



HUMAN RESOURCES DESKTOP PROCEDURES

SECTION TITLE

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SUBSTITUTING EDUCATION FOR EXPERIENCE/EXPERIENCE FOR EDUCATION

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APPROVED BY:

DATE REVISED

Chief Human Resource Officer

February 2, 2024

PURPOSE

To establish procedures for evaluation educational and/or work experience equivalencies pertaining to minimum job requirements for non-instructional positions.

PROCEDURE

For those position which have specifically stated substitution equivalencies for educational and/or work experience within their job description and/or job positions, the following equivalencies will apply:

Substitution of Experience for Education

Two (2) years of related experience, beyond the required minimum work experience, may be substituted for the required education level. Related work experience refers to work that clearly demonstrates a similar level of knowledge, skills and abilities as described in the job description. Non-paid internships and volunteer work will not be considered as related experience. For those positions requiring a bachelor's degree or higher, a high school diploma and an equivalent number of years of related experience will not be an acceptable substitute.

Example #1:

Minimum Qualifications:

Master's degree and five (5) years of related experience.

Acceptable Substitutions:

Bachelor's degree and seven (7) years of related work experience.

Associate's degree and nine (9) years of related work experience.

Example #2:

Minimum Qualifications:

Bachelor's degree and four (4) years of related experience

Acceptable Substitution:

Associate's degree and six (6) years of related work experience.

Example #3:

Minimum Qualifications:

Associates' degree and two (2) years of related experience.

Acceptable Substitution:

High school diploma and four (4) years of related experience.

Substitution of Education for Experience

A higher degree level, beyond the required minimum education level, may be substituted for two (2) years of



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related experience. All degrees should come from a regionally accredited institution or comparable recognized non-U.S. institution. A specific number of courses cannot be equated to the awarding of a degree.

Example #1:

Minimum Qualifications:

Master’s degree and five (5) years of related experience.

Acceptable Substitution:

Doctorate degree and three (3) years of related work experience.

Example #2:

Minimum Qualifications:

Bachelor’s degree and four (4) years of related experience.

Acceptable Substitutions:

Master’s degree and two (2) years of related experience.

Doctorate degree in a related field.

Example #3:

Minimum Qualifications:

Associate’s degree and two (2) years of related experience.

Acceptable Substitution:

Bachelor’s degree, or higher, in a related field.

Created Date: September 15, 2023

Revision Date: February 2, 2024