

Adopted: 08-29-2025

I. Purpose

Recognizing the sacrifices made by those serving in the Armed Forces, state and federal laws require that eligible veterans be granted employment preference in hiring, retention, promotion, and reassignment decisions. This procedure establishes the steps for administering veterans' employment preference at the College.

II. Definitions

1. **Eligible Veteran** – A veteran as defined in N.C.G.S. §128-15, including disabled veterans, veterans who served on active duty (other than training) during specified periods of war or military campaigns, and their eligible spouses, surviving spouses, and dependents.
2. **DD Form 214** – The Department of Defense "Certificate of Release or Discharge from Active Duty," required for verifying eligibility for veterans' preference.

III. Procedure

A. Application Process

1. All job postings shall state that veterans' preference is available in accordance with N.C.G.S. §128-15.
2. To claim preference, applicants must:
 - a. Submit a completed College application for employment, and
 - b. Provide a copy of DD Form 214 (Certificate of Release or Discharge from Active Duty).
3. If applying as a spouse, surviving spouse, or dependent of an eligible veteran, the applicant must also submit documentation verifying their relationship and eligibility under N.C.G.S. §128-15.

B. Screening and Selection

1. Human Resources shall review submitted documentation to verify eligibility.

2. Veterans' preference applies only when the veteran (or eligible spouse/dependent) meets the **minimum training and experience requirements** for the position and is capable of performing the essential job duties.
3. When two or more candidates are determined to be **equally qualified**, the eligible veteran (or eligible spouse/dependent) shall receive preference.
4. Veterans' preference applies to:
 - a. Initial employment,
 - b. Subsequent hiring,
 - c. Promotions,
 - d. Reassignments, and
 - e. Horizontal transfers.

C. Reduction in Force

1. In cases of Reduction in Force (RIF), eligible veterans shall be retained over non-veterans when employees are otherwise equally qualified.
2. HR shall ensure that veteran status is considered in retention decisions in compliance with state law.

D. Documentation and Recordkeeping

1. HR shall maintain a record of all DD Form 214 submissions and related documentation in the applicant's or employee's personnel file.
2. Documentation of veterans' preference decisions shall be retained with hiring or personnel action files to ensure compliance.