

ORDINANCE NO. 2026 - 15

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

**AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY PERSONNEL POLICY AND TO THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY.**

**Article 1. Affirmation:** It has been determined by the Baxter County Personnel Committee that revisions and additions in the Baxter County Personnel Policy and the Baxter County Sheriff's Office Personnel Policy manuals are necessary to improve the overall effectiveness and efficiency of Baxter County Government. Baxter County has provided evidence authorized by the Courts of Baxter County to AI Policy, Holiday Leave, Sick Leave, and Military Leave within the Baxter County Personnel Policy for Baxter County employees. The Baxter County Sheriff's Office has provided evidence authorized by the Courts of Baxter County to AI Policy, Holiday Leave, and Sick Leave within the Baxter County Sheriff's Office Personnel Policy for Baxter County Sheriff's Office employees.

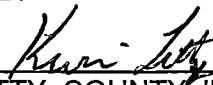
**Section 1.** The Baxter County Quorum Court hereby approves the revisions and additions, as shown by attached Exhibit "A", within the Baxter County Personnel Policy and Baxter County Sheriff's Office Personnel Policy are hereby approved and implemented.

**Section 2. SERVERIBILITY CLAUSE.** If any provision or section of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions and sections in the Ordinance and shall be severable.


**Section 3. CODIFICATION.** This Ordinance is to be codified in the Baxter County Code of Ordinances, §240.00, paragraph (1) and (2) and supersedes all previous Personnel Policies coded therein.

**Article 2. Emergency Clause:** This Ordinance being necessary for the preservation of public peace, health, and safety, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect immediately upon its passage and approval by the Baxter County Quorum Court.

APPROVED:

  
\_\_\_\_\_  
KEVIN LITTY, COUNTY JUDGE  
Date Signed: 5-5-26

ATTEST:

  
\_\_\_\_\_  
CANDA J. REESE, COUNTY CLERK  
SPONSOR: Personnel Committee  
Date Adopted: 05/05/2026  
Votes: For: 9 Against: 0  
Abstain: 0 Present: 0 Absent: 2



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BAXTER CO, AR FEE \$0.00  
PRESENTED: 05-06-2026 08:51:47 AM  
RECORDED: 05-06-2026 08:51:47 AM  
CANDA REESE  
CIRCUIT CLERK  
BY: LISA PEMBERTON  
DEPUTY

ORDINANCE  
20 Pages

**BAXTER COUNTY PERSONNEL POLICY AND BAXTER COUNTY SHERIFF’S  
OFFICE PERSONNEL POLICY – PROPOSED REVISIONS AND ADDITIONS**

**5/5/2026**

BAXTER COUNTY – 200.14 – AI POLICY – ADDITION

BXSO – 200.13 – AI POLICY – ADDITION

BAXTER COUNTY – 500.14 – HOLIDAY LEAVE – REVISION

BXSO – 500.02 HOLIDAY LEAVE – REVISION

BAXTER COUNTY – 500.02 – SICK LEAVE – REVISION

BXSO – 500.04 – SICK LEAVE – REVISION

BAXTER COUNTY – 500.06 – MILITARY LEAVE – REVISION

## **Baxter County – 200.14**

### **Technology Resources Policy**

#### **Technology Resources, Artificial Intelligence, and Automated Decision Tool Policy**

This policy is established in accordance with Ark. Code Ann. § 25-1-126. Technology resources are defined as:

1. **“Artificial intelligence”** is defined as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.
2. **“Automated decision tool”** is defined as a system or service that uses artificial intelligence and has been specifically developed and marketed, or specifically modified, to make or be a controlling factor in making consequential decisions.
3. **“Employee”** is defined as a person employed by a public entity, which includes individuals employed by counties as a political subdivision of the state.
4. **“Personally identifiable information”** (PII) is defined as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual.

**“Technology resources”** is defined as:

a) The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;

b) The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and include telecommunications and office automation functions;

- c) Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training;
- d) The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
- e) All electronic mail accounts issued by a public entity.

