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January 14, 2015

The Honorable Tom Saxhaug, Chair  
State Departments & Veterans Division  
328 State Capitol  
St. Paul, MN 55155

The Honorable Sarah Anderson, Chair  
House Government Finance Committee  
583 State Office Building  
St. Paul, MN 55155

The Honorable Roger Chamberlain  
Ranking Minority Member  
State Departments & Veterans Division  
129 State Office Building  
St. Paul, MN 55155

The Honorable Bob Dettmer, Chair  
House Veterans Affairs Committee  
279 State Office Building  
House Government Finance Committee  
St. Paul, MN 55155

The Honorable Sheldon Johnson  
Ranking Minority Member  
House Government Finance Committee  
259 State Office Building  
St. Paul, MN 55155

RE: Annual Veterans Report

Dear Senators and Representatives:

Please find enclosed a copy of the annual *Minnesota State Government Efforts to Employ and Support Veterans Report* submitted pursuant to the Session Laws of 2009, Chapter 94, Article 3, Section 22. The report was prepared by Minnesota Management and Budget with support from the executive branch agencies.

If you have questions regarding the enclosed report, please contact John Pollard, Minnesota Management and Budget, at [john.pollard@state.mn.us](mailto:john.pollard@state.mn.us) or 651.201.8039.

Sincerely,



Myron Frans  
Commissioner

Enclosure

cc: Kevin Lundeen, Senate Fiscal Analyst  
Bill Marx, House Fiscal Analyst

Eric Nauman, Senate Fiscal Analyst  
Helen Roberts, House Fiscal Analyst



# STATE OF MINNESOTA

## Office of Governor Mark Dayton

116 Veterans Service Building ♦ 20 West 12th Street ♦ Saint Paul, MN 55155

January 9, 2015

Dear Legislators:

For more than 150 years, Minnesotans have served in our Armed Forces. Since Governor Ramsey answered President Lincoln's call and mustered the storied First Minnesota Volunteer Infantry Regiment during the Civil War, Minnesota's men and women have steadfastly and heroically answered the call to service.

Today, more than 21,000 Minnesota men and women serve on active duty with the United States Army, Marines, Navy, Air Force, and Coast Guard, including Reservists and National Guard members currently ordered to active duty. In addition, more than 20,000 men and women serve in the Minnesota National Guard, and nearly 370,000 veterans call Minnesota home. In my second term as Governor, I will renew my commitment to removing barriers to employment for Minnesota veterans.

Veterans have earned our gratitude; now these heroes deserve our support. Minnesota families, businesses, and organizations are beneficiaries of the time, talent, and leadership veterans and their families have provided our state and country.

Hiring a veteran is one of the best investments a business or organization can make. Leadership, intelligence, dedication, and loyalty are values intrinsically shared by all veterans. These are also the raw materials our businesses and economy need to grow and flourish.

For the past four years, my administration has worked to connect thousands of veterans with meaningful employment. These efforts will continue and be renewed in my second term.

I am proud Minnesota is leading by example. The State of Minnesota hired 359 veterans in 2014, and nearly 1,500 have been hired since 2010. Approximately 8.8% of state employees in cabinet-level agencies are veterans, compared to 5.5% in the private sector.

There is more work to do. I remain steadfast in my support of our veterans. I look forward to hearing your thoughts and ideas as we work to fulfill the promises of freedom and prosperity — education and employment — these heroes fought so selflessly to defend.

Sincerely,

A handwritten signature in black ink that reads "Mark Dayton".

Mark Dayton  
Governor

January 2015

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# Minnesota State Government Efforts to Employ and Support Veterans

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Submitted to the Minnesota Legislature by  
Minnesota Management & Budget

Minnesota Management & Budget (MMB)  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, Minnesota 55155  
651.201.8000

Upon request, this document can be made available in alternate formats to individuals with disabilities by contacting [ann.feaman@state.mn.us](mailto:ann.feaman@state.mn.us) or 651.259.3643.

# Table of Contents

|   | <u>Page</u> |
|---|-------------|
| Table of Contents .....                                   | 1           |
| Introduction.....   | 1           |
| Executive Summary .....                                   | 2           |
| Veteran Focused Legislation.....                          | 3           |
| Veteran Employment Data.....                              | 5           |
| Veteran Focused Initiatives, Programs, and Services ..... | 12          |
| State Resources Dedicated to Veteran Support .....        | 17          |
| Recruitment, Partnerships, and Outreach Activities .....  | 21          |
| Retention, Reintegration Support, and Training .....      | 25          |
| Awards and Acknowledgments .....                          | 27          |
| Conclusion .....  | 28          |
| Appendix.....   | 29          |

# Introduction

Minnesota's workforce is comprised of veterans in both the public and private sectors. To assess Minnesota state government's efforts as an employer of veterans, the 2009 Legislature directed the Commissioner of Minnesota Management & Budget to annually collect veteran employment data from each cabinet-level state agency. In addition, Executive Order 10-13 instructs state agencies to report their veteran-focused recruitment and retention activities which demonstrate their support and commitment to being a Veteran Friendly employer. This report fulfills Article 3, Section 22 of Chapter 94 from Session Laws of 2009 to provide a report and any additional data deemed important by the commissioner. This document reports veteran activity for fiscal year 2014.

Minnesota Management & Budget would like to acknowledge and thank the executive branch agencies for their support and for providing information on their recruitment and retention activities to be included in report.

# Executive Summary

The Commissioner of Minnesota Management and Budget (MMB) is required by Article 3, Section 22 of Chapter 94 from the Session Laws of 2009 to annually collect data on the number of veterans in state government and veteran information at various points in the state recruitment and selection process. This is collected from each cabinet level agency. In addition, Executive Order 10-13 instructs state agencies to submit to MMB their veteran focused recruitment and retention efforts demonstrating their support and commitment to veterans.

State law requires that the number of veterans among the state government cabinet-level agency workforce be reported to the legislature every year. Self-identification of veteran status is voluntary and employees are not legally required to provide this information. A self-service page is available on the MMB website for state employees to update their veteran status at any time.

According to fiscal year 2014 data, approximately 8.3% of the state government employees in cabinet-level agencies indicated they were veterans. By comparison, 5.5% of Minnesota's civilian labor force between the ages of 18 and 64 are veterans (*US Census, 2013 American Community Survey*).

Cabinet-level agencies hired 359 veterans into full-time unlimited positions in fiscal year 2014. Since fiscal year 2010 the cabinet-level agencies have hired 1,479 veterans to unlimited positions.

To promote the state as a veteran-employer and to increase opportunities for veterans in state government during fiscal year 2014, state agencies conducted veteran focused recruitment and retention activities; provided reintegration education and guidance; built partnerships with veteran organizations and advocates; provided support to their deployed military employees; and retained job classifications whose sole purpose is supporting veterans and in some cases must be filled by veterans. The Minnesota Department of Veteran Affairs provides services to ensure that Minnesota's veterans, their dependents and survivors receive the full measure of benefits and services to which they are entitled. In addition, the Minnesota Department of Military Affairs provides support to the Minnesota National Guard members.

# Veteran Focused Legislation

## Amended 2014 Legislation

There were no changes to existing veteran legislation in 2014.

