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| <b>POLICY</b> | <b>Document Number:</b> | <b>Version Number:</b> | <b>Date:</b> |
|               |                         |                        | 04/04/2024   |

## Veteran's Preference Policy

### 1.0 Purpose:

To support the employment of individuals who have served our country as members of the United States Armed Forces.

### 2.0 Scope:

It is the policy of VTA to provide preference in hiring eligible veterans as described below. This preference shall apply only to those positions that are open to candidates who are not already employed by VTA. The preference shall not supersede the provisions of the bargaining agreements. Veterans' preference does not guarantee that any individual veteran will be hired. The preference does not apply to internal recruitment activity including promotions, transfers, reassignments, and reinstatements.

### 3.0 Responsibilities:

An individual may establish eligibility for the Veterans' preference by providing proof of service to the Human Resources department in an active (non-reserve) status for a period of at least 181 consecutive days and release from active duty under conditions other than dishonorable. Such eligibility, once established as specified at the time the individual applies for employment.

### 4.0 Policy:

The following guidelines shall apply only after it is determined that the eligible veteran meets the minimum qualifications for the position in question.

1. An eligible veteran who (a) competes for a position through a selection process, (b) appropriately requests consideration for Veterans' preference, and (c) achieves a pass score in the first phase of the evaluation process, shall be given an additional five (5) points to the score in the second phase, the Subject Matter Expert (SME) review total score. In an open-competitive examination, any veteran qualifying who is disabled shall, upon attaining the passing mark established for a numerically scored examination, be given an additional preferential credit of five points. For the purposes of this section, the term 'disabled' shall mean the holding of an approved disability rating of ten percent or more from the Veteran's Administration for a disability which is service connected. The applicant seeking consideration for service-connected disability preference must provide VTA a copy of the disability award letter along with the associated claim number and location of the VA Office for VTA to contact to confirm validity OR a copy of the orders that medically discharged them out of service as listed on the SF-15.
2. No other or further Veterans' credits shall be provided to an individual subsequent to their appointment to a position and completion of the required probationary period.
3. An applicant must indicate their Veteran status when applying for any position and upload their DD214 at the time of application. The applicant may also bring a copy of their DD214 to the interview.

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4. Appropriate documentation to support the request must be provided no later than the first phase of the evaluation process. Documentation in the form of a legible discharge document (DD214), or other official discharge documents, showing the enlisted and discharge dates, social security number, and the charter of service (i.e. type of discharge) is required.

5. A statement that VTA welcomes the employment of Veterans of the United States Armed Forces and provides a Veterans' preference program in accordance with applicable law and VTA procedures will be included in all VTA job postings.

**5.0 Definitions:**

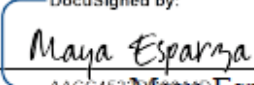
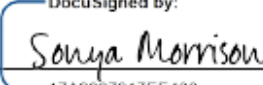
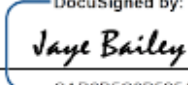
**Eligible Veteran:** Any person who has served full time for 30 days or more in the United States Armed Forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the Government of the United States, or during the period between September 16, 1940 to January 31, 1955, or who has served at least 181 consecutive day since January 31, 1955, and who has been discharged or released under conditions that would entitle them to receive benefits from the U.S. Department of Veterans Affairs, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt them from the operation of the Selective Training and Service Act of 1940.

**Disabled Veteran:** Any person who meets the applicable definition above and who is currently declared by the United States Veterans Administration to be 10% or more disabled as a result of military service.

**Discharge Document:** Certificate of Release or Discharge from Active Duty DD form 214 (DD-214)

**6.0 Summary of Changes:**

This is a newly created policy by VTA as of April 4, 2024.

| <i>Prepared by</i>  | <i>Reviewed by</i>   | <i>Approved by</i>   |
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| <p>DocuSigned by:<br/> <br/>                     AACC4532...<br/> <b>Maya Esparza</b><br/>                     DEI Program Manager<br/>                     Accessibility, Civil Rights, &amp;<br/>                     Equity</p> | <p>DocuSigned by:<br/> <br/>                     17A9807017EE430...<br/> <b>Sonya M. Morrison</b><br/>                     Chief People Officer</p> | <p>DocuSigned by:<br/> <br/>                     CAD6B5C0B52549B...<br/> <b>Carolyn M. Gonot</b><br/>                     General Manager/CEO</p> |

Date Adopted 6/21/2024



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