**Artificial intelligence** and/or **automated decision tools** may only be used for the following authorized purposes:

- 1) Drafting non-confidential documents, presentations, emails, or basic job descriptions;
- 2) Summarizing publicly available information;
- 3) Automating repetitive, non-sensitive tasks (e.g., scheduling formatting)'
- 4) Translating public information into other languages;
- 5) Brainstorming or generating ideas for general-use content, provided no sensitive or confidential information is included, be sure to verify no copyrighted information/images are included in your final product;
- 6) Assisting with research using public on non-sensitive data sources.

Prohibited uses of **artificial intelligence** and/or **automated decision tools** include, but are not limited to:

- 1) Inputting or exposing personally identifiable information (PII) (e.g., names, addresses, Social Security numbers, employee IDs, etc.);
- 2) Disclosing protected health information (PH) or information subject to HIPPA, FMLA, ADA, or similar regulations;
- 3) Inputting or exposing confidential information or sealed information related to cases in the county's courts;
- 4) Generating distributing false, misleading, discriminatory, or harassing content;
- 5) Using AI for automated interactions with government agencies, vendors, or clients that could be perceived as official without clear disclosure;

- 6) Using AI to make or influence decisions involving legal interpretation, personnel actions, eligibility for services, or enforcement actions without human oversight;
- 7) Uploading proprietary software code, security configurations, passwords, or system architecture diagrams;
- 8) Relying on AI output as a sole source for legal, medical, financial, or compliance advice; and
- 9) Using AI to create, reproduce, or distribute content in way that violates copyright law, including generating material that closely mimics or reproduces copyrighted works without proper rights or attributions.

Any use of **artificial intelligence** or **automated decision tool** requires an authorized human employee or designee to make any final decisions in the course of his or her employment, regardless of what artificial intelligence or automated decision tool the employee or designee recommends.

Baxter County's technology resources, artificial intelligence, and automated decision tools shall not be used to:

- a) Express a personal political opinion to an elected official unless the opinion is:
  - i. Within the scope of the employee's regular job duties; or
  - ii. Requested by an elected official or public entity;
- b) Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity;
- c) Engage in illegal activities or activities otherwise prohibited by federal law or state law; or
- d) Intentionally override or avoid the security system integrity procedures of the public entity.

Each Elected Official shall create disciplinary procedures for a violation of this policy concerning authorized use of technology resources. The disciplinary procedures created pursuant to this section shall not apply to employee communications made in compliance with the Public Employees Political Freedom Act of 1999, Ark. Code Ann. §§ 21-1-501, et seq., or the Arkansas Whistle-Blower Act, Ark. Code Ann. §§ 21-1-601, et seq.

## **BXSO POLICY 200.13**

### **Technology Resources Policy:**

#### **Technology Resources, Artificial Intelligence, and Automated Decision Tool Policy**

This policy is established in accordance with Ark. Code Ann. § 25-1- 126. Technology resources are defined as:

1. **“Artificial intelligence”** is defined as a machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.
2. **“Automated decision tool”** is defined as a system or service that uses artificial intelligence and has been specifically developed and marketed, or specifically modified, to make or be a controlling factor in making consequential decisions.
3. **“Employee”** is defined as a person employed by a public entity, which includes individuals employed by counties as a political subdivision of the state.
4. **“Personally identifiable information”** (PII) is defined as information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other information that is linked or linkable to a specific individual.

**“Technology resources”** is defined as:

- a) The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
- b) The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and include telecommunications and office automation functions;

- c) Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training.
- d) The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
- e) All electronic mail accounts are issued by a public entity.

**Artificial intelligence** and/or **automated decision tools** may only be used for the following authorized purposes:

- 1) Drafting non-confidential documents, presentations, emails, or basic job descriptions;
- 2) Summarizing publicly available information;
- 3) Automating repetitive, non-sensitive tasks (e.g., scheduling formatting)'
- 4) Translating public information into other languages;
- 5) Brainstorming or generating ideas for general-use content, provided no sensitive or confidential information is included, be sure to verify no copyrighted information/images are included in your final product;
- 6) Assisting with research using public on non-sensitive data sources.

