



## **Request to Review Additional/New Verification of Experience Forms (VOE)**

**Please check box and sign below:**

☐ By signing below, I attest that the attached Verification of Experience on the submitted form(s) is new, and I have never previously submitted or awarded work experience credit towards my current position.

- All new VOEs must be submitted to your designated employee specialist on or before Friday, May 13, 2022.
- All new VOEs and this review form must be submitted together at one time.
- New VOE work experience approved will go into effect upon the date the completed packet is received in HR.

Number of new Verifications of Experience forms attached: \_\_\_\_\_ (list number)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** Until the 21-22 negotiated agreement has been completed, employees may be placed 1 step lower than their actual work credit for pay purposes.

Employee Name: \_\_\_\_\_  
(first) (middle) (last)

E#: \_\_\_\_\_

Current School/Department: \_\_\_\_\_

Current Position/Title: \_\_\_\_\_

# of Verification of Experience years previously awarded towards your current position: \_\_\_\_\_

Current Position Pay Schedule Step: \_\_\_\_\_

### **HR DEPARTMENT USE ONLY:**

\_\_\_\_\_ New VOEs reviewed and approved for \_\_\_\_\_ additional years/steps for employee. New VOE work experience approved will go into effect upon the date the completed packet was received in HR.

\_\_\_\_\_ New VOEs reviewed and not approved for additional years/steps.

Date Completed Packet Received in HR: \_\_\_\_\_ (DATE)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Specialist)