## Existing Legislation

### **M.S. 1.05 Uniformed Services Employment and Reemployment Rights (USERRA)**

Subd. 5. Summary: Allows a current, former or prospective state employee who is a veteran to file a civil suit against the state for alleged violation(s) of USERRA.

### **M.S. 43A.09 Recruitment**

Summary: Requires MMB, in cooperation with appointing authorities of all state agencies to emphasize recruitment of veterans in addition to protected groups to “assist state agencies in meeting affirmative action goals to achieve a balanced work force.”

### **M.S. 43A.11 Veteran’s Preference**

Subd. 7. Ranking of veterans. Summary: Applicants who meet the minimum qualifications for a vacant position and claim veteran’s preference shall be listed in the applicant pool ahead of all other applicants.

Subd. 7. Recently Separated Veteran Interview Law. Summary: Each recently separated veteran who meets minimum qualifications for a vacant position and has claimed a veteran’s or disabled veteran’s preference must be considered for the position. The top five recently separated veterans must be granted an interview for the position by the hiring authority.

### **M.S.43A.111 Noncompetitive Appointment of Certain Disabled Veterans**

Summary: Allows agencies to appoint qualified veterans with a verified service connected disability rating of at least 30% to classified positions on a noncompetitive basis.

### **M.S. 192.26**

Summary: Public employers are now required to allow workers called to active duty to choose when during the calendar year to take their 15 days of paid military leave.

### **M.S. 192.261 Leave of Absence**

Subd. 1. Summary: Requires the state or any political subdivision, municipal corporation, or other public agency of the state to allow an employee “during convalescence for an injury or disease incurred during active service” up to four years unpaid leave of absence to convalesce, along with a right to employment reinstatement.

### **M.S. 197.455 and 197.46 Veteran’s Preference Hearing Statue**

Summary: Eligible veterans may not be involuntarily terminated from employment, except as permitted by statute. Employers must notify the veteran of their proposed termination and inform the veteran of their right to contest the termination in a formal hearing. The veteran has 60 days to petition for a hearing. Terminations may not be effected until after the veteran has exercised their right to a hearing or the 60 day timeline to petition has expired. Veterans remain in payroll

status during the 60 day period. If the veteran chooses to appeal the termination decision, compensation continues until a final determination is made.

**M.S. 197.46 Veterans Preference Act; Removal Forbidden; Right of Mandamus (Amended)**

Summary: Requires that when certain government subdivisions notify an employee who is a veteran of intent to discharge the veteran from employment, the subdivision must state that the veteran has 60 days to identify and provide contact information about the person who will represent the veteran before a three-person board hearing the veteran's complaint about the discharge. A failure of the veteran to provide the information within 60 days constitutes a waiver of the veteran's right to the hearing and all other legal remedies available for reinstatement of the veteran's employment position.

**M.S. 364.03 Relation of Conviction to Employment or Occupation**

Subd. 3. Summary: Persons shall not be disqualified from public employment or pursuing, practicing, or engaging in occupations requiring licensure solely due to prior criminal convictions, unless the crime or crimes directly relate to the employment position or occupation licensure area. If the crime directly relates to the employment position or occupational licensure area, the person shall not be disqualified if he or she can show evidence of rehabilitation and present fitness to perform the duties. The new amendment extended evidence of rehabilitation to include United States Department of Defense form DD-214, a document indicating honorable discharge or separation under honorable conditions from military service.

**M.S. 626.8517**

Summary: Persons in active duty service may take the peace officer exam, but are not eligible to become licensed peace officers until honorably discharged from military service.

**Executive Order 10-13 - Supporting the Selection and Employment of Veterans**

Summary: Directs state departments and associated agencies, boards, and commissions to continuously review and revise policies and procedures, and conduct increased outreach in order to engage and employ veterans as part of their hiring or selection process.

# Veteran Employment Data

The state employee data in **Tables 1 and 5** is collected from the state's personnel and payroll system. These represent a snapshot of state employee data on November 5, 2014. The veteran information in **Tables 2, 3, and 4** is collected from the state's applicant tracking system and is applicant data from fiscal year 2014 (July 1, 2013 to June 30, 2014).

The numerical data in this report is from the cabinet-level agencies in the executive branch as required by statute. The cabinet-level agencies account for over 95% of state employees. The data in Tables 1-5 do not include the legislative branch, judicial branch, MnSCU, or the retirement agencies.

## State Employee Veteran Status and Voluntary Disclosure

State law requires that the number of veterans among the state government cabinet-level agency workforce be reported to the legislature every year. Identification of veteran status is voluntary and employees are not legally required to provide this information. To obtain veteran status from state employees, a self-service webpage is available for state employees to update their veteran status at any time.

Employees are encouraged, but not required to disclose their veteran status. As a result, some employees who are veterans may have opted not to self-identify, impacting the accuracy of this data.

Veterans in State of Minnesota Government Workforce – Table 1

Table 1 shows the distribution of veterans in executive branch cabinet-level agencies. Key points:

- Approximately 8.3% of State of Minnesota government cabinet-level agency employees self-identified as veterans.
- 5.5% of Minnesota’s civilian labor force between the ages of 18 and 64 are veterans. Labor force means employed or available and actively seeking employment. *Source: US Census, 2013 American Community Survey.*

**TABLE 1**  
**Veterans in the State of Minnesota Government Workforce**  
**November 5, 2014 – State Personnel and Payroll System**

| Cabinet Level Agency                  | Column 1<br>Number of Employees in Full Time Positions | Column 2<br>Number of Employees Who Self-Identified as Veterans | Column 3<br>Number of Full Time Positions Filled in FY 2014 |
|---------------------------------------|--|---|---|
| Administration                        | 433  | 39  | 94  |
| Agriculture                           | 411  | 22  | 94  |
| Bureau of Mediation Services          | 11   | 1   | 2   |
| Commerce                              | 318  | 22  | 92  |
| Corrections                           | 4,091  | 590   | 789   |
| Education                             | 374  | 9   | 78  |
| Employment & Economic Development     | 1,391  | 101   | 252   |
| Health                                | 1,308  | 41  | 333   |
| Housing Finance Agency                | 225  | 10  | 37  |
| Human Rights                          | 37   | 3   | 10  |
| Human Services                        | 4,666  | 263   | 1,442   |
| Iron Range Resources & Rehabilitation | 53   | 3   | 10  |
| Labor & Industry                      | 419  | 38  | 42  |
| Military Affairs                      | 297  | 100   | 91  |
| MN Management & Budget                | 236  | 9   | 81  |
| Natural Resources                     | 2,205  | 120   | 619   |
| Office of Higher Education            | 58   | 1   | 18  |
| Office of MN.IT Services              | 2,005  | 180   | 346   |
| Pollution Control Agency              | 841  | 33  | 172   |
| Public Safety                         | 1,801  | 225   | 366   |
| Revenue                               | 1,363  | 60  | 190   |
| Transportation                        | 4,421  | 507   | 695   |
| Veterans Affairs                      | 568  | 93  | 106   |
| Total                                 | 27,532   | 2,470   | 5,959   |

**Column 1** - the total number of persons employed in full-time positions listed by the state agency.  
*Rule 3900.400 definition of full-time employee is an employee who is normally scheduled to work 80 hours in a biweekly period. November 5, 2014. .*

**Column 2** - the total number of employees identified in Column 1 who self-identified as veterans.  
*Disclosure of an employee's veteran status is voluntary and based on self-identification. Employees are encouraged, but not required to disclose their veteran status. November 5, 2014.*

**Column 3** - the total number of vacant full-time positions in the agency filled by hiring or appointment for fiscal year 2014. Includes Unlimited (an appointment for which there is no specified maximum duration) and Limited (e.g. temporary, emergency, seasonal, trainee, and provisional).

