

Greene 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 retroactive once experience verification forms are received and approved provided the Dec. 1 deadline is met
- e. Experience for certified substitute teachers who hold a valid Tennessee teaching license will be reviewed for experience credit. Certified substitute teachers who accumulate a minimum of thirty (30) or more consecutive days in the same position may apply this time toward experience credit if the substitute experience occurred within three (3) years prior to employment in a regular teaching position. Substitute teaching experience cannot be used to meet tenure requirements.

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 retroactive once experience verification forms are received and approved provided the Dec. 1 deadline is met.

**3. Private School Experience, Other Educational Facilities, Overseas, or Charter School Experience
(Teacher is responsible making contacts to provide this information)**

- a. Request for private school experience must be accompanied by the following
 - i. An experience verification form completed by the private school facility
 - ii. Documentation verifying State Approval during the years of employment
 - iii. Evidence of a valid teaching license from the home state of the private school during the period of employment at the private school
 - iv. Specific contact information for the identified private school to complete the verification process

4. Military Experience

- a. Submit verification of active duty - the DD214 form is required (NGB22 for National Guard)
 - i. Up to five years will be approved for years of service that meet active duty criteria

5. University Level Teaching Experience

- a. Experience will be granted for the verified years as a full time voting member of the university
- b. Documentation must include a letter (on university letterhead) from the department chair verifying the voting authority held by the applicant
 - i. Specific contact information for the identified school to complete the verification process

Experience approval will be contingent on review and verification of all documentation submitted to the Human Resources Department of the Greene County School System.