



## Verification of Previous Teaching Experience for Salary Increment Purposes

Welcome to El Paso Independent School District (EPISD)

Employees with previous teaching experience may claim experience for salary increment purposes. Creditable years of service will be determined by human resources as defined by state regulation at the time of employment. (TAC Title 19, part II, 153.1021) Creditable years of service will be from an accredited institution in accordance with the **TEC 153.1021 (1) Recognition of Creditable Years of Service**. New hires will be paid at zero (0) years of experience at the respective pay scale until all service records are received and validated. Only the relevant experience pertaining to the position will be granted.

Please review the Service Record Frequently Asked Questions below. Visit our website to download the required forms.

### How do I get credit for my previous teaching experience?

The employee is required to submit an original teacher service record or equivalent document that verifies the number of years of teaching service claimed for salary purposes. If employment was at the college or university level both the [Teacher Service Record \(form FIN-115\)](#) and the [College Verification](#) form are required to be completed and submitted for review. Private school experience will require the [Verification of Accreditation Status](#) form.

### Does someone in EPISD request the service record for me?

It is the employee's responsibility to request the service record from their former school district or institution.

### How do I request a service record from my former school district?

If you were employed in a Texas public school, contact the Human Resources department of the former school district and request that the original service record **be mailed to you**. Do not request the service record be mailed to EPISD. Once you receive **all** the records, verify that the information is correct. **Sign them at the top, make a copy for your record and submit the originals to EPISD**. If your former employer is a school/institution from out-of-state you will need to provide them with a [Teacher Service Record \(form FIN-115\)](#) for them to complete. If employment was at the college or university level then both the Teacher Experience Report and the [College Verification](#) form are required to be completed and submitted for review.

### Are copies or faxes of the service record acceptable?

EPISD requires original service records. A copy will only be accepted in place of the original if the copy has the school district seal.

### Does private school or foreign teaching experience qualify for salary increment purposes?

The private or foreign school must be accredited by an agency recognized by the Texas Education Agency and meet the requirements. The [Verification of Accreditation Status](#) form will need to be submitted. Each service record is reviewed on an individual basis when submitted to EPISD.

### Is there a deadline for submitting service records?

No. However, experience will be applied and processed in the current school year that the service record is received and it will not be retroactive.

### Does non-school or private practice nurse experience count for salary purposes?

Yes, if the non-school or private practice nurse experience was in a RN position and the nurse is currently employed by EPISD as a school nurse. EPISD grants one (1) year for each verifiable year and experience will be granted not to exceed mid-point. Written verification from previous employers is needed prior to granting the experience.

### Does substitute teaching experience count?

Beginning with the 1998-99 school year, a substitute teacher may receive credit for years of substitute teaching experience for salary increment purposes provided that the teacher held a valid teaching certificate at the time the service was rendered and the teacher was employed in an entity recognized for creditable years of service and the minimum days employed were met. The employee is required to submit an original teacher service record that documents the number of days of substitute teaching service for each school year.

### What happens if I just realized that I'm paid for less experience than I actually have as a teacher?

You should contact the Compensation Department, at EPISD and explain your concern. Your personnel file will be reviewed for all service records submitted to EPISD and you will receive a response in a timely manner.

### I am separating from EPISD. How do I request EPISD Service Records?

To request EPISD service records please submit an official [Service Request](#) form to the service record specialist.

**Please note:** Upon request, EPISD has 30 days to provide service records to employee. (TEC 21.4031).

For further assistance. Please contact the Service Record Specialist

Sandra Gay – Service Records Specialist

[sgay@episd.org](mailto:sgay@episd.org) or (915)230-2025