

City of Melbourne Veterans' Preference Information

The City of Melbourne is a Veterans' Preference employer. In the State of Florida, it is the intent of the Legislature to provide **preference and priority** for veterans in the hiring practices of the state and its political subdivisions. This includes preference and priority in appointment, retention, reinstatement, reemployment and promotion. Veterans' Preference requires that eligible veterans' and eligible family members are considered "preferred" applicants and that they are given special consideration at each step of the employment selection process. The law does not require the employment of a preferred applicant over a non-preferred applicant who is truly the most qualified applicant for the position; however, the intent is to provide **preference and priority** in our hiring practices to individuals qualifying for veteran's preference. Veterans' Preference applies to initial employment with a covered employer, as well as first promotion following reinstatement from extended active duty military service (excluding training). Temporary workers working for a covered employer can request preference to obtain permanent employment with benefits.

STEPS WE TAKE TO PROVIDE PREFERENCE AND PRIORITY TO ELIGIBLE APPLICANTS:

- **The Job Announcement:** All job announcements and advertisements must state that we are a Veterans' Preference covered employer. All City positions are covered by this law **except** elected officials, persons employed on a temporary basis without benefits, heads of departments, and positions which require that the employee be a member of the Florida Bar. Announcements and advertisements for any position that is exempt from this law must state the exemption. Human Resources (HR) ensures that this requirement is met.
- **Confirming Eligibility:** In order to confirm eligibility for Veterans' Preference, applicants must submit necessary documentation to HR prior to the position closing. HR will verify the applicant's eligibility for preference and provide notice to the hiring department of the category of preference.
- **Granting an Interview:** Applicants claiming Veterans' Preference who meet the minimum posted qualifications for a position **must be interviewed**. The interview is regarded as "special consideration" at the first level of the hiring process. Granting a telephone interview to a preferred veterans' preference candidate who does not appear to meet the minimum requirements for a position, is another type of preference and allows the opportunity for them to provide additional information concerning their qualifications and experience.
- **Awarding Points in a Scored Selection Process:** Applicants claiming Veterans' Preference who are determined to meet the minimum qualifications for a covered position, once interviewed, must be given preference and special consideration at each step of the selection process. **For numerically based selection processes, the preference points for each Veteran are provided to the hiring manager by HR.** These preference points are awarded to passing scores of preferred Veterans' Preference applicants and are not added to scores of individuals who did not have a passing score. For example, if the total possible points were 125, and the passing score was 80, a preferred Veterans' Preference applicant who qualified for 15% preference points and who scored 80 or more would have their score increased by 18.75 points (15% of 125). Their adjusted score would be 98.75. If a preferred veterans' preference applicant scored 75 (did not pass), they would not be eligible for preference points.

Original issue date: 9/1/15	Revision date: 01/06/17	Issued by: Human Resources
Form of distribution: With application packages that include veteran(s) in the pool	Document: Veterans' Preference Information 2017 Update	

- **Preference for Non-Scored Selection Process:** For non-numerically based selection processes, preferred Veterans' Preference applicants are given special consideration at each step of the employment selection process. In all covered positions where an examination is not used, preference **MUST** be first given to the disabled veteran and then other categories come in second.
- **Administrative Review:** Preference throughout the selection process needs to be documented and if a preferred applicant does not move to the next step of a selection process, the decision will undergo an administrative review for compliance with Veterans' Preference and may be overturned if sufficient justification does not exist. The Director of Human Resources will review any hiring recommendation for a non-veteran applicant over a qualified veterans' preference applicant.
- **Right to File Complaint:** Preferred Veterans' Preference applicants who are not selected have the right to file a complaint with the Department of Veterans' Affairs. If a complaint is filed, HR will coordinate the employer response, and the hiring department will need to provide a statement justifying the hiring decision and present required documentation to support the hiring of a non-preferred applicant.

For assistance in complying with Veterans' Preference, please contact Human Resources.

Remember the Goal: To comply with Veterans' Preference laws and meet the legislative intent to provide preference and priority in our hiring practices to eligible Veterans' Preference applicants.

Original issue date: 9/1/15	Revision date: 01/06/17	Issued by: Human Resources
Form of distribution: With application packages that include veteran(s) in the pool	Document: Veterans' Preference Information 2017 Update	