

UW-Stevens Point

UW System Administrative Policy 1203

SUBJECT: Employment of Veterans



**University of Wisconsin
Stevens Point**

Original Issuance Date: July 1, 2015

Last Revision Date: May 27, 2020

1. Authority

The Wisconsin Veterans Employment Initiative, under authority of [Wis. Stat. § 230.042](#), is a statewide program aimed at increasing both the number of veterans and the number of veterans with a service-connected disability rating employed in state government. These provisions also establish a Council on Veterans Employment, the purpose of which is to advise and assist the Governor in establishing a coordinated, government-wide effort to increase the number of veterans employed in state government. Pursuant to the authority set forth in [Wis. Stat. § 230.042](#), UW-Stevens Point adopts and implements this Veterans Employment Plan of Action.

2. Policy

UW-Stevens Point has prepared and will implement this plan to take affirmative action to employ veterans and veterans with a service-connected disability rating. The percentage of disabled and non-disabled veterans in the state civilian labor force will be determined and announced by the Department of Workforce Development for each fiscal year. With this information, the Council on Veterans Employment will establish the employment goals for state employers.

For fiscal year 2017-2018, as established by the Council on Veterans Employment, for large state employers (a group that includes UW System) the statewide goal is to employ nine (9) percent veterans and one (1) percent veterans with a service-connected disability rating.

3. Guidelines and Procedures

A. General

1. To enhance veteran recruitment efforts, UW-Stevens Point will use veteran-focused job boards and other web-based recruitment and hiring resources.
2. When requested, human resources staff will provide veterans with up-to-date veteran employment information and information on ways a veteran and/or a veteran with a service-connected disability rating may apply for vacant positions.
3. Human resources staff may assist veterans by making referrals when appropriate.
4. Partnerships should be established with local and national recruiting sources for referral of qualified covered veteran applicants and with the Veterans Administration Medical Center job placement programs.
5. To recruit veterans, vacant positions may be posted on the following veterans job boards:

- [Wisconsin Jobs for Vets](#) (Announcements that are in TAM are automatically posted on this DWD Job Center website)
 - [U.S. Department of Labor, Hire a Veteran](#)
 - [Hire Veterans](#)
 - [Military.com, Veteran Hiring](#)
 - [Hiring Our Heroes](#)
6. Covered student veterans should be actively recruited.
 7. To ensure compliance with federal requirements, UW System Service Center guidelines for the collection of and the input of veteran and veteran disability rating information must be followed. Veteran and veteran disability data will be requested via the appropriate self-identification form from all new employees during employee onboarding. Veteran recruitment and hiring data will be reported as part of UW-Stevens Point's affirmative action program in compliance with federal regulations.

B. Noncompetitive Appointment of Disabled Veterans

A disabled veteran with a 30% or more service-connected disability rating may be appointed without a recruitment. Following are guidelines for such an appointment:

1. UW-Stevens Point will allow for the noncompetitive appointment of qualified veterans with a 30% or more service-connected disability rating. When a vacancy occurs in a position, a disabled veteran may be appointed on a noncompetitive basis. Nothing in this policy, however, requires the institution to make such a noncompetitive appointment.
2. If UW- Stevens Point considers the appointment of a qualified disabled veteran to a vacant position on a noncompetitive basis, the institution must offer an interview for the position to any disabled veteran who has expressed an interest to the institution in applying for the position and who appears to have the skills and experience suitable for performing the duties and responsibilities of the position. If a disabled veteran is appointed as a result of this procedure, other applicants (i.e., applicants who are not disabled veterans) will not be interviewed.
3. UW- Stevens Point may make a noncompetitive appointment of a disabled veteran only if all of the following occur:
 - The disabled veteran is qualified to perform the duties and responsibilities of the position.
 - The disabled veteran has served in the U.S. armed forces and is included on U.S. armed forces permanent disability list with a disability rating of at least 30%, or the disabled veteran has been rated by the U.S. Department of Veterans Affairs as having a compensable service-connected disability of at least 30%.
 - The disabled veteran presents written documentation from an appropriate department of the federal government certifying the existence and extent of the disability. This certification must have been issued within the year preceding appointment.
 - The disabled veteran is not currently employed (with an expectation of continued employment) at a UW System institution or at any State of Wisconsin agency.
4. Any recruitment that targets hiring a disabled veteran may be done prior to posting a vacant position or may be done concurrently with other recruitment efforts.
5. When a targeted recruitment fails to attract any disabled veterans, a new application deadline may be established, and additional targeted recruitment activities may be undertaken.

C. Procedures for Positions Posted as Open Recruitments

When a recruitment to fill a vacant position does not target disabled veterans, disabled veterans may nevertheless request a noncompetitive appointment for any posted position. Such an applicant may be considered for employment either before or along with other applicants.

D. Other Procedures Related to the Hiring of Veterans with a 30% or Greater Service- Connected Disability Rating

If UW- Stevens Point is aware, through any source, of a veteran with a 30% or greater service-connected disability rating, it may contact that veteran to determine qualifications for and interest in any vacant position, regardless of whether the veteran has specifically applied for such a position.

E. Reporting

UW System Administration will provide the Council on Veterans Employment with data related to the employment of veterans as appropriate.

4. Related Documents:

[Executive Order #137](#)

[Jobs for Veterans Act](#)

[Wis. Stat. § 230.275, Noncompetitive appointment of certain disabled veterans](#)

[Wis. Stat. § 230.042, Wisconsin veterans employment initiative](#)

[Regulations Implementing VEVRAA](#)

[America's Heroes at Work: A DOL toolkit for hiring veterans](#)

[UW System Administrative Policy 1203: Employment of Veterans](#)

5. Policy History:

Revised: 03/27/2020, updated numbering to align with UW System.