



Office Memorandum

Date: December 11, 2009

To: SEMA4 HR and Payroll Staff

From: Laurie Hansen, Division Manager, Human Resource Management
Mary Muellner, Director, Statewide Payroll Services

Subject: Veteran's Preference Hearings Coding in SEMA4

Effective July 1, 2009, the Minnesota Veteran's Preference Statute (M.S. 197.455 and 197.46) contains new provisions, including one that affords eligible veterans a right to a hearing in cases of involuntary terminations. The guidelines for agencies to follow can be found in PERSL 1413 which MMB published on November 10, 2009: <http://www.mmb.state.mn.us/doc/persl/1413.pdf>

From a SEMA4 entry perspective, the key element of the statutory change is the right of eligible veterans to a hearing in cases of involuntary terminations. The veteran has sixty days to petition for a hearing. During that time and until a final determination is made, the veteran continues in payroll status - pay and benefits continue as if the veteran were still working.

To be eligible veterans must meet all of the following criteria:

- Are hired or rehired into state service on or after July 1, 2009 (excludes promotions, demotions and transfers);
- Are the incumbent of a classified position in the State's civil service;
- Have successfully completed their probationary period;
- Separated under honorable conditions from any branch of the US armed forces and:
 - Served on active duty for at least 181 consecutive days, or;
 - Separated because of a disability incurred while serving on active duty, or;
 - Have met the minimum active duty requirements as required by CFR, Title 38, Section 3.12a, or;
 - Have active military service under 38 USCA Section 106, Part I, Chapter 1.

In SEMA4 we have added new codes to record and track information related to Veteran's Preference Hearings.

- VPH (Veterans Preference Hearing) is a new earnings code to record the employee's normally scheduled hours during the veterans appeal period.
- Paid Leave - VHL (Veterans Hearing Leave) and Return from Leave - RVH (Return from Vets Hearing Leave) are two new Action/Reasons that should be used for entries on the Job record.

If the result of the veteran's hearing is that the termination is upheld, users should update the job record by entering either a TER/DSM or TER/GMC to terminate the VHL paid leave. If the result of the veteran's hearing is that the termination is overturned, users should enter RFL/RVH. The original PLA/VHL should be left in place.

If you have questions about using the new VPH earnings code, contact Lynda Hanly at lynda.hanly@state.mn.us or 651-201-8074 in Statewide Payroll Services. If you have questions about using the new VHL and RVH reason codes, contact your SEMA4 HR Services representative.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF