

**TITLE: PRIOR SERVICE CREDIT**

(Service and Auxiliary Personnel)

1.0 In order to attract and maintain employees in all classification titles in competition with the private sector, the Gilmer County Board of Education shall award prior work experience in all classification titles of employment to employees who qualify for said credit under the terms of this policy. This shall be the official policy of the Gilmer County Board of Education regarding the awarding of experience credit for salary scale placement for work performed by service employees of the board for employers other than the Gilmer County Board of Education.

The Gilmer County Board of Education shall not award any experience credit for salary purposes for any work experience other than as expressly provided for in this policy.

2.0 **ELIGIBILITY:** All experience earned while a regular, full time employee of any West Virginia public school system or the West Virginia Department of Education shall be credited to the employee, provided that the employee makes timely application for the credit.

3.0 **MISCELLANEOUS PROVISIONS:** If a service employee has been granted experience credit in one classification title and subsequently bids into or is awarded a different classification title through reclassification, the employee shall lose the experience credit that was granted based upon the formerly held classification title.

4.0 **DISSEMINATION:** Upon adoption of this policy all current service employees will be provided with a copy of this policy. At the time of initial employment, regular or substitute, any new service employee shall be provided a copy of this policy.

5.0 **APPLICATION FOR EXPERIENCE CREDIT:** Any employee who wishes to be granted prior work experience credit must make application therefore by submitting a written application to the Superintendent of Schools through the Office of Personnel.

5.1 The application must list all claimed employment and must contain sufficient information to allow the administration to verify the claimed employment.

6.0 Maximum of ten years credit will be given for experience earned in a position similar to the one being sought, providing that the experience was gained in a public school system within the state of West Virginia.

7.0 Out-of-state credit with a public school system will be granted on a one for two basis. For every year of experience a potential employee may have, he or she will be granted six months experience credit in one-half year increments. Related experience, not gained with a public school system, will be considered on an individual basis.

8.0 In order to pursue a claim for prior work experience credit, an employee must assert a claim for such credit within thirty (30) working days of initial employment, within thirty (30) working days of a transfer to a new position in a new classification category, or within (30) thirty working days of the initial dissemination of this policy.

8.1 Failure to make a timely request for experience credit with sufficient information to allow for verification of the claimed experience shall result in a permanent waiver of the right to seek such credit.

9.0 For the purposes of this policy the committee understands that some service personnel members have already been granted prior work experience credit for pay purposes. Employees having been granted prior work experience credit prior to the passage of this policy shall retain the same, without the need to reapply, and those employees seeking and qualifying for experience credit for pay purposes shall be awarded the same effective with the effective date of this policy.

**Legal Authority:**

**Board Adoption: 9-13-76**

**Revised: May 28, 2019**