

# Veterans' Preference Plan and Policy



A. The Village is committed to successfully recruiting and onboarding talented and skilled Veterans into the Village's workforce. The Village recognizes the extensive training, experience and transferrable skills gained through military service, and the challenges associated with securing employment in civilian life. The Village is prepared to honor our Veterans by providing priority and preference in all applicable areas in accordance with Florida Statutes, Section 295.07, in our recruitment and retention process.

## B. Purpose

The purpose of the Village's Veterans Recruitment Plan (the Plan) is to encourage individuals eligible for veterans' preference, in accordance with Section 295.07, Florida Statutes (F.S.), to seek employment opportunities with the Village. This plan is designed to meet the Village's recruitment goals as required by Section 295.07(6) (a) F.S., and increase the awareness among veterans of the employment opportunities within the Village's workforce.

## C. Goals

The following recruitment goals have been established by the Village with the intent to increase veterans' awareness of employment opportunities within the Village, as well as assisting veterans with the successful navigation of the general recruiting process within the Village.

1. The Village will advertise employment opportunities on the Village's website and other job boards to increase veteran's awareness of employment opportunities.
2. The Village will include current resources on the Village's website to provide additional resources to Veteran's relative to their submission of an application for employment that allows them to describe their military experience relative to job opportunities.
3. The Village when feasible, will participate in job fairs hosted by organizations which provide or support employment services to veterans or those eligible for veterans' preference as described in Section 295.07, F.S.
4. The Village will ensure recruitments adhere to Sections 295.07, F.S., when it comes to preference in appointment and retention of Veterans.
5. The Village will evaluate position requirements and may accept military service of qualified Veterans in lieu of postsecondary education requirements when the skills and/or training are transferable to the position.

## D. Reporting Requirements

Within 60 days from the end of the fiscal year, the Village will prepare a summary related to actions supportive of the Plan goals and compile data for all advertised positions to include but not be limited to number of advertised positions, number of preference eligible Veterans and family members who applied, number of eligible Veterans interviewed, and number of eligible Veterans hired.

## E. Responsibility

The Village's Human Resources Department is responsible for implementing actions in support of the Plan goals and developing the annual summary report. Positions exempt from Veterans' Preference are elected officials, appointed officials, board and commission members, and temporary positions without benefits. Eligible applicants must provide required documentation at the time of application. Supporting documents can be requested from the Human Resources office, or can be found on the Florida Department of Veterans' Affairs website.

# VETERANS' PREFERENCE

## Frequently Asked Questions

Q: What if a veteran does not provide all of the required documentation for proof of Veterans' Preference qualification?

The employer has an affirmative duty to notify the applicant of the missing documentation, and give them 5 business days to cure the deficiency. It is strongly encouraged that the employer use a written form of correspondence (email) to notify the applicant. This documentation can later be provided as evidence if a complaint is filed.

Q: How many days does an applicant have to file a complaint regarding the application of Veterans' Preference, and what requirements must be first met?

1. The complainant must file a complaint within 60 calendar days from the date they received notice of non-select from the hiring agency.
2. Prior to filing a complaint, it is the responsibility of the complaint to contact the designated Human Resources contact person at least one time after 45 days have passed from the final date for submitting an application or the interview date, whichever is later in time, if the applicant has not received notice of a hiring decision. It is the complainant's responsibility to maintain contact with the employer to stay informed as to the status of the position.

Q: How does an applicant file a complaint when they believe they have not been properly afforded Veterans' Preference?

In order to file a complaint against an employer, which is a State Agency or a political subdivision, the following information is required to be submitted:

1. A detailed statement from the complainant. It is important to provide the sequence of events. The statement should include at a minimum:
  - a. The process used to notify the employer of eligibility for Veterans' Preference.
  - b. Information regarding interviews, any documents obtained and communication between complainant and employer.
2. Copy of the complainant's DD Form 214, and/or Certificate of Release or Discharge from Active Duty containing the character of service.
3. Position announcement.
4. Copy of the complainant's job application and résumé.
5. Non-selection notification and verification that the position was filled, or a statement to the fact within 60 days of non-selection.
6. Any and all other documents, email threads, or other correspondence received from the employer.

Q: Where does an applicant file their complaint?

Emailed to: [VeteransPreference@fdva.state.fl.us](mailto:VeteransPreference@fdva.state.fl.us), or  
Mailed to: Florida Department of Veterans' Affairs  
Attn: Veterans' Preference Coordinator  
11351 Ulmerton Road, Suite 311  
Largo, Florida 33778-1630

Q: What happens when a complaint is filed?

Upon receipt of the information, FDVA will review the complaint and determine if FDVA has jurisdiction to proceed with an investigation. In order to have jurisdiction the claim must meet the criteria defined in Section 295.07, F.S., and Chapter 55A-7, F.A.C. If the complaint meets the criteria it will move forward and if does not meet the meet the criteria, the matter will not move forward. In either event the complainant will be contacted by FDVA.