



RELEVANT EXPERIENCE FORM

For: Nurses/LPNs (NBA) ~ Health Science Professionals (HSPBA) ~ Community (CBA)

In order to determine the appropriate pay step under the Collective Agreement, you must provide a confirmation letter/verification from each previous employer that contains the following: *position title, dates of employment, status (full time, part time or casual), total hours worked, wage and step*. If the documentation is incomplete, we may request additional documents thus delaying the process.

Please note that T4s and Records of Employment are not accepted documents, as they do not contain the information we require.

Please gather and email all information as requested to recruitment@islandhealth.ca or send via interoffice mail addressed to: **Recruitment – Gorge Road Hospital**.

Note: Retroactive pay is only given to newly hired employees provided the documentation is received within 6 months of the hire date. If documentation is received outside 6 months of hire date, increment rate adjustments will be paid effective the date of receipt of documentation.

Collective Agreement Rules for previous experience:

Nurses/LPNs: One annual increment for every 1950 hours of previous experience. If you have a gap in nursing experience between 2-3 years, your increment will be reduced 1 step, a gap of 3-4 years will be reduced 2 increment steps, 4-5 years will be reduced 3 steps, more than 5 years there is no recognitions of any previous experience - NBA Article 11.04(F)(2)©.

Health Science Professionals: Please note that we can count only those hours worked within the past 7 years - HSPBA, Article 30.01 & 29.05 (Internal Transfer).

Community: Please note that we can count only those hours worked within the past 7 years – CBA, Article 11.6

For Recruitment Use Only		
Service Centre: SI/CINI		
Employee Name		
Employee #		
Starting Wage	Step	\$
New Wage Effective From (dd/mm/yy)		
New Wage	Step	\$