

CITY OF HOLLISTER
VETERANS' PREFERENCE POLICY

To encourage and aid Veterans of our Nation's military in making a transition into civilian employment by assisting them to join the City of Hollister workforce.

DEFINITIONS:

1. Veteran:

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.

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.

POLICY:

1. Eligibility:

Veterans' Preference credit shall be granted to qualified veterans and disabled veterans as defined above. Job applicants seeking Veterans' Preference credit shall be required to provide all documentation listed below relating to the category for which Preference is sought.

A. Veteran:

1. Veteran's Supplemental Application
2. Copy of Veteran's DD-214

B. Disabled Veteran:

1. Veteran's Supplemental Application
2. Copy of Veteran's DD-214; and
3. Letter of service related disability (if applicable)

2. Veteran's Preference Credit:

A. Qualified candidates eligible under this program, as defined above, shall have Preference credit added to their total written/oral scores for placement upon an eligibility list for any external recruitment, as follows:

- Veteran: 5 points
- Disabled Veteran: 10 points

B. No Veteran who has been dishonorably discharged or released shall be allowed a credit under this section.

C. While eligibility for this program does not guarantee job placement, it shall provide meaningful Veteran's Preference credit.

D. Qualified candidates under this program shall meet the minimum job qualifications and attain a passing score (typically achieving a score of 70% or higher either by a written/oral examination) without the addition of such Preference credit.

E. Veteran's 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. Veteran's Preference credit shall only be granted for first time employment with the City of Hollister. A candidate who applies for a City position after separation from City employment shall be ineligible for this program.

- G. Veteran's Preference credit is not applicable to promotion, transfer, or reassignment of City employees.

3. Administration:

- A. The Human Resources Division shall provide information to applicants regarding Veteran's Preference credit and provide an opportunity for applicants to present proof of eligibility as provided for in this policy.
- B. Applicants shall present proof of eligibility for this program when submitting their employment application.
- C. The Human Resources Division shall determine the eligibility of applicants for Veteran's Preference credit and shall apply such credit as provided in this policy.

City of Hollister

Veterans' Supplemental Application

Name: _____ Date: _____

Address & Phone: _____

Position Applied For: _____

I am applying for Veterans' Preference Points and meet the following criteria (check all that apply):

- ☐ I served in the armed forces during one of the qualifying periods as defined by California Government Code 18973.
- ☐ I served at least 181 consecutive days since January 31, 1955 (in assignments other than reserve or auxiliary units).
- ☐ I received other than a dishonorable discharge.

A copy of my DD-214 is attached.

Signature of Applicant

**Forms which are incomplete or submitted
after the final filing date will not be accepted.**

Human Resources Office Use Only:

- ☐ Meets minimum guidelines
- ☐ Does not meet minimum guidelines (please specify): _____

Human Resources Sign Off: _____ Date: _____