MEMORANDUM

To: Agency Human Resources Managers

From: Madilyn Zike, Chief Human Resources Officer

Date: April 16, 2018

Subject: Revised Policy – Veterans’ Preference in Employment, 40-055-03

The CHRO Policy Unit has revised the State HR Policy – Veterans’ Preference in Employment, 40-055-03 to comply with changes in ORS 408.237. The following is a summary of primary changes.

- Section 3) a) C) iii. – Added section for a person to qualify as a disabled veteran and receive 10 points by submitting a letter from the U.S. Department of Veterans Affairs indicating the person is receiving service-connected compensation.

- Section 3) b) – Changed section to allow for receipt of military documents no later than time of interview. Clarified the military documents should be submitted through the E-Recruit system.

Embolden and italicized text reflects revisions and additions to current policy language.

3) Qualifying for veterans’ preference

a) An agency awards veterans’ preference points when an applicant:

A) Submits all required application materials and follows application instructions; and
B) Meets all minimum qualifications and special qualifications of the position; and
C) Meets the requirements to qualify as a veteran or disabled veteran as defined by statute and submits military documents as verification:

Veterans (qualifying for 5 points)
i. A copy of the Certificate of Release or Discharge from Active Duty (DD214 or 215), or a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans (qualifying for 10 points)

ii. A copy of form DD214 and a copy of a letter from the U.S. Department of Veterans Affairs indicating a disability rating unless the information is included on the DD214 or 215; or

iii. A copy of a letter from the U.S. Department of Veterans Affairs indicating the person is receiving service-connected compensation.

b) For veterans’ preference to apply, the agency must receive the military documents normally at time of application but no later than at the time of interview. Military documents must be submitted through the E-Recruit system.

You can find the policy on our policy page.

Questions should be sent to CHRO.Policy@oregon.gov.