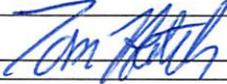




Subject:	Veterans Employment Preference
Authority:	Board of Supervisors
Policy Owner:	CEO - Chief Human Resource Officer: Signature: 
Approval Date:	09/15/2020
Revision Date(s)	N/A
Version No.:	1.0

A. Policy

The County of Orange recognizes the service and sacrifice given by the men and women of our Armed Forces and their families and values the benefit of the training, talents, and life skills that they are able to bring to our organization. As such, the County is committed to providing a mechanism to give preferential consideration in the employment process to veterans and their eligible spouses and will provide eligible participants the opportunity to receive interviews in the selection process for employment and paid internship openings.

B. Purpose

To assist qualified applicants in transitioning from military to civilian careers and to provide preferential employment consideration to spouses of veterans impacted by their service and sacrifice, while allowing the County to benefit by providing an opportunity to consider a skilled and well-trained applicant pool.

C. Authority

This policy is established at the direction of the CEO or designee. On February 25, 2020, the Board of Supervisors directed the County Executive Officer (CEO) and Chief Human Resources Officer (CHRO) to propose revisions to the existing program, expanding the preference criteria for eligible veterans and their eligible dependents during the hiring process.

D. Scope

This policy applies to qualified:

1. Veterans of the Armed Forces, including veterans of the National Guard and Reserves
2. Spouses of disabled veterans and spouses of a deceased veteran due to service-connected causes

E. Responsibilities

Human Resource Services (HRS) is responsible for maintaining this policy, ensuring it is kept up to date and communicating with applicants. HRS is to be contacted regarding any information contained in this policy.



F. Definition of Terms

Term	Definition
Veteran	The term "veteran" means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
Veterans of the National Guard and Reserves	"Veterans of the National Guard and Reserves" means any person who served at least 180 days of active duty in the National Guard or reserves component of the Army, Navy, Air Force, or Marine Corps; or who served at least 20 years in the National Guards or Reserves under conditions other than dishonorable.
Armed Forces	The term "Armed Forces" means the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.

G. Procedures

Policy Parameters

Veterans employment preference consideration will only be applied to participants not currently employed by the County of Orange and who are applying for open competitive recruitments, excluding promotional job opportunities, transfers, and reassignments.

Eligibility Requirements

Participants are subject to the County's Recruitment Rules and Policies and the deadline and requirements as stated on the specific job posting. In addition, participants must provide proof of eligibility, as set forth under requirements, by the application deadline. Participants must:

1. Meet the minimum qualifications as stated in the job specific recruitment bulletin; and if applicable, meet any other required desirable or special qualifications (i.e. licenses/certifications) as stated in the specific job recruitment bulletin.
2. Achieve a passing score for all examination or assessment components and receive an overall passing score for a specific recruitment.
3. Demonstrate possession of any required skills, competencies, or experience for a specific position.

Selection Interview Referral Parameters

HRS will verify and refer qualified applicants as defined under this policy to the selection interview process.

1. Eligible applicants will be referred as Special Category Eligibles consistent with the provisions of the Recruitment Rules and Policies.
2. All Veterans Employment Preference Policy (VEPP) eligible candidates will be placed in a separate candidate pool and will be referred for interview in addition to non-VEPP candidates.



3. In the event the number of VEPP candidates exceeds the number of non-VEPP candidates referred for a specific position, a random selection from the VEPP pool will be referred equal to the number of non-veteran candidates consistent with the Recruitment Rules and Policies.

Documentation Requirements

Eligible applicants must provide proof of eligibility as described below at time of application submission for the specific recruitment. Required documents are as follows:

1. Veterans of the Armed Forces, and veterans of the National Guard and Reserves.
 - i. Veterans of the Armed Forces will be required to provide proof of honorable or general discharge, including Form DD-214.
 - ii. Veterans of the National Guard and Reserves must provide a copy of Form NGB-22 and proof they have served active duty for a minimum of 180 consecutive days or served at least 20 years in the National Guard or Reserves.
2. Spouses of disabled veterans and spouses of a deceased veteran due to service-connected causes.
 - i. Spouses of a disabled veteran will be required to provide a copy of their marriage certificate, their spouse's DD-214 form, and a disability award letter from the office of Veteran's Affairs reflecting the veteran's disability rating. "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.
 - ii. Spouses of a deceased veteran are eligible if they have not remarried and their spouse died due to service-connected causes. Applicants will be required to provide a copy of their spouse's DD-214 Form, copy of their marriage certificate, a copy of their spouse's death certificate and the latest disability award letter from the VA reflecting the veteran's disability (if applicable). Cause of death must be related to service-connected causes.