

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



ITEM: 3.18
(ID # 29438)

MEETING DATE:
Tuesday, January 27, 2026

FROM : HUMAN RESOURCES

SUBJECT: HUMAN RESOURCES: Approval of the revisions to Board Policy C-3 pertaining to the Veterans Preference Policy

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the proposed revision to Board Policy C-3 (Veterans' Preference) to remove the reference to a VA-issued eligibility letter for Veteran spouses and adopt updated documentation requirements, reflecting regional best practices, to ensure clarity, reduce barriers to employment, and support equitable hiring processes.


ACTION:


Tami Douglas-Schatz, Director of Human Resources 12/8/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: January 27, 2026
xc: HR, COB/AB

Kimberly A. Rector
Clerk of the Board
By: 
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:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Human Resources Department began reviewing Board Policy C-3 (Veterans' Preference) to ensure the policy is consistent with best practices. During the review, Human Resources confirmed that the U.S. Department of Veterans Affairs (VA) does not issue eligibility letters to Veteran spouses. As a result, the current policy's language may be misleading and could unintentionally create barriers for qualified applicants.

To address these concerns, Human Resources researched policies from neighboring government organizations to determine best practices for verifying Veteran spouse eligibility. Most require applicants to submit the Veteran's VA letter (confirming 100% disability or service-related death), a DD-214, a marriage certificate, and, if applicable, a death certificate.

We propose updating Board Policy C-3 to reflect these standards by requiring these documents from Veteran spouse applicants and removing the reference to a VA-issued eligibility letter. This revision aims to eliminate confusion, streamline the application process, and provide recruiters with a clear, effective method to verify eligibility.

Impact on Residents and Businesses

The proposed update to Board Policy C-3 will improve access to employment opportunities for Veteran spouses by removing a misleading documentation requirement and replacing it with a clear, achievable verification process. This change reduces unnecessary barriers for qualified applicants and ensures a fair and more transparent hiring experience. For businesses and community members, the policy supports the County's commitment to hiring individuals with ties to military service.

ATTACHMENT:

- 1) Revised Board Policy C-3 with tracked changes
- 2) Revised Board Policy C-3 Final Form

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 3

Policy:

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 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.
- 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

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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

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-related. A photocopy of the official notification from the Veteran's Administration is acceptable proof of service-related disability. Unofficial notification is not acceptable.

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 from the U.S. Veteran's Administration reflecting 100% disability, and marriage certificate must be submitted to the Human Resources department.

B. A surviving spouse of a veteran who died of service-related causes must provide a copy of a Member-4 Form DD-214 or NGB-22, marriage certificate, veteran spouse's death certificate, and, if available, a letter from the U.S. Veteran's Administration reflecting the service-related death. Documents will be reviewed on a case-by-case basis by the Human Resources department.

5. 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.

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

Subject:

**Policy
Number**

Page

VETERANS PREFERENCE POLICY

C-3

3 of 3

Reference:

Minute Order 3.20 of 05/22/18

Minute Order 3.11 of 04/04/23

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 3

Policy:

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 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.
- 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

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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

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-related. A photocopy of the official notification from the Veteran's Administration is acceptable proof of service-related disability. Unofficial notification is not acceptable.

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, and marriage certificate 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-related causes must provide a copy of a Member-4 Form DD-214 or NGB-22, marriage certificate, veteran spouse's death certificate, and if available, a letter from the U.S. Veteran's Administration reflecting the service-related death. Documents will be reviewed on a case-by-case basis by ~~to~~ the Human Resources department. ~~The letter must state that the surviving spouse is eligible for the preference.~~

5. 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.

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

Subject:

**Policy
Number**

Page

VETERANS PREFERENCE POLICY

C-3

3 of 3

Reference:

Minute Order 3.20 of 05/22/18

Minute Order 3.11 of 04/04/23