



# RELEVANT EXPERIENCE FORM

For: Nurse, Facilities Subsector LPN's & Orthopaedic Technologists & Health Science Professionals

In order to determine the appropriate pay step under the Collective Agreement, you are required to provide documentation from previous employers on your previous relevant experience (i.e. hours worked).

Complete all information as requested and return this document with attachments to [HRAccess@viha.ca](mailto:HRAccess@viha.ca) or via Interoffice Mail to **South Island: Recruitment – Gorge Road Hospital, 63 Gorge Rd. East Victoria BC, V9A 1L2** **Central/North Island: Employee Records & Benefits, #300-6475 Metral Drive, Nanaimo BC, V9T 2L9**

1. In addition to completing the table below. Please **attach documentation from previous employers** (i.e. confirmation letter from previous employer(s) stating dates of employment, casual or regular status, and total hours worked).

I, \_\_\_\_\_, confirm that the experience noted below is relevant to the new position.  
*Employee Name*

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

**\*Both your signature and the Island Health Hiring Manager signature are required for processing.**

\_\_\_\_\_  
*Employee Name (please print)*                      *Date*                      *Employee Signature*

\_\_\_\_\_  
*Island Health Manager Name (please print)*                      *Date*                      *Island Health Manager Signature*

**Nurses:** In accordance with the Nurses Provincial Agreement, Article 11.04(F)(2)©, 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.

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

**Facilities Subsector:** Pursuant to the Facilities Subsector Agreement, Article 14.13.01 and 14.13.02, previous comparable experience shall be taken into consideration and the commencing pay rate may be at any step in the range above the minimum wage rate established for the position. Previous comparable experience must be attained in the last three (3) years in accordance with Article 14.13.02.

**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. If documentation received outside 6 months of hire date, increment rate adjustments will be paid effective the date of receipt of documentation.

FOR RECRUITMENT USE ONLY		
STEP:	WAGE RATE:	VERIFIED BY: