

## PRIOR RELEVANT YEARS SERVICE WORKSHEET

This worksheet is used to determine prior relevant years service which will be accepted for new staff. Complete items 1-5. Submit for final approval of 5B. Forward form to the Faculty and Academic Staff Governance Office for inclusion in staff member's personnel file.

This worksheet should be discussed and then completed at the time of the final interview when hiring.

1. Employee's Name \_\_\_\_\_
2. Immediate Supervisor(s) \_\_\_\_\_
3. Operational Unit(s) \_\_\_\_\_
4. Approved Title (i.e., Program Specialist) \_\_\_\_\_

5A. Brief list of staff member's : (a) employment experiences with dates; (b) statement of years potentially applicable as prior relevant service; and (c) years accepted. (Both "a" and "b" are to be entered by supervisor; "c" by academic officer.

(a) <u>Position(s)</u>	(b) <u>Date(s)</u>	(b) <u>Years Applicable</u>	(c) <u>Years Accepted</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5B. Total years of "prior relevant service" applied, (b) above, toward placement in a fixed-term appointment sequential progression or toward probationary period. To be completed by the Supervisor.

_____ Supervisor Signature	_____ Date	_____ Years Applied
_____ Human Resources Signature	_____ Date	_____ 
_____ Division Head Signature	_____ Date	_____ 

6. Total years accepted toward placement in a fixed-term appointment sequential progression or toward probationary period. \_\_\_\_\_  
Years Accepted

Final Approval \_\_\_\_\_  
Chancellor, Provost/Vice-Chancellor, Associate Chancellor, or Assistant Chancellor \_\_\_\_\_  
Date