

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.11
(ID # 21400)

MEETING DATE:
Tuesday, April 04, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approval of the revisions to Board Policy C-3 pertaining to veteran preferences, All Districts. [Total Cost \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the revisions to Board Policy C-3: Veterans Preference Policy.

ACTION:Policy

Michael Bowers
Michael Bowers, Assistant HR Director 3/23/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 4, 2023
xc: H.R., COBAB

Kimberly A. Rector
Clerk of the Board

By: *Kimberly A. Rector*
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Board Policy C-3: Veterans Preference Policy was last amended on May 22, 2018 by Minute Order 3.20. This policy provides veterans, and their spouse, opportunities to receive interviews in the selection process for employment and internship openings with the County of Riverside. The policy was reviewed to ensure that the language is up to date and to ensure the process is streamlined for efficiency.

Impact on Residents and Businesses

Updates to this policy will ensure that the County of Riverside continues to provide more opportunities for veterans and their families.

Attachments

Attachment A: Policy C-3 Track Changes Version

Attachment B: Policy C-3 Final Version

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
VETERANS PREFERENCE POLICY	C-3	1 of 2

Policy:

~~In an effort to~~ To honor the men and women in our armed forces, and to continue benefiting from their talents, training, and dedication to public service, the County of Riverside ~~Riverside County~~ will be expanding the opportunities for civilian employment to our external veteran candidates.

Veterans' Preference provides veterans, and their spouse, opportunities to receive interviews in the selection process for employment and internship openings with the County of Riverside. The County's Veterans' Preference consideration will be applied to all competitive employment processes. Veterans and their spouse must apply for positions and will be given an interview if they:

1. Meet the minimum qualifications;
2. Meet any other required special qualifications;
3. Achieve a passing score for examinations (where required); and
4. Provide evidence that they have the skills required of the position.

Note: Only individuals, who have provided proof of eligibility by the job-posting deadline, will receive Veterans' Preference designation, regardless of having marked 'yes' to being a veteran or a qualifying family member during the application process.

1. TYPES OF PREFERENCE AND PROOF OF ELIGIBILITY:

All applicants claiming Veterans' Preference status are required to submit documented proof of an Honorable or General Discharge, or certification of expected discharge under honorable conditions, to receive preference status.

2. VETERANS:

A. Veterans with a minimum of 90 days in service during wartime period and total prior active service may be considered in determining qualification for Veterans' Preference. For consideration, applicants must provide a legible copy of Form DD-214 or NGB-22 Certificate of Release or Discharge from Active Duty, as directed during the application process.

A.B. Active-duty service members may be considered as Veterans and receive preference by submitting a "certification" when submitting their application for employment. The "certification" must be a written document from the armed forces which certifies that the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 30 days of submitting an application to a County position. Prior to appointment, the County will verify the service member is eligible for Veterans' Preference per

[section A above.](#)

3. DISABILITY:

In addition to the Form DD-214 or NGB-22, applicants must supply an official letter of service-related disability from the U. S. Veteran's Administration. Disability must be at least 10 percent and service-~~relat~~connected. A photocopy of the official notification from the Veteran's Administration is acceptable proof of service-related disability. Unofficial notification is not acceptable.

**COUNTY OF RIVERSIDE, CALIFORNIA
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<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
VETERANS PREFERENCE POLICY	C-3	2 of 2

4. SPOUSAL PREFERENCE:

- A. Spouses of a disabled veteran may qualify for Veteran's Preference providing the disability is 100%. A copy of a Member-4 Form DD-214 or NGB-22 and letter of eligibility from the U.S. Veteran's Administration reflecting 100% disability must be submitted to the Human Resources department. The letter must state that the spouse is eligible for the preference.
- B. A surviving spouse of a veteran who died of service-~~rela~~connected causes must provide a copy of a Member-4 Form DD-214 or NGB-22 and a letter from the U.S. Veteran's Administration to the Human Resources department. The letter must state that the surviving spouse is eligible for the preference.

6. NATIONAL GUARD AND RESERVISTS:

National Guard and Reservists are entitled to the same Veterans' Preference as active duty, including cases of disability or spousal. Persons requesting preference are required to provide a legible copy of Member-4 Form DD-214 or NGB-22 and a letter of service-related disability, if applicable, to the Human Resources department.

Reference:

Minute Order 3.20 of 05/22/18
[Minute Order 3.11 of 04/04/23](#)

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<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
VETERANS PREFERENCE POLICY	C-3	1 of 3

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<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
VETERANS PREFERENCE POLICY	C-3	2 of 3

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VETERANS PREFERENCE POLICY	C-3	3 of 3

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