

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Veteran's Preference

Section: Personnel

Code: GBA-AR

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be qualified for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be eligible for veterans' preference, a veteran or disabled veteran must provide certification as part of the job application process as defined by ORS 408.225:

- A copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or
- Proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs.
- A disabled veteran shall also submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.

Bend-La Pine Schools is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to interview all minimally qualified veterans or disabled veterans, to hire or promote a qualified or eligible veteran or disabled veteran if he or she are equal to or better than the top candidate after the veteran's preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Recruitment Process

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification of eligibility for preference in addition to other requested materials.

Selection Process

Bend-La Pine Schools will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting. Should a veteran or disabled veteran applicant not meet the minimum and any special qualifications, the applicant will be removed from the applicant pool. Should a veteran or disabled veteran applicant meet the minimum and any special qualifications, the applicant shall be given an opportunity to interview.

The district's Human Resources Department will establish a scored system aligned with Oregon's Veterans' Preference Law and will train staff members who facilitate hiring processes on how to use the scoring system. The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if he or she scores equal to or better than the top candidate according to the screening and/or interview process after the veterans' preference has been applied.

Filing a Complaint

A veteran or disabled veteran is encouraged to contact the Human Resources Department if they have any concerns or questions regarding the application of or the process used for veterans' preference.

Complaints of GBA-AP: Equal Employment Opportunity, or this regulation have been violated shall be

made in writing and submitted to the Human Resources Department. The district will use the complaint process as outlined in KL-AR: Public Complaints. A veteran or disabled veteran may also file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries in accordance with ORS 659A.820.

END OF POLICY

Legal Reference(s):

ORS 408.225

ORS 408.230(5)

ORS 408.230(2)(c)

ORS 659A.820

Reviewed: 5/22/17

Approved:9/2017