Prohibited uses of **artificial intelligence** and/or **automated decision tools** include, but are not limited to:

- 1) Inputting or exposing personally identifiable information (PII) (e.g., names, addresses, Social Security numbers, employee IDs, etc.);
- 2) Disclosing protected health information (PH) or information subject to HIPPA, FMLA, ADA, or similar regulations;
- 3) Inputting or exposing confidential information or sealed information related to cases in the county's courts;
- 4) Generating pr distributing false, misleading, discriminatory, or harassing content;

- 5) Using AI for automated interactions with government agencies, vendors, or clients that could be perceived as official without clear disclosure;
- 6) Using AI to make or influence decisions involving legal interpretation, personnel actions, eligibility for services, or enforcement actions without human oversight;
- 7) Uploading proprietary software code, security configurations, passwords, or system architecture diagrams;
- 8) Relying on AI output as a sole source for legal, medical, financial, or compliance advice; and
- 9) Using AI to create, reproduce, or distribute content in way that violates copyright law, including generating material that closely mimics or reproduces copyrighted works without proper rights or attributions.

Any use of **artificial intelligence** or **automated decision tool** requires an authorized human employee or designee to make any final decisions in the course of his or her employment, regardless of what artificial intelligence or automated decision tool the employee or designee recommends.

Baxter County's technology resources, artificial intelligence, and automated decision tools shall not be used to:

- a) Express a personal political opinion to an elected official unless the opinion is:
  - i. Within the scope of the employee's regular job duties; or
  - ii. Requested by an elected official or public entity;
- b) Engage in lobbying an elected official on an opinion if the employee is not a registered lobbyist for the public entity;
- c) Engage in illegal activities or activities otherwise prohibited by federal law or state law; or
- d) Intentionally override or avoid the security system integrity procedures of the public entity.

**BAXTER COUNTY – 500.14 – Holiday Leave**

Baxter County will be closed, and all County employees will be granted paid leave to observe the holidays listed below. Additional holidays may be proclaimed by the County Judge.

New Year's Day

Martin Luther King Jr. Day

Presidents Day Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Eve

Christmas Day

A. When a holiday falls on a Sunday, the following workday will be observed as a holiday. When a holiday falls on a Saturday, the preceding workday will be observed as a holiday. 26

B. For non-emergency service personnel, when a holiday falls on a regularly scheduled day off, the employee shall be compensated.

C. To receive holiday pay, the employee must work their regularly scheduled working day before, their regularly scheduled working day of and their regularly scheduled working day following said holiday unless the time off before, on the holiday, or after the holiday is an approved leave by the Elected County Sheriff or Sheriff's designated supervisor as detailed in the guidelines of this policy.

D. Sick leave utilized, on the regularly scheduled workday on the day that the holiday will be observed, will require a supporting doctor's note for the affected date(s) OR vacation leave or personal time may be utilized without the requirement of a doctor's note. The employee will not receive holiday pay when using any type of PTO on the day that a holiday is observed.

E. An employee that does not have sick leave, vacation, or personal leave, and calls in sick on the day that holiday is being observed, will not receive pay for that day.

F. Sick Leave utilized for a full workday the last scheduled day before or after a holiday will require a doctor's note for the affected date(s) or vacation leave or personal time may be utilized without the requirement of a doctor's note. To be compensated for the holiday pay, this documentation shall be delivered to the Elected Official of the department the day the employee returns to work. A copy will be sent to Human Resources to be retained in the employee's personnel file.