## Veteran Applicants for State Government Employment – Table 2

Table 2 shows a summary of veteran job applicants, interviewing and hiring in fiscal year 2014. Key points:

- Approximately 8.1% of applications for state employment are veterans.
- About 42% of veteran applications were found to meet the minimum qualifications for the positions for which they applied.
- About 8% of the full time jobs filled in 2014 were filled by veterans. 97% of veterans who are offered a job accept the offering.

**TABLE 2**

**Veteran Applicants for State Government Employment  
Fiscal Year 2014 – State Applicant Tracking System**

| Cabinet Level Agency                  | Column 1<br>FT Positions Filled | Column 2<br>Total Apps Received | Column 3<br>Veteran Apps Received | Column 4<br>Veterans Meeting MQ's | Column 5<br>Veterans Received Interview | Column 6<br>Veterans Offered Jobs | Column 7<br>Veterans Hired | Column 8<br>Veteran Letter |
|---------------------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|---|-----------------------------------|----------------------------|----------------------------|
| Administration                        | 57                              | 4,044                           | 364                               | 161                               | 93                                      | 9                                 | 9                          | -                          |
| Agriculture                           | 68                              | 2,585                           | 171                               | 84                                | 84                                      | 3                                 | 3                          | 98                         |
| Bureau of Mediation Services          | 3                               | 124                             | 11                                | 2                                 | 1                                       | -                                 | -                          | -                          |
| Commerce                              | 60                              | 4,244                           | 415                               | 373                               | 348                                     | 5                                 | 5                          | 4                          |
| Corrections                           | 386                             | 9,561                           | 920                               | 442                               | 412                                     | 38                                | 37                         | 131                        |
| Education                             | 67                              | 3,496                           | 267                               | 148                               | 140                                     | 1                                 | 1                          | 9                          |
| Employment & Economic Development     | 171                             | 6,239                           | 539                               | 277                               | 225                                     | 23                                | 19                         | 1                          |
| Health                                | 286                             | 13,655                          | 733                               | 274                               | 260                                     | 9                                 | 9                          | 548                        |
| Housing Finance Agency                | 24                              | 2,250                           | 142                               | 48                                | 5                                       | -                                 | -                          | -                          |
| Human Rights                          | 6                               | 1,400                           | 146                               | 135                               | 23                                      | 1                                 | 1                          | -                          |
| Human Services                        | 1,302                           | 52,231                          | 3,588                             | 1,238                             | 966                                     | 97                                | 93                         | 2,978                      |
| Iron Range Resources & Rehabilitation | 16                              | 729                             | 44                                | 18                                | 18                                      | -                                 | -                          | -                          |
| Labor & Industry                      | 44                              | 1,666                           | 125                               | 41                                | 36                                      | 4                                 | 4                          | 2                          |
| Military Affairs                      | 57                              | 1,414                           | 334                               | 235                               | 229                                     | 26                                | 22                         | -                          |
| Minnesota Management & Budget         | 71                              | 6,435                           | 463                               | 156                               | 96                                      | 2                                 | 2                          | 60                         |
| Natural Resources                     | 433                             | 17,104                          | 1,005                             | 382                               | 341                                     | 25                                | 25                         | 189                        |

| Cabinet Level Agency     | Column 1<br>FT Positions Filled | Column 2<br>Total Apps Received | Column 3<br>Veteran Apps Received | Column 4<br>Veterans Meeting MQ's | Column 5<br>Veterans Received Interview | Column 6<br>Veterans Offered Jobs | Column 7<br>Veterans Hired | Column 8<br>Veteran Letter |
|--------------------------|---------------------------------|---------------------------------|-----------------------------------|-----------------------------------|---|-----------------------------------|----------------------------|----------------------------|
| Office of MN.IT Services | 277                             | 9,737                           | 1,025                             | 407                               | 338                                     | 27                                | 27                         | 93                         |
| Pollution Control Agency | 119                             | 6,196                           | 362                               | 194                               | 194                                     | 11                                | 11                         | 40                         |
| Public Safety            | 221                             | 12,552                          | 1,167                             | 352                               | 351                                     | 25                                | 25                         | 886                        |
| Revenue                  | 168                             | 3,390                           | 222                               | 95                                | 70                                      | 6                                 | 6                          | 27                         |
| Transportation           | 471                             | 12,584                          | 1,405                             | 494                               | 423                                     | 35                                | 34                         | 522                        |
| Veterans Affairs         | 95                              | 5,150                           | 852                               | 414                               | 384                                     | 26                                | 26                         | 537                        |
| <b>Total</b>             | <b>4,402</b>                    | <b>176,786</b>                  | <b>14,300</b>                     | <b>5,970</b>                      | <b>5,037</b>                            | <b>373</b>                        | <b>359</b>                 | <b>6,125</b>               |

**Column 1** - the total number of vacant full-time positions in the agency filled during fiscal year 2014. This is only unlimited positions (an appointment for which there is no specified maximum duration).

**Column 2** - the total number of applications received for the positions identified in Column 1.

**Column 3** - the total number of applicants identified in Column 2 who indicated veteran's preference status.

**Column 4** - the total number of veteran applications identified in Column 3 who meet the minimum qualifications (MQ's).

**Column 5** - the total number of veteran applicants identified in Column 4 who were interviewed.

**Column 6** - the total number of veteran applicants identified in Column 5 who were offered employment.

**Column 7** - the total number of veteran applicants identified in Column 6 who were hired into the open positions of employment in the agency.

**Column 8** - the total number of veteran applicants who were sent a rejection letter.

*43A.11 Subd. 9, if a member of the finalist pool who claimed veteran's preference is rejected, the agency must notify the finalist in writing of the reasons for the rejection. Important Note: If the agency generated the rejection letter from a system other than the state's application tracking system (e.g. word processing or email system), the letter would not be tracked in the state's applicant tracking system and would not be counted in Column 8.*

## Veterans Hired in State Government – Table 3 and 4

Tables 3 and 4 show a summary of veterans hired for positions in state government between fiscal year 2010-14. Key points:

- Since fiscal year 2010 the cabinet-level agencies have hired 1,479 veterans to unlimited positions.
- About 8% of new hires are veterans as of fiscal year 2014. This is the lowest percentage of veterans in the last four years.

