

Metro | *Policies and procedures*

Subject Veterans' Preference Policy
Section Human Resources, Employee Benefits
Approved by Dan Cooper, Acting Chief Operating Officer

POLICY

Oregon law requires Oregon public employers to devise a "uniform method by which special consideration is given to eligible veterans and disabled veterans seeking public employment." Metro, as a public employer, will give eligible and disabled veterans preference in the selection process for available positions.

Applicable to

All employees and applicants for employment.

Definitions

Eligible veteran: To qualify as a veteran eligible to receive preference, a person must have served in the Armed Forces of the United States, been discharged under honorable conditions, and

1. Served for more than 178 consecutive days; or
2. Served for at least one day in a combat zone; or
3. Received a qualifying military decoration for service in the Armed Forces.

Disabled veteran: To qualify as a disabled veteran eligible to receive preference, a person must have served in the Armed Forces of the United States and meet one of these criteria:

1. Served for 178 days or less and were discharged under honorable conditions because of a service-connected disability; or
2. Entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
3. Awarded the Purple Heart for wounds received in combat.

Preference: Those applicants who are deemed to be an eligible veteran or disabled veteran and meet minimum qualifications:

1. Will be included in the first round of interviews; and
2. Will receive preference in the interview evaluation. Eligible veterans shall be given a 5% preference and disabled veterans shall be given a 10% preference over non-veteran candidates.

3. During the interview, all eligible and disabled veterans will be asked this question: “How has your military service experience provided you with the skills and qualifications relevant to this position?”

Guidelines

1. Metro is required by law to give eligible and disabled veterans preference in the selection process for positions, including promotions, that have been opened for recruitment.
2. In order to be deemed eligible for Veterans’ Preference, applicants must:
 - a. Follow and complete the application process required of all applicants;
 - b. Complete and submit required Veterans’ Preference paperwork providing proof of their eligibility with their application; and
 - c. Pass minimum qualification screening as set by Human Resources.

Procedures

1. All veterans who apply for Veterans’ Preference will be screened for eligibility by Human Resources Recruitment and Selection.
2. When an applicant pool contains at least one applicant who is an eligible veteran or disabled veteran, Human Resources will contact the hiring manager to explain the steps required for compliance with the preference process.
3. All eligible and disabled veterans will be invited to participate in the first round of interviews. During the interview, eligible veterans shall be given a 5% preference and disabled veterans shall be given a 10% preference over non-veteran candidates. In addition, during the interview, all eligible and disabled veterans will be asked this question, “How has your military service experience provided you with the skills and qualifications relevant to this position?”

Responsibilities

Supervisors:

- Follow the Veterans Preference procedure during the employee selection and hiring process.
- Ask for guidance from Human Resources when questions arise.

Human Resources:

- Screen and determine eligibility for all veterans who apply for Veterans’ Preference.
- Notify the hiring manager when they have eligible and/or disabled veterans in the applicant pool.
- Inform and advise hiring manager on the policy and procedure for applying Veterans’ Preference in the selection and hiring process.

References

ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015.