

## **REQUEST FOR ONE PERCENT SALARY INCREASE FOR FULL-TIME EMPLOYEES**

DATE:	HAVE YOU PREVIOUSY RECEIVED A ONE PERCENT INCREASE?	
NAME:		
	YES 🗌	DATE:
EMPLOYEE ID:	NO 🗌	
DATE OF HIRE IN FULL TIME POSITION:		

## FSCJ COLLEGE CREDIT COURSES, FSCJ NON-CREDIT COURSES, OR DEGREE EARNED

To qualify you must have completed 8 credit hours with a grade of "C" or better, completed 120 non-credit hours, or earned an initial college degree or a higher-level degree from a regionally accredited institution within the fiscal year. An official transcript must accompany your request. Employees are eligible for a 1% increase once every (3) years from the date of the last increase regardless of how it was earned. Your request for increase must be received in the Human Resources Department prior to the first of the month to be reflected on the 23<sup>rd</sup> paycheck. (Example: Paperwork received 02/08 – One Percent Increase effective 03/01 – Payroll Date 03/23). For more information regarding One Percent rules and procedures please refer to APM 03-0911.

## THE FOLLOWING COURSES HAVE BEEN APPLIED TOWARD THE ONE PERCENT SALARY INCREASE (OR LIST THE DEGREE EARNED):

COURSES (use additional sheets, if necessary)	CR HRS	NON CR HRS	<b>MM/DD/YYYY COMPLETED</b>
Total hrs. applied (15 non-credit hrs. = 1 credit hr.)			

## **BELOW FOR HR & OD USE ONLY**

Human Resources Department

Verified Credit Courses

Effective Date: \_\_\_\_\_

Current Annual: \_\_\_\_\_

Payroll Date:	
Amount of Increase:	
New Annual:	

Date

Additional Requirements: annual evaluation review required for degrees earned from another regionally accredited institution HR 008 – Revised 5/21/2024

Date