



Approved:

City of Riverside, California
Human Resources Policy and Procedure Manual

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SUBJECT: VETERANS' PREFERENCE POLICY

PURPOSE:

To encourage Veterans of our Nation's military to join the City workforce in service to the Riverside community.

DEFINITIONS:

1. Veteran:

In accordance with Government Code Section 18973 and 18973.1, the term "Veteran" shall mean any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Training and Service Act of 1940. "Veteran" shall also mean any member of the California National Guard who meets the following requirements: a) served in federal active duty for 90 days or more, and b) not more than two years have passed since the member was released from federal active duty.

2. Disabled Veteran:

In accordance with Government Code Section 18973, the term "Disabled Veteran" shall mean a veteran as defined herein who is currently declared by the United States Veterans Administration to be ten percent (10%) or more disabled as a result of his or her service; and "100 percent Disabled Veteran" means any veteran as defined herein who is currently declared by the United States Veterans Administration to be 100 percent disabled as a result of his or her service.

3. Spouse of Disabled Veteran:

The term "Spouse of Disabled Veteran" shall mean the spouse of a veteran as defined herein who is currently declared by the United States Veterans Administration to be one-hundred percent (100%) disabled.

4. Widow or Widower of Deceased Veteran:

The term "Widow or Widower of Deceased Veteran" shall mean the un-remarried of a deceased veteran killed in action, who died of wounds or a service connected illness.

POLICY:

1. Eligibility:

Veterans' Preference credit shall be granted to qualified veterans and disabled veterans as defined above. Such Preference shall likewise be granted to the widows or widowers of deceased veterans, and spouses of disabled veterans (see definitions). Job applicants seeking Veterans' Preference credit shall be required to provide all documentation listed below relating to the category for which Preference is sought.

A. Veteran:

1. copy of veteran's DD-214.

B. Disabled Veteran:

1. copy of veteran's DD-214; and
2. letter of service related disability (if applicable).

C. Spouse of Disabled Veteran:

1. copy of veteran's DD-214;
2. letter from the Veterans Administration stating the percentage of disability; valid marriage certificate and
3. current military identification.

D. Widow or Widower of Deceased Veteran:

1. copy of the veteran's DD-214 when discharged prior to death;
2. letter from the Veterans Administration stating the award of death benefits and/or proof of time of service for veteran that died during time of service;
3. valid marriage certificate;
4. current military dependent identification card; and
5. death certificate (death must be service connected).

2. Veterans' Preference Credit:

A. Qualified candidates eligible under this program, as defined above, shall have Preference credit added to their total final examination scores for placement upon an eligibility list for any external recruitment, as follows:

- Veteran: 5 points
- Disabled Veteran: 10 points
- Spouse of Disabled Veteran 10 points
- Widow or Widower of Deceased Veteran: 10 points

- B. No veteran who has been dishonorably discharged or released shall be allowed a credit under this section.
 - C. While eligibility for this program does not guarantee job placement, it shall provide meaningful Veterans' Preference credit.
 - D. Qualified candidates under this program shall meet the minimum job qualifications and attain a passing score (typically achieving a score of 70% or higher either by a written examination and/or an evaluation of experience and education) without the addition of such Preference credit.
 - E. Veterans' Preference credit shall be added to the final examination score of said qualified candidates eligible under this program, as defined above. The credit shall determine the candidate's standing on an open competitive examination eligibility list. Credit shall not apply to internal (promotional) recruitment processes.
 - F. Veterans' Preference credit shall only be granted for first time employment with the City of Riverside. A candidate who applies for a City position after separating from City employment shall be ineligible for this program.
 - G. Veterans' Preference credit is not applicable to promotion, transfer, or reassignment of City employees.
3. Administration:
- A. The Human Resources Department shall provide information to applicants regarding Veterans' Preference credit and provide an opportunity for applicants to present proof of eligibility as provided for in this Policy.
 - B. Applicants shall present proof of eligibility for this program when submitting their employment application, or later, if the promulgation of the eligibility list will not be delayed.
 - C. The Human Resources Department shall determine the eligibility of applicants for Veterans' Preference credit and shall apply such credit as provided in this Policy.

PROCEDURE:

Responsibility	Action
Applicant	1. Submits online application; identifies veteran qualification on application; and submits appropriate documentation as defined in Policy.
Human Resources Department	2. Reviews employment application for minimum qualifications; reviews documentation submitted by candidate as proof of eligibility for Veteran's Preference credit; determines candidate's eligibility for Veteran's Preference credit.

Applicant

3. Competes in the competitive selection process.

Human Resources Department

4. Applies Preference credit to qualifying candidates, by adding appropriate points to the applicant's total final passing score.