

MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding between The School Board of Broward County, Florida and the Federation of Public Employees.

The above cited parties mutually agree that the work experience credit provided under ARTICLE 12-H of the negotiated agreement between the parties must be verified through the following procedures:

**Experience Credit**  
Individuals employed in the bargaining unit shall receive credit on the salary schedule equal to one (1) step for four (4) or more years of related experience.

(1) Verification of job experience shall be a written, notarized letter from the chief executive officer of his/her designee on his/her letterhead. The letter shall contain the following information: Job title held by the affected employee and a brief description of said job duties; number of hours worked per week; and beginning and ending dates of employment.

(2) Verification of previous employment must be received by the Department of Noninstructional Staffing no later than four (4) months from the beginning date of employment in any school year to be effective during that school year. Individuals employed within the last four (4) months of the school year must furnish verification prior to the beginning of the last pay period of the employee's work calendar.

Date

Employee Signature

SS#