

Policies

Subject Veterans Preference Policy
Section Human Resources
Approved by Marissa Madrigal, Chief Operating Officer
Approved on April 15, 2022
Replaces Veterans' Preference Policy adopted 11/11

Policy Purpose: 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.

Policy

1. This policy is applicable to all employees and applicants applying for employment or promotions at Metro.
2. Definitions:
 - a. Eligible veteran: To qualify as a veteran eligible to receive preference, a person must have served in the Armed Forces of the United States, and at time of application submit the required proof that demonstrates they were discharged under honorable conditions.
 - b. 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 at time of application submit the required proof that demonstrates they were discharged under honorable conditions and are now disabled.
 - c. Preference: Each eligible veteran or disabled veteran who meets the minimum qualifications of the job, furnishes the required proof of eligibility, and requests a preference will be allowed the legal preference provided by law.
 - i. At each stage of the process, 5% preference will be added to the score of a veteran or 10% preference will be added to the score of a disabled veteran.
 - ii. Will be included in the first round of interviews.
3. Metro is required by law to give eligible and disabled veterans preference in the selection process for positions, including promotions, which have been opened internally and/or externally for recruitment.
4. Service members may claim their preference on job applications up to 120 days prior to discharge or release under honorable conditions.
5. 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.
- 6. All veterans who apply for Veterans' Preference will be screened for eligibility by Human Resources Recruitment and Selection.
- 7. 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.
- 8. All eligible and qualified veterans 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.
- 9. Veterans' preference is applied at each evaluation stage of the selection process
- 10. Where reference checks are used as a tie-breaker or to distinguish between candidates, veterans' preference must be applied.
- 11. Responsibilities
 - a. Supervisors:
 - i. Follow the Veterans Preference procedure during the employee selection and hiring process.
 - ii. Ask for guidance from Human Resources when questions arise.
 - b. Human Resources:
 - i. 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.
 - ii. 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.