G. An employee on unpaid leave of absence will not receive holiday pay.

H. Permanent full-time employees are due paid leave for holidays at a rate equal to their normal workday.

I. Seasonal or part-time employees are not eligible to receive paid holidays.

**BXSO - 500.02- Holiday Leave**

The County Sheriff's Administration Office will be closed, and Sheriff's Employees will be granted paid leave to observe the holidays listed below. Additional holidays may be proclaimed by the County Judge. Sheriff's Employees who are required to work on a holiday shall receive holiday pay, based upon their normal scheduled hours, in addition to their regular rate of pay for any hours worked on the holiday (including overtime/comp time where applicable).

New Year's Day—January 1

Martin Luther King's Birthday – 3rd Monday in January

Presidents Day—3rd Monday in February

Memorial Day—Last Monday in May

Independence Day—July 4

Labor Day—1st Monday in September

Veterans Day—November 11

Thanksgiving Day—4th Thursday in November 28

Friday after Thanksgiving

Christmas Eve—December 24

Christmas Day—December 25

- A. When a holiday falls on a Sunday, the following workday will be observed as a holiday. When a holiday falls on a Saturday, the preceding workday will be observed as a holiday. 26
- B. For non-emergency service personnel, when a holiday falls on a regularly scheduled day off, the employee shall be compensated.
- C. To receive holiday pay, the employee must work their regularly scheduled working day before, their regularly scheduled working day of and their regularly scheduled working day following said holiday unless the time off before, on the holiday, or after the holiday is an approved leave by the Elected County Sheriff or Sheriff's designated supervisor as detailed in the guidelines of this policy.
- D. Sick leave utilized, on the regularly scheduled workday on the day that the holiday will be observed, will require a supporting doctor's note for the affected date(s) OR vacation leave or personal time may be utilized without the requirement of a doctor's note. The employee

will not receive holiday pay when using any type of PTO on the day that a holiday is observed.

E. An employee that does not have sick leave, vacation, or personal leave, and calls in sick on the day that holiday is being observed, will not receive pay for that day.

F. Sick Leave utilized for a full workday the last scheduled day before or after a holiday will require a doctor's note for the affected date(s) or vacation leave or personal time may be utilized without the requirement of a doctor's note. To be compensated for the holiday pay, this documentation shall be delivered to the Elected Official of the department the day the employee returns to work. A copy will be sent to Human Resources to be retained in the employee's personnel file.

G. An employee on unpaid leave of absence will not receive holiday pay.

H. Permanent full-time employees are due paid leave for holidays at a rate equal to their normal workday.

I. Seasonal or part-time employees are not eligible to receive paid holidays.

**BAXTER COUNTY – 500.02 – Sick Leave**

**Sick leave** is paid time off work for an employee or their immediate family who is sick or injured.

A non-exempt full-time employee of Baxter County shall accrue 20 working days per year of paid sick leave, accruing at the beginning of the month following 30 days of continuous full-time employment. Days will be converted to hours based upon the employee's regular work schedule and applied prorated per month. Non-Exempt employees shall accumulate a maximum of ninety (90) working days of sick leave.

Accrued sick leave shall not exceed 720 hours for 8-hour employees, 900 hours for 10-hour employees, and 1080 hours for 12-hour civilian employees.

In the event an employee changes their shift length, sick hours available as of the effective date reflected on the Notification of Personnel Action Form will be converted to their new scheduled hours.

If, at the end of his or her term of service, upon retirement or death, whichever occurs first, any non-exempt employee who works for the County for five (5) consecutive years or longer and leaves for any purpose other than termination for cause, shall be paid for this sick leave at the regular rate of pay in effect at the time of retirement or death.

In the event of three consecutive absences where sick leave is utilized, a doctor's note may be required by the supervising elected official or department head.

Exempt employees do not accrue sick leave.

Once an employee submits their resignation ~~for any reason (separation notice, retirement, etc.);~~ sick leave is not authorized for use throughout the duration of their notice. Eligible retirees may be exempt.

Abuse or excessive use of sick leave will be monitored by the Department Head and/or Elected Official and may result in disciplinary action, up to and including termination.

