

H. Councill Trenholm State Community College

POLICY NAME:	Credit Awarded for Work Experience
EFFECTIVE:	February 3, 2015
REVISED:	December 13, 2017
APPROVED BY POLICY COMMITTEE:	Yes 12/14/2017
APPROVED BY PRESIDENT’S CABINET:	Yes 2-11-2015; 1-31-2018

CREDIT AWARDED FOR WORK EXPERIENCE

PLACEMENT GUIDELINES

WORK EXPERIENCE IN ALABAMA

All community and technical college and Adult Education employees shall be given full credit for prior work experience in public schools, colleges, and adult education programs in Alabama. H. Councill Trenholm State Community College will award one (1) year of credit for every two (2) years of prior experience outside of public education which is directly related to the requirements of the position for Salary Schedules B, C, D, and H.

WORK EXPERIENCE OUTSIDE OF ALABAMA

H. Councill Trenholm State Community College will award one (1) year of credit for every two (2) years of prior experience related to the requirements of the position. However, initial placement on Salary Schedules B, C, and D, which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor.

OTHER WORK EXPERIENCE

Initial placement on Salary Schedules E, H, and L (local), which gives credit for prior experience outside of public education in Alabama, is within the discretion of the President. However, the experience outside of public education in Alabama for which step credit is to be awarded for initial salary schedule placement should be directly related to the requirements of the position.

Note: It is the President’s discretion to accept current placement from another ACCS institution.