



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.026 Employment of Veterans

I. Policy Statement

The University of North Texas supports our United States Veterans and State military forces. The University ensures compliance with federal and state regulations regarding the employment and reinstatement of veterans.

II. Application of Policy

All Faculty and Staff

III. Policy Definitions

A. Employment Preference

“Employment preference,” in this policy, means an individual who qualifies for a veteran’s employment preference is entitled to a preference in employment with or an appointment to a state agency or for a public work of this state over other applicants for the same position who do not have a greater qualification.

B. Veteran

“Veteran,” in this policy, means a person who has served:

1. in the Army, Navy, Air Force, Coast Guard, Marine Corps, or Space Force of the United States;
2. as a full-time duty commissioned officer of either the United States Public Health Service or National Oceanic and Atmospheric Administration under 38 U.S.C. Section 101 et seq., as amended
3. the Texas military forces as defined by Section 437.001; or
4. an auxiliary service of one of those branches of the armed forces; and
5. has been honorably discharged from the branch of the service in which the person served.

C. Spouse

“Spouse,” in this policy, means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

IV. Policy Responsibilities

A. Employment Preferences Provided Veterans

It is the policy of the University of North Texas to employ and to advance in employment, disabled veterans and veterans of the Vietnam Era, in accordance with the provisions of the

Vietnam Era Veterans' Readjustment Assistance Act of 1974.

It is also the policy of the University to give veterans preference in appointment or employment over other applicants having no greater qualifications for the same position, in accordance with Section 657.002, Texas Government Code, Individuals Entitled to Veteran's Employment Preference, and Section 657.003, Texas Government Code, Veteran's Employment Preference. In accordance with Section 657.007, Texas Government Code, Preference Applicable to Reduction in Workforce, a veteran entitled to a hiring preference is also entitled to a preference in retaining employment in case of a reduction in workforce. Such preference applies only to the extent that such reduction in workforce involves other employees of a similar type or classification.

A Veteran qualifies for a Veteran's Employment Preference if the Veteran:

1. served in the military during a national emergency declared in accordance with federal law or was discharged from military service for an established service-connected disability; and
2. was honorably discharged from military service.

A Veteran's surviving spouse who has not remarried or an orphan of a veteran qualifies for a Veteran's Employment Preference if the veteran:

1. was killed while on active duty; and
2. served in the military during a national emergency declared in accordance with federal law.

An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with an appointment to a public entity or for a public work of this state over other applicants for the same position who do not have a greater qualification. An individual entitled to a veteran's employment preference is not disqualified from holding a position with a public entity or public work of this state because of age or an established service-connected disability if the age or disability does not make the individual incompetent to perform the duties of the position.

The employing authority in each department and the Assistant Vice Chancellor for Human Resources or their designee will ensure that any persons entitled to preference under this policy shall be provided every opportunity to fill available positions or employment applied for, based on the qualifications of such applicants, and if there are no other applicants better qualified for the position or employment applied for.

A state agency shall provide to an individual entitled to a veteran's employment preference for employment or appointment over other applicants for the same position who do not have a greater qualification a veteran's employment preference, in the following order of priority:

1. a veteran with a disability;
2. a veteran;

3. a veteran's surviving spouse who has not remarried; and
4. an orphan of a veteran if the veteran was killed while on active duty.

B. Reporting Requirement

As required by Section 657.008, Texas Government Code, Reporting Requirements, the Human Resources department of the University (HR) shall provide a quarterly reporting to the Comptroller regarding current employees and new employees who are entitled to a veteran’s preference.

C. Hiring Goal

HR shall establish a goal of hiring, in full-time positions at the agency, a number of veterans equal to at least twenty percent (20%) of the total number of employees of the University. HR may establish a veteran employment goal that is greater than this percentage.

D. Interviews

For each announced open position at the University, the hiring managers and HR shall interview:

- a. if the total number of individuals interviewed for the position is six (6) or fewer, at least one (1) individual qualified for a veteran's employment preference under Section 657.003; or
- b. if the total number of individuals interviewed for the position is more than six (6), a number of individuals qualified for a veteran's employment preference under Section 657.003 equal to at least twenty percent (20%) of the total number interviewed.

If the University does not receive any applications from individuals who qualify for a veteran's employment preference under Section 657.003, Texas Government Code, then it is not required to comply with Subsections IV.D.a. and IV.D.b. above.

V. References and Cross-References

- [38 U.S.C. § 101](#)
- [Texas Government Code § 437.001](#)
- [Texas Government Code § 657.002-004, 657.008 & 657.0047](#)
- [Texas Government Code § 2308.251](#)
- [UNT Policy 05.049, Military Leave \(Annual or Short-term\)](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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Revisions:

08/1995, 09/1999*, 08/2003, 09/2015, 02/27/2023
* - reviewed with no changes