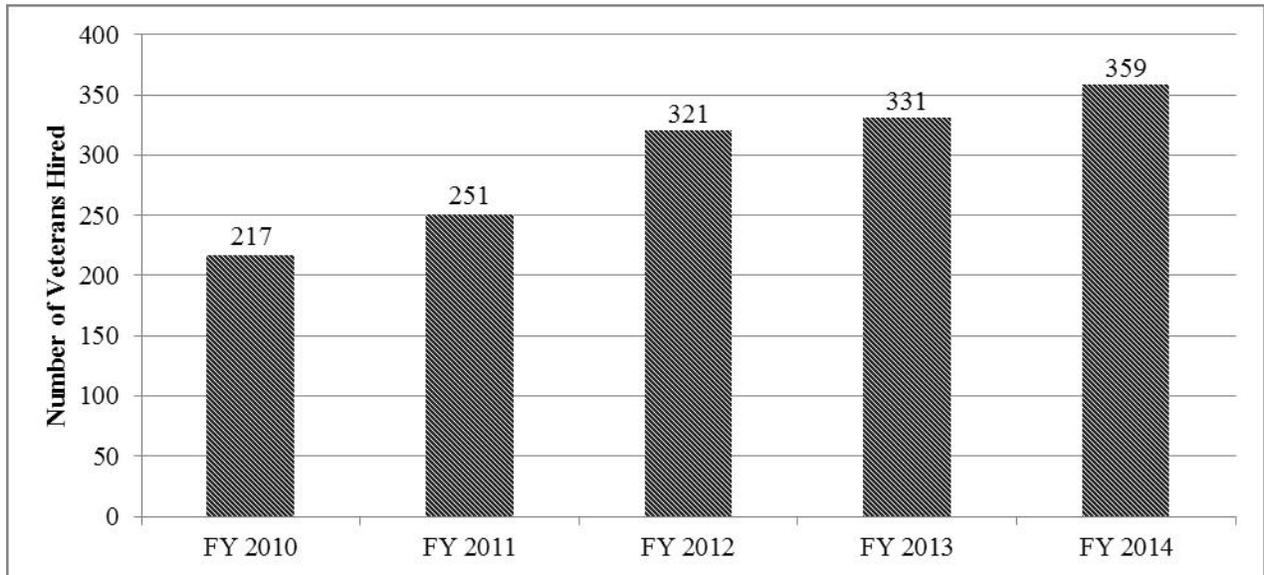
**TABLE 3**

### Veterans Hired in State of Minnesota Government at Cabinet-level Agencies Fiscal Year 2010-14 – State Applicant Tracking System

| Fiscal Year | Number of FT Vacancies Filled | Number of Veterans Hired | Percentage of FT Vacancies Filled By Veterans |
|-------------|-------------------------------|--------------------------|---|
| FY 2014     | 4,402                         | 359                      | 8.2%  |
| FY 2013     | 3,741                         | 331                      | 8.8%  |
| FY 2012     | 3,458                         | 321                      | 9.3%  |
| FY 2011     | 2,500                         | 251                      | 10.0%   |
| FY 2010     | 2,440                         | 217                      | 8.8%  |

**TABLE 4**

### Number of Veterans Hired Fiscal Year 2010-14 – State Applicant Tracking System



## Job Classes and Representative Occupations Filled by Veterans – Table 5

Table 5 shows a summary of the types of jobs veterans filled in fiscal year 2014. Key points:

- Healthcare and social science jobs represent the top occupational group with openings filled by veterans in FY 2014 with 89 new staff. Behavior analysts, disability examiners, nurses (RN and LPN), security counselors and veterans assistance coordinators and claims representatives are among the most common positions filled by veterans in this category.
- Construction, facilities management, manufacturing and transportation jobs represent the second most common occupational group hiring veterans. Among the specific occupations in this group are general maintenance and repair workers, groundskeepers, painters and transportation generalists and associates.

**TABLE 5**

### Job Classes and Representative Occupations Filled by Veterans Fiscal Year 2014 – State Personnel and Payroll System

| Job Class  | Vacancies Filled by Veterans | Representative Occupations*   |
|--|------------------------------|---|
| Administrative Support & Hospitality                                 | 32                           | Customer Service Representatives<br>Office & Administrative Specialists   |
| Construction, Facilities Management, Manufacturing, & Transportation | 52                           | Corrections Mfg. Specialists & Supervisors<br>General Maintenance & Repair Workers<br>Groundskeepers<br>Painters<br>Transportation Generalists & Associates |
| Corrections, Public Safety, & Legal                                  | 44                           | Airfield Fire Fighters<br>Correctional Officers<br>Security Guards<br>Radio Communications Operators  |
| Engineering  | 8                            | Engineers & Drafters  |
| Environmental Sciences   | 14                           | Agricultural Specialists<br>Natural Resources Specialists<br>Pollution Control Specialists  |
| Finance, Regulatory, & Economic Development                          | 39                           | Accountants<br>Revenue Collections Officers<br>Revenue Tax Specialists  |
| General Administration   | 45                           | Management Analysts<br>Planners<br>State Program Administrators   |
| Healthcare & Social Services   | 89                           | Behavior Analysts<br>Disability Examiners<br>Registered & Licensed Practical Nurses<br>Security Counselors<br>Vets Assistance Coordinators & Claims Reps.   |
| Information Technology   | 23                           | Information Technology Specialists 1-5  |
| Other  | 13                           | -   |

\*Representative Occupations represent only a sampling of the most common occupations employed by veterans.

# **Veteran Focused Initiatives, Programs, and Services**

## **Statewide Veteran Programs and Services**

The following section includes programs available to Minnesota veterans. Many of the services listed involve collaboration between state or federal agencies and legislature, veteran advocacy organizations, and private companies.

### **Commanders Task Force**

The Minnesota Commanders Task Force is comprised of elected Commanders and Adjutants of nine congressionally-chartered Veterans Service Organizations in the state of Minnesota. The key functions of this group include developing a united veterans legislative agenda and actively advocating for it before the state and elected officials, serving as a non-partisan advisory group to the Commissioner of Veterans Affairs, the Governor and Legislators on Veterans issues in the state, and working to form Veteran Service Organization partnerships in program development.

### **Department of Natural Resources Licensing**

The Minnesota Department of Revenue provides special privileges to veterans as it applies to hunting licenses, firearms safety training, fishing licenses, cross country ski passes, state park vehicle permits, and the Minnesota Conservation Volunteer magazine. For example: free deer hunting licenses, hunt small game without a license privileges, and free annual Minnesota State Park permits.

### **Military Tax Related Benefits**

The Minnesota Department of Revenue has tax credits and tax relief for current, retired and disabled military service members. Credit and tax relief includes the Military Spouses Residency Relief Act, credit for military service in a combat zone, tax credit for past military service, tax debt relief for deceased active duty military, and market value exclusion on homesteads of disabled veterans.

### **Minnesota Association of County Veterans Service Officers**

The Minnesota Association of County Veterans Service Officers works collaboratively with the Minnesota Department of Veteran Affairs and nationally chartered veterans service organizations in promoting the interests and welfare of veterans who have service in the Armed Forces of the United States of America, their families, and survivors. To enhance the quality of their lives through advising, counseling, claims assistance, education, advocacy, and special programs. To ensure that they receive all of the benefits and services they so well deserve for the hardships they have endured.

### **Minnesota Health Care Programs**

The Minnesota Department of Human Services' health care programs help pay for medical or nursing home care. Military families eligible for MinnesotaCare may be able to get coverage without a premium for up to 12 months. The premium can be waived if a family member completed a military tour of duty within two years of being approved for coverage. This benefit is available to members of the Army, Navy, Air Force, Marines, Coast Guard, National Guard, and Reserves.

### **StandDown Minnesota**

The Minnesota Assistance Council for Veterans holds StandDown events that serve homeless and near-homeless veterans by providing services to help these former soldiers get their lives back on track. Hundreds of volunteers work at the events to provide services such as medical, dental, eye and psychological exams and treatments, job training, legal aid, federal and state tax counseling, social security eligibility information, substance abuse counseling, and food and shelter. Numerous state employees volunteer their time to this valuable program. The goal is to bring many services to one location and make them more accessible to all veterans who otherwise may not seek out services.

