



## **PROGRAM OVERVIEW –**

The Hiring Preference for Veterans and Eligible Military Spouses Policy establishes guidelines for supporting Veterans and their spouses and ensuring they have equitable access to employment opportunities within the County workforce while maintaining a fair and merit-based hiring process.

## **BACKGROUND**

On October 9, 1990, the Board of Supervisors adopted Ordinance Number 3495, codified in Chapter 3.14 of the Monterey County Code (“MCC”), to establish a hiring preference for veterans in County employment. Subsequently, on September 10, 1991, Ordinance Number 3565 was adopted, amending Chapter 3.14 to make necessary changes to the Hiring Preference for Veterans.

It transitioned into a standalone policy effective December 5, 2025, enhancing its administrative flexibility and enabling future modifications without requiring a formal legislative process. This transition ensured that the County effectively upholds and refines its commitment to Veterans and eligible military spouses by facilitating the efficient and effective implementation of necessary refinements while proactively addressing emerging employment trends and regulatory requirements.

This policy, developed by the **Human Resources Department** in collaboration with the **Military & Veterans Affairs Office**, continues to recognize Veterans and eligible military spouses. Through this initiative, the County aims to honor patriotic service and attract dedicated, disciplined individuals to its public service occupations.

## **DEFINITIONS**

For purposes of this policy, the following definitions apply:

- **Veteran:** Any person who has served on active duty (other than active duty for training) for thirty (30) days or more in the United States Army, Marine Corps, Navy, Air Force, Coast Guard, Space Force or Army and Navy Nurse Corps in time of national military emergency or State military emergency, or who has served in the Armed Forces in any military operation for which a Service Medal and/or an Armed Forces Expeditionary Medal has been authorized by the government of the United States, and who has been discharged or released therefrom under conditions other than dishonorable.
- **Disabled Veteran:** A Veteran with a service-connected disability rating of zero (0) percent

or greater by the U.S. Department of Veterans Affairs. The term shall also include a "Veteran" as defined above, who has a medical retirement from the military service.

- **Eligible Military Spouse:** 1) The un-remarried, surviving spouse of a veteran who died while in qualifying military service or as the direct result of wounds or injuries suffered during such qualifying service; or, 2) The spouse of a Disabled Veteran who has been classified by the VA as **totally** disabled as the direct result of wounds or injuries suffered in such qualifying service; or 3) The spouse of an active-duty service member.

## **PROCEDURES –**

The County of Monterey is committed to honoring the service and sacrifice of Veterans and eligible military spouses by establishing criteria, processes, and requirements that ensure compliance with applicable laws and policies while maintaining a merit-based selection process.

### **ELIGIBILITY FOR VETERANS' PREFERENCE POINTS**

Eligibility for veterans' preference points is extended to all 1) Veterans, 2) Surviving Spouses of Veterans, 3) Spouses of Totally Disabled Veterans, and 4) Spouses of active-duty service members.

- To be eligible for veteran hiring preference: A qualified veteran or eligible military spouse must submit a copy of Discharge Papers (Form DD-214 or equivalent) or orders along with every unique employment application.
- Veteran's preference points shall be applicable to the recruitment or hiring of open classifications with the exception of Unit Y Executive Management and positions at Social Services and Child Support Services that are governed by the Merits Rules managed by the State of California Merit System.
- Prior to recruitment for a position to which veteran's preference points apply, a determination shall be made as to whether the relevant Equal Employment Opportunity (EEO) job category has met County-wide parity. If parity has not been met, selective certification provisions under the Garza Consent Decree or an approved County of Monterey Equal Opportunity Plan shall be applied to the Eligibility List.
  - The ranking of the Eligibility List shall include any applicable veteran's preference points, as provided herein below.

### **APPLICATION FOR VETERANS' PREFERENCE POINTS**

Applicants seeking veterans' preference points must complete and submit a "Veteran's Preference Application" via email to [VeteransPreferencePoints@countyofmonterey.gov](mailto:VeteransPreferencePoints@countyofmonterey.gov). It is necessary to include the supporting documentation outlined in Section 2 of the application for verification and processing of eligibility. All submissions must be made by the deadline indicated on the job flier.

An applicant who has received a passing score in a competitive recruitment for the County of Monterey shall receive veteran's preference points as follows:

- Veteran (non-disabled) – 5
- Active-Duty Service Members Pending Discharge – 5

- Spouse of an active-duty service member – 5
- Disabled veteran with a service-connected disability rated at 0% or greater by the U.S. Department of Veterans Affairs (VA) – 10
- Surviving spouse of a veteran who died while in qualifying active military service or as a direct result of service-connected injuries – 10
- Spouse of a veteran who has been classified as **totally** disabled by the VA due to a service-connected condition – 10

Failure to provide the required documentation by the specified deadline on the job flier will result in veteran's preference points not being applied to the specific position they are currently applying for.

### **REQUIRED PROOF FOR VETERANS/ELIGIBLE MILITARY SPOUSE PREFERENCE POINTS**

To claim veterans/eligible military spousal hiring preference, the following documentation must be emailed to [VeteransPreferencePoints@countyofmonterey.gov](mailto:VeteransPreferencePoints@countyofmonterey.gov) on or before the specified deadline on the job flier:

- **Veteran:** A copy of discharge papers (Form DD-214 or equivalent) or written verification that a copy of Form DD-214 (or equivalent) has been requested.
- **Disabled Veteran:** In addition to discharge papers, (1) proof of the service-connected disability or medical retirement provided by the **U.S. Department of Veterans' Affairs**; or (2) other proof of the required service-connected disability status or medical retirement, to be verified by the Military & Veterans Affairs Office.
- **Eligible Military or Surviving Spouses:**
  1. A copy of the deceased veteran's Form DD-214 (or equivalent)
  2. Legal Proof of marriage to the veteran
    - i. If applying as the Surviving Spouse of a deceased Veteran in addition to #1 and #2 above, official documentation confirming the Veteran's death during qualifying service or as a direct result of service-related injuries.
    - ii. If applying as the spouse of a disabled Veteran, official documentation from the U.S. Department of Veterans Affairs verifying the veteran's service-connected disability status.
  3. If applying as the spouse of an active-duty service member, official documentation confirming active-duty service of the spouse.
    - i. Legal proof of marriage
    - ii. Military orders confirming active-duty service of spouse

Failure to apply for the veterans' preference points or to submit the required supporting documentation at the above-stated time, including documents to be verified by the HR Professional and/or County's Military & Veterans Affairs Office establishing the veteran's disability status or medical retirement, shall be deemed a waiver of applicable preference points.

### **IMPLEMENTATION**

The Human Resources Department, in collaboration with the Military & Veterans Affairs Office,

shall be responsible for the administration and oversight of this Policy.

- Eligible Lists will be compiled and completed, based upon final examination scores which have included all applicable veterans' preference points.
- Referrals shall be made to appointing authorities in compliance with the Garza Consent Decree, or the County of Monterey Equal Opportunity Plan, based upon the completed Eligible List for each examination, and without disclosure of veteran's status, for the filling of vacant positions within each County department.