

DOCUMENTATION OF RELEVANT EXPERIENCE FORM FOR NURSES & HEALTH SCIENCE PROFESSIONALS

**In order to determine the appropriate pay step under the Collective Agreement, Human Resources require that you to provide information on your previous experience (i.e. hours worked).
Please provide the following information:**

1. Please complete all information as requested below and return this document with required attachments for processing to Employment Services at Royal Jubilee Hospital in Victoria or the Metral Drive Office in Nanaimo.
2. Attachments: Documentation from previous employers (i.e. confirmation letter from previous employer(s) stating dates of employment, casual or regular status, and total hours worked)

Nurses: In accordance with the Nurses Provincial Agreement, Article 11.04(F)(2)(c), if you have a gap in nursing experience between 2-3 years your increment will be reduced one step, a gap of 3-4 years will be reduced two increment steps, 4-5 years will be reduced 3 steps, more than 5 years there is no recognition for any previous experience.

Health Science Professionals: Please note that we can count only those hours worked within the past 7 years (per the Health Science Provincial Agreement, Article 30.01)

NAME OF EMPLOYER	DATES OF EMPLOYMENT	STATUS: CASUAL or REGULAR	HOURS WORKED

Note: Increment rate adjustments for newly hired employees will be paid retroactive to hire date provided the documentation is received within 6 months of the hire date.

I, _____, confirm that the experience noted above is relevant to the new position.

Employee Name (please print)

Date

Employee Signature

Signature of Employment Advisor

Date