

MEMORANDUM

TO: Human Resource Directors

FROM: Karen L. Wingo

DATE: November 19, 2020

SUBJECT: Veteran's Preference

Statutory Authority

South Carolina Statute Section 1-1-550 provides as follows:

Honorably discharged members of the United States Armed Forces who are given employment preference by the United States Government, now and hereafter, shall be given preference for appointment and employment in every public department and upon all public works in this State insofar as such preference may be practicable; age, loss of limb or other physical impairment which does not in fact incapacitate shall not be deemed to disqualify them, provided they possess the capacity of skill and knowledge necessary to discharge the duties of the position involved. Provided, that any public department operating on a merit system shall give preferences similar to those given by the United States Government to eligible members discharged from the Armed Forces insofar as such preferences may be practicable.

Effective Date:

The South Carolina Department of Administration's Division of State Human Resources announces that a required process state agencies must utilize for the execution of the Veteran's Preference will take effect Jan. 1, 2021.

Eligibility for the Preference:

Every qualifying veteran is entitled to a preference as defined by this Memorandum. "Veteran" means a person who served in any branch of the United States Armed Forces on active duty, for reasons other than training, and was discharged under honorable conditions. In addition, to be



qualified for the preference, the veteran applicant must meet the minimum training and experience requirements for the position, as detailed in the job posting.

To claim Veteran's Preference, all eligible persons shall submit a DD Form 214, Certificate of Release or Discharge from Active Duty, along with the State Application for Employment to the appointing authority. Those persons claiming veteran status without accompanying documentation (DD Form 214), shall not receive preference. The hiring agency will ensure the confidentiality of the contents of the DD Form 214 and will not share the personally identifying information (PII) contained in the form with hiring managers.

Preference:

At least one qualified veteran must be interviewed for every full time equivalent (FTE) position posted by an agency or institution.

In order to receive an interview pursuant to this preference, eligible Veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position with or without a reasonable accommodation.

Please note, if there are not qualified veteran applicants for the position and/or no Veteran applicants meet the training and experience requirements for the position, the requirement to interview a veteran does not apply and the state agency or institution is under no further obligation under this preference.

In evaluating qualifications, credit shall be given on a year for year, and month for month, basis for all military service training and experience which bears a reasonable functional relationship to the knowledge, skills and abilities required in the position applied for.

For more information about translating military skills to the civilian workforce, refer to the links below.

<https://www.military.com/veteran-jobs/skills-translator>

<https://www.mynextmove.org/vets/>

Revised 10/26/2020