May 1, 2014

TO: Deans, Directors and Department Heads

FROM: Jamie Moffitt, Vice President, Finance and Administration
Penelope Daugherty, Director, Affirmative Action and Equal Opportunity

RE: Oregon Veterans’ Preference in Public Employment Law

We are writing to provide an update on the Oregon Veterans’ Preference in Public Employment Law and requirements that apply to our search process.

The Oregon Veterans’ Preference in Public Employment Law is a state law that requires preference for eligible veterans in connection with hiring by public employers. The University of Oregon has been applying the preference required for eligible veterans for a number of years. There have been changes that require some further revision to our search processes.

Briefly stated, current applicable requirements include:

- To be eligible for preference under the Law, veterans have to identify as covered veterans and submit supporting documentation as outlined in the implementing regulations.
- Hiring units are advised of candidates who have self-identified and submitted appropriate supporting documentation and are thus eligible for preference.
- Eligible veteran candidates who meet all stated required qualifications, both minimum qualifications and any special qualifications (which are distinct from preferred qualifications) must receive at least a preliminary interview intended to explore whether the candidate shows sufficient evidence that he or she has the transferable skills required and requested for the position. This requirement was added subsequent to initial implementation of the Veterans’ Preference requirements. Additional information obtained in a preliminary interview should be considered with all information contained in the candidate’s application materials in evaluating the overall strengths of the candidate and in your overall ranking of candidates.
- Eligible veteran candidates remain eligible for a 5% or 10% preference at every stage of the selection process when a scored selection tool is used to evaluate the relative strengths of candidates in the pool, or for special consideration.
when a scored selection tool is not used. The preference or special
consideration should be applied after taking into consideration transferable
skills that an eligible veteran candidate would bring to a position.

- An eligible veteran may request in writing the reason(s) why she/he was not
  appointed to the position, based solely on the veteran's qualifications.

The Office of Affirmative Action and Equal Opportunity (for unclassified searches) and
Human Resources (for classified searches) have developed a Frequently Asked
Questions (FAQ) document regarding these changes. That document can be found on
the OAAEO webpage at http://aaeo.uoregon.edu/veterans/faqs, along with
implementation guidelines. We will update this site with additional information as it is
developed. OAAEO and HR will also be holding a couple of open information sessions
regarding implementation of the Act during spring term. Two sessions are currently
scheduled: May 13, 10:00-11:00 am and May 28, 1:30-2:30 pm in the HR Training Room
at Peace Health North, 677 East 12th Ave., 4th floor.

More detailed information regarding implementation will be going out via various
listservs to those groups most regularly charged with supporting the search process. In
the meantime, contact either OAAEO (541-346-3123) or Human Resources (541-346-
2983) if you have questions or have an eligible veteran in an active search.