

Human Resource Policy Checklist

This Human Resource Policy Checklist is provided as a guide for use while reviewing employer Human Resource Policies for compliance with USERRA. It is not a substitute for a detailed comparison with USERRA. For further information contact the Iowa Committee for ESGR at (515) 252-4192.

Recommended Provisions

1. Does the human resource policy address prohibitions against discrimination towards Guard/Reserve employees in hiring, promotions, career opportunities, and reemployment?
2. Does it have specific provisions for granting military leaves of absence?
3. Does it refer to the applicable state and federal laws?
4. Does it allow for oral or written notification of upcoming military duty or service?
5. Does it allow, but not require, Guard/Reserve employees to use vacation time during periods of military duty or service?
6. Does it ensure continuation of seniority with the employer during periods of military duty or service?
7. Does it cover prompt reemployment of Guard/Reserve employees into positions of equal pay, status and seniority after periods of military duty or service?
8. Does it mention offering Guard/Reserve employees the opportunity to continue health insurance coverage during periods of military duty or service greater than 30 days?
9. Does it cover both full and part-time employees?
10. Does it immediately reinstate health insurance coverage upon reemployment?

Prohibited Policies

1. Does it require the Guard/Reserve employee to use vacation time during periods of military duty or service?
2. Does it require written permission for taking time off for military duty or service?
3. Does it give supervisors discretionary powers in granting time off for military duty or service?
4. Does it deny employment or reemployment rights to part-time employees?
5. Does it count time performing military duty or service as unexcused absences?
6. Does it require Guard/Reserve employees to make up time off for military duty or service?
7. Does it require a waiting period prior to reinstatement of health insurance coverage?
8. Does it require Guard/Reserve employees to find substitute workers during periods of military duty or service?

