

Board Policy #: 43  
 Adopted/Ratified: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_

**Birmingham Community Charter High School  
 Classified  
 Step Placement Form  
 New Hires / Transfers / Promotions**

Employee Name:	
Position:	
<i>Credit shall be granted to employees for prior experience within the past five (5) years in the classification for which hired on the following basis:</i>	
Related experience (outside education industry)	Related experience (education industry)
Credit for one (1) step on the Classified salary schedule shall be granted for verified related like work experience (outside education industry). Experience is evaluated and is at the discretion of the employer. Maximum placement is step 3.	Credit for one (1) step on the Classified salary schedule shall be granted for related education industry work experience. Experience is evaluated and is at the discretion of the employer. Maximum placement is step 3.
1.	1.
2.	2.
3.	3.
Total years of experience:	
Recommended Step Placement:	
Note: Promotional placements will not result in a loss of pay.	