



Verification of Work Experience for Salary Credit

This process must be followed in order to receive salary credit for previous work experience.

- **Previous work experience must be verified for salary purposes.** Without verified experience you may be placed at the entry-level salary for your position.
- You will be provided with the appropriate Verification of Experience form(s) at New Employee Onboarding. You may also access the form(s) online and complete them electronically at www.gcpsk12.org/compensation> Verification of Work Experience.
 - Complete **Part A** of the form.
 - Send the form off to all previous employers with whom you have related work experience. The form may be sent via email, or printed off and sent via fax or mail.
 - An authorized Human Resources official of your previous employer(s) must complete and return the form to the Compensation Administration office upon completion. Instructions are provided on the form. The form may be returned via email, or printed off and sent via fax or mail.
 - The form is only to be completed by an authorized Human Resources official who is still actively employed with the district/organization.
- Once received by Compensation Administration, your prior work experience will be evaluated as it relates to your position, and salary credit will be granted where appropriate.
- In order to understand how salary credit is evaluated and applied for your position, please reference the **Salary Schedules** and **Frequently Asked Questions** at www.gcpsk12.org/compensation for valuable information.
- If no completed experience forms are received prior to the payroll period cut-off, your salary may be set at the entry-level rate for your position. If completed forms are received after the payroll period cut-off, your work experience will be processed for the following payroll period, retroactive to your start date. If completed forms are received after June 30th of the current fiscal/school year, your experience will be applied beginning with the start date of the next fiscal/school year.
- If you do not have prior related work experience, you do not need to complete the Verification of Work Experience process.
- Non-teaching employees must submit official college transcripts to be evaluated for potential salary credit.