



3.07 VETERANS PREFERENCE

Statutory Provisions

State law requires that employment preference be given for having served in the Armed Forces of the United States on active duty, for reasons other than training, during periods of war or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

Who is Eligible?

Veteran means a person who served in the Armed Forces of the United States on active duty, during certain specified time periods or in military campaigns, for reasons other than training, and has been discharged under other than dishonorable conditions, including;

- A veteran who served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged with an honorable or general discharge;
 - A veteran who served for 178 days or less and was discharged or released from active duty with other than a dishonorable discharge because of a service-connected disability;
 - A veteran who served at least one day in a combat zone and was discharged or released from active duty with other than a dishonorable discharge; or
 - A veteran who received a combat or campaign ribbon for service in the Armed Forces of the United States.
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How to Claim Veteran's Preference in Initial Selection

An applicant may be eligible for five (5) points as a qualified veteran. To claim veterans' preference upon initial application, applicants must submit a completed and signed Veterans' Preference Form and a copy of their DD Form 214 or 215 (proof of eligibility) to the Bureau of Human Resources. The Bureau of Human Resources shall verify eligibility.

An applicant may be eligible for ten (10) points as a qualified disabled veteran. To claim the ten (10) preference points an applicant must submit certification of a service connected disability by submitting:

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

A veteran may only have the five (5) preference points added once for a position to which they have been permanently appointed. Except as noted below, veterans points may not be used for any promotional exam.

These limitations do not apply to a qualified disabled veteran. The ten (10) disability preference points may be applied to all competitive processes.

Any employee who has been permanently appointed to a civil service position, and granted military leave to serve in the Armed Forces who would qualify as a veteran or disabled veteran, may use preference points (five or ten depending on their status) upon return to their civil service position on a promotional exam for a position that would place them in another class with a higher maximum salary rate.

A veteran may apply for **either** five (5) preference points as a qualified veteran, or ten (10) preference points as a qualified disabled veteran, but not both.

When Veterans' Preference Points are Awarded

In selection procedures, where numerically scored examinations are used in determining the relative ranking of candidates, veterans' preference points shall be awarded to eligible veterans at the completion of the recruitment examination procedures prior to ranks being assigned. Where equally ranked or unranked examinations are used, the hiring bureau is required to interview and consider each eligible veteran who is entitled to veterans' preference points and who meets the minimum qualifications. The hiring bureau is not required to select the eligible veteran.

Administrative Rule History

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