



SOCORRO INDEPENDENT SCHOOL DISTRICT

Salary Placement Verification Form

DEA: Compensation and Benefits

In order for the Socorro Independent School District to use past work experience to determine salary placement, one of the following must be submitted to the Department of Human Resources at the time of employment.

A.) Verification of Employment Letter (Must be submitted within 90 days of employment)

The following information must be included in a Verification of Employment Letter submitted on company letterhead.

The verification letter must include:

1. The position held and a brief description of duties assigned;
2. The exact Start/End Dates;
3. Full Time/Part Time Status (if the individual began as part-time and later moved to full-time or vice versa, information on exact dates must be included);
4. Date of letter and signature of person completing the letter; and
5. Telephone number of company.

B.) Service Record (if experience is from a school district).

New hires will be paid at zero (0) years of experience at the respective pay scale until a verification of employment letter or service record is received in the Department of Human Resources. Only the relevant experience pertaining to the position will be granted.

Experience granted will be calculated in full year increments as established by the Texas Education Agency. Employment at one or more organizations within the same school year does not qualify for separate years of experience.

SIGNATURE AFFIRMS THAT I HAVE READ, UNDERSTOOD, AND RECEIVED A COPY OF THE SALARY PLACEMENT VERIFICATION FORM.

Employee Signature

Date