

RUTHERFORD COUNTY SCHOOLS

EXPERIENCE VERIFICATION GUIDELINES for CERTIFIED EMPLOYEES

1. Tennessee Public School Experience

- a. All verified Tennessee public school experience will be accepted
- b. Experience verification for the previous school year must be submitted for that year to be included in the immediate salary adjustment
- c. The deadline to submit verification for TN public school experience is December 1
- d. Salary adjustment will be made once experience verification forms are received and approved provided the Dec. 1 deadline is met

2. Out of State Public School Experience

- a. All verified out of state public school experience will be accepted
- b. The deadline to submit verification for out of state public school experience is December 1
- c. Salary adjustment will be made once experience verification forms are received and approved provided the Dec. 1 deadline is met

3. Private School experience in Tennessee or Out of State

- a. Request for private school experience must be accompanied by the following
 - i. An experience verification form completed by the private school facility
 - ii. Specific contact information for the identified private school to complete the verification process
- b. The deadline to submit verification for private school experience is December 1
- c. Salary adjustment will be made once experience verification forms are received and approved provided the Dec. 1 deadline is met

4. Overseas, Charter or Other Educational Facilities

- a. Request for experience from any other educational facility must be accompanied by the following
 - i. An experience verification form completed by the school facility
 - ii. Specific contact information for the identified school to complete the verification process
- b. The deadline to submit verification for other educational experience is December 1
- c. Salary adjustment will be made once experience verification forms are received and approved provided the Dec. 1 deadline is met

5. Military Experience

- a. Submit verification of active duty - the DD214 form is required
 - i. Up to five years will be approved for years of service that meet active duty criteria
- b. The deadline to submit verification for Military experience is December 1
- c. Salary adjustment will be made once experience verification forms are received and approved provided the Dec. 1 deadline is met

6. University Level Teaching Experience

- a. Experience will be granted for the verified years as a full time teacher of the university
- b. Documentation must include a letter (on university letterhead) from the department chair verifying the full time teacher status held by the applicant
- c. The deadline to submit verification for university experience is December 1
- d. Salary adjustment will be made once experience verification forms are received and approved provided the Dec. 1 deadline is met

Experience approval will be contingent on verification requirements set forth by the Rutherford County school system

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