



New Hanover County Schools
Engaging Students, Achieving Excellence

Application Instructions for Outside Work Experience Credit

- 1) **Determine Employee Eligibility.** Eligible employees are Classified employees who currently hold a full time position (30+ hours per week) and are paid on a 30+ Step Classified Pay Scale.
- 2) **Determine Eligible Outside Work Experience.** Verified full time (30+ hours per week), permanent employment that is directly related to the employee's current position with NHCS is eligible for consideration. Temporary, part time, interim, or substitute employment cannot be considered. Full time self-employment may be considered if it was the primary source of income and meets all other criteria. Self-employment experience must be verifiable through payroll records, tax forms, and similar documents that clearly establish full time status and outline job duties.
- 3) **Complete the Application Process.** There are two forms required: the Application for Outside Experience and the Employment Verification Form.
 - a. Complete the **Application** and submit to Human Resources within 30 days of date of hire.
 - b. Ask EACH previous employer to complete a separate **Employment Verification Form**.
 - i. LEGIBLY complete and sign the Employee Authorization section of the form before giving the Employment Verification Form to your previous employer.
 - ii. Use a separate Employment Verification Form for each employer.
 - iii. Self-employed experience must be verifiable through payroll records, tax forms and similar documents that clearly establish full time status and outline job duties. Attach copies of these documents to the Employment Verification Form.
 - iv. It is the employee's responsibility to send the Employment Verification Form to the former employer and follow up with the former employer to ensure forms are returned directly to Human Resources by the employer.
 - c. Completed Employment Verification Forms and any supporting documentation must be submitted within 60 days of date of hire for retroactive consideration to:
New Hanover County Schools
Supervisor of Classified Talent Management
6410 Carolina Beach Road
Wilmington, NC 28412
- 4) **Human Resources Review and Decision:** Human Resources will review all submitted information and notify employees of the outcome. Experience credit for eligible outside work experience is calculated at a rate of one pay step for every two full years of validated experience.

Appropriate pay step placement will be determined when all Employment Verification Forms listed on the Application are received **OR** 60 days from date of hire, whichever occurs first. If there are outstanding verifications after 60 days from date of hire, salary placement will be determined at that time based upon the verifications that have been received. Experience credit is retroactive to date of hire if verifications are received within 60 days of date of hire. Verifications received after 60 days from date of hire will be processed, but **will not** be retroactive.

Once submitted, the Application and Experience Verification Form becomes the property of New Hanover County Schools and will be kept as a matter of record in the Human Resources Department. Incomplete or illegible forms will not be processed. Employees may be asked to provide further documentation or testimony from the former employer to verify experience. Any employee who knowingly obtains or offers false or forged reports or records shall be guilty of a Class 1 misdemeanor and will be subject to disciplinary action up to and including dismissal.



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Application for Outside Work Experience

Employee Instructions: Complete this form and submit it to Human Resources. Include the name of each previous employer you are contacting for verification of outside work experience. This form will be used by Human Resources to document Employment Verification forms received from employers. Only employment listed on the Application will be considered.

Human Resources will determine appropriate pay step placement when all Employment Verification forms listed below are received **OR** 60 days from date of hire, whichever occurs first. If there are outstanding verifications after 60 days from date of hire, salary placement will be determined at that time based upon the verifications that have been received. Experience credit is retroactive to date of hire if verifications are received within 60 days from date of hire. Verifications received after 60 days and up to one year from date of hire will be processed, but **will not** be retroactive. Verifications received after one year from date of hire will not be eligible for consideration.

It is the employee's responsibility to send the Employment Verification Form to the former employer and follow up with the former employer to ensure forms are returned directly to Human Resources **by the employer**.

Name: _____ Last 4 Digits of SSN: _____ Date: _____

Signature: _____ Position: _____ Dept/School: _____

- Name of Previous Employer
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

HR USE ONLY				
Date Received: _____		DOH: _____		
<i>Date EV Received</i>	<i>Dir Rel? y/n</i>	<i>F/T? y/n</i>	<i>Retro? y/n</i>	<i>Validated Yrs/Mo</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Yrs/Mo				_____
Equiv. Pay Steps				_____
HR Signature: _____				
Date: _____				



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Employment Verification Form

Employee Directions: Sign and date the employee authorization below. Send this form to your previous employer for completion.

EMPLOYEE AUTHORIZATION: I hereby authorize the individual, company or institution named below to furnish New Hanover County Schools with validation of my previous work experience. I release this individual, company or institution and all individuals connected therewith, including New Hanover County Schools, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

Last 4 digits of Social Security #

Print Employee Full Name

Signature of Employee

Date

Previous Employer Directions: The individual listed above is currently employed by New Hanover County Schools and desires to obtain validation of previous work experience from your company. In accordance with the release signed by the individual above, please provide the information requested below and **return directly** to: New Hanover County Schools, Human Resources-OWE, 6410 Carolina Beach Road, Wilmington, NC 28412. FAX: 910-254-4471

Name of Company: _____ Business Phone: _____

Street Address: _____ City, State, Zip: _____

Position Employee Held with Your Company: _____

Dates of Prior Employment: From: _____ To: _____ Avg. Hours Worked per week: _____

Brief Description of Duties and Responsibilities: _____

Person Completing Form (Print): _____ Your Title/Position: _____

Signature: _____ Date: _____

Your signature affixed above, indicates the information provided to us concerning this individual is, to the best of your knowledge, accurate and truthful.