



K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR
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MEMORANDUM

TO: Statewide HR Managers

FROM: Jack Rickerson, Director
Division of Personnel Services

DATE: June 18, 2003

SUBJECT: New Veterans' Preference Policy

Effective today, with the elimination of the Skills Registration process, the veterans' preference currently set out in K.A.R. 1-6-21 no longer provides preference since the bonus points it provided to applicants who were certified as veterans are no longer in use. Because of this, the Division is proposing amendments to K.A.R. 1-6-21 that will establish a new veterans' preference whereby all applicants certified as veterans will be offered an interview for any vacancy for which they meet minimum requirements that is posted in accordance with K.A.R. 1-6-2.

A team of agency human resource personnel and staff from the Division has been working on this new preference for several months now. The team looked at how the new decentralized recruitment process would work and also looked at the statutory requirements for a veteran's preference set out in K.S.A 75-2955 in order to come up with the new veterans' preference policy. Based on the team's recommendations, proposed amendments to K.A.R. 1-6-21 have been drafted and the formal adoption process for these proposed amendments has begun. A draft of the proposed regulation is attached to this memorandum.

The formal adoption process for regulations is quite lengthy, often taking several months to complete from start to finish. Because of the process, the amendments to K.A.R. 1-6-21 implementing the new veterans' preference policy will not be effective until September at the very earliest. However, since the current veterans' preference in effect ceases to exist today, we are advising and requesting that all agencies adopt the new veterans' preference policy even though the amendments to the regulation implementing this new preference are not in effect.

Under the new policy, each applicant certified as a veteran who meets the minimum requirements for a vacant position shall be offered an interview for that vacancy provided: 1) the vacancy is for a regular position in the classified service; 2) a notice of vacancy has been posted for the position in accordance with the provisions of K.A.R. 1-6-2; and 3) the vacancy is not being claimed by an individual exercising employee preference under K.A.R. 1-6-23.

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Since the veterans' preference process is now decentralized, agencies will be required to certify veteran's status under the new policy. Veterans' preference FAQ information is posted at: <http://da.state.ks.us/ps/aaa/recruitment/veterans.htm> This link contains information for agencies and applicants to help determine qualification for veterans' preference.

As you read the attached regulation, you will see other changes proposed to K.A.R. 1-6-21. Unfortunately, we will need to wait until the proposed changes to subsections (a) and (b) are formally adopted before we can operate with them. At this time, we are asking for compliance with subsections (c) and (d) only.

I greatly appreciate your cooperation as we transition to the new decentralized recruitment process. Your adoption of this new veteran's preference policy while we wait for the amendments to proceed through the formal adoption process will insure that veterans continue to receive the preference to which they are entitled under law and will provide for a smooth transition to the new process once it is adopted.

Please contact Liz Wong at Elizabeth.Wong@da.state.ks.us or at (785) 296-6895 if you have questions with regard to the recruitment process or the responsibilities and features of the new veterans' preference policy. Please contact Kraig Knowlton at Kraig.Knowlton@da.state.ks.us or at (785) 296-1082 if you have any questions about the proposed amendments to K.A.R. 1-6-21 or the regulation process. Thanks.

Attachment

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DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

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Proposed Amendment

Article 6: Recruiting and Staffing

K.A.R. 1-6-21. ~~Candidate pools~~ Candidates for regular positions. (a) For each vacancy in a regular position that is to be filled, the appointing authority shall hire from among those persons certified as eligible ~~to fill either that position or another vacant position that meets both of the following conditions:~~

(1) ~~The other vacant position is in the same class as the position that is to be filled and the duties of the two positions are substantially the same~~ Multiple vacancies in the same classification may be filled from the same pool of candidates within 60 days from the date the announcement ends.

(2) ~~The applicant is offered the position or extended a conditional offer of employment within 30 days of the date that the job requisition for the other vacant position closes~~ Applicants who will meet the minimum requirements of the position within 60 days of their start date may be interviewed and offered a position prior to meeting the minimum requirements of the position.

(b) ~~Errors in candidate pools may be corrected by the appointing authority or the director.~~

(e) ~~Each candidate~~ Selection criteria shall be job related and provide each candidate given equal consideration by the agency when applying additional, job-related selection criteria for employment.

(d) ~~(c) To be eligible for veterans' preference points, each veteran shall meet the required selection criteria of the vacant position for which the veteran is applying. Each candidate who is verified to be eligible for veterans' preference shall receive points equaling five percent of the total available points of the job skill requirements. Each candidate verified to be eligible for disabled veterans' preference shall receive points equaling 10 percent of the total available points~~

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~~of the job skill requirements.~~ Each veteran who meets the minimum requirements for a vacant position shall be offered an interview for any vacancy that:

(1) is a regular position in the classified service;

(2) has been posted in accordance with the provisions of K.A.R. 1-6-2, including an internal vacancy; and

(3) is not being claimed by an individual eligible for the Kansas employee preference program.

(d) For the purposes of this regulation, “veteran” means any individual who is eligible for a veteran’s preference under the provisions of K.S.A. 75-2955. (Authorized by K.S.A. 2001 2002 Supp. 75-3747 and K.S.A. 75-2955; implementing ~~2001~~ 2002 Supp. K.S.A. 75-2943 and 75-2955; effective May 1, 1979; amended May 1, 1983; amended May 1, 1985; amended, T-1-9-19-94, Sept. 19, 1994; amended Nov. 21, 1994; amended Dec. 17, 1995; amended Aug. 1, 1997; amended June 7, 2002; amended P-_____.)