

Employee Name (please print): _____

CAREER SERVICE
Work Experience Verification

A maximum of \$600 may be given to full-time career service employees who have two complete years or \$300 for one complete year of documented, **full-time** position-related experience resulting from previous employment (excludes employment at the College).

In order to be awarded the salary level advancement, documentation for the previous work experience must be submitted to the Human Resources Office and must be:

- a. on the employer's letterhead and contain your
- b. position title,
- c. dates of employment, and
- d. employment status (full-time or part-time)

The award will be effective the latter of: (1) your date of employment (2) July 1 of the fiscal year in which the documentation is presented to the Human Resources Office.

If you believe you qualify for this salary level advancement and you will provide the required documentation, please indicate: _____ yes _____ no; number of years _____ (one) _____ (two)

Signature: _____ Date: _____

Degree Verification

Full-time career service employees who satisfy the following criteria will be awarded an annual base salary increase of \$300.00:

1. The employee shall have earned an associate degree from an accredited institution recognized by the College. Sixty semester hours of academic credit, excluding physical education credits, will be accepted in lieu of the degree.

The amount will not be awarded to those employees whose official position description maintains that the degree or its equivalent is a minimum requirement for the position.

2. The employee shall have earned a bachelors degree or higher from an accredited institution recognized by the College.

The amount will not be awarded to those employees whose official position description requires the degree.

3. The employee presents to the Human Resources Office an official transcript documenting receipt of the degree or its equivalent, as applicable.

The award will be effective the latter of: (1) your date of employment (2) the first day of the month following the date the degree was conferred or its equivalency earned (3) July 1 of the fiscal year in which the documentation is presented to the Human Resources Office.

I believe I possess either (1) a higher degree than my position description requires, or, (2) no degree, but have 60 semester hours of academic credit, excluding physical education credits, and my position description requires no degree: _____ yes _____ no

Signature: _____ Date: _____