

Guidelines

- If you are new to Covenant Health, are part of a union, and have prior related work experience, you need to complete this form.
- Only experience hours prior to your start date with Covenant Health are applicable. If you were previously employed by Covenant Health, you do not need to submit those hours
- You are required within ninety (90) days from your date of hire to submit completed Recognition of Previous Experience form(s) and supporting documents (if provided by employer), in order to have your starting salary step rate reassessed, retroactive to your start date. Upon request in writing to Human Resources, an extension of this time period may be granted in circumstances where you are unable to access the required information within one (1) month. Failure to provide the information within ninety (90) days and without written notification to Human Resources will result in no retroactivity to the salary adjustment.
- It is your responsibility to send via email or fax completed Recognition of Previous Experience form(s) and supporting documents (if available), to HR Business Support and System Solution (HRBSSS).
- It will take four (4) to eight (8) weeks after all your documents have been received by HR, to process your information.

How to complete form:

1. Complete 'Section I' and send form to your previous employer(s). A separate form is required for each employer.
2. Your former employer(s) completes 'Section II' and returns the completed form to your address, as indicated on 'Section I'. Your Employer may attach supporting documents if necessary.
3. Once you have compiled all completed forms (and supporting documents, if provided by employer), send all collected information to your HRBSSS at HRBusinesssupport@Covenanthealth.ca.
4. Once the information has been received by HRBSSS your previous work experience will be evaluated as it relates to your position and Collective Agreement, and your salary will be adjusted where appropriate.
5. You and your manager will be notified of the any salary adjustment that may be made and effective date of the adjustment by e-mail.

Covenant Health recognizes previous experience for the purposes of determining employees' salary, where there is provision for *Recognition of Previous Experience* in the Collective Agreement. In order to place a new employee at the appropriate basic rate of pay, Covenant Health needs verification of previous work experience.

Your promptness in returning this form directly to your former employer is greatly appreciated.

Section I: To be completed by employee and forwarded to previous employer

I, _____ worked for _____

 Employee Name Previous Employer

And require information to calculate my salary, based on recognition of previous experience. I am currently employed with Covenant Health as follows:

Job Title	Union	Covenant Hire Date	Location	Department
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>(yyyy-Mon-dd)</small>	<input type="text"/>	<input type="text"/>
Street Address	City	Province/State	Postal/Zip Code	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Signature	Date <small>(yyyy-Mon-dd)</small>
<input type="text"/>	<input type="text"/>

Section II: To be completed by previous employer and forwarded to employee

Employer Name Contact Name and Title Contact E-mail Address

Phone Number Street Address City: Province/State Postal/Zip Code

Employee's Name(s) while employed Job Title Type of Employment

(e.g. part-time, full-time, casual)

Hire Date Termination Date Salary Step Salary Rate Union

(yyyy-Mon-dd) (yyyy-Mon-dd) (if applicable)

Total Employment Hours (Prior to COV start date ONLY) Vacation Entitlement Sick Bank (hours)

(days or %) (if applicable): (if applicable)

Contact Signature	Date <small>(yyyy-Mon-dd)</small>
<input type="text"/>	<input type="text"/>

Section III: To be completed by HR Business Support and System Solution

Date Received (yyyy-Mon-dd): Date Processed (yyyy-Mon-dd): Specialist Name: