

100-Point Selection Criteria/Veterans Preference in the Selection Process

The provisions of Minnesota Law (M.S. 197.455, et seq.) relating to Veterans Preference in hiring shall be followed for all applicable, open-competitive positions.

Applicability

Veterans preference in hiring shall not apply to the positions of private secretary, teacher, department head, one chief deputy of any elected official or head of a department, or any person holding a strictly confidential relation to the appointing officer. For these positions, the mandatory 100-point selection criteria shall not be required.

"Open competitive" positions are those, which are open to the public. Veteran's preference and mandatory 100-point selection criteria shall not apply to promotional openings, or transfers or demotions.

Definitions of a Veterans Eligible for Preference

Veteran – For the purposes of this section, a veteran is a citizen or resident alien of the United States who has separated under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty or who has active military service certified by the United States Secretary of Defense and discharged under honorable conditions.

Disabled Veteran - For the purpose of the preference to be used in securing appointment from a competitive open examination, "disabled veteran" means a person who has a compensable service connected disability as adjudicated by the United States Veterans Administration, or by the retirement board of one of the several branches of the armed forces, which disability is existing at the time preference is claimed.

Eligible Spouse of Veteran – A preference available pursuant to this section may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who because of the disability is unable to qualify.

Restrictions on Veterans Preference Credit-Usage – No veteran who is currently receiving or is eligible to receive a monthly veterans pension based exclusively on length of service may claim veteran's preference credit in hiring.

100-point selection criteria

For all open-competitive positions subject to the Veterans Preference Act, the Department Head shall determine a 100-point selection criteria prior to or during the period in which applications are being received. The 100-point criteria may include minimum "passing score" based upon the minimum qualifications for the position (e.g. a certain license, minimum years of experience, etc.) which shall, also be determined prior to during the period when applications are being received.

The interview of finalists for a position shall not be part of the 100-point selection criteria.

Passing Score Determination

Applications shall first be reviewed to determine if the individual has achieved the minimum passing score. Those, which do not pass, shall be excluded from further consideration and a

letter sent to the applicant notifying the individual that he/she has not been selected and did not meet the minimum qualifications for the position. Veterans Preference points shall not be added to the applicant's score at this stage of the process to help the applicant to achieve a passing score.

Awarding Veterans Preference Points

The Department Head shall require all applicants seeking to receive Veterans preference points to provide a copy of the applicant's DD214 form either with the application or within a reasonable amount of time following submission of the application but before finalists are determined. This is necessary to ensure that individuals do not improperly receive preference credit for which they are not entitled.

Upon confirmation of the individual's entitlement to Veterans Preference upon review of the DD214 form, and after determination that the individual has otherwise achieved a passing score, Veterans Preference points shall be awarded to the score of each eligible veteran or eligible spouse of a veteran, as follows:

- **Ten (10) Points for Non-Disabled Veterans**

There shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, a credit of ten points provided that the veteran obtains a passing rating on the examination/criteria without the addition of the credit points.

- **Fifteen (15) Points for Disabled Veterans**

There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of fifteen points provided that the veteran obtained a passing rating on the examination without the addition of credit points.

- **Preference for Spouses**

The same preference that would be available to the veteran shall be available to the spouse if: 1) the veteran is deceased; or 2) the disabled veteran is unable to qualify because of the disability.

Eligibility List

Once the points have been awarded, the Appointing Authority or Human Resources Office shall rank the applicants on an eligibility list. A veteran whose score is tied with a non-veteran is placed ahead of the non-veteran on the list.

A specified number of the highest-ranking individuals on the eligible list are certified as finalists, and may be interviewed for the position by the Department Head or supervisor and Human Resources Office. The Department Head may determine the number of applicants to be certified as finalists. The Appointing Authority or Human Resources Office is free to recommend any finalist for hire to the County Board, regardless of the individual's rank on the finalist list or the individual's veterans status.

Notification of Non-Selection

For open-competitive positions subject to the Veterans Preference Act, all applicants who have claimed Veterans Preference credit and have failed to meet the minimum qualifications for the position shall be notified of this following the Veterans Preference Act procedures.

For open-competitive positions subject to the Veterans Preference Act, all applicants who have claimed Veterans Preference credit met the minimum qualifications for the position, but which have not been certified as finalists, shall be notified of this in writing. The written notice shall include a statement that the individual has been granted Veterans Preference points and the individual's score. It shall also state the number of finalists certified and that those individuals all had higher scores than the veteran.

For open-competitive positions subject to the Veterans Preference Act, all applicants who have claimed Veterans Preference credit, who have met the minimum qualifications for the position, and who have been certified as finalists but not selected shall be notified of this in writing. The written notice shall include a statement that the individual has been granted Veterans Preference points, was a finalist for the position, but that another candidate was selected on the basis of their experience, training and final interview or any other applicable reason.

For non-veteran applicants for competitive open positions subject to the Veterans Preference Act the Human Resources Office may provide such written information regarding the decision not to hire an individual, as the Human Resources Office may choose, but shall, upon request of the applicant, provide the reasons.