



HRAR-3.07 - Veterans' Preference

Administrative Rules Adopted by City Administrator (ARCA)

Policy category: [Employment](#)

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Keywords

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[HRAR-3.07 - Veterans' Preference \(full text of policy\)](#)_ 116.24 KB

City of Portland Core Values: Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

Purpose

Oregon State law requires employers provide qualifying veterans and veterans with disabilities employment preference during hiring and promotions processes. This policy is informational to explain preference awards and selection process considerations for each stage of the hiring process.

Definitions, Eligibility and Applicability

The terms **Veteran** and **Veteran with a Disability** under this rule are definitions consistent with State law and application of preferences is based on the Bureau of Human Resources review, certification of the requested military documents and hiring authority review. The requirement for veterans' preference applies to most hiring or promotion decisions made where more than one employee is considered for the position.

The Bureau of Human Resources is responsible for verifying eligibility under this rule.

Veteran Status Screening: This term refers to the Human Resources Recruitment process used to identify candidates who could be eligible to receive veteran preference in future steps of the recruitment and selection process.

Initial Application Screening: This term is referenced within State law and within this rule is defined as the process used by Human Resources Recruitment, during the creation of an eligible list, to apply preference to identified veterans who meet minimum position qualifications.

Application Examination: This term is referenced within State law and refers to the review stages where additional veteran preference may be applied by Human Resources Recruitment and/or hiring authorities. Numerical scoring must be used for each stage of the hiring process after initial application screening when qualified veterans are on the eligible list. These processes include scores resulting from written test and assessment center exercise completed or exams, evaluations or interviews before or after eligible lists are established.

Eligible List: An eligible list is a record of the names of candidates prepared by Human Resources who successfully pass the recruitment and examination process based on assessment of specific qualifying criteria for those positions in the same specialty or classification.

Unranked or Equally Ranked Eligibility: This is an eligibility list that is not scored or where all candidates are ranked equally. Hiring authorities must offer an interview to all veterans and the interviews must be numerically scored.

How Applicants May Request Veterans' Preference

To request veterans' preference upon initial application, applicants must submit certification of qualifying veterans' status, non-disabled or disabled, to the Bureau of Human Resources by attaching appropriate documentation to their recruitment application no later than the closing date of the job announcement. Documentation submitted that demonstrates eligibility for preference will be retained by the City with any medical documentation stored separately from personnel files. Documents do not need to be resubmitted for any future application(s) unless an employee's veteran status changes, although applicants must request the preference in each future application. To receive veterans' preference, applicants must submit the following:

1. a copy of their DD214; Military Discharge (Member Copy 4) form; or a copy of the letter from the U.S. Department of Veterans Affairs indicating they are receiving a non-service connected pension; or
2. a certification that the individual is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification with their initial application.

To receive preference as a veteran with a disability, applicants must submit the following:

1. a copy of their DD214/Military Discharge (Member Copy 4) form; and a copy of the letter from the U.S. Department of Veterans Affairs indicating a disability rating; or
2. a copy of the letter from the U.S. Department of Veterans Affairs indicating they are receiving service-connected compensation; or a

certification that the individual is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification with their initial application.

Processes for Applying Appropriate Percentages and Veterans' Preference

Veterans' preference will be provided when a qualifying veteran applies to any vacant position including any promotion to a position with a higher maximum salary rate. At each stage where veteran preference should be added, Human Resources Recruitment or Human Resources Business Partners (HRBPs) will apply Veterans' preference in the form of percentage added to the veteran's passing score. Appropriate veterans' preference is defined as awarding the following percentages where applicable:

1. For a qualified veteran, preference of 5 percent of the total passing score shall be awarded.
2. For a qualified veteran with a disability, preference of 10 percent of the total passing score shall be awarded. When making the hiring decision after applying veterans' preference, if the veteran's results are equal to or greater than the results of a non-veteran, then the veteran shall be appointed to the position, so long as the veteran is otherwise qualified.

Bureau of Human Resources Responsibility:

1. Verify and designate whether candidates have veteran status.
2. Complete initial application screening and create eligible list.
3. If eligible list is ranked, apply veterans' preference to passing scores.
4. Send candidate veteran eligible list to hiring authority.
5. Following receipt of numerical passing scores at any stage, HRBPs must apply appropriate veterans' preference percentages and return ranked lists to the hiring authority.

Refer to Resources for related Administrative Rules and Guidance to learn more and for hiring manager procedural details.

Veterans' Inquiries about Selection Decision

If a veteran or veteran with a disability is not selected for a vacant position, upon written request by the applicant, the City shall provide written reasons for the decision for not selecting the veteran to the position.

Resources

- Related Human Resources Administrative Rules: [3.01 Recruitment Processes](#), [3.02 Eligible Lists](#)
- Guidance (to be updated following rule revision)

Administrative Rule Record

Adopted March 6, eff. April 5, 2002, Ordinance No. 176302

Revised July 9, 2007

Revised April 17, 2009

Revised January 1, 2010

Revised November 4, 2011

Revised December 4, 2013

Revised April 25, 2016

Revised January 1, 2020

Revised January 2, 2025

History

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Hiring Authority Responsibility:

1. Review eligible lists.
2. If further selection processes will occur before hire, then, invite all qualified veterans to participate, or,
3. Complete any scored interview or evaluation permitted through the Recruitment rule that may occur after an eligible list is received. Send numerical scores to HRBPS for application of veteran preference at each selection stage process.

Refer to Resources for related Administrative Rules and Guidance to learn more and for hiring manager procedural details.

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