

CHAPTER: PERSONNEL

TITLE: PRIOR SERVICE EXPERIENCE CREDIT

All Calhoun County Board of Education employees may request credit for prior service experience.

1. Requests for prior service experience (outside the school system) must be made in writing within 10 days at the time of employment. Documentation of prior service must be provided with the letter of request.
2. The prior service experience must be like or same and directly related to current position.
3. One hundred thirty-three (133) days of experience is equivalent to one year of prior service.
4. If an employee transfers to another job classification, locally approved prior service experience may not apply. For example, if a cook becomes a custodian, locally approved prior service experience as a cook would not apply to custodial duties. If at the time of such a transfer, the employee in the new classification desires to request prior experience for the new classification, the request must be made in writing within 10 days of being employed in the new classification. No request for that experience will be considered after that 10 day period.

REFERENCE: CCBOE

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