

Verification of Experience when transferring within the District

In order for years of experience to be granted, the previous experience must be like experience as determined by the Human Resources Department. The HR Department will use job descriptions to determine like experience. In addition, if an employee is being promoted to a managerial or supervisory position, only prior management/supervisory experience will be granted. This experience must have either been gained during employment with the Hernando County School District or have been disclosed on the original Verification of Experience form.

Previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Employee has up to 30 days from the date experience is granted to appeal the number of years granted. Please refer to the Staff Handbook for additional information.

In order for years of experience to be granted, the previous employment must be listed on the General Employment section of the online application. All experience must be verified by the former employer(s) using the appropriate Hernando County School Board form. It is the responsibility of the employee to request the forms from the Human Resources Department or to download them from the School Board website.

In order for granted experience to be retroactive to the employee's start date, the form(s) must be received in the Human Resources Department within forty-five (45) calendar days of the employee's start date. If the form(s) are received beyond the forty-five (45) calendar days, the salary adjustment will be made from the beginning of the pay period during which the forms were received.

Noninstructional and Confidential Experience

Noninstructional and Confidential personnel may be granted up to three (3) years credit for military experience. A copy of the DD-214 must be submitted to the Human Resources Department.

Noninstructional and Confidential personnel may also be granted up to ten (10) years experience for comparable work as determined by the Human Resources Department. The combination of military experience and work experience cannot exceed ten (10) years.

Click the indicated link to the left to view/download the Noninstructional/Confidential Experience Form.

Instructional Experience

Instructional personnel may be granted up to ten (10) years credit for military experience. A copy of the DD-214 must be submitted to the Human Resources Department. Instructional personnel may be granted up to ten (10) years of teaching experience which must be verified by the previous district(s). Proof of a successful evaluation rating in a full-time teaching position for each year of verified service (in accordance with Florida Statute) must be received in order to be granted experience credit. The combination of military experience and comparable work experience cannot exceed ten (10) years.

In order to receive credit, the instructional employee must have met the below criteria:

- received a satisfactory evaluation for each year
- been employed full-time for one (1) day more than half of the contract year

- been required to hold a valid teaching certificate
- been employed by a regionally accredited institution

Click the indicated link below to view/download the appropriate Instructional Experience Form.

Administrative Experience

Administrative personnel may not be granted years of credit for military experience. Administrative personnel may be granted up to fifteen (15) years of experience for comparable work as determined by the Human Resources Department.

Click the indicated link to the left to view/download the Administrative Experience Form.

Professional/Technical/Supervisory Experience

Professional/Technical/Supervisory personnel may not be granted years of credit for military experience. Professional/Technical/Supervisory personnel may be granted up to ten (10) years of experience for comparable work as determined by the Human Resources Department.

Click the indicated link to the left to view/download the Administrative Experience Form.

The employee may be required to provide additional documentation, such as a job description, if required by the Human Resources Department administrator. For all employees, previous experience can only be brought in one time for the entire duration of employment with the Hernando County School District regardless of employment changes. Employee has up to 30 days from the date experience is granted to appeal the number of years granted.