



CITY OF BAKER SCHOOL SYSTEM (CBSS) EMPLOYMENT AND SICK LEAVE VERIFICATION FORM

MAILING ADDRESS: P.O. Box 680, Baker, Louisiana 70704-0680 **PHYSICAL ADDRESS:** 14750 Plank Road, Baker, Louisiana 70714

Supervisor of Human Resources, David W. Grisby (225/778-2379) and Finance Specialist, Portia DeCuir (225) 775-2371 Ext. 709

CAVEAT: FAILURE FOR EACH CBSS EMPLOYEE TO HAVE FORMER EMPLOYERS COMPLETE THIS FORM WILL RESULT IN THE EMPLOYEE BEING PAID AT THE LOWEST PAY STEP. It is suggested that the employee sends this form by fax, by email, and by hard mail to his or her former school district(s) and/or former non-school district employers, as applicable

NOTE: It is the responsibility of each EMPLOYEE to have each former employer to complete this Verification Form within ten (10) working days of the first day of hire OR by the last day of the Payroll Due Date (consult the CBSS Payroll Calendar) before his/her first check. Each Employer should scan and email a preliminary copy of this Verification Form to dgrisby@bakerschools.org with cc to pdecur@bakerschool.org OR send a preliminary faxed copy to (225) 774-5797; however, the originals (school system envelopes) must be mailed to City of Baker School System, P.O. Box 680, Baker, LA 70704-0680, ATTENTION: David Grisby, Supervisor of HR. It is strongly encouraged that each Employer also send a copy to the former employee so that he or she may have an idea of when the Verification Form was submitted.

TO BE COMPLETED BY THE EMPLOYEE

EMPLOYEE NAME _____ FORMER SCHOOL DISTRICT/ENTITY _____

SOCIAL SECURITY NUMBER _____ FORMER SCHOOL DISTRICT/ENTITY ADDRESS _____

EMPLOYEE RELEASE OF INFORMATION AUTHORIZATION STATEMENT

NOTE: Must be signed former employee so the former school district/entity/employer can submit information to the City of Baker School System

I hereby authorize the CBSS to receive Verification of Experience and Sick Leave information, evaluation information, sexual misconduct disclosure information, and any other pertinent related information regarding my employment.

Printed Name of Former Employee _____ Signature of Former Employee _____ Date Signed _____

The person named above indicates employment with your school district from date (mm/dd/yyyy) _____ to date (mm/dd/yyyy) _____

***Please do NOT include day-by-day substitute teaching or other experience when verifying experience in chart below. Indicate each school year on a separate line. This form can be duplicated if more pages are needed.**

TO BE COMPLETED BY THE FORMER EMPLOYER/SCHOOL DISTRICT/ENTITY

School Year (SY) _____ to _____ *separate line for each School Year	Job Title(s)	Dates of Service (m/d/yyyy to m/d/yyyy)	# of Days Worked by This Person in SY	# of Days in School Session or Contract Days for this Person	Indicate, if applicable, what month type of employee is this person? (9,10,11, or 12)	FULL TIME OR PART TIME, and if necessary, the percentage of Day Employed as such	Name of School or Work Location
to		to	days	days	month		
to		to	days	days	month		
to		to	days	days	month		
to		to	days	days	month		
to		to	days	days	month		

- 1) If applicable, Annual PIP Increment is: \$ _____
- 2) Balance of regular sick leave upon separation _____ hours when converted to days is _____ days.
- 3) Has this regular sick leave been transferred to another system? Yes or No If yes, which system? _____
- 4) Statutory Extended Sick Leave:
 - a) Balance of Extended Sick Leave hours is _____ hours, and when converted to days is _____ days
 - b) The beginning date of six year eligibility period (mm/dd/yyyy) is: _____
 - c) Has there been an interruption in the six-year period? Yes or No If yes, explain documented circumstances and dates (mm/dd/yyyy) of interruption: _____
- 5) For the most recent school year under your employ, he or she was credited with _____ years of experience.

Certified by: _____
Printed Name _____ Signature _____ Position Title _____ Date (mm/md/yyyy) _____

SALARY SCHEDULES

Upon the recommendation of the Superintendent, the City of Baker School Board shall establish salary schedules by which to determine the salaries to be paid to teachers and all other school employees. **Salaries of all teachers shall be set by the Superintendent.** The salaries of all personnel are generally based upon an established salary schedule; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

No teacher or administrator who is rated "ineffective" pursuant to the Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the teacher/administrator received in the year of the evaluation. The amount of the annual salary paid to any employee in any school year shall NOT be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during the academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to the correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding. Any salary reduction shall not apply to any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained. The limitation on the reduction of salary shall also not apply to an employee who has been promoted and subsequently demoted. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted. Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. **EXCEPTIONS may be made only when qualified teachers with valid certification are NOT available for employment.**

EXPERIENCE CREDIT

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the U.S., or within any of its territorial possessions; or as a teacher in a private or parochial schools, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such as experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the U.S. (for example SACS). Experience outside of the U.S., its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the U.S. **A year of teaching experience shall be granted if the person was employed for at least 91 instructional days during one scholastic year, excluding holidays, as verified by the Superintendent.** However, not more than one year of experience shall be granted for a period inclusive of 12 consecutive calendar months. **All experience must have been on a full time basis.** Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, **shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state.** Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

ADVANCED DEGREE

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, **said teacher shall be paid for the advanced degree or training beginning with the next school semester after all necessary documentation has been received from the LDOE.** It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

RETIREEES

The salary of any retiree who is re-employed as a full time teacher shall be based on the salary schedule which accounts for ALL prior years of teaching experience and pertinent experience. The status of any retiree who is re-employed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees. The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly newly hired employees while a retiree.

SCHOOL EMPLOYEES

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the City of Baker School Board, with the exception that **no employee shall receive less than the minimum established by state or federal law.** For the purpose of this subsection, school employee shall mean any employee of the School Board who is NOT required to hold a teacher's certificate as a condition of employment, including, but not limited to, bus operator, food service worker, para-educator, custodian, and maintenance personnel.