

As a public employer, the University of Central Florida is committed to providing preference to all United States veterans, their spouses and family members who are eligible for the preference regarding hiring, promotion, and retention for all USPS (University Support Personnel System) positions only. (Excluding A&P and Faculty positions per Florida Statute 295.07)

Eligible categories for Veterans' Preference effective July 1, 2023:

- Disabled Veterans who have served on active duty in any branch of the Armed Forces and who presently have an existing service-connected disability which is compensable under public laws administered by the Department of Veterans Affairs (DVA) or are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense (DoD).
- The spouse of a veteran:
 - Who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or
 - Who is missing in action, captured in line of duty by a hostile force, or detained or interned in line of duty by a foreign government or power.
- A veteran of any war who has served on active duty for one day or more during a wartime period to be eligible for veterans' preference or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this paragraph.
- The un-remarried widow or widower of a veteran who died of a service-connected disability.
- The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the DoD.
- A Veteran as defined in section 1.01(14) Florida Statutes. The term "Veteran" is defined as a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions.
- A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard.

The service dates are defined as follows:

- World War II – December 7, 1941, to December 31, 1946.
- Korean Conflict – June 27, 1950, to January 31, 1955.
- Vietnam Era - February 28, 1961, to May 7, 1975.
- Persian Gulf War – August 2, 1990, to January 2, 1992.
- Operation Enduring Freedom – October 7, 2001, to ongoing.
- Operation Iraqi Freedom – March 19, 2003, to August 31, 2010.
- Operation New Dawn: September 1, 2010, to ongoing.
- Service during a campaign or expedition for which a campaign badge has been authorized.

As stated on Florida Administrative Code Rule 55A-7.009, an applicant claiming preference is responsible for providing required documentation at the time of making application. To claim Veterans' Preference, the applicant must:

- Be sure to indicate his/her status on the Veterans' Preference section of the staff application
- Upload a DD-214 for each USPS (University Support Personnel System) position applied
- Submit a copy of the DD-214 which shows 'Character of Service' by the closing date of the position. A Veteran MUST have been discharged with nothing less than an "HONORABLE" discharge.

Documentation shall include the following:

1. DD Form 214
 - a) Disabled Veterans shall also furnish a document from the DoD or the DVA establishing that the Veteran has a service-connected disability. The type of disability does not have to be disclosed in most cases.
2. Spouses of disabled Veterans shall furnish an Award Letter stating that they are entitled to benefits under Chapter 35 from the VA or the DoD. This confirms that the Veteran is totally and permanently disabled. The spouse should also have an identification card issued by the DoD; spouses shall also furnish a marriage certificate or other official evidence of marriage to the Veteran and a statement that the spouse is still married to the Veteran at the time of the application for employment.
3. An un-remarried widow or widower of a Veteran who died of a service-connected disability shall supply documentation from the VA indicating the cause of death.
4. Spouses of active-duty member shall furnish the following documents:
 - a) DoD or DVA documentation certifying that the Veteran is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government or power.
 - b) Evidence of marriage.
 - c) Statement that the spouse is married to the Veteran on active duty at the time of application for employment.
5. The mother, father, legal guardian, or un-remarried widow or widower of a deceased Veteran shall furnish a document from the DoD showing the death of service member while on-duty status under combat-related conditions or the DVA certifying the service-connected death of the Veteran and shall further furnish evidence of marriage. The legal guardian shall show the court documents establishing the Guardianship.
6. Current Reserve members and National Guard members should provide a signed memorandum from their military supervisor confirming their Active status in the Reserves or Guard.

After an applicant has provided all the required documentation at the time of application and claim preference on the application, Talent Acquisition will determine and verify the eligibility of the preference. If an applicant who has been granted preference meets the minimum qualifications stated in the job posting, they should be given preference in the selection process and must be interviewed. If the applicant believes veteran's preference was not afforded to him/her in accordance with Section 295.07, Florida Statue, the individual may file a complaint with the Division of Veterans Affairs requesting an investigation.

Complaints must be filed within 21 calendars days from the date of notifications by the employer or the selection of a non-preference eligible applicant. If no notice is given, then the individual must file a complaint within 3 months of the date the application is filed with the employer. Complaints should be filed with:

Florida Department of Veteran Affairs
9500 Bay Pines Blvd.
Room 214
St. Petersburg, FL 33708

For more information on veteran preference, please contact UCF Talent Acquisition at 407.823.2771 or email talent@ucf.edu.