### **Veterans Employment Services**

Veterans Employment Representatives are located at the Minnesota Department of Employment and Economic Development's WorkForce Centers around the state and are available to work one-on-one with service members in their job search. The individualized assistance includes help with resumes, interviewing skills, networking techniques, referrals to other veteran services, and assistance connecting with employers.

### **Veterans Business Program**

Minnesota Department of Transportation's Veterans Business Program provides verified veteran-owned small businesses with increased access to state contracting opportunities.

### **Veteran Business Loan Program**

The Minnesota Department of Employment and Economic Development's Minnesota Reservist and Veteran Business Loan Program provides business loans to individual veterans who have returned from active duty and want to start their own business. The program provides outreach to Minnesota veterans returning from active deployment and encouraged use of small business assistance to start or stabilize a business.

### **Volunteer Income Tax Assistance (VITA)**

The Minnesota Department of Revenue provides free assistance with filing their state income and property tax returns. Veterans (and other selected groups) can access this service from over 300 sites across Minnesota.

### **Waiver of Commercial Driver's License**

Veterans may be eligible for a waiver of a commercial driver's license road test based on their military experience. This service is offered through the Minnesota Department of Public Safety.

## **Support Programs for Collegiate Veterans**

Minnesota State Colleges and Universities (MnSCU) has created and supported numerous programs for veterans at their 31 institutions. Each institution is a member of the Servicemembers Opportunity Colleges consortium.

### **Minnesota GI Bill Program**

The Minnesota GI Bill program was established in 2007 to provide postsecondary educational assistance to eligible Minnesota Veterans who served on or after September 11, 2001. In July 2013, the Program was expanded to include Veterans from all era's and eligible dependents. Full-time undergraduate or graduate students may be eligible to receive up to \$1,000 per semester, and part-time students can receive up to \$500 per semester. Eligible individuals may receive up to \$3,000 per academic year and \$10,000 lifetime benefit.

The Minnesota GI Bill was expanded to add VA approved On-the-Job Training (OJT) & Apprenticeship programs. Under the current Program, eligible employees may receive up to \$2,000 per fiscal year and employers, up to \$1,000 credit per fiscal year. Total aggregate benefit per employee is \$9,000.

### **Veteran Resource Centers / Higher Education Veteran Programs**

Each MnSCU campus has a veteran resource center. They are designed to be one stop centers to help students who have served or are currently serving in the military with their transition to college.

The staff provides information and assistance regarding state and federal benefits, enrollment, placement testing, financial aid, online orientation, tuition and application waivers, military and academic transcripts, and much more.

It is also a place where veterans can meet with people who have had similar experiences and where their families are welcomed. This resource is a partnership between MnSCU and the Minnesota Department of Veteran Affairs.

### **Veterans Education Transfer System**

This online service is available to help veterans and members of the armed forces identify whether their military training can count for college credits in the MnSCU system. The transfer system currently identifies awardable credits for military training in four large occupational areas – law enforcement, diesel and truck mechanics, administrative and human resource assistants, and paramedics.

### **Veterans Upward Bound (VUB)**

The VUB program prepares veterans for college and offers free college prep and study skills courses. Veterans also receive career, personal, and financial aid counseling, enrollment assistance, GED preparation, and one-on-one tutoring. The program provides all books and supplies to students at no cost.

### **Campus Veteran Club**

Some MnSCU campuses have a Veteran Club. The Veteran Club offers a place for veterans and their family and friends to gather for camaraderie and friendship. One goal is to make both the campus and the local community more aware of veteran issues.

### **Veteran Certifying Officials**

Each MnSCU campus has a Certifying Official who helps veterans with their benefit paperwork and registration process. Certifying Officials also ensure that the veteran education programs are certified and the soldier receives the entitled benefits for those courses.

### **Veteran Resource Centers / Higher Education Veteran Programs**

Each MnSCU campus has a veteran resource center. The centers provide assistance, peer support, and educational events for students impacted by military service.

Veterans, current military members, and military families are encouraged to visit the centers for personal information about available resources including educational benefits and scholarships, employment services, medical benefits, mental health resources, family assistance services, service-connected disability claims, post-deployment transition issues, and more. In addition to providing assistance, veteran resources centers are a welcoming space where veterans, military members, and their families can share stories and support.

This resource is a partnership between MnSCU and the Minnesota Department of Veteran Affairs.

Numerous MnSCU veteran resource centers have their own websites:

- [Anoka-Ramsey Community College](#)
- [Dakota County Technical College Veteran Resource Center](#)
- [Hennepin Technical College Veteran Resource Center](#)
- [Minnesota State University Mankato Veteran Resource Center](#)
- [St. Cloud State University Veteran Resource Center](#)
- [St. Paul College Veteran Resource Center](#)
- [Winona State University Veteran Resource Center](#)

## **Support Programs for Incarcerated Veterans**

The Minnesota Department of Corrections has developed on-going partnerships to meet the needs of the state's veteran offenders who are being released. Veteran services are among the most impactful partnerships. Connection to veteran services and benefits upon release from a facility is extremely important to the success of the veteran.

### **In-Person Visits**

Veteran Representatives conduct in-person visits with veteran offenders while incarcerated. The representatives assist veterans by determining appropriate benefits and enrollment needs. The Minnesota Department of Corrections and the Minnesota Department of Veteran Affairs establish these connections as early as possible.

### **Transition Resource Fairs at Minnesota Department of Correction Facilities**

The Minnesota Assistance Council for Veterans and Minnesota Department of Veteran Affairs, along with other government agencies, community non-profits, trade unions, and faith-based organizations, participate in an annual transition resource fair for veteran and non-veteran offenders. Information and resources are provided in a variety of offender needs areas (housing, employment, family support, personal finance, and mental health).

### **Transition Coalitions**

The coalition is comprised of various organizations for the purpose of discussing issues surrounding offenders. It also offers an opportunity for resource providers and government entities to work together. Veteran organizations such as Minnesota Assistance Council for Veterans and Minnesota Department of Veteran Affairs attend these meetings. Another benefit is that non-profit and faith-based community organizations learn about veteran's benefits and share this information with their veteran clients. Veteran organizations learn about valuable resources in the community and where there may be gaps in their services to veterans.

### **[On Your Feet!](#)**

The *On Your Feet!* Program is modeled after the Minnesota Circles of Support and Accountability program developed in 1994. The program is tailored specifically to incarcerated veterans. Small groups of volunteers provide intensive support and accountability to the veteran for approximately one year following their release.

## **State Resources Dedicated to Veteran Support**

The state also has veteran focused positions responsible for supporting veterans as they reintegrate back into civilian life and the workforce. These positions are typically employed at the Minnesota Department of Veteran Affairs, Minnesota Department of Employment and Economic Development, Minnesota Department of Military Affairs, and Minnesota State Colleges and Universities. In addition, many state agencies have websites dedicated to veteran information, resources, and services.

### **Minnesota Department of Veterans Affairs Staff**

The mission of this entire agency's workforce is charged with assisting Minnesota's veterans and their families to obtain their rightful benefits and services. Some of the veteran specific classifications include: Veterans Assistance Coordinators and Veterans Claims Representatives.

