

YAMHILL COUNTY
Official Policy

VETERAN EMPLOYMENT PREFERENCE
HIRING AND PROMOTION

Board Order 14-678
Board Order 18-285

I. POLICY.

Yamhill County (herein "County" or "Department") provides qualifying veterans and disabled veterans with preference in employment in accordance with Oregon State Statutes and Oregon Administrative Rules. ORS 408.225, 408.230, and 403-235; and OAR 105-040-0010 and 105-040-0015. The Oregon Bureau of Labor and Industries ("BOLI") enforces public employer compliance with veteran preference requirements.

II. DEFINITION OF QUALIFICATIONS.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (Form DD-214 or DD-215), or a letter from the U S Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veterans disability preference letter from the U S Department of Veterans Affairs, unless the information is included in the DD 214 or DD-215.

III. PROCEDURES FOR APPLYING VETERAN OR DISABLED VETERAN PREFERENCE.

- 1) **5 points for Veteran*** To receive 5 points, the veteran must have served on active duty in the U S Armed Forces as follows:
 - a) For more than 90 consecutive dates beginning on or before January 31, 1955; **or**
 - b) For more than 178 consecutive days; **or**
 - c) For 178 days or less and has a disability rating from the US Dept. of Veterans Affairs; **or**
 - d) For at least one day in a combat zone; **or**
 - e) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces.

f) To qualify under a) through e) above:

- i) The veteran must have been discharged or released under honorable conditions; **or**
- ii) Is receiving a non-service connected pension from the US Dept. of Veterans Affairs.

* **To receive credit as a 5-Point Veteran**, the veteran must submit a completed County application which includes the Veterans' Hiring Preference Form; **and** a copy of the veteran's DD-214 or DD-215 form; **or** a letter from the US Dept of Veterans Affairs indicating receipt of a non-service connected pension.

2) 10-Point Disabled Veteran**.

- a) The veteran must be a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; **or**
- b) Entitled to disability compensation under laws administered by the US Dept of Veterans Affairs; **or**
- c) Awarded the Purple Heart for wounds received in combat.

** **To receive credit as a 10-point Disabled Veteran**, the veteran must submit a completed County application which includes the Veteran's Hiring Preference Form; **and** a copy of the DD-214 or DD-215 form; **and** a copy of the veterans' disability preference letter from the US Dept of Veterans Affairs.

IV. VETERAN PREFERENCE / COMPETITIVE SELECTION PROCESS.

The County provides veteran preference throughout the competitive selection process as follows:

1) **Application Examinations**

- a) **Scored Application Examinations**: If, after an initial application screening, the department uses a scored application examination to determine whom to consider further for appointment, the department will add 5 preference points (based on a 100-point scale) to a veteran's score and add 10 preference points to a disabled veteran's score.
- b) **Un-scored Application Examinations**: If un-scored application examinations are evaluated by sorting application into levels based on desired attributes or other criteria to determine those in an applicant pool to be considered further for appointment, veteran preference will be accomplished by:

- i) Advancing the application of a veteran one level within a sorting process; **or**
- ii) Advancing an application of a disabled veteran two levels within a sorting process.

2) **Interviews**

When an interview is a component of the selection process each and every veteran covered by the law who submits application materials demonstrating that the veteran meets the minimum qualifications and all special qualifications of the position **must be granted an interview.**

Veteran applicants may demonstrate that they meet the minimum and special qualifications of a position and have obtained any skills or attributes requested or required by the employer through education, work experience (including military), relevant life experience, or by showing that they have “transferable skills” i.e., skills obtained through military education or experience that substantially relate, directly or indirectly, to the civil service position for which the veteran is applying. Hiring managers may not consider any unpublished qualifications, skills or attributes in determining whether or not to interview a veteran applicant.

Veteran applicants may be ranked in comparison to other applicants at this stage, **but they must be interviewed if they meet the minimum qualifications and all special qualifications of the position.**

3)

- a. **Scored Interviews:** A veteran or disabled veteran is provided preference in a scored interview process. Based on a 100-point scale, the department will add 5 preference points to a veteran’s interview score and add 10 preference points to a disabled veteran’s interview score at each level of interview to which a score is assigned.
- b. **Un-scored Interviews:** A veteran or disabled veteran is provided preference in un-scored interview processes through an assessment of the veteran’s or disabled veteran’s merits conducted by the department’s appointing authority or designee. A veteran or disabled veteran who meets all or substantially all of the department’s purposes in filling the position will continue to be considered for appointment.

4) **Selection**

- a) When a veteran or disabled veteran has been determined to be equal to the top applicant(s) for a position upon completion of the application examination process, then the veteran or disabled veteran shall be ranked more highly than non-veteran applicants, and a disabled veteran shall be ranked more highly than both non-veteran and veteran applicants, and appointed to the position according to the ORS 408.230.

5) **Follow up**

- a) A veteran or disabled veteran applicant who is not selected for a position may request an explanation from the hiring department. The request must be in writing and be sent within 30 calendar days of the date the department informed the applicant that he/she was not selected (OAR 105-040-0015).



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Board of Commissioners on
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