

# Utah Tech University Policy 306 Addenda A

## Veterans' Preference Eligibility Notice



### Definition of Preference Eligibility

1. **Active Duty:** active military duty and does not include active duty for training, initial active duty for training, or inactive duty for training.
2. **Disabled Veteran:**
  - a. An individual who has been separated or retired from the armed forces under honorable conditions, and
  - b. An individual who has established the existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the U.S. Department of Veteran Affairs or a military department.
3. **Preference eligible:**
  - a. Any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated under honorable conditions, or
  - b. A disabled veteran with any percentage of disability, or
  - c. The spouse or widow or widower of a veteran, or
  - d. A Purple Heart recipient, or
  - e. A retired member of the armed forces.
4. **Veteran:** an individual who has served on active duty in the armed forces for more than 180 consecutive days or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; or any person incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty.

### Veterans' Preference Procedure

Human Resources will identify applicants who have requested and are qualified for veterans' preference.

For applicants who establish veterans' preference: preference will be given in the search process, provided the applicant meets the minimum job qualifications

Such preference is applied to the following procedure:

- The department hiring authority will evaluate candidates according to published job posting criteria and sort into groups.
- Veterans' preference is not considered in pre-screening (e.g., verification of meeting the minimum job qualifications) but is considered in steps following pre-screening (e.g., regular committee screening and interviews).
- There will be a formal review of application materials for any applicant who establishes veterans' preference who passed pre-screening.
- The interview of an applicant with veterans' preference will be conducted under the same format and conditions as the interviews of other top tier candidates.

To apply for veterans' preference, please email the following information to Utah Tech University (UT) Human Resources at [hr@utahtech.edu](mailto:hr@utahtech.edu):

1. Signed Veterans' Preference Eligibility Notice (see below).
2. Copy of appropriate military discharge documents (such as a DD Form 214).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Enclosure – DD Form 214