



City of Riverside, California  
Human Resources Policy and Procedure Manual

\_Approved:

City Manager

Number:I-15 Effective Date:

**SUBJECT: VETERANS' PREFERENCE POLICY**

**PURPOSE:**

To provide employment Preference to Veterans,

**DEFINITIONS:**

1. Veteran:

In accordance with Government Code Sections 18973 and 18540.4, the term "Veteran" means: "any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable."

2. Disabled Veteran:

In accordance with Government Code Sections 18973 and 18541, the term "Disabled Veteran" means: "any veteran as defined in Section 18540.4 who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of service in the armed forces. Proof of such disability shall be deemed conclusive if it is of record in the United States Veterans Administration." In accordance with Government Code Section 18973(c), "100 percent Disabled Veteran" means: "any veteran as defined in this section 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 100 percent 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 will be granted to qualified veterans and disabled veterans as defined above. Such preference will likewise be granted to the widows or widowers of deceased Veterans, and spouses of disabled Veterans (see definitions). Job applicants seeking Veterans' Preference will be required to provide all documentation in the job application as listed below:

A. Veteran:

1. Copy of Veteran's DD-214.

B. Disabled Veteran:

1. Copy of Veteran's DD-214.
2. Letter of service-connected 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 and valid marriage certificate.
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.
5. Death certificate (death must be service-connected).

2. Veterans' Preference:

A. Qualified candidates eligible under this program, as defined above, will have Preference by being invited to an oral interview. If a written examination is conducted as the initial evaluation, the candidate must receive a minimum passing score of 70% to be invited to the oral interview.

B. Any Veteran who has been dishonorably discharged is not eligible to receive preference.

C.

D. Receiving Veterans' Preference does not guarantee job placement.

E. Qualified candidates under this program must ~~meet the minimum qualifications~~ <sup>Meet the I-15 Effective</sup> of the job classification.

F. Veterans' Preference is not applicable to promotion, transfer, rehire or reassignment of City employees.

3. Administration:

A. Applicants will submit proof of eligibility upon submittal of their application for this program.

B. The Human Resources Department will review documentation submitted and confirm eligibility of Veteran's Preference. The City will invite candidates eligible for preference, and who have received a minimum of 70% on a written examination, to interviews,