Policies of the University of North Texas Health Science Center	Chapter 5
05.204 Employment of Veterans	Human Resources

Policy Statement.

It is the policy of the University of North Texas Health Science Center to employ and to advance in employment, disabled veterans and veterans.

It is also the policy of the health science enter to give veterans preference in appointment or employment over other applicants having no greater qualifications for the same position, in accordance with Section 657.002 of the Government Code.[1]

Application of Policy.

Faculty and Staff

Definitions

Those individuals who are entitled to preference include:

1. Persons who have served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law, were discharged from military service for an established service-connected disability, were honorably discharged from military service, and are competent; and

2. A veteran's surviving spouse who has not remarried or an orphan of a veteran if,

    a.) the veteran was killed while on active duty,

    b.) the veteran served in the military for not less than 90 consecutive days during a national emergency declared in accordance with federal law, and

    c.) the spouse or orphan is competent.

3. Persons entitled to preference under this policy shall not be disqualified from employment or appointment for reasons of age or for any service-connected disability, provided that their age or disability does not render them incompetent of properly and capably performing the duties of the position.

Procedures and Responsibilities.

1. Preference In Hiring: The employing authority in each department and the Assistant Vice President for Human Resource Services will ensure that any persons entitled to preference under this policy shall be provided every opportunity to fill available positions or employment applied for, based on the qualifications of such applicants, and if there are no other applicants better qualified for the position or employment applied for. The employing authority will ensure preference in hiring so that at least 40 percent of the employees of the health science center are selected from individuals given veteran's preference.

   Responsible Party: All health science center divisions

2. Reporting Responsibilities**:** The health science center shall file quarterly with the comptroller a report that states:

   a.) the percentage of the total number of employees hired by the health science center during the reporting period who are persons entitled to veterans' preference, and

   b.) the percentage of the total number of the health science center's employees who are veterans entitled to a preference.

   Responsible Party: Health Science Center

3. Providing Information To The Texas Employment Commission: The health science center shall provide to the Texas Employment Commission information regarding open positions that are subject to veterans' preference.

   Responsible Party: Health Science Center

3. Veterans' Reinstatement**:** A health science center employee who leaves his/her position to enter either the federal armed forces, Texas State or National Guard, or federal military reserves, upon honorable discharge, is entitled to be restored to the same position held at the time of leaving or to a position of like seniority, status and pay. A service member who has a disability incurred or aggravated during service is given priority treatment in securing his or her previous position (provided he or she still is qualified for the position). Temporary employees are excluded from these provisions.

   Responsible Party: All health science center divisions

3. The employee must apply for re-employment based on the following criteria:

   a.) If the period of service is less than 31 days, the service member must report to the health science center not later than the first work day of the next full work week (as defined in Policy 6.01 of this manual), after a period allowing for safe transportation from the place of service to residence.

   b.) If the period of military service was more than 30 days but less than 181 days, the

service member must apply for re-employment not later than 14 days after the military service is completed, or the next full calendar day when such application becomes possible.

c.) If the period of military service was greater than 180 days, the service member must apply for re-employment not later than 90 days after the service is completed.

d.) There is a five-year limit on the cumulative amount of military service allowable with respect to the right to re-employment except for active duty during a war or declared national emergency.[2]

e.) A person restored to a position is considered to have been on leave of absence during the military service and is entitled to participation in retirement and other benefits.

Responsible Party: Human Resources Staff

3. Reduction In Force: An individual entitled to a hiring preference is also entitled to a preference in retaining employment if the health science center reduces its workforce.

   Responsible Party: Human Resources Staff

3. Determine any forms required to be created and/or maintained by the Human Resources Department to comply with Human Resources policies.

   Responsible Party: Human Resources Staff

References and Cross-references.

[1] Texas Government Code §§ 613.002, 431.085, 657.002.
[2] P.L. 103-353, Uniform Services Employment and Re-employment Rights Act of 1994

Forms and Tools. (optional)

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