

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES

**SUBJECT: SUPPLEMENTAL PAY FOR MILITARY RESERVISTS OR
NATIONAL GUARD RESERVISTS CALLED TO ACTIVE DUTY**

PPM #: CW-P-062

ISSUE DATE
August 23, 2023

EFFECTIVE DATE
August 23, 2023

PURPOSE:

To clarify the pay treatment of a County employee in the Military Reserves or National Guard Reserves for annual reservists training; called to active deployment training; called to active duty for military service.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

AUTHORITY:

- Florida Statute 115.07, as may be amended.
- Florida Statute (F.S.) 250.28, 250.36 and 250.48, as may be amended.
- Uniformed Services Employment and Reemployment Rights Act (USERRA) Act, as may be amended.

POLICY

The Board of County Commissioners will pay full wages to members of the Military Reservists or National Guard Reservists based on the following schedule:

1. Military Reservists and National Guard Reservists on leave for ANNUAL TRAINING.
 - Will receive an annual allotment of 240 hours on January 1 of each calendar year of active reservist service.
 - Any unused hours of the annual training allotment of 240 hours are forfeited on December 31 of each calendar year.
2. Military Reservists and National Guard Reservists called to ACTIVE DUTY FOR MILITARY SERVICE and/or ACTIVE DUTY TRAINING (Per occurrence).

- Will receive payment from the County for the first 30 work shifts @ 100% of their current hourly rate (not to exceed 240 total hours).
 - Commencing on the report to duty date
 - Ending on the 30th work shift from the report to duty date
 - Any unused hours of this 240 maximum hours will be forfeited upon release from assignment
3. Florida National Guard members activated or deployed for the following:
- A named event.
 - A declared disaster.
 - Operation pursuant to:
 - F.S. 250.28 Military support to civil authorities
 - F.S. 250.36 Mandates and process
 - Will receive payment from the County for the first 30 work shifts @ 100% of their current hourly rate (not to exceed 240 total hours).
 - Commencing on the report to duty date
 - Ending on the 30th work shift from the report to duty date;
 - Pursuant to F.S. 250.48
 - Payment may not exceed 30 work shifts for each emergency or disaster as established by executive order
 - Any unused hours of this 240 maximum hours will be forfeited upon release from assignment
4. If the employee chooses, leave without pay after the first 240 working hours, or has exhausted accrued paid annual leave, the Department must complete a Personnel Action (PA) Form and place the employee on Leave of Absence. The Department should note in the comments section of the PA form that the employee is on active duty. Reservists will not accrue sick and vacation balances while on leave of absence. Their balances will be held.

PROCEDURE:

1. Employee Responsibilities:
- Supply a copy of their military orders to their immediate supervisor.
 - Inform their immediate supervisor in writing on what should be done with their biweekly paycheck, i.e., have their check mailed to the address on file in the Human Resources Information System (HRIS), or arrange for direct deposit.
2. Department Responsibilities:
- Members of the Military Reserves and National Guard Reserves will receive full

base pay for the first 240 working hours based on the policy schedule outlined above. The Department is responsible for the reporting and usage of these hours. Any absence for training purposes in excess of 240 working hours may be charged to accrued paid annual leave at the option of the employee, or to leave without pay. Entry will be required in the Human Resources Information Systems Leave Request Module.

3. Reservists on active duty will have their base pay adjusted if an across-the-board increase is granted to other employees.
4. Medical coverage for the employee and his/her dependents will remain in force during their active duty. Reservists will be required to continue paying for any dependent medical coverage. The reservist will have to make arrangements to pay for dependent coverage with Risk Management or the International Association of Fire Fighters (IAFF) insurance carrier.
5. International Association of Fire Fighters (IAFF) employees will receive their step increase on their scheduled anniversary date if the employee was working at least six (6) months of the rating period. If the employee was absent a majority of the rating period, the employee will be required to wait until his/her next anniversary date to be evaluated.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-P-062, effective 8/7/1997
2. PPM #CW-P-062, effective 04/25/2011
3. PPM #CW-P-062, effective 01/13/2017