

## When Preference Applies

Preference in hiring applies to regular positions in the classified service where positions have been identified as Veterans Preference' Eligible (V.P.E). Preference also applies to these positions when agencies make promotional appointments, or when downsizing occurs.

Veterans' Preference does not require an agency to use any particular selection or hiring process. Agencies have broad authority under law to hire from any appropriate source of eligibles including special hiring authorities.

## How Jobs Are Filled

All job postings, announcements, and advertisements will inform applicants that the vacancy is Veterans Preference Eligible (V.P.E), and will include preferred requirements, and the selection and hiring methods to be used in determining who is hired.

Veterans who are eligible for preference and who meet the competency requirements of the positions will qualify to participate in the selection process.

At each stage of the selection and hiring process, veteran candidates will be given preference. However, any preference given beyond an interview for veterans who meet the requirements of the position is determined by the hiring agency and is not absolute.

For questions or concerns about Veterans' Preference, contact the veterans' employment coordinator at 1-785-296-4714.

This brochure was created for distribution by the State of Kansas  
Department of Administration,  
Division of Personnel Services

[www.jobs.ks.gov](http://www.jobs.ks.gov)

**KANSAS**

# Veterans' Preference



## What is Veterans' Preference

In recognition of the sacrifices made by those serving in the Armed Forces, the State of Kansas enacted laws to prevent veterans seeking State employment from being penalized because of time spent in military service. Veterans' Preference recognizes the economic loss suffered by citizens who have served their country in uniform, and restores veterans to a favorable competitive position for Government employment. Veterans' Preference is not so much a reward for being in uniform as it is a way to help make up for the economic loss suffered by those who answered the nation's call to arms.

Eligible veterans who meet minimum and preferred competency requirements for Veterans' Preference eligible positions receive preference for employment, promotional opportunities, and a higher retention standing in the event of reductions in workforce. Qualified veterans are guaranteed an interview for the position for which they apply. However, the Veterans' Preference laws do not guarantee the veteran a job, nor do they guarantee a job in internal agency actions such as promotion, transfer, and reinstatement.

## How Can a Veteran Determine Eligibility?

State Law – K.S.A. 73-201 allows Veterans' Preference for veterans who separated under honorable conditions from active service:

If you entered military service

- During any war
- Between April 28, 1952 and July 1, 1955.
- For more than 180 days since January 31, 1955, but before October 15, 1976.
- In a campaign or expedition for which a campaign badge or service medal was authorized. Examples of some the most common campaign medals are: Haiti, El Salvador, Lebanon, Grenada, Panama, Bosnia, Kosovo, Afghanistan, Southwest Asia (Persian Gulf), and Somalia.
- Received the National Defense Medal on or after September 11, 2001 and
- Voluntarily retired with the pay grade of O3 or lower unless you retired due to wounds received in combat or are disabled veteran.
- Are a disabled veteran.

If you are a spouse of a veteran

- Who has a 100% service-connected disability as determined by the U.S. Department of Veterans Affairs.
- Who died while serving in armed forces and have not remarried.
- Who is a prisoner of war.

## Documentation Requirements

If you are claiming Veterans' Preference for the **first time** you are responsible for providing the following required eligibility documentation with your application. The documentation submitted must indicate character of service.

- Defense Form DD-214 or
- Military Discharge Papers or
- Equivalent Certification from the Veterans Administration listing military status and dates of service.
- If you are requesting disabled veterans' preference you must provide documentation showing service connected disability.
- If you are spouse of a veteran or service member you must provide documentation showing relationship and spouse's military status.

After you have submitted your eligibility documentation, you will receive confirmation in the mail within one week if your request for Veterans' Preference has been verified. If you have not received your confirmation letter within this time period, please contact the contact person on the job posting to which you submitted your application.

If you are applying on-line, you must submit your eligibility documentation to the Department of Administration, Division of Personnel Services, 900 S.W. Jackson, Landon State Office Building – Room 252, Topeka, Kansas 66612 or to the contact person on the job posting to which you are applying. Along with your eligibility documentation, please provide the job requisition number and job title for which you have applied.