



_Approved:

**City of Riverside, California
Human Resources Policy and Procedure Manual**

City Manager

Number: I-15 Effective Date: 7/21/09

SUBJECT: VETERANS' PREFERENCE POLICY

PURPOSE:

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

DEFINITIONS:

1. Veteran:

~~2. 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. 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."~~

3.2. 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. 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.”

4.3. 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%)~~ 100 percent disabled.

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

A. Veteran:

1. ~~C~~eopy of ~~V~~veteran's DD-214.

B. Disabled Veteran:

1. ~~C~~eopy of ~~V~~veteran's DD-214 ~~and~~
2. ~~L~~letter of ~~service service-connected related~~ disability (if applicable).

C. Spouse of Disabled Veteran:

1. ~~C~~eopy of ~~V~~veteran's DD-214 ~~;~~
2. ~~L~~letter from the Veterans Administration stating the percentage of ~~disability~~disability ~~and~~ ~~valid marriage certificate~~valid marriage ~~and~~
3. ~~C~~eurrent military identification.

D. Widow or Widower of Deceased Veteran:

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

~~5.~~

2. Veterans' Preference Credit:

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

- ~~—~~ Veteran:
- ~~—~~ Disabled Veteran:
- ~~—~~ Spouse of Disabled Veteran

Widow or Widower of Deceased Veteran *Number: J-15 Effective Date: 7/21/09*

•

~~5 points~~
10 points

10 points

10 points

<u>Veteran:</u>	<u>5 points</u>
<u>Disabled Veteran:</u>	<u>10 points</u>
<u>Spouse of Disabled Veteran:</u>	<u>10 points</u>
<u>Widow or Widower of Deceased Veteran:</u>	<u>10 points</u>

B. ~~Any Non-Veteran~~ who has been dishonorably discharged is not eligible to receive preference credit. or released shall will be allowed a credit under this section.

C. ~~While eligibility for this program does not guarantee job placement, it shall will provide meaningful~~ Receiving Veterans' Preference ~~credit.~~ does not guarantee job placement.

D. ~~Qualified candidates under this program shall will must meet the minimum job qualifications of the job classification, 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.D. 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.E.~~ Veterans' Preference ~~credit~~ 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.~~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. The Human Resources Department will review documentation submitted and confirm eligibility of Veteran's Preference credit.~~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 City will invite candidates eligible for preference to interviews.~~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

Human Resources Department

- ~~1. Submits online application; identifies veteran qualifications on application; and submits appropriate documentation as defined in Policy.~~
- ~~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

_____Human Resources Department

3. ~~Competes in the competitive selection process.~~ *Number: I-15 Effective Date: 7/21/09*

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