

Human Resources Policies & Guidelines

Section:	2	Staffing
Subsection:	2.4.3	VETERANS' PREFERENCE
Type:		Policy
Effective Date:		November 12, 2009

POLICY STATEMENT

Veteran status is to be a factor in the staffing process.

INTENT

To recognize the contribution of individuals to national security, either serving or losing a spouse or common-law partner as a result of service, by assisting them in securing employment.

POLICY APPLICATION

Veteran status is a consideration in all competitions where it is deemed to be in the public interest. Appointments from the Re-employment List may preclude the application of this policy.

Veteran status is factored into the selection process by identifying it as a specific criterion. The assigned weight will be equal to the highest weighted essential criterion.

PRACTICES

When a candidate has met the screening criteria and advances to the next step of the assessment process (ex: interview) they are advised of the veterans' preference policy. To declare veterans' preference status a [Request for "Veterans' Preference" Consideration form](#) must be completed. The required proof must be submitted either prior to the interview or at the time of the interview.

ROLES AND RESPONSIBILITIES

Civil Service Commission

- Provide human resource sectors with information on what proof is required to confirm a candidate qualifies for veterans' status.
- Monitor application of the policy through the staffing audit process.

Human Resource Practitioners

Ensure application of the policy in the staffing process.

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AUTHORITY

The Civil Service Act, Section [14](#)

Civil Service Commission Minute 14-09/10-14

GEMA, Section [11](#)

FREQUENTLY ASKED QUESTIONS

1. What is veteran status and who qualifies?

To qualify for veteran status one of the four (4) following conditions must be met.

- a. The individual was on active service in the Canadian armed forces or any of its allies, either:
 - during any period in which a state of war existed between Canada and any other country, or
 - with any special force outside of Canada, during any period in which such force is established for emergency action, or in consequence of any action, taken by Canada under the United Nations Charter, the North Atlantic Treaty, or any other similar instrument for collective defence that may be entered into by Canada,and left the service with an honourable record or having been honourably discharged.
- b. The individual served outside Canada in a theatre of action as a member of an institution authorized to serve by the armed forces during any of the periods noted in a. above and at the commencement of that service lived in Canada, and left the service in good standing and with an honourable record.
- c. The individual was a merchant seaman on the high seas in one of Her Majesty's ships authorized to fly the white ensign and pennant and commanded by a commissioned officer of the armed forces when that ship served in a theatre of war during any of the periods noted in a. above and who left such service in good standing and with an honourable record.
- d. The individual is a Canadian citizen and is a surviving spouse or surviving common-law partner¹ of a person who died from causes arising during service as described in a., b., or c. above and who lived in Canada at the time of the death of his or her spouse or common-law partner.

¹ Defined in the *The Civil Service Act* as a person who, not having been married to the deceased, was cohabitating with her or her in a conjugal relationship of some permanence at the time of the deceased's death.

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2. How can a veteran or spouse prove they qualify for veterans' preference?

A veteran must be able to provide a:

- Member's Personnel Record Resume (MPRR) or CF 490A
- Unit Employment Record

These documents indicate whether the members were regular forces or reservists. For reservists, it should say that they served outside of Canada.

In the case of a surviving spouse, they will need to provide confirmation from Veterans Affairs Canada.

Owner:	Civil Service Commission
Additional information:	Civil Service Commission Phone: 204-945-2332 Email: csc@gov.mb.ca
