Overview

Columbia Gorge Community College (CGCC) is committed to complying with applicable law regarding employment of veterans and disabled veterans. Accordingly, CGCC provides qualifying veterans and disabled veterans with a preference in employment under applicable state law.

Applicability

- Human Resources staff
- Hiring Managers

Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement. In the event of an apparent conflict, the College will apply a collective bargaining agreement provision.

Administrative Rule Statement

At each stage of the application process, CGCC will grant a preference to veterans who successfully complete the initial application screening or an application examination or test that is administered to establish eligibility. The law does not require that CGCC hire a veteran, but that a veteran receives preference such that if he or she is equal to, or a stronger candidate than the top candidate, then CGCC will appoint the veteran to the vacant position.

Certification

To receive the veterans’ preference, an application must include:

- A copy of the Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215); or
• A letter from the U.S. Department of Veterans Affairs indicating that the applicant receives a non-service connected pension.

To receive the disabled veterans’ preference, an applicant must attach to the application:

• A copy of the DD Form 214 or 215; and

• A copy of the disability preference letter from the U.S. Department of Veterans Affairs, unless the information is included in the federal DD Form 214 or 215.

**Application Screening**

At the time of initial application screening, CGCC will add preference points to a scored review to determine a list of persons for interviews. Five points will be added to a veteran’s score and ten points will be added to a disabled veteran’s score.

**Application Examination**

For an application examination (given after an initial application screening) that results in a score, CGCC will add preference points to the total combined examination score without allocating the points to any single feature or part of the examination. Five points will be added to a veteran’s score and ten points will be added to a disabled veteran’s score.

For an application examination that does not result in a score, CGCC will give preference to the veteran or disabled veteran by applying methods ensuring that decision makers give special consideration in the hiring decision to veterans and disabled veterans.

**Promotion**

CGCC will grant a preference for a veteran or disabled veteran employee seeking a promotion if each of the following requirements is met:

• The employee was granted military leave by CGCC to serve in the armed forces.

• The employee returned from military leave.

• The employee qualifies as a veteran or disabled veteran by reason of service during the leave or otherwise.

• The employee successfully completed a test or examination for the position.
The employee meets the minimum qualifications and any special qualification for the position.

Five points will be added to a veteran’s score and ten points will be added to a disabled veteran’s score. If an application examination for the promotion does not result in a score, CGCC will give preference to the veteran or disabled veteran by applying methods ensuring that decision makers give special consideration in the hiring decision to veterans and disabled veterans.

**Appointment**

CGCC will appoint an otherwise qualified veteran or disabled veteran to a vacant position if the results of the application, when combined with the preference, are equal to or higher than, the results of an application examination for an applicant who is not a veteran or disabled veteran. A veteran or disabled veteran applicant who is not appointed to a position may request an explanation from CGCC. The request must be made in writing and must be sent within 30 calendar days of the date on which CGCC informed that applicant that he or she was not selected.

**Definitions**

1. **Armed Forces**: The United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

2. **Veteran**: A person who served on active duty with the Armed Forces of the United States and has been discharged under other than dishonorable conditions, including:
   - A person who served on active duty for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
   - A person who served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released under honorable conditions;
   - A person who served for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected
disability or who has a disability rating from the United States Department of Veteran Affairs;

- A person who served at least one day in a combat zone and was discharged or released from active duty under honorable conditions;

- A person who received a combat or campaign ribbon or expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or

- A person who is receiving a non-service connected pension from the United States Department of Veterans Affairs.

3. **Disabled veteran:**

   - A person entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;

   - A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty; or

   - A person who was awarded the Purple Heart for wounds received in combat.

**Interpretation of Administrative Rule**

Chief Talent and Operations Officer

**Cross Reference to Related Administrative Rules**

Any AR related to the hiring process, promotion, etc.

**Further Information**

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**Strategic Direction**

KFA 3: Faculty and Staff

**Appendix**

070.005.000/Veterans’ Preference in Employment

*Columbia Gorge Community College is an equal opportunity educator and employer.*
1. Administrative Rule 070.005.000 – Veterans Preference in Hiring

2. CGCC Board Policy GA – Personnel Policy Goals

3. CGCC Board Policy JECAB – Tuition Waiver for Dependents of Veterans

4. Veterans’ Preference in Public Employment