

Deployment Leave	Document No.	
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	Revision No.	1.0
	No. of Pages	3

1.0 Purpose

This policy establishes guidelines for how employees use the Uniformed Services Employment and Reemployment Rights Act (USERRA and/or any applicable Wyoming law). This policy summarizes the key points of USERRA and is not a comprehensive guide to USERRA.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	

3.0 Persons Affected

3.1 Any employee who is a past or present member of the uniformed services, who has applied for membership in the uniformed services, or who is obligated to serve in the uniformed services.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Employees have the right to reemployment upon completion of uniformed service if the employee provides advance notice of service, has five years or fewer of cumulative periods of service in the uniformed services while with the college, returns to work in accordance with USERRA guidelines, and has not been dishonorably discharged from the service. Reemployment is without loss of seniority, status, or pay.

4.2 Employees meet their military deployment obligations without discrimination or retaliation.

4.3 Employees have the right to elect to continue their existing health plan coverage with the college for the employee and dependents for the time allowed under the USERRA and/or any applicable federal or Wyoming law ~~up to 24 months~~ while in the military. Employees who do not elect to continue to participate in the college's health care plan have the right to be reinstated in health care plan without penalty.

- 4.4 Employees receive pension benefits as if there had been no leave taken and will be granted the opportunity to make up any employee contributions to the defined contribution plan.
- 4.5 Employees take deployment leave in accordance with this policy.
- 4.6 The college complies with USERRA and/or any other applicable Federal or Wyoming laws pertaining to military leave.

5.0 Definitions

- 5.1 Uniformed Services. Any of the United States armed forces, Coast Guard, Reserves, or National Guard.
- 5.2 Uniformed Services Employment and Reemployment Rights Act (USERRA). This act protects the job rights of employees who voluntarily or involuntarily leave their employment to serve in the uniformed services. This act affects employment, reemployment, employment benefits, and retention in employment.
- 5.3 Supervisor. The person to whom the employee reports and who has managerial responsibility to make decisions regarding the employee.

6.0 Responsibilities

- 6.1 The employee is responsible for notifying his supervisor and the Human Resources Department that he will be on leave to participate in the uniformed services.
- 6.2 The Human Resources Department is responsible for recording and monitoring deployment leave and for communicating with employees about their rights under USERRA and/of any applicable Federal or Wyoming laws pertaining to military leave.
- 6.3 The director of human resources is responsible for ensuring compliance with USERRA. and/of any applicable Federal or Wyoming laws pertaining to military leave.

7.0 Procedures

- 7.1 Taking Leave.
 - 7.1.1 The employee notifies her supervisor of impending deployment.
 - 7.1.2 The employee notifies the Human Resources Department in writing and provides verification of impending deployment.

- 7.1.3 The director of human resources will verify eligibility and explain to the employee her rights and responsibilities under USERRA and/of any applicable Federal or Wyoming laws pertaining to military leave.
- 7.1.4 The employee elects or does not elect to continue her health care plan. If the employee elects to continue her health care plan, she arranges for payment of the health care premium with the Human Resources Department
- 7.1.5 The employee returns to work at the conclusion of the deployment leave in accordance with USERRA guidelines and/of any applicable Federal or Wyoming laws pertaining to military leave.