

CLASSIFIED EXPERIENCE VERIFICATION GUIDELINES

For classified employees, previous experience outside of Rutherford County Schools may be submitted for review by the Human Resources Department. Such experience **MUST** be submitted to your principal or supervisor within 30 calendar days of your initial employment date, on company letterhead, and include the exact time period worked for that company, as well as specific job duties as they relate to your current position. The principal or supervisor will then submit to HR for review.