



ADMINISTRATIVE POLICIES

SECTION:	Human Resources Policies	POLICY NO.:	327
TITLE:	Veteran Employment Preference Hiring and Promotion Policy		
BOARD ORDERS:	B.O. 25-358	LAST REVISED:	October 2025

I. PURPOSE

1.01 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 to -237 and OAR 839-006-0435 to -0470) The Oregon Bureau of Labor and Industries (“BOLI”) enforces public employer compliance with veteran preference requirements.

II. DEFINITION OF QUALIFICATIONS

2.01 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 indicated Service-Connected Disability percentage, unless the information is included in the DD 214 or DD-215.

III. POLICY

3.01 Procedures for Applying Veteran or Disabled Veteran Preference.

A. *5 Percentage Points for Veteran.* To receive 5 percentage points, the veteran must have served on active duty in the U.S. Armed Forces as follows:

1. For more than 90 consecutive dates beginning on or before January 31, 1955; or
2. For more than 178 consecutive days; or
3. For 178 days or less and has a disability rating from the U.S. Department of Veterans Affairs;
or

4. For at least one day in a combat zone; or
5. Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces.

To receive credit as a 5-Percentage Point Veteran, the veteran must submit a completed County Application, and a Veterans' Hiring Preference Form, along with the following:

- Copy of the veteran's DD-214 or DD-215 form; or
- Letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service-connected pension; or
- Certification indicating that the applicant is expected to be discharged or released from active duty with honorable conditions no later than 120 days from date of certification.

B. To qualify under subsection 3.01(A) above.

1. The veteran must have been discharged or released under honorable conditions; or
2. Is receiving a non-service-connected pension from the U.S. Department of Veterans Affairs; or
3. Is scheduled to be discharged or released from active duty with honorable conditions within 120 days.

C. 10-Percentage Points Disabled Veteran.

1. 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
2. Entitled to disability compensation under laws administered by the U.S. Department of Veterans Affairs; or
3. Awarded the Purple Heart for wounds received in combat.

To receive credit as a 10-Percentage Point Disabled Veteran, the veteran must submit a completed County Application and the Veterans' Hiring Preference Form along with the following:

- Copy of the DD-214 or DD-215 form; and
- Letter from the U.S. Department of Veterans Affairs indicating a disability rating; or
- Letter from the U.S. Department of Veterans Affairs indicating the person is receiving a service-connected compensation; or
- Submits certification indicating the applicant is expected to be medically separated from active duty under honorable conditions no later than 120 days after the date of the certification.

3.02 Veteran Preference/Competitive Selection Process. The County provides veteran preference throughout the competitive selection process as follows:

A. *Application and Examinations.*

1. **Application Scoring.** The process of scoring initial applications for minimum qualifications will include an additional score of 5 percentage preference points (based on a 100-point scale) to a veteran's score and add 10 percentage preference points to a disabled veteran's score for the purpose of determining interview pools.
2. **Pre-Employment Examination Scoring.** 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 percentage preference points (based on a 100-point scale) to a veteran's score and add 10 percentage preference points to a disabled veteran's score.

B. *Interviews.*

1. **Generally.**
 - i. 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 of the position must be granted an interview. (ORS 408.237)
 - ii. Veteran applicants may demonstrate that they meet the minimum 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 to interview a veteran applicant.
 - iii. Veteran applicants may be ranked in comparison to other applicants at this stage, but they must be interviewed if they meet the minimum qualifications.
2. **Scored Interviews.** A veteran or disabled veteran is provided preference in a scored interview process. Based on 100-point scale, the department will add 5 percentage preference points to a veteran's interview score and add 10 percentage preference points to a disabled veteran's interview score at each level of interview to which a score is assigned.

- C. *Selection.* 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 ORS 408.230.

Follow up. 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 they were not selected. (ORS 408.230)

Approved by the Yamhill County Board of
Commissioners on 10/30/2025
via Board Order 25-358.