



### 3.07 VETERAN'S PREFERENCE

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#### Statutory Provisions

State law requires that employment preference be given to veterans for certain vacant positions and promotions.

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#### Who is Eligible?

**Veteran** means a person who:

1. Served in the Armed Forces of the United States:

(a) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;

(b) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs;

(c) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;

(d) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released under honorable conditions; or

(e) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions.

2. Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or

3. Is receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

As used in this rule, "active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

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#### How to Claim Veteran's Preference in Selection

An applicant may be eligible for a preference as a qualified veteran. To claim a veteran's preference upon initial application, applicants must submit certification of qualifying veteran's status by submitting the following to the Bureau of Human Resources:

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1. a completed and signed Veteran's Preference Form; and
  2. a copy of their DD Form 214 and/or 215 (proof of eligibility).

An applicant may be eligible for a preference as a qualified disabled veteran. To claim the disabled veteran's preference, an applicant must submit certification of a service connected disability by submitting the following to the Bureau of Human Resources:

1. completed and signed Veteran's Preference Form; and
2. a copy of the DD Form 214 and/or 215; and
3. a copy of the Veteran's Administration Form Letter 802.

The Bureau of Human Resources shall verify eligibility.

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**Definition of Appropriate  
Veteran's Preference Points**

Appropriate Veteran's preference points are defined as awarding the following points where applicable:

For a qualified veteran, the five (5) points shall be applied to each stage of a competitive process that is scored.

For a qualified disabled veteran, ten (10) points shall be applied to each stage of a competitive process that is scored.

**Positions Covered**

The requirement for veteran's preference applies to any position for which a hiring or promotion decision is made according to the results of a merit-based, competitive process that includes, but is not limited to, consideration of an applicant's or employee's relative ability, knowledge, experience, and other skills. Civil service exempt positions are exempt from the requirement to award veteran's preference only when the position is filled by direct appointment.

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**How to Apply a Veteran's  
Preference**

A veteran's preference shall be applied to any vacant position, or any promotion to a position with a higher maximum salary rate. If a veteran successfully completes the initial application screening or civil service test, and meets the minimum and any special qualifications, then a veteran's preference shall be given.

**A form of veteran's preference shall be applied at each stage of the hiring process.** For example, a preference shall be applied to the application, and then again at a first interview, and again at a second interview.

The hiring bureau is not required to select the eligible veteran for the position due to qualifying for a preference. However, when making the hiring decision if after applying the veteran's preference, the veteran's results are equal to or greater than the results for a non-veteran, then the veteran shall be appointed to the position so long as the veteran is otherwise qualified.

**Ranked eligibility list**

1. If a ranked eligibility list is used, then the preference given shall be the appropriate preference points.
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2. If, after the initial application screening, a process is utilized that results in a score, then the hiring bureau shall add appropriate preference points to the total combined examination score.

**Unranked or equally ranked eligibility lists**

Veterans who meet the minimum qualifications must be interviewed. If an interview is a component of the process, each veteran shall be interviewed provided that the veteran meets the minimum qualifications and special qualifications for the position.

If the hiring process consists of an interview, an evaluation of the veteran's performance, experience or training, a supervisor's rating or any other method of ranking an applicant that does not result in a score, then the veteran shall be given **special consideration** in the hiring decision. Special consideration shall be given by application of at least one of the factors listed in the attachment to this rule. Hiring personnel shall document what special consideration factor was applied.

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**Veteran May Request  
Written Reason Regarding  
Decision**

If a veteran or disabled veteran is not appointed to a vacant position, upon written request by the veteran or disabled veteran, the employer shall provide written reasons for the decision not to appoint the veteran or disabled veteran to the position.

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**Administrative Rule  
History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
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Revised July 9, 2007  
Revised April 17, 2009  
Revised January 1, 2010  
Revised November 4, 2011  
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## SPECIAL CONSIDERATION FACTORS

### Attachment to HR Administrative Rule 3.07 Veteran's Preference

When a veteran will be interviewed for a new vacancy or a promotion, the hiring committee/person must apply at least one of the factors listed below.

