

Verification of Non-Certified Experience Form Instructions

Prior work experience for all Atlanta Public Schools (APS) employees must be verified in writing and evaluated in order for creditable experience to be awarded. It is the responsibility of the employee to provide verification of experience forms to their former employers for completion, collect completed verification of experience forms from all previous employers and submit all documents in one verification packet to Atlanta Public Schools, HR: Experience Verification for evaluation and processing.

All employees will be paid the entry level salary (Step 0 or minimum) on the appropriate salary schedule until the verification packet is received and evaluated by the Compensation Department. Creditable experience may be awarded if the prior service duties are equivalent and/or relevant to the employee's APS position. All determinations regarding experience will be made by the Compensation Department.

Verification Process

1. Complete Part I of the Verification of Experience form.
 2. Send the completed Verification of Experience form to each of your previous employers. Previous employers should complete Part II and Part III (if applicable) of the Verification of Experience form and return the completed form to the employee.
 3. As the forms are received, update the Verification Cover Sheet, clearly documenting all of the verification forms that will be included in the packet.
 4. Combine all the original verification forms into one packet for submission to Atlanta Public Schools, HR: Experience Verification. **Note:** *These forms will not be returned. Making copies for your records is recommended.*
 5. Mail or hand deliver the complete packet in one sealed envelope to the address below. Before sealing the envelope, ensure the packet contains a completed Verification Cover Sheet, all signed and completed Verification of Experience forms and any additional documentation that is necessary.
- Atlanta Public Schools**
Attn: HR: Experience Verification
130 Trinity Avenue SW
Atlanta, GA 30303-3626
6. The Compensation Department will receive and review the verification packet, evaluate the documents submitted, process the salary adjustment (if applicable), and calculate the retroactive payment (if applicable).

Each employee should submit only one verification packet with all their verification documentation. Any experience verification forms that are inadvertently excluded from the verification packet must be received no later than June 30th. Retroactive salary will not be given for previous school years.

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Please use the procedures below to verify past employment for any companies that are no longer in operation, companies that no longer have prior employment records or if you were self-employed.

1. Submit a notarized letter to the Compensation Office stating the information regarding your prior employment. The letter should include the name and address of the company, the dates of employment, employment status (full-time or part-time), number of days worked per year, number of hours worked per day, salary received, and specific duties performed while on the job. The letter should also contain the name and contact information of the former supervisor.
2. Along with the notarized letter, the employee should provide W-2 forms, tax returns, and/or check stubs, for each year worked, that would assist in verifying the employment information.
3. After receiving these documents, the Compensation Office will determine whether the information provided supports granting credit for this prior experience.

Note: The following resources may be considered when obtaining supporting documents (i.e. W-2 forms or check stubs). IRS transcripts going back 10 years can be obtained online at IRS.gov at no cost. IRS tax returns can be requested using IRS Form 4506 for a fee. Social Security Administration Itemized Statement of Earnings which includes the names of employers can be obtained for a fee (SSA-Form 7050-F4).

Military Experience

- Military service credit is for active duty service in the Armed Forces of the United States. Service in the Reserves shall not be counted unless the individual is called to active duty.
- Non-Teaching employees do not receive military service credit, however, if equivalent job duties were performed, work experience credit may be awarded.
- Certified employees may receive a maximum of three years military service credit.
- A DD214 must be submitted to the Compensation Department for review.

In order to receive a year of experience an employee must work the following number of days in a year to receive credit.

<u>Employee Work Schedule</u>	<u>Number of Days Worked</u>
190, 191, 200	120
220	139
242, 261	152

Non-Certified – Verification of Work Experience *(Please use this form to verify any non-certified experience.)*

 **PLEASE RETURN THE ORIGINAL COMPLETED FORM TO THE REQUESTING EMPLOYEE AT THE ADDRESS PROVIDED BELOW** 

Part I: TO BE COMPLETED BY EMPLOYEE: In order for experience credit to be granted for the current school year, verification must be received no later than June 30th. Retroactive salary will not be given for previous school years. If you plan on resigning, all verifications must be received before the resignation date.

Employee's Name _____ Social Security No.: _____ - _____ - _____ Date of Birth: _____

Address _____ City/State: _____ Zip Code: _____

By signing below, I hereby authorize my former employer to complete this form and release all information requested. I also understand that it is my responsibility to obtain correct and completed employment verification forms from my previous employers.

Employee's Signature: _____ Date: _____

Part II: TO BE COMPLETED BY PREVIOUS EMPLOYER: The individual whose name appears above has been employed by Atlanta Public Schools. In order to establish correct salary placement, it is necessary to verify previous employment. Your assistance in establishing a correct service record for this employee will be appreciated.

School District/Company: _____ State: _____

Did the employee receive an Overall Unsatisfactory, Ineffective or Needs Development annual summative performance evaluation? ☐ Yes ☐ No

If YES, please indicate which year(s) and what rating(s): _____

NOTE: Use one line for each academic year or change in status. Do not include leave of absence periods.

Position Held	Dates of Service (MM/DD/YY)		Full-time or Part-time	Hours Per Week	Job Duties
	From	To			

I certify that all the information listed above is complete and correct according to the official records of the school system or company providing this verification of experience.

Signature of Authorized Official: _____ Date: _____

Printed Name: _____ Title: _____

Telephone No.: _____ Email: _____

Part III: TO BE COMPLETED BY GEORGIA SCHOOL SYSTEMS ONLY

As of _____ (Date) _____ days of unused accumulated sick leave are herewith transferred, in accordance with O.C.G.A. Section 20-2 850, for inclusion in the permanent personal record of the above-named employee.

Did Employee Gain Tenure Status? ☐ Yes ☐ No

Updated 06/14/2016

Verification Cover Sheet

Employee Name:			
Email Address:			
Telephone No.:		Lawson No.:	

Please list below all of the previous employers that are included in this packet

<i>Company/District</i>	<i>Dates of Employment</i>	<i>Years of Experience</i>	<i>Comments</i>

TO BE COMPLETED BY THE COMPENSATION DEPARTMENT

Effective Date of Change: _____

APS Creditable Experience: _____

Prior Creditable Experience: _____

Total Years/Step: _____

Pay Grade: _____

Compensation Service Years Verified

_____ Administrative Years

_____ Teaching Years

_____ Non-Teaching Professional Years

_____ Support Years

_____ Military Service Years

_____ Salary Creditable Years

Annual Salary \$ _____ Prorated Salary \$ _____ Lawson Entry (PayRate) \$ _____

Comments: _____

Approved by: _____ Date _____