**Effective January 1, 2024**

Any non-exempt employee hired on or after January 1, 2024, shall be compensated for their remaining sick leave at the below percentages at termination, unless terminated for cause.

1 year - 4 years: 0%

5 years - 9 years: 50%

10+ years: 100%

## **BXSO – 500.04 – Sick Leave**

**Sick Leave** is paid time off work for a non-exempt employee or their immediate family who is sick or injured.

### **Civilian Employee:**

Full-time non-exempt civilian employees (non-sworn) shall accrue 20 working days per year of paid sick leave, which shall be accrued in an even number of hours per month over a 12-month period. Paid sick leave for these employees will begin to accrue at the beginning of the month following 30 days of continuous full-time employment. (For the purpose of this section, a day means the normal work shift for the employee in question). Civilian employees may accumulate ninety (90) working days of sick leave.

Days will be converted to hours based upon the civilian employee's regular work schedule and applied prorated per month. Accrued sick leave may not exceed 720 hours for 8-hour civilian employees, 900 hours for 10-hour civilian employees, and 1080 hours for 12-hour civilian employees.

In the event a non-exempt civilian employee changes their regular work schedule hours, the remaining sick hours will be converted to their new work schedule hours.

If, at the end of his or her term of service, upon retirement or death, whichever occurs first, any non-exempt civilian employee who works for the Sheriff's Office for five (5) consecutive years or longer and leaves for any purpose other than termination for cause, shall be paid for this sick leave at the regular rate of pay in effect at the time of retirement or death.

Exempt civilian employees do not accrue sick leave.

Once an employee (Civilian or Sworn) submits their resignation for any reason ~~(two weeks' notice, retirement, etc.)~~, sick leave is not authorized for use throughout the duration of their notice. Eligible retirees may be exempt.

Abuse or excessive use of sick leave will be monitored by the Department Head and/or Elected Official and may result in disciplinary action, up to and including termination.

### **Effective January 1, 2024**

Any employee hired on or after January 1, 2024, shall be compensated for their remaining sick leave at the below percentages at termination, unless terminated with cause.

1 - 4 YEARS: 0%

5 - 9 YEARS: 50%

10 + YEARS: 100%

**Sworn Employee:**

Full-time non-exempt Sworn Employees shall accrue 20 working days per year of paid sick leave, which shall be accrued in an even number of hours per month over 12 months of time. Paid sick leave for these employees will begin to accrue at the beginning of the month following 30 days of continuous full-time employment. (For the purpose of this section, a day means the normal work shift for the employee in question) Full-time Sworn Employees may accumulate a maximum of ninety (90) working days of sick leave. Days will be converted to hours based upon the Sworn Employee's regular work schedule hours and applied prorated per month. Accrued sick leave may not exceed 720 hours for 8-hour Sworn Employees, 900 hours for 10-hour Sworn Employees and 1080 hours for 12-hour Sworn Employees.

In the event a non-exempt Sworn Employee changes their regular work schedule hours, the remaining sick hours will be converted to their new work schedule hours.

If, at the end of his or her term of service, upon retirement or death, whichever occurs first, any non-exempt sworn employee who works for the Sheriff's Office for five (5) consecutive years or longer and leaves for any purpose other than termination for cause, shall be paid for this sick leave at the regular rate of pay in effect at the time of retirement or death.

Exempt Sworn Employees do not accrue sick leave.

Once an employee (Civilian or Sworn) submits their resignation for any reason (two weeks' notice, retirement, etc.), sick leave is not authorized for use throughout the duration of their notice. Eligible retirees may be exempt.

Abuse or excessive use of sick leave will be monitored by the Department Head and/or Elected Official and may result in disciplinary action, up to and including termination.

Effective January 1, 2024

Any employee hired on or after January 1, 2024, shall be compensated for their remaining sick leave at the below percentages at termination, unless terminated with cause.

