City of Laredo
Veteran Employment Preference Policy

PURPOSE

The City of Laredo recognizes the service and sacrifice of the men and women who have served or are currently serving in the United States Armed Forces.

POLICY OBJECTIVE

This policy will apply to all veterans (men and women who have previously served on active duty in the Army, Navy, Air Force, Coast Guard, Marine Corps, the Texas military forces of the United States that were honorably discharged from military service, or have served in the National Guard and/or Reserves for a minimum of 180 consecutive days).

All veterans who apply with the City of Laredo for a non-Police and Fire civil service position and who meet the minimum qualifications for a position with the City shall be given an interview opportunity preference. The following positions will apply for this preference: non-civil service full-time, full-time/temporary, part-time, part-time/temporary, and seasonal positions.

HUMAN RESOURCES DEPARTMENT RESPONSIBLITIES

The Human Resources Department is responsible for screening all employment applications and ensuring the City is in compliance with Equal Employment Opportunity (EEO) and the Americans with Disabilities Act (ADA) guidelines.

If an applicant meets the minimum requirements of a position, the application will be referred to the respective department Hiring Manager(s) for review and interview.

HIRING DEPARTMENT RESPONSIBLITIES

Each City department shall be required to follow the below veteran interview preference:

- If six (6) or less qualified applicants are chosen for an interview, at least one (1) applicant must be from the qualified veteran referred listing.
- If seven (7) or more qualified applicants are chosen for an interview, at least 20% of those applicants must be from the qualified veteran referred listing.
- If there are no veterans in the referred applicant pool, then this guideline does not apply.

The Department Director will make the final decision on selecting the best suitable candidate from both the veteran and non-veteran referrals lists.

APPLICANT RESPONSIBLITIES

Veterans seeking employment with the City of Laredo must meet the following criteria:

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- Applicant must meet all minimum requirements, including any required licenses/certifications (if applicable) as requested in the job posting;
- Applicant must provide proof of military service (at least one (1) of the following) and must be attached to their employment application at the time of applying:
    - Copy of a DD-214 document that serves as a valid certificate of release or discharge.
    - Copy of a Statement of Service; indicating serving for 180 consecutive days or more with the National Guard or Reserve.