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July 14, 2016

Good Afternoon,

As you are aware, Phase II of the Compensation Study will continue to address pay parity and improve the District's compensation system. Phase II will focus on gathering and evaluating external work history for all non-teaching employees. Creditable experience for salary purposes is determined based on past work history that is equivalent and/or relevant to the employee's current position.

Phase II begins July 2016 and occurs over the next 8 months (through February 2017). The process will be broken down into the following four steps:

- Step 1 – Employees will submit their external work history to HR via an electronic form.
- Step 2 – The HR Compensation Team will review and evaluate the external work history.
- Step 3 – Employees will submit requested experience verification forms to HR.
- Step 4 – The HR Compensation Team will calculate and communicate all salary adjustments.

In order to complete Step 1 of the Phase II process, each non-teaching employee will complete a job history form for each previous job held outside of APS. The job history form is electronic and can be found on the [compensation website](#) or by clicking the following link:

<http://www.atlanta.k12.ga.us/JobHistory>

Step 1 should be completed by every non-teaching employee by August 31, 2016. Then, the compensation team will begin working on Step 2 of the process. We look forward to providing additional communication and assistance to you throughout the process.

Thank you,

*Holly Morales*

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