including:

- (a) Weapons training/qualifications (lethal and less-lethal) as applicable.
- (b) Use of Force policy review.
- (c) Make-up of additional mandated in-service training missed during deployment.
- (d) Documented refresher training conducted by an experienced Deputy or Supervisor (preferably one who has previously been called to active military service), including a briefing of all changes to policies, legal and technological updates, and other Sheriff's Office issues that occurred during deployment.
- (e) Reasonable efforts will be made to accommodate a temporary or permanent disability that occurred or was aggravated during military service.

1036.7 RESERVIST ANNUAL TRAINING

- (a) Annually, the reservist/employee will complete a Military Reservist report in BlueTeam with their drill schedule and forward the report to their first-line supervisor. The supervisor will review the drill schedule and forward the report to the Military Liaison Officer and copy the next supervisor in the employee's chain of command. The Military Liaison Officer will review and validate the drill schedule, and this will serve as the employer notification under the Uniformed Service Employment and Reemployment Rights Act (USERRA).
- (b) Full-time and regular part-time employees who are members of the National Guard or Active Reserves shall be granted paid leave of absence, not to exceed 120 hours per calendar year, to participate in their annual Active Duty for Training (ADT) period, prorated for regular part-time employees. Normally, the annual training period is twelve consecutive calendar days; therefore, an employee should not miss more than 80 work hours. This paid military leave for ADT is for one period per calendar year. Chapter 2712 of the County Manual outlines more information for Military Leave for ADT periods.
- (c) The reservist/employee will create a Military Reservist report in BlueTeam with their Annual Training orders and forward the report to their first-line supervisor. The supervisor will review the orders and forward the report to the Military Liaison Officer, copying the next supervisor in the employee's chain of command. The Military Liaison Officer will review and validate the orders and forward the report to the next supervisor in the employee's chain of command with a request to use the military leave. The orders will be reviewed by the Assistant Sheriff for final validation to the Personnel Section to prepare the PO-2 for Military Leave.
- (d) For Annual Training Orders that exceed the 120 hours of Military Leave, the employee will have to use their personal leave to cover this period.

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- (e) For Additional Annual Training Orders, Temporary Duty Orders (TDY), or other military orders for periods of Title 10, Title 32, or State Active Duty Orders, this section does not apply. For deployment orders and long-term military activation, see Policy 1036 Military Deployment and Reintegration.

1036.8 RESERVIST INACTIVE DUTY TRAINING

- (a) Paid Military Leave, outlined in Chapter 2712 of the County Manual, does not cover Inactive Duty Training (IDT). Employees may use personal, annual, holiday, or compensation leave to cover work absences during IDT periods. Employees should maintain communication with their supervisors regarding IDT periods that conflict with their Sheriff's Office work schedule.
- (b) Employees can request a Shift Change with another employee to cover their absences during IDT periods.