The agency also has employees who conduct outreach activities and assist veterans in need. This is accomplished by going to the homes of the veteran, relatives, and friends. In addition, there is a division whose mission is to serve American Indians who are part of native tribes and are eligible for veteran's benefits. Division staff assists them with the application process to obtain these benefits.

### **Minnesota Department of Military Affairs**

The Minnesota Department of Military Affairs is also known as the Minnesota National Guard. The agency provides leadership, resources, and support to the Nation Guard. The department's customer base is the 13,137 members of the Minnesota Army and Air National Guard (as listed in the 2013 Minnesota National Guard Annual Report), and the citizens of the state and nation during emergencies.

The National Guard is an operational force being utilized daily in the war on terrorism. Since 9/11 and as of August 2012, the Minnesota National Guard has deployed more than 25,000 Army and Air Guard members to more than 33 countries worldwide.

### **Attorney General's Veterans Assistance Unit**

The Minnesota Attorney General's Office provides assistance to veterans and service members. If a veteran, service member, or a member of their family is experiencing difficulty with veteran's benefits, TRICARE benefits, credit issues, home mortgage, identity theft, or another consumer related matter, this can help. Contact 651.296.3353 or 1.800.657.3787 for free information about voluntary mediation services to help resolve problems.

### **Director of Military Outreach**

This position is established in the Minnesota Department of Military Affairs and partners with the Minnesota Department of Veterans Affairs. The incumbent works in program development and helps to ensure that programs and services provided to service members, veterans, and military families work well together and are accessible. The mission is to improve access to resources and support, and to provide best practices to promote veteran recruitment and hiring.

### **Veterans Employment Representatives and Disabled Veterans Outreach Representatives**

The responsibilities of the Minnesota Department of Employment and Economic Development's Veterans Employment Representatives and Disabled Veterans Outreach Representative positions include:

- Identify veterans interested in working for state agencies.
- Recruit veterans for all state jobs and promote the state at various job fairs.
- Promote Minnesota as a veteran friendly employer at state and national conferences.
- Coach veterans on the state hiring process and online employment tools.
- Outreach to veteran organizations and advocates such as the County Veteran Service Officer, VFW, American Legions, and Disabled American Veterans to promote state employment.
- Outreach to veteran-focused minority and disability organizations.
- Assist veterans and their families with any housing, health or other issues.

### **Higher Education Veteran Program Coordinators**

These Minnesota Department of Veteran Affairs positions connect veterans, military members, and their families with the educational benefits and resources available to help them succeed at the Minnesota State Colleges and Universities' campuses. This is accomplished via on-campus Veterans Resource Centers. The 64 campus Veterans Resource Centers serve over 5,000 individuals each year.

Coordinators work with the Minnesota State Colleges and Universities' campuses to:

- Provide a welcoming environment for students to interact with other students who are veterans or family members of veterans.
- Facilitate communication between departments and staff who regularly interact with veterans.
- Provide information about veteran services, military education benefits and financial resources, scholarships, and veteran and family support activities.
- Provide training for campus staff related to veteran issues and concerns.
- Obtain feedback from veterans and work to remove barriers to services.
- Provide veteran-friendly policies and procedures.
- Organize and provide training on veterans issues
- Meet with guard units and their families prior to deployment and provide information about education benefits they earn while deployed.

### **State Agency Human Resource and Labor Relations Staff**

State agency human resources and labor relations staff must be knowledgeable about applicable veteran laws to ensure agency compliance. This includes laws related to veterans preference, veteran interview law, noncompetitive appointments of certain disabled veterans, veterans preference hearings, FMLA and military personnel, and USERRA.

## **State Agency Veteran Focused Websites**

Many state agencies have websites dedicated to veteran information, resources, and services. A sample of these websites is listed below.

### **[Minnesota Attorney General's Office – Guide for Military Service Personnel and Veterans](#)**

Provides a guide about state laws pertaining to employment, education, discrimination, motor vehicles, and public records.

### **[Minnesota Board of Accountancy](#)**

Veterans taking the Uniform CPA exam may be eligible for reimbursement of up to \$2,000.

### **[Minnesota Board of AELSLADID](#)**

Provides reimbursement information of exam costs for licensing and certification.

### **[Minnesota Department of Commerce – Resources for Military Families](#)**

Provides links to 32 organization and resources that help military families make informed financial decisions.

### **[Minnesota Department of Employment and Economic Development – Veterans Programs](#)**

Provides staff information and resources to help all Minnesota military veterans (no matter their era of service) prepare for, find, and keep a job.

### **[Minnesota Department of Human Services](#)**

Information about Human services programs available for returning veterans.

### **[Minnesota Department of Human Rights - The Rights Stuff Forum: Minnesota's Veterans](#)**

Provides links to information on a range of state and federal protections for veterans and service members. Also includes viewpoints on the challenges facing our returning service members.

### **[Minnesota Department of Labor and Industry](#)**

Provides a FAQ section about apprenticeships for veterans.

### **[Minnesota Department of Military Affairs](#)**

Minnesota National Guard Organization.

### **[Minnesota Department of Natural Resources](#)**

Provides information for military personnel and veterans about hunting and fishing licenses, firearm safety training, etc.

### **[Minnesota Department of Revenue](#)**

Provides information about tax credits and tax relief for members of the military.

### **[Minnesota Department of Transportation – Veterans Business Program](#)**

Provides information for small businesses owners who are veterans regarding preference in the evaluation of their project proposals for state funded project lead by MnDOT.

### **[Minnesota Department of Veterans Affairs](#)**

Provides Minnesota veterans, their families and employers a one stop location for information about benefits, claims, higher education, and veterans homes.

### **[Minnesota LinkVet](#)**

Provides support to Minnesota veterans and family members through live chat, by phone, or via email. Operated by the Minnesota Department of Veterans Affairs, support specialists are trained in veteran education benefits and employment.

### **[Minnesota Management and Budget](#)**

Provides information for state employees who are veterans and resources for state agency human resource personnel regarding veteran rights and benefits.

### **[MnSCU](#)**

Provides resources for veterans and service members including college, career, and life planning and information regarding military education benefits and credit transfers.

### **[MyMilitary Career](#)**

MnSCU CareerPlan site where veterans can find the tools needed to successfully explore career options.

### **[MyMilitaryEducation.org](#)**

Provides information about education benefits and other related issues is available from a team of experienced advisors and counselors. The website offers seven-days-a-week access to customer service staff through a toll-free phone line and online web chat.

### **[State of Minnesota Careers – Veteran Information](#)**

Provides information about employment with the State of Minnesota and veteran preference information.

# Recruitment, Partnerships, and Outreach Activities

State agencies and Minnesota State Colleges and Universities are proactive in their veteran focused recruitment, partnerships, and outreach activities. Representatives of state agencies attend key veteran job fairs and conferences, and build relationships with veteran organizations and advocates who in turn, promote state employment to their veteran clients. In addition, Minnesota Management and Budget provides veteran recruitment and educational outreach on behalf of all state agencies. The goal of these efforts is to promote the state as a veteran friendly employer and increase employment opportunities for veterans in state government.

