

POLICY NUMBER

APM 2-86

City of Miami

REVISIONS

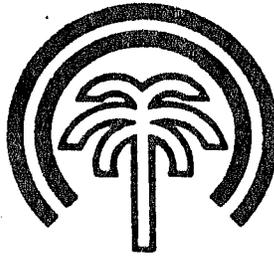
REVISED
SECTION

DATE OF
REVISION

2 - 25 - 86

ISSUED BY:

Cesar H. Odio
City Manager



ADMINISTRATIVE POLICY

SIGNATURE

SUBJECT:

AWARDING VETERANS PREFERENCE

PURPOSE: To provide an official policy which establishes guidelines for granting preference to veterans in accordance with Civil Service Rule 6.4, which states, "In certification for appointment, in appointment, in reemployment and in promotion, preference shall be given in accordance with the State of Florida Statutes, as amended."

THE POLICY WILL BE AS FOLLOWS: The Department of Personnel Management is responsible for determining eligibility for veterans preference under Florida State Statute 295.07 per Civil Service Rules 6.4 and 8.8.

POLICY:

Preference shall be awarded to persons eligible for preference in the following order per Florida State Statute 295.07 (Preference in appointment and retention), which states:

"The state and its political subdivisions shall give preference in appointment and retention in positions of employment, except those included under s. 110.205(2), to:

(1) Those disabled veterans who have served on active duty in any branch of the Armed Forces of the United States; who have been separated therefrom under honorable conditions; and who have established the present existence of a service-connected disability which is compensable under public laws administered by U.S. Veterans Administration, or who are receiving compensation by reason of public laws administered by the U.S. Veterans Administration and the Department of Defense.

(2) The spouse of any person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment and the spouse of any person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.



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(3) A veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955 and who was discharged or separated therefrom with an honorable discharge from the Armed Forces of the United States if any part of such active duty was performed during the wartime era. However, active duty for training shall not be allowable.

(4) The unmarried widow or widower of a veteran who died of a service-connected disability."

On non-competitive registers and certification lists, the names of persons entitled to preference shall be indicated by "V" for non-disabled persons eligible for preference or "DV" for persons eligible for disabled veteran's preference.

In cases where persons eligible for veteran's preference have been certified to the hiring department, the department must interview the person entitled to preference and give him/her due consideration for the position. Additionally, in accordance with PPM-Chap. 21, Sec. 21.2, departments may interview all applicants or may interview a representative number in order to assure compliance with the City's Affirmative Action Plan and the Consent Decree.

For competitive positions, points will be granted by the Department of Personnel Management by augmenting exam scores. Additionally, if there are any other requirements, the Department of Personnel Management will supply such information to the hiring department.

PROCEDURES:

Entrance in City Employment

Competitive: Persons entitled to preference receive preference by having additional points added to their examination scores. A person entitled to non-disabled veteran's preference will have 5 points added to his score and a person entitled to disabled veteran's preference will have 10 points added to his score. If disability is rated 30% or more, the person entitled to disabled veteran's preference will receive 10 points and his name will be placed at the top of the register in accordance with his respective augmented rating.



The number of points given will be shown on the register and reflected in the person entitled to preference's final score. The names of persons entitled to preference will be indicated and certified. No additional consideration is required.

Non-Competitive: Preference will be granted by requiring the hiring department to interview all persons entitled to preference whose names have been certified on said register.

When there are two or more equally qualified candidates being considered for the job after the interview process and one or more of them is a person entitled to preference, he/she shall be hired over the person(s) not entitled to preference.

Promotions

Competitive: In addition to the above, Florida Statute 295.09 states that all persons eligible to receive preference points on competitive promotional exams must be promoted ahead of all others who appear in an equal or lesser position on the register. However, this rule is only applicable if it is the person's first promotion after reinstatement or reemployment, provided he first successfully passes the examination for the promotional position.

Non-Competitive: Preference will be granted by requiring the hiring department to interview all persons entitled to preference whose names have been certified on said register. When there are two or more equally qualified candidates being considered for the job after the interview process and one or more of them is a person entitled to preference, he/she shall be hired over the person(s) not entitled to preference.

Priority of Preference

In appointments or promotions, the hiring department should note that a disabled person entitled to preference is to be given more preference than a non-disabled person entitled to preference.

Veterans Preference Claims

Candidates requesting the application of preference points on any register must file the request and submit discharge papers and/or proof of disability to the Department of Personnel Management by the closing date for accepting applications. This applies to both competitive and non-competitive registers. The absolute benefits provided for veterans under State Law make it imperative that these rights be determined promptly in order to prevent retroactive adverse actions against other candidates.



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Assurance of Fairness in Selection

As an equal opportunity employer, it is the responsibility of all departments to establish a practice in which the interview process for all positions include a balance representative of the ethnic/sexual background of the applicant for employment or promotion, as articulated in APM-4-83.

Personnel Management Department Approval of Selection

A recommendation for selection documenting the basis of selection must be submitted to the Department of Personnel Management for review and approval prior to employment or promotion.