1 - 4 YEARS: 0%

5 - 9 YEARS: 50%

10 + YEARS: 100%

## **BAXTER COUNTY – 500.06 – Military Leave**

Baxter County complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and with Ark. Code Ann. §21-4-102, 21-4-212, 14-15-506 and 14-53-113.

Both USERRA and state law provide job and benefit protection for employees who serve in the military, and they provide certain leave and reemployment rights to any employee who has been absent from work due to service in the United States uniformed services. The County will grant military leave of absence to any employee who is 29 required to miss work because of service in the United States uniformed services in accordance with USERRA and/or state law after successful completion of the new hire probationary period.

An employee must notify the County if you receive notice that they will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or unreasonable. The employees shall provide the Elected Official/Department Head AND Human Resources with a copy of their official orders.

When an employee receives notice that they will need military leave of absence, they should immediately contact their supervisor for further information regarding their rights and responsibilities under USERRA and state law.

If military leave hours have been exhausted for the calendar year, the employee may use compensatory time, vacation time, or personal time. Sick time may not be used.

Once an employee's paid leave is exhausted, employer paid benefits will be paused during the length of the employee's military leave.

**Military Leave.** Baxter County employees who are members of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component of the armed forces, shall be granted leave at a rate of fifteen (15) days per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status.

Whenever an employee as defined under § 21-4-203 or an employee of a political subdivision is granted military leave for a period of fifteen (15) days per calendar year or fiscal year under this section, the military leave shall accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or fiscal year, for a maximum number of thirty (30) military leave days available in any one (1) calendar year or fiscal year.

This leave shall be granted without loss of pay and in addition to regular paid leave.

Each employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.

An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within ninety (90) days after the effective date of his or her release from active duty, shall be reinstated to a the position vacated or equivalent position at no loss of seniority or any other benefits and privileges of employment.

The right of employment shall conform with all federal government rules and regulations.

Military personnel called to duty in emergency situations by the Governor or the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

During any military leave of absence, the employee preserves all seniority rights, efficiency or performance ratings, promotional status, and retirement privileges, to which the employee has come entitled.

During military leave for 30 days or less, employer paid benefits will continue as if the employee is actively working.

During military leave that extends 31 days or more, the employee shall maintain the monthly full-time status threshold of 120 hours, through supplemental PTO, to remain eligible for employer paid benefits. Otherwise, employer paid benefits will be paused, and COBRA benefits will be offered. At the end of military leave, employer paid benefits will be reinstated, effective the month the employee returns to work.

An employee on military leave, that remains eligible for employer paid benefits, is responsible for any dependent and voluntary deduction(s) while on military leave.

During military leave where the employee elects to continue employer paid benefits, the employee shall be required to make retirement service contributions.

During military leave where the employee elects to terminate employer paid benefits, the period of military service shall be deemed continuous service, and the employee shall not be required to make retirement service contributions.

Additionally, if employment is interrupted by a period of service, the employee shall be permitted to request to use any earned vacation leave, personal leave, or compensatory leave, to continue civilian pay. Accordingly, vacation leave, personal leave, or compensatory leave shall not be utilized unless earned. Employees shall not be permitted to borrow against any leave to be accrued in the future.

Baxter County complies with all applicable laws concerning military leave, and with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and with Ark. Code Ann. §21-4-102, 21-4-212, 14-15-506 and 14-53-113 which protects applicants and employees who serve in the military from discrimination in the areas of hiring, job retention, and advancement.

Both USERRA and state law provide job and benefit protection for employees who serve in the military, and they provide certain leave and reemployment rights to any employee who has been absent from work due to service in the United States uniformed services. The County will grant military leave of absence to any employee who is required to miss work because of service in the United States uniformed services in accordance with USERRA and/or state law after successful completion of the new hire probationary period.

An employee must notify the County if you receive notice that they will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or unreasonable. The employees shall provide the Elected Official/Department Head AND Human Resources with a copy of their official orders.

When an employee receives notice that they will need military leave of absence, they should immediately contact their supervisor for further information regarding their rights and responsibilities under USERRA and state law.