

Review of Human Resource Policies

This checklist is provided to help you determine how your HR policies compare with the provisions of the Uniformed Services Employment/Reemployment Rights Act (USERRA). Completion of this checklist will support awarding the second star of the Five Star Program. Check box if the answer is yes.

- Does your company grant unpaid military leave of absence to employees who request such leave in order to perform service in the uniformed services?
- Does your company provide for the continuation of seniority-based benefits during a period of service?
- Does your company promptly reinstate uniformed service members on return from a period of military service?
- Does your company provide a reasonable time period to apply for reinstatement after a period of service?

Period of Service

1-30 days

31-180 days

181 or more days

Time Allowed to Apply

Next full work day,
allowing for 8 hours rest plus
adequate travel time

Within 14 days

Within 90 days

- Does your company provide promotions, pay raises and all other benefits they would *normally* have been afforded had they been continuously employed?
- Are returning veterans treated as if they had been continuously employed for purposes of longevity or pension plans?
- Are returning veterans returned to a position of like seniority, status, and rate of pay which they left for military service?
- Are returning veterans afforded training or retraining that they would have received had they been continuously employed?
- Are returning veterans *immediately reinstated* in the company health insurance coverage plan upon reemployment?

Is health care coverage continued at the same cost to the employee if the period of service is less than 31 days? If the period of service is greater than 30 days, does the company allow the service member to continue health care coverage at a cost not to exceed 102% of the normal premium?

Are returning veterans provided special protection against discharge, except for cause for one year after reemployment?

Are Uniformed Service members protected from discrimination in hiring, promotion, benefit, and continuation policies?

Comments about your HR policy:

This checklist does not replace legal counsel, but only serves as an aid in reviewing your Human Resources policies with respect to USERRA. The full text of the Uniformed Services Employment and Reemployment Rights Act (USERRA) Title 38 U.S.C. Chapter 43, can be found at <http://www.esgr.org/employers2/thelaw.asp>