Hiring personnel can apply one of the reasons below so that the veteran has an additional skill set that was not otherwise considered in the interview process:

- **Ability to learn new skills and concepts.** While in the military, Service Members undergo rigorous training programs to become experts in a wide-range of skills and concepts that can easily be transferred to a civilian work environment. The skills Service Members have learned and applied in real-world situations in the military make them ideal candidates to enhance the bureau's productivity.
- **Strong leadership qualities.** The military trains Service Members to lead by example as well as through direction, delegation, motivation and inspiration in some of the toughest situations imaginable. Service Members are not only well schooled in the academic theory of leadership; they also understand and have used practical ways to manage behaviors for results.
- **Flexibility to work strongly in teams or work independently.** Military training teaches Service Members to work as a team by instilling a sense of a responsibility to one's colleagues. In addition, the size and scope of military operations necessitates that Service Members understand how groups of all sizes relate to each other and support the overarching objective. While military duties stress teamwork and group productivity, they also build individuals who are able to perform independently at a very high level.
- **Diversity and strong interpersonal skills.** Service Members have learned to work side by side with individuals regardless of race, gender, religion, ethnic, and cultural backgrounds, economic status, and geographic origins as well as mental, physical and attitudinal capabilities. Many Service Members have also been deployed or stationed in numerous foreign countries that give them a greater appreciation for the diverse nature of our globalized economy.
- **Ability to work efficiently and diligently in a fast-paced environment.** Service Members have developed the capacity and time-management skills needed to know how to accomplish tasks correctly and on time, in spite of limited resources and immense pressure.
- **Respect for procedures and accountability.** Service Members know how policies and procedures enable an organization to be successful and they easily understand their place within an organizational framework. Service Members understand the responsibility that comes with being responsible for the actions of subordinates and they understand how to properly elevate issues through the proper supervisory channels.
- **Hands on experience with technology and globalization.** Today's military uses the cutting-edge technology to maintain our dominance over the enemy in the battlefield. From communications technology to the security of computer networks and hardware, Service Members must stay aware of emerging technologies in the public and private sector.
- **Strong personal integrity.** Military training demands that individuals not only abide by a strong Code of Ethics, but that they live it each and every day. Military personnel are

often trusted with security clearances that give them access to highly sensitive information. An employee with a proven track record of trustworthiness is often an asset to an organization.

- **Strong sense of health, safety and property standards.** Service Members are aware of health and safety protocols for both themselves and the welfare of others. Individually, they represent a drug-free workforce that is cognizant of maintaining personal health and fitness. On a company level, their attentiveness and care translate into respect for employees, property and materials.
- **Triumph over adversity.** In addition to dealing positively with the typical issues of personal maturity, Service Members have frequently triumphed over great adversity. Service Members have proven their mettle in mission critical situations demanding endurance, stamina and flexibility. In the case of wounded warriors, they have overcome severe disabilities, acquired injuries (including invisible injuries) through strength, determination and personal conviction.

Hiring personnel can also consider one of these other factors:

- When considering individual selection criteria, give special consideration to experience or training received in the military even though that might be outside what would typically be considered directly relevant. For example, in any relevant category, consider a military training program in lieu of a preferred educational credential where relevant, or transferability of military experience when considering relevant experience, or military leadership experience as evidence of supervisory experience, etc.
- In ranking candidates on the basis of how well they meet the overall qualifications, consider the candidate's veteran's status as an additional positive factor receiving positive consideration, much as preferred qualifications are considered an additional positive factor.
- Special awards/recognition – consider military awards/recognition where those are reasonably relevant to the needs of the position.
- Give a veteran the option of having two interviews at each stage where an interview is part of the process.
- Include in the interview panel someone with military experience who understands the job duties and understands the veteran's military experience. The panel member with military experience shall assist the veteran in finding positive similarities between the position applied for and the veteran's military experience, so that the veteran's military experience gives the veteran experience and/or skills that were otherwise not considered.