

IS YOUR EMPLOYEE VERIFICATION OF INFORMATION FORM CORRECT?

October 26, 2012

To: All Salaried BFT Members

This week you should receive an Employee Verification of Information form via postal mail from BUSD's Human Resources office. The purpose of this form is to verify that the information about you in the BUSD system is correct. **If you did not receive a form** please email Mary Buttler, Director of Personnel Services, with a cc to BFT (bft4tchr@lmi.net).

It is very important, particularly if you are a temporary or probationary status teacher, that you take a few minutes and verify that the information on the form is accurate.

Below is a simple step-by-step guide on how to do so.

1) Check that that District has the correct Step listed for you.

As an example, if you have 6 total years of service (including years worked in other districts) at the conclusion of the 2011-2012 school year, you should now be placed on Step 7. *(Note that if you have more than 12 years of service altogether, but less than 12 years actually in BUSD, you would have remained at Step 12 for 3 years before advancing onto the "longevity steps" beyond Step 12. See BUSD/BFT Contract 14.7.1.)*

2) Check that the District has the correct Column listed for you.

This is labeled as "Column" on the form. You can determine your correct Column by taking into account your units and degrees (see the salary schedule on the BFT web site, berkeleyfederationofteachers.org). Then check if the Column listed for you on the Employee Verification of Information form is correct.

3) Check that the District has the correct Status listed for you.

- If you've taught two or more years, had a preliminary or clear credential for two or more of those years and you were probationary status for two of those years, your Status should be listed as "Permanent".
- If this is your second year teaching in BUSD, you had a preliminary or clear credential during your first year, and you did not sign a contract that specifically said that you would be a temporary teacher in 2012-2013, then your Status should be listed as "Probationary II".

- If this is your first year teaching in BUSD and you did not sign a contract prior to your first day of teaching that specified that you were a temporary teacher, then your Status should be listed as "Probationary 0" or "Probationary I".
- If you signed a contract prior to your first day of teaching in 2012-2013 saying that you are a temporary teacher then your status should be listed as "Temporary".

4) Check that the District has the correct Seniority Date listed for you.

The Seniority Date is the first date you served in a **probationary position** in BUSD. This is the date that is used to create a district seniority list.

5) Verify your FTE%, Hire Date (first date hired into any BUSD job), TB Expiration date, advanced degrees, etc.

ONCE YOU HAVE CAREFULLY REVIEWED YOUR EMPLOYEE VERIFICATION OF INFORMATION FORM:

* If you suspect an error for any reason (i.e. incorrect step or column placement, FTE%, status, hire date, seniority date, etc.), you should note corrections before submitting the form to Mary Buttler.

* **Make a copy for your own records.**

* Scan the corrected form to Director of Personnel Services Mary Buttler at marybuttler@berkeley.net, or hand deliver the form to the HR office (be sure to get a receipt). We do not recommend using district mail to send corrections.

* If you have indicated corrections, **please send a copy of your corrected form to the BFT office via district mail or scanning** so that we can follow up and be sure the corrections are made. You can also fax your corrected form to BFT at 549-2308.

If you have any questions about any of this please do not hesitate to contact the BFT office at bft4tchr@lmi.net.