## Building Partnerships and Conducting Outreach

Examples of organizations that state agencies work with to support veterans:

- American Gulf War Veterans Association
- American Legion
- Army National Guard
- Beyond the Yellow Ribbon
- County Serves Veteran Officers (CSVO)
- DEED Disabled Veterans Outreach Representatives
- DEED Veterans Employment Representatives
- Disabled American Veterans (DAV)
- Employment Action Centers
- Goodwill Easter Seals Military Services
- Higher Education Veterans Programs Campus Coordinators
- Local Chambers of Commerce
- Loins Club
- MN Assistance Council for Veterans (MAVC)
- MN Attorney General's Veterans Assistance Unit
- MN Community Advisors on Recruitment and Retention Solutions (MnCARRS)
- MN Department of Military Affairs
- MN Department of Veterans Affairs
- MN Rotary Clubs
- MN VA Hospitals
- Serviceman's Club
- Student Veterans of America (SVA)
- US Department of Veteran Affairs
- Vietnam Veterans of America
- Veterans of Foreign Wars (VFW)
- VITAL Program

## Leaders in Veteran Employment Seminars

These Minnesota Department of Employment and Economic Development sponsored seminars are held for public and private sector human resources professionals, hiring managers, admissions/career counselors, front line supervisors, and others who have direct interaction with veterans. The focus is the skills veterans offer and the obstacles and barriers they face. The goal is to recruit, hire, and retrain veteran employees. The seminars are held through partnerships between the Department of Employment and Economic Development, Minnesota Department of Veteran Affairs, Minnesota Department of Military Affairs, and the Minnesota Office of Secretary of State Mark Ritchie.

## Director of Military Outreach / Yellow Ribbon Company Best Practice Seminar

The Director of Military Outreach facilitated a seminar with Yellow Ribbon Companies to share best practices for recruiting, hiring and retaining veterans.

### **Minnesota Assistance Council for Veterans**

The Minnesota Assistance Council for Veterans (MACV) is a non-profit organization that assists veterans experiencing homelessness or other life crises with transitional and permanent housing. They work with the Department of Corrections' Sentencing to Serve Program, a program that allows carefully selected nonviolent offenders to work on community improvement projects. The Sentencing to Serve crews assists with lawn care and snow shoveling at resident housing for veterans and their families in both the Twin Cities area and Duluth.

### **Minnesota Department of Military Affairs**

The Director of Military Outreach from Military Affairs and the Beyond the Yellow Ribbon Deployment Cycle Support Team partner on the following initiatives:

- Identify and track unemployed veterans and connect them with local, state and federal resources to assist the veteran with employment.
- Share best practices of veteran recruitment strategies with employers.
- Connect veterans with higher education resources.
- Provide training to veterans in resume writing, interviewing and networking.
- Promote the use of Workforce Centers and Veteran Employment Representatives.
- Conduct outreach to local Rotary Clubs, Chamber of Commerce, and other business organizations to promote veteran employment.

## **Recruitment**

State agencies engaged in the following veteran-focused recruitment activities:

### **Camp Ripley Open House**

The open house is held to invite the public to come in and see what Camp Ripley is all about. The purpose of the open house is to provide the community, military service members and veterans an opportunity to view different aspects of operations and training conducted at Camp Ripley. State agency staff attend the open house to show their support for veterans and share information with the attendees.

### **Veteran Networking Job Club**

The Minnesota Department of Employment and Economic Development hosts seven Veteran Networking Job Clubs at their WorkForce Centers. These groups meet regularly to discuss veteran employment efforts, provide support, share job leads and improve job seeking skills.

### **Statewide "Beyond the Yellow Ribbon" Community Events**

State agencies recruit at various yellow ribbon community and reintegration events around the state. This comprehensive program connects service members and their families with community support, training, services and resources.

### **Veterans' Support Group presentations**

Employee-veterans and recruiters from the Minnesota Department of Corrections gave presentations at WorkForce Centers in the metro area about their careers in Corrections.

### **Interview Accommodations**

State agencies follow the Uniformed Services Employment and Reemployment Right Act (USERRA) guidelines to provide job interviews to deployed soldiers using a variety of telecommunication tools.

### **State agencies attended the following veteran-focused recruitment events:**

#### **Hiring Our Heroes Job Fair**

The U.S. Chamber of Commerce Foundation and RecruitMilitary hosted job fairs in both Minneapolis and Rochester, open to servicemembers, veterans, and spouses.

#### **Northern Minnesota Veterans Job Fair in Detroit Lakes**

Focusing on veterans actively looking for a job, currently employed, or interested in exploring new careers. Veterans of all eras were encouraged to attend this event.

#### **“Hire Vets First” Veterans Career Fair**

This annual career fair is the largest single day recruiting event in the Midwest with 140 businesses and over 1,000 veterans participating. Numerous state agencies attend the event to promote their agency and the state as a veteran-friendly employer. This event is sponsored by the Department of Employment and Economic Development.

#### **The Military.com Career Expo**

Military.com hosts a large job board for veterans and military-friendly employers and sponsors numerous career expos across the country giving employers and veterans an opportunity to meet face to face to discuss job opportunities.

### **Targeted Veteran Advertising**

#### **Helmets to Hardhats**

This online resource allows employers to both post opportunities and also to view the resumes of veterans registered with the site.

#### **Veteran Specific Posters**

The Minnesota Department of Correction created recruitment posters which target veterans for employment. These posters are placed at WorkForce Centers and locations where National Guard conduct drills.

State agencies advertise their job announcements at the following events and venues including, but not limited to:

- Army ROTC
- BeyondTheYellowRibbon.org
- County Veteran Service Officer (CVSO)

- Disabled American Veterans (DAV)
- DEED Veterans Employment Office
- Disabled Veterans Rest Camp
- DOC Veterans Specific Posters
- Duluth Veteran Center
- Employer Partnership of the Armed Forces
- Employer Support of the Guard and Reserve
- Employment Action Center (EAC)
- GI Jobs Magazine
- Goodwill Easter Seals Military Services
- HealthcareJobsForVeterans.com
- Helmets to Hardhats
- Higher Education Veteran Resource Centers
- Hero 2 Hired (H2H)
- Jobs for Veterans
- JobsinMinneapolis.com
- Military.com
- MilitaryVetJobs.com
- MinnesotaDiversity.com
- MinnesotaJobs.com
- MinnesotaWorks.net
- MN Assistance Council for Veterans
- MN Army and Air National Guard
- MN Department of Veteran Affairs (MDVA)
- MN DFL Veterans Caucus
- MN Military Resources Website
- MN National Guard
- MN Veterans Homes
- Navy and Marine Reserves
- National Association of Veterans Upward Bound (NAVUB)
- National Veterans Foundation
- Northland College Military Veteran Services
- St. Paul Veterans Resource Center
- Veteran Journal Magazine
- Veterans for Peace, MN Chapters
- VeteransInHealthcare.com
- Veterans of Foreign Wars (VFW)
- US Department of Veteran Affairs
- Wounded Warriors

# Retention, Reintegration Support, and Training

Reintegration guidance and support is a key factor in successfully returning veterans to work. Comprehensive reintegration programs provide a supportive environment which encourages the veteran to remain within state employment. It is also important for deployed employees to know they are remembered and supported while on active duty.

Typical agency support activities include the following:

- Pre-deployment:
  - Meet with the employees to discuss how the agency can best stay connected with them and their families.
  - Ask the employee to designate a representative who can legally interact with the state agency on their behalf.
- During deployment:
  - Hold positions for deployed employees.
  - Encourage employees to return to their positions after deployment.
  - Keep agency employees informed about their deployed co-workers using agency newsletter and intranet sites, when given privacy authorization.
- Post-deployment:
  - Conduct Welcome Back recognition events for deployed employees upon return.
  - Give appreciation awards for special recognition to veteran employees.
  - Encourage returning active duty employees to share their military experiences with co-workers and answer questions at brown bag sessions.
  - Develop individualized soldier return to work plans or supplementary training for smooth transition back to work.
  - Grant additional time off for reintegration, if requested.
  - Assign mentors or buddies to returning deployed employees.
  - Provide information and resources about Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI) and other related programs such as the Employee Assistance Program (EAP) to both supervisors and returning veterans.

State agencies shared accounts of their support for their deployed employee and their families. The following are examples of those state agencies' support efforts:

- Provide on-going communication between employees and deployed employees and the families of deployed employees through emails and letters with photos.
- Collect donations of food, gifts, and gift cards for the families of deployed employees to assist with living expenses and to provide for them during the holiday season.
- Send deployed employees care packages including holiday gifts, homemade knitted caps, personal products, and letters with photos.
- Support the deployed soldiers' families by volunteering to babysit, provide home maintenance, and stock firewood.
- Agency HR staff serve as a resource for deployed employees and their families to answer questions pertaining to payroll, benefits, insurance, while the family is separated.

- The Minnesota Zoo hosts an annual Military Family Week event providing special discounts for military personnel and their families.

## **Training**

Many agencies provide or participate in training for managers, supervisors, and state employees regarding the reintegration of deployed employees. Agency human resources staff both conduct and attend training to ensure the appropriate state employees are knowledgeable and in compliance with applicable veteran laws. Some training sessions are led by subject matter experts from U.S. Veteran's Employment and Training Services and the state and federal Departments of Veterans Affairs.

Available training sessions include:

- Reintegration training for leadership staff and the returning deployed employees regarding smooth transitions back into the civilian workforce.
- Uniformed Services Employment and Reemployment Act (USERRA) training to outline the responsibilities of the employer and the rights and benefits awarded to veteran employees.
- Specific applications of the Family Medical Leave Act (FMLA) to deployed state employees and military family members.
- Post-traumatic stress disorder, traumatic brain injury, and suicide prevention sessions for veteran counselors and coordinators at Minnesota State Colleges and Universities campuses.

Agency-specific training includes:

- Minnesota Management and Budget provides consultation, training and information to state managers, supervisors, and human resources staff regarding the Minnesota Veterans Preference Act (VPA), VPA hearings, Recently Separated Veteran Interview Law, and the Noncompetitive Appointment of Certain Disabled Veterans.
- Minnesota Department of Public Safety provided training to returning veterans to that licensure and a smooth transition back to the work environment takes place. This one-on-one training includes recertification hours in defensive tactics, firearms, emergency vehicle driving, Taser use, and other critical skill needs.
- MnSCU offers Best Practices for Working with Vets in the Classroom training.

# Awards and Acknowledgments

## GI Jobs Magazine Military Friendly Schools Award

Each year GI Jobs Magazine honors the top 20% of colleges, universities, and trade schools across the nation that are doing the most to embrace America's military students and ensure their success on campus. The 2015 Military Friendly Schools list was compiled through extensive research and study of thousands of schools nationwide. The approximately 1,600 schools on this year's list highlight those institutions that exhibit leading practices to support military veterans.

18 of 31 MnSCU institutions have made the 2015 Military Friendly Schools list that was released in September 2014. These schools made the grade by offering scholarships, veteran's clubs, military credit, and other services to veteran students. This award is a reflection on the dedication of a school's staff and faculty to our country's veterans.

## Proclaimed Yellow Ribbon Companies

A Yellow Ribbon Company unites all key areas (recruiting, policy and procedure, training and development, community and employee outreach/support) within a company structure to create a broad network that connects and coordinates these areas throughout the company for the purpose of proactively supporting veterans and military families.

These organizations' efforts demonstrate a commitment to supporting military employees and local communities resulting in a stronger, more compassionate workplace. The following state agencies have been proclaimed Yellow Ribbon Companies:

- Minnesota State Colleges and Universities
  - Dakota County Technical College
  - Hennepin Technical College
  - Inver Hills Community College
  - Metropolitan State University
  - Minnesota State Colleges and Universities System Office
  - Minnesota State University Moorhead
  - Normandale Community College
  - Rochester Community and Technical College
  - South Central College
  - St. Cloud State University
- Minnesota Department of Natural Resources

## Conclusion

According to fiscal year 2014 data, the cabinet-level agencies in state government have a higher percentage of veterans in the workforce (8.1%), compared to percentage of veterans in Minnesota's civilian labor force (5.5%) between the ages of 18 and 64 (*US Census, 2013 American Community Survey*).

In fiscal year 2014, cabinet-level agencies hired 359 veterans into full-time unlimited positions. Since fiscal year 2010 the cabinet-level agencies have hired 1,479 veterans to unlimited positions. Veterans are being hired into a wide range of occupations across state government.

This report demonstrates that the executive branch state agencies and MnSCU are committed to upholding the state as a Veteran Friendly employer through their veteran focused recruitment and retention activities, building on-going relationships with veteran organizations and advocates, supporting deployed soldiers and their families, retaining veteran focused positions, providing reintegration training, and championing statewide initiatives for veterans.

# Appendix

## Cabinet Level Statutory Reporting Requirements

### Article 3, Sec. 22 of Chapter 94 from Session Laws of 2009

#### Sec. 22. REPORTING REQUIRED.

(a) The commissioner of Minnesota Management and Budget must collect the following data annually from each cabinet-level state agency, with the exception of the Metropolitan Council, and must report those data, by agency, by the second week of each legislative session, beginning in 2011, to the chairs and leading minority members of each of the house of representatives and senate committees having responsibility for veterans policy and finance issues:

- (1) the total number of persons employed in full-time positions by the state agency;
  - (2) the total number of employees identified in clause (1) who are veterans;
  - (3) the total number of vacant full-time positions in the agency filled by hiring or appointment during the designated fiscal year;
  - (4) the total number of applications received for the positions identified in clause (3);
  - (5) the total number of applications identified in clause (4) for which veterans preference was elected by the applicant;
  - (6) the total number of applications identified in clause (5) for which the veteran applicant was judged by the hiring authority as meeting minimum requirements for the open positions of employment;
  - (7) the total number of veteran applicants identified in clause (6) who were interviewed by the hiring authority for the open positions of employment in the agency;
  - (8) the total number of veteran applicants identified in clause (7) who were selected for and offered employment within the open positions of employment in the agency;
  - (9) the total number of veteran applicants identified in clause (8) who were hired into the open positions of employment in the agency;
  - (10) the total number of veteran applicants identified in clause (6) who were sent a rejection letter, in accordance with Minnesota Statutes, section 43A.11, subdivision 9; and (11) any other data or information deemed important by the commissioner of administration and reflecting on the efforts of the subject agency to recruit and hire veterans.
- (b) The data must reflect one full fiscal year or one full calendar year, as determined by the commissioner of Minnesota Management and Budget. (c) The term "veteran" has the meaning given in Minnesota Statutes, section 197.447.