

**Florida A & M University
Office of Human Resources
HR OPERATING POLICY-PROCEDURE**

Procedure No. HR-1009

Subject: Veteran's Preference	
Authority: 1001.74 Florida Statutes	Effective Adopted Date: 07/1/1999
Revision(s)	06/27/1996; 3/2017
Related References	
Purpose	Special consideration for Veterans.

1.0 General Information

2.0 Definitions

2.1 Employment Preference

- A. Special consideration in appointment and employment should be given to preferred applicants at each step of the employment selection process for all USPS positions. However, the employment of a preferred applicant over a non-preferred applicant who is the most qualified applicant for the position may be made.
- B. Written documentation with justification of the decision to hire a non-preferred applicant over the preferred applicant should be maintained. All actions are subject to review by the Department of Veterans' Affairs as provided by Chapter 55A-7, F.A.C., and ultimately by the Public Employees Relations Commission.

2.2 Reinstatement and Reemployment

- A. When an employee in the University Support Personnel System (USPS) leaves employment of the University for the purpose of serving in the Armed Forces of the United States and is separated there from with an honorable discharge, the University can reinstate or reemploy such person under the following conditions:
 - 1. Reinstatement or reemployment is made to the same or to an equivalent position.
 - 2. Reinstatement or reemployment is made within one year of the date of separation from the military service, or in the case of extended active duty, within one year of the date of discharge or separation subsequent to the extension.

2.3 Promotion Preference

- A. Persons reinstated or reemployed under the Veterans' Preference law should be awarded preference in promotion, and should be promoted ahead of all other employees who are as well or less qualified for the position. Eligibility for preference in promotion will apply only to a veteran's first promotion after reinstatement or reemployment, without exception.

2.4 Preference in Employment Retention

- A. In all USPS positions where layoffs are necessitated, special consideration in the retention of employees shall be given to disabled veterans or spouse of a veteran as defined in Section 1.01 (14) Florida Statutes. Records will be maintained to document the manner of retention and the propriety of the retention process and decision in accordance with Board of Regents Rule 6C-5.955(2), F.A.C.

**For Use with Current Employees
Seeking Promotional Opportunities
Selective Service Requirements**

To Be Completed by Employee

NAME (print)

CURRENT MAILING ADDRESS

In accordance with Section 110.1128, Florida Statutes, I understand that as a male between the ages of 18 and 26 who is required to register with the Selective Service System under the Military Selective Service Act, I must present proof of registration with the Selective Service System, prior to promotion in the State University System. The following documents are provided to show proof of compliance with this requirement:

_____ a Selective Service Registration Acknowledgment, or;

_____ my registration date and number as obtained from the Registration Information Office, P.O. Box 4638, North Suburban, Illinois, 60197-9938, 1-800-621-5388. I will bring in the acknowledgment form upon receipt from the Registration Information office within three weeks from the date requested. If I fail to provide the required proof of registration I understand that I will not be eligible for promotion within the State University System.

Date Obtained

Date of Registration

Registration Number

I understand that this information is required before promotion and will only be used to document compliance with this State law.

Employee's Signature

Date