

Frequently Asked Questions

How many days need to be worked during the school year to be credited for that year?

Full time experience is defined as working for pay for more than one-half of the number of contract days in a school year during the term of Public and/or Private teaching.

When will I be placed on the correct step for my experience?

All newly-hired teachers will be placed on Step 1 on the CTA Salary Schedule until the teaching experience verification forms have been received, processed and approved. Once completed, the pay will be retroactive back to the date of hire into the teaching position (if the documentation was received within the initial 90 days).*

**NOTE: As existing District Teachers have not received step increases for FY08, FY09, FY10 and FY11 (pending), teachers new to the District for FY12 may receive all their years of verifiable experience for step credit minus 4 years for purposes of equity.*

Will I get credit for being a substitute or an assistant teacher?

No. Only experience gained while working as a Regular Certified Teacher in a contracted teaching position can qualify.

What is the maximum number of years that I am allowed to bring to the District?

The maximum number of years accepted for teaching experience is twenty-five (25) years.

If I have 26 years (or more) of teaching experience, can I receive the longevity pay at the time my experience is verified?

The employee must have been paid on the maximum step level for one year prior in the District before they can qualify to receive the longevity base salary.

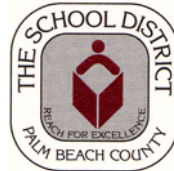
What if the Teaching Experience Verification Form (PBSD 2044) arrives after the ninety (90) days of my date of hire?

If received after the 90 days from the date of hire, experience credit will begin the first day of the next fiscal year. It is the instructional employee's responsibility to make sure that the PBSD 2044 Verification of Previous Public/Private Experience form has been completed and submitted to the Compensation & HR Planning Department within the 90 day time period.

For general HR information,
please call our
HR Customer Call Center at

561.434.8777 (PX 48777)
877.477.3722

or email your question to:
AskHR@palmbeachschools.org



The School District of Palm Beach County prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status and disability in any of its programs, services or activities.

Compensation & HR Planning
Attn: Teaching Experience
3300 Forest Hill Blvd., A-115
West Palm Beach, FL 33406

Phone: 561.434.8777
Fax: 561.357.1176

7/11/11

Credit for
Teaching
Experience
Public/Private



Compensation
& HR Planning

*Division of
Human Resources
School District of
Palm Beach County*

How do I get credit for previous *Public School* teaching experience?

To receive credit for previous teaching experience at a public school, the instructional employee should send the Verification of Previous Public/Private Teaching Experience form (PBSD 2044) to their previous employer. *The form must be returned to the Compensation & HR Planning Department no later than 90 days after the employee's date of hire.*

How do I get credit for previous *Private School* teaching experience?

To receive credit for previous teaching experience at a private school, the instructional employee should:

- Send the **Verification of Previous Public/Private Teaching Experience** form (PBSD 2044) to their previous employer. *The form must be returned to the Compensation & HR Planning Department no later than 90 days after the employee's date of hire.*
- Send a copy of your state-issued teaching certificate issued during the period of private school employment to the Compensation & HR Planning Department (address on this brochure).
- Send an official transcript of your Bachelor's degree indicating degree conferral prior to the period of private school employment.

NOTE: The private school must be accredited by a District recognized accrediting agency and must operate a regular session with two or more teachers encompassing more than one grade level.

The **Verification of Previous Public/Private Teaching Experience** form (PBSD 2044) can be downloaded from the District website at: www.palmbeach.k12.fl.us/Records/FormSearch.asp

Teaching Experience Processing Information

Please allow at least two weeks after you have sent the form* to your previous employer before checking with the Compensation & HR Planning Department to see if we have received your information. When we receive the form, the Compensation Team will review it for:

- Correct form completion
- Stamp/seal from the school
- School accreditation
- Stamp/seal from the "Ministry of Education" for foreign degrees
- Received date. Must be received within 90 days of hire to be retroactive to hire date. (If received after the 90 days from the date of hire, experience credit will begin the first day of the next fiscal year).

***Please note: It is the employee's responsibility to make sure that the PBSD 2044 Verification of Previous Public/Private Experience form has been completed and submitted to the Compensation & HR Planning Department within the 90 day time period.**

Vocational Experience Processing Information

To receive credit for previous vocational experience, the vocational instructional employee should:

- Send a completed **Employment Verification of Occupational Experience for Vocational Employees** form (PBSD 2275) to the Compensation & HR Planning Department.

Vocational experience must be related to the employee's current vocational position.

The CTA Bargaining Agreement allows for up to 10 years of experience for compensation purposes.

How will I know my Teaching Experience has been processed?

Once the Teaching Experience has been evaluated, one or more of the following will take place:

- If the employee's Teaching Experience has been fully or partially approved, the employee's compensation screens will be updated and a confirmation letter will be sent to the employee.
- If any information is missing, or if more information is needed, a letter will be sent to the employee requesting the information.
- If the teaching experience does not meet the requirements specified in the CTA Bargaining Agreement, a letter will be sent to the employee detailing the reason why the experience does not qualify.



When will I see the compensation for the Teaching Experience reflected in my paycheck?

Teaching Experience Compensation

Once Teaching Experience is updated in the employee's Compensation screens, the employee should see an increase in the paycheck immediately following the processing date. (Due to the process of scanning the documentation before sending it out, the employee may actually see the increase before receiving the confirmation letter).

Teaching Experience Retroactive Compensation

The Payroll Department is notified regarding any retroactive monies that may be due, and